



# **Manual FOR District Directors**

**Garden Club Federation of Pennsylvania**

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First Edition 1961  
Revised 1963  
Revised 1978  
Revised 1996  
Revised 2010  
Revised 2018  
Revised 2021  
Revised 2022

Revised 2023  
Revised 2025

# Manual for District Directors

The Garden Club Federation of Pennsylvania is currently divided into ten geographical districts from District I to District XI, with a combined District II/III.

Each District Director represents the President of the Garden Club Federation of Pennsylvania (GCFP) within the District and within the framework of the GCFP Bylaws, and has complete administrative charge of that District. It is of major importance that District Directors and Assistant Directors become thoroughly familiar with GCFP Bylaws and other documents and their effect on the administration of the Districts.

Standing Rules of each District greatly facilitate its smooth functioning. These rules must conform in all essentials to the GCFP Bylaws which holds precedence, but will vary in detail with the needs of the District involved.

This manual is intended as a *guide* for the District Directors and Assistant Directors in the discharge of their duties.

Resource to aid in administration:

*Garden Club Federation of Pennsylvania Bylaws*

*GCFP Board of Director's Manual*

*Garden Club President's Manual*

GCFP website at [www.pagardenclubs.org](http://www.pagardenclubs.org)

NGC, Inc website at [www.gardenclub.org](http://www.gardenclub.org)

Robert's Rules of Order, revised

A Collection of Inspiration and Installations

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## Part I: DISTRICT DIRECTORS' GCFP RESPONSIBILITIES

A. District Directors are members of the Executive Committee and the Board of Directors of GCFP. District Directors are expected to attend GCFP State Board Meetings (two a year) and the GCFP Annual Convention; are encouraged to attend the Central Atlantic Region – State Garden Clubs (CAR-SGC) Conference and National Garden Clubs, Inc. (NGC) Convention.

1. At the State Convention, District Directors, Assistant Directors and Club Presidents meet with GCFP state officers.
2. At the State Board Meetings, District Directors and Assistant Directors meet with the First vice president. An informal monthly zoom meeting is scheduled with the First Vice President for updates and discussion.
3. Each District is entitled to only one vote at the GCFP Business Meeting.
4. When giving a report, only address the presiding officer, i.e., "Madame Director".
5. Assistant District Directors are non-voting members of the GCFP Board of Directors (BOD), except in the absence of the Director, and should attend meetings of the Executive Committee of the GCFP with the Directors and the informal meetings with State Officers. *Reference GCFP BOD Manual.*

B. District Directors are responsible for the administrative organization of the District. Each District is modeled after the format of the GCFP in which:

1. Officers of the District and Club Presidents are the Executive Committee of the District.
2. Outgoing District Director should be appointed as advisor to the District Executive Board and the GCFP Nominating Committee delegate.
3. Appointed Committee Chairs (the number will depend on the interest and activities best serving the needs of each District) comprise the remainder of the District Board.
4. Affiliate heads, former District Directors and State Officers are included in Board Meetings at the request of the Director.
5. Club Presidents unable to attend District Executive or Board meetings should send a representative of the Garden Club.
6. Committee Chairs are appointed by the Director for their term and should be familiar with their responsibilities, participate at meetings and attend all called District meetings. Committee Chair term corresponds with that of the District Director. It is encouraged to rotate Committee Chairs.

Chairs should:

- a) routinely communicate with state equivalent Committee Chairs,
  - b) receive regular District correspondence,
  - c) be available to visit Garden Clubs within the District,
  - d) have a job description, and
  - e) receive a copy of the District Standing Rules,
  - f) report activities within the District on their topic area or research current evolving developments.
7. To make District meetings more inviting to Garden Club members, offer some District meetings by using terms such as a theme meeting, offer a club challenge or change the location to a place of interest. Consider pairing club together to work on activities and projects.
- C. Each District should maintain a file of pertinent historical information which is passed to the next Director. This may include important correspondence, decisions made, meeting programs and financial affairs. The Recording Secretary maintains District minutes which pass to the incoming Secretary.
- D. It is recommended to create a Motions Book to record chronological listing of motions made within the District. This is kept by recording secretary who should bring it to all District meetings.
- E. Each District Director should have ready access to the following:
1. Manual for District Directors (GCFP website),
  2. Standing Rules or Policies of the District,
  3. GCFP Bylaws and Standing Rules (GCFP website),
  4. GCFP Board of Directors Manual (GCFP website),
  5. Robert's Rules of Order, newly Revised,
  6. Awards Manual (GCFP website),
  7. GCFP (inclusive of CAR-SGC and NGC) and District Calendar of Events,
  8. Keystone Gardener, KG Online and National Gardener (GCFP website),
  9. Roster of State Board members/Keystone Gardener (GCFP website),
  10. Roster of District Club Presidents, Committee Chairs and officers,
  11. Yearbooks of District Garden Clubs,
  12. Map of the District with location of Garden Clubs identified, (state map on GCFP website, Districts),
  13. List of duties of District Officers and Chairs,
  14. Copies of programs from past Annual meetings,
  15. GCFP applications and forms (GCFP website),
  16. Listing of District members interested in GCFP or District Board positions, include contact information and qualifications. Submit list to State President and GCFP Personnel Chair (Personnel Form under BOD, GCFP website),
  17. List of past Directors in the District and term of office.
- F. A District Director is a member of GCFP Board of Directors, therefore, needs to complete the GCFP Board Personnel Form (under BOD Information) at the beginning of each term in office. Request will also be made for a biography and photo for the Keystone Gardner.

- G. Directors should keep updated names, addresses and phone numbers of District officers, Club Presidents and Committee Chairs, and avail Club Presidents and Committee Chairs with updated contacts. Update newly elected District Officer contact information to GCFP Database Manager.
- H. Notify the State President when a club in the District reaches its 50<sup>th</sup>, 75<sup>th</sup>, and 100<sup>th</sup> anniversary as a Federated Garden Club.
- I. Work with Garden Clubs on response to NGC/GCFP inquiries for information or that of area garden clubs.
- J. It is the task of the Assistant Director to become familiar with the role of the District Director, attend state meetings and perform other tasks as outlined by each District. This time should be spent understanding how the GCFP operates, becoming familiar with Club Presidents.
- K. Conflict of Interest practice exist throughout GCFP levels. Remunerations are not accepted for advice in a GCFP capacity. Reimbursements may be accepted for necessary expenses. See GCFP Standing Rules for more extensive list.

***Duties of the Director and Assistant Director are outlined in the GCFP Bylaws and the GCFP Board of Director Manual.***

## Part II: DISTRICT DIRECTOR'S RELATION TO GARDEN CLUBS

The relationship to Garden Clubs and affiliates are paramount to the success of the GCFP, the District and operation of local Garden Clubs. Frequent contact and quick response to questions is part of the liaison role as the representative of the GCFP at the District level. District Directors should:

- A. Disseminate information and guidance to Garden Clubs. Be the contact person for questions regarding GCFP events and procedures, distribute information from GCFP to Garden Clubs and seek answers to Garden Club inquiries.
- B. Send new presidents a welcome letter or visit with District related information such as Standing Rules, meeting rotation responsibilities, GCFP and District structure, and role of District Board members.
- C. The District Director should:
  - 1. Be familiar with special events of each Garden Club such as installations, flower shows, plant sales, garden tours, etc. Share this information within the District.
  - 2. Facilitate meetings with Club Presidents and District Committee Chairs to build camaraderie, and to help support new presidents.
  - 3. Encourage Club Presidents to correspond with each other, share programs and plan joint events.
  - 4. Seek to attend one event per Garden Club during Directors' term

- in office.
- 5. Encourage participation in GCFP events – awards, convention, GCFP President project.
- 6. Seek District and Garden Clubs to participate in the state convention with educational exhibits and Trash to Treasure challenge.
- 7. Install club officers for the District as requested.
- D. Update District Standing Rules to reflect current changes in GCFP and District operations. This should be done during each Director's term or every two years.
- E. Demonstrate proper protocol in running meetings. *Refer to GCFP website, Information, Club President's Manual, Part IV, Section B.*
- F. Disseminate information and guidelines to District Board members. Be the contact person for questions regarding GCFP and distribute information from GCFP to District Board members.
- G. Email a copy of the District newsletter to GCFP President, First Vice President, Web Master. The newsletter should be distributed to all Garden Club members in the District.
- H. To avoid conflicting activity dates, keep an up-to-date calendar of important events within the District and of the GCFP. Encourage Clubs to check these dates before planning important events.
- I. Use information from Club Presidents Reports to share within the District and for GCFP reports.

### III. DIRECTOR'S INVOLVEMENT TO NEW CLUBS, CLUBS LEAVING AND DISBANDING CLUBS

#### A. NEW FEDERATED CLUB

For interested new clubs or affiliates, be the liaison between groups deciding to become part of the GCFP. Make personal visits if possible. Application for Active Membership (found under GCPF website Forms) states procedures for the process. Interested organizations should receive a copy of "Benefits and Reasons for Belonging to the GCFP" (GCFP website, information).

- 1. Benefits and responsibilities of joining GCFP
  - network with other garden clubs
  - insurance liability coverage
  - non-profit federal status
  - attend District meetings and annual report
  - educational offerings through NGC schools and webinars
  - all members receive Keystone Gardener via email or mail
- 2. Review current bylaws for concurrence of GCFP purpose
  - officers and term of office,
  - payment of GCFP dues

3. Outline structure of GCFP, NGC and Districts
  - GCFP fiscal year of May 1 to April 30, prorated dues the first year
  - District operates from October 1 to September 30
  - Clubs choose their own fiscal year
  - expectation of attendance at District meetings and President reports requested
4. Give/mail application and explain application process (GCFP website, forms)
  - Application fee of \$25 payable to GCFP;
  - yearly membership of \$10 per member, of which \$1 goes to NGC.
  - application is submitted to District Director for approval who forwards to Financial Secretary
  - State President sends notice acceptance to new club and DD.
  - District information is sent as part of welcoming a new president.

#### B. CLUBS LEAVING GCFP

When a Club plans to withdraw from the Federation, notice should be given to the District Director, First Vice President, State President and GCFP Database Manager.

1. Meet with the Garden Club to consider the problem leading up to discussion of withdrawal from the Federation. Discuss alternatives that might be helpful for the Club:
  - a) consider modification of leadership roles
  - b) review Garden Club Bylaws for reduction in activities
  - c) discuss joining another Federated club
  - d) ensure that Club membership is in full agreement with this action.
2. Notify First Vice President of this possibility.
3. From GCFP Financial Advisor Cynthia Layton, 2024:

*"If a federated garden club leaves the federation, they must donate their assets to another 501(c)3 organization. If they decide to become a "social club", they would need to hire an attorney and restructure. They cannot take these assets to the new social club. Social Clubs fall under the IRS as a 4 organization, totally different from a C3."*

4. Share the procedure for withdrawing from GCFP with the Club.
  - a) send certified letter to GCFP president indicating the date of withdrawal,
  - b) copy the letter to District Director,
  - c) send notification to the database manager/treasurer of the withdrawal,
  - d) discuss finances remaining and proper use of funds.

#### C. GARDEN CLUB DISBANDING

Clubs that no longer feel they can continue should discuss the reason with

the District Director. Careful review should be made of the Club's Bylaws to determine an article outlining the dissolving of the Club. If none exist, one should be added to manage this closure. Funds must be dispersed according to 501-C-3 guidelines. In essence, the funds need to be given to a like-minded, not-for-profit, 501-C-3 organization, ideally another garden club or conservation effort. Notification needs to be given for care of their community projects. Disbanding may take a year or more of time to ensure that all debts are paid. Notification needs to follow the withdrawal procedure from GCFP.

#### SAMPLE Disbanding Clause

*If the Club disbands, all assets remaining after payment of debts shall be distributed to one or more charitable organization, which the membership shall designate, and which is approved by a two-thirds affirmative vote. Notification to the membership shall be made in writing at least 30 days prior to the vote to move to disband.*

### Part IV: DISTRICT DIRECTOR'S GCFP REPORTS

#### A. Reports at STATE BOARD MEETINGS:

1. District Directors are expected to *give a report* at EACH State Board Meeting. These reports should include only activities since the last meeting. Important information should be highlighted for the Recording Secretary.
2. Email a copy of the report to the Recording Secretary and bring one copy to hand in at the meeting. If you and your Assistant Director cannot be present, email your report to the Recording Secretary one week prior to the meeting for it to be read.
3. Keep all reports brief and to the point. Three minutes are permitted to state items of greatest interest. If a time limit is set by the presiding officer, honor that time limit. Practice reports at home.

#### B. Reports at STATE CONVENTION:

1. This report is an annual compilation of information and club projects.
2. The reports from District Chairs and Club Presidents will supply the information needed for the report. Accomplishments should be emphasized in the summation of the year's activities in your District.
3. Inform the State President of any unusual projects, any outstanding activities of the District or the clubs within it, or other items which may help to portray the GCFP in the report at the Annual NGC Convention. Send information to the GCFP President by February 14.

#### C. Reports at District ANNUAL MEETING (see Part V Reports within the District)



## Part V REPORTS WITHIN THE DISTRICT

A. District Annual Meeting date is determined by GCFP in fall (September) of each year to enable state officers to attend.

1. District Director Annual Report should cover developments and happenings within GCFP, the District and local Garden Clubs. Check with GCFP officers for their topic presented to avoid duplication.
2. Sample agenda for annual meeting is found under Attachments to address proper protocol.
3. Club President's report can be annual or from the last District meeting.
4. Committee Chair reports are optional or selected by District Director.

B. Regular District Meetings are set by District Director after review of Garden Club meeting dates and GCFP scheduled events. Frequency of meetings is determined by each District. Meetings may be limited to the Board or open to all District Garden Club members.

1. District Director gives report from the last District meeting, special events or focus and an update on GCFP events.
2. Club President Reports can be general or topic specific.
3. Committee Chair reports may be divided among the various regular meetings or all share information at each meeting.
4. Establish a program or a venue specific location for interest to gardeners. Garden Clubs may be on a rotation basis for hosting meetings.

C. Garden Club Reports to GCFP and District

1. Garden Club Annual Report to GCFP

- a. Club President's Annual Report should be sent to the District Director and GCFP President *by February 15 of each year*.
  - b. The Club President Report fillable format is on GCFP website under Forms.
2. Garden Club Presidents may give reports of activities at each District meeting. A topic or theme can be assigned for them.
  3. Annual Meeting Club President Report should summarize major events for the year, not a month-to-month description of activities. Set time limit of two minutes. For better understanding by GCFP guests at the Annual Meeting, have Club Presidents initially state their Club name, location and number of Club members.
  4. Garden Clubs are encouraged to submit articles in District and GCFP newsletters.

D. Committee Chair Reports can be handled as is customary for the District – reports at regular District meetings, select few at Annual Meeting, incorporate written reports in newsletter or summarized in the District Director's Report.

## Part VI: DISTRICT ANNUAL MEETING

All plans and financial arrangements for District Annual Meetings must be approved by the District Director before final arrangements are made. Voting eligibility of club delegates should be stated in the District Standing Rules.

### A. District Annual Meeting

1. Purpose: Each District should hold a District Annual Meeting for the presentation of District Annual Reports by Officers, Committee Chairs and Club Presidents and for the election and installation of officers in the even years. In even years, the retiring director and one alternate to GCFP should be elected to serve in each GCFP administration.
2. Date: The Annual Meeting should be held in the fall of the year. The date is determined by the State President.
3. Place: The Host Club determines the location of the meeting, in consultation with the Director and Assistant Director, as soon as possible after the date is set.
4. Notification: An Annual Meeting invitation/ flier needs to be created and made available by the June GCFP Board meeting. Send the information to the GCFP Webmaster by June 1<sup>st</sup>. Check that pertinent information is included: date, location GPS address, program/speaker, cost, meal selections, and registration information (return address for registrar).
5. GCFP Guests: Provide an invitation to the State President, First Vice President and Second Vice President in June inviting them to the District Annual Meeting.
  - a. Include information on a place to stay in the area of the meeting,
  - b. Include phone number of the event location or host club leader,
  - c. Indicate if there is designated parking for guests,
  - d. Assign a host to greet GCFP officers at the door and escort to assigned seating,
  - e. Offer a page, especially to the GCFP President,
  - f. If a buffet, have GCFP officers at the front of the line,
  - g. GCFP officers are guests of the District and cost of meals are covered.
6. Speaker/Program: The speaker or program should be confirmed well in advance with an agreed upon price and their inclusion in meal arrangements and travel reimbursement. Technological needs determined.

## PART VII Fiscal Management of District

Each District can set Garden Club dues to the District as outlined in the Standing Rules. Districts may also wish to hold various forms of fundraising activities to supplement the costs of the District.

- A. A *budgeted amount* or stipend should be approved each year to oversee the income and expenses of the District.
1. Expenses should include costs of the District Director to:
    - attend GCFP annual convention and board meetings, meals and travel
    - travel expense to state Board meetings and District events
    - Director expenses related to installation and other recognition.
  2. Reimbursements to host clubs.
  3. Monetary awards/prizes.
  4. General operational costs of managing a District – website, mail, printing.
  5. District meeting costs.
- B. Attendance at Regular District Meetings may have a fee for the event center, meals, or a fundraising activity. Funds in excess of expenses go to District treasury, or as specified in District Standing Rules.
- C. Annual District Meeting which typically includes a meal, program and meeting has a registration fee attached to cover expenses. Club hosting such event should consider speaker fee, venue costs, electronics, table decorations and printing costs and guests meals when establishing a registration fee.
1. Sale of a speaker's products should be an agreement between hosting club and the District.
  2. Gifts and other tangible recognition are not expected by state officers or GCFP Board members.
  3. Note that the speaker cost of \$600 or more should be given a Federal Tax Form 1099 at the time of their service. Travel, meals or lodging billed separately from the speaker fee is not included as part of the \$600 cutoff for Tax Form 1099.
- D. District Treasurer needs to complete Tax Form 990 by May 31 and send to the assigned GCFP representative.

## ATTACHMENTS

### ***GCFP GENERAL CALENDAR***

Jan 15	GCFP Governor's Trophy & GCFP awards
Jan 24	Smokey the Bear Application
Feb 1	GCFP Scholarships
<b>Feb 14</b>	<b>Club President's Annual Report to DD, GCFP President &amp; 1<sup>st</sup> V Pres</b>
Feb 15	Seed Money Application
<b>Jan 15</b>	<b>Perennial Bloom Award to DD</b>
APRIL	GCFP Convention
May 31	Clubs 501-c-3 Form 990 due
JUNE	National Garden Week (first full week of June)
JUNE	GCFP Board Meeting
June 15	Seeds of Service Awards to GCFP President's Project
June 15	State Garden Club Dues
<b>Aug 1</b>	<b>Exceptional Horticulturalist Award</b>
<b>Aug 1</b>	<b>Forget-Me-Not Award to District</b>
<b>SEPTEMBER</b>	<b>District Annual Meetings</b>
September	District Dues from Garden Clubs
OCTOBER	GCFP Board Meeting
Dec 1	NCG/GCFP Awards to include Club Yearbook, Flower Show, Youth Poetry

## **SAMPLE AGENDA - - GCFP District Annual Meeting**

Call to Order      “As District Director, I call to order this Annual District Meeting of...”

Invocation      *Invocation/Meditation before Pledge, God before Country*

Pledge to Flag

Welcome Remarks

Introductions      1. NGC / CAR-SGC / GCFP\* 

2. Past District Directors

3. Current Officers

4. Other Guests

\* “As is the protocol within Pennsylvania,  
please rise and give a warm welcome to GCFP  
President \_\_\_\_\_”



Officer Reports:    Secretary  
                         Treasurer  
                         Corresponding Secretary  
                         District Director Annual Report

Conduct Business

GCFP Reports      1. Second Vice President  
                         2. First Vice President  
                         3. GCFP President Report

### **~ORDER OF INTRODUCTIONS~**

NCG President, past Presidents  
CAR Director, past Directors

\* GCFP President  
First Vice President  
Second Vice President

Former GCFP Presidents  
Other GCFP Guests

Past Directors  
Other special guests

Club Presidents Reports - *limit in time to 2-3 minutes, copy to be given to Recording Secretary  
to be included in the Annual Meeting Minutes*

Committee Reports - *limit in time to 2 minutes, copy to Recording Secretary.*

Awards

Installation of new officers

Issues from the Floor

Announcements

Benediction

Program

Adjournment - *choice to adjourn before program/meal or after*

### Protocol for Nomination of District Officers

1. Nominating Committee announces the candidates for District offices.
2. "Are there any nominations from the floor?"
  - + add nominations to the slate of officers, ensure agreement by the candidate;
  - + "having no further nominations" or "hearing no nominations from the floor" entertain a motion to close the nomination.
3. Repeat the candidates name, club and positions, and
  - a) "hearing no additional candidates", call for a *vote* to accept the slate as presented, OR
  - b) call for a *motion* to accept the slate of added candidates, OR
  - c) breakdown the slate if multiple candidates for one office.

#### [Alternative Approach]

- 1) Are there any nominations from the floor for Director? Hearing none I declare the nomination closed. All those in favor of \_\_\_\_\_ as District Director, say "Aye", those opposed say "No". The ayes have it.
- 2) Are there any nominations from the floor for Assistant Director? Hearing none I declare the nomination closed. All those in favor of \_\_\_\_\_ as District Assistant Director, say "Aye", those opposed say "No". The ayes have it.
- 3) Are there any nominations from the floor for Secretary? Hearing none I declare the nomination closed. All those in favor of \_\_\_\_\_ as District Secretary, say "Aye", those opposed say "No". The ayes have it.
- 4) Are there any nominations from the floor for Treasurer? Hearing none I declare the nomination closed. All those in favor of \_\_\_\_\_ as District Treasurer say "Aye", those opposed say "No". The ayes have it.

### Installation of District Officers

"By vote of affirmation, we will now have the installation of District Officers." OR District Officers approval voted at a past meeting are introduced and brought forward for installation by the PA GCFP President. A position unfulfilled may receive nominations prior to the installation.

### **Election of Delegates to the GCFP Nominating Committee**

Ahead of the Annual Meeting in even years, secure a delegate and alternative delegate for GCFP Nominating Committee. It is encouraged that the current Director whose term is expiring serve as the delegate. As stated in the GCFP Bylaws, Article VII, Section 7:

*B.2. District representatives for the GCFP Nominating Committee shall have served a minimum of two terms on the GCFP Board of Directors and shall be elected by the full District membership at the Annual District Meeting in even-number years.*

*B.3. If no member of the District meets the above requirements, a member of the District Board of Directors who has served two terms in a Board position may be elected to serve as a delegate or alternate to the State Nominating Committee.*

Nominating Committee Delegates attends all GCFP Board meetings. They should become familiar with active and upcoming GCFP potential officers.

1. State the name of the delegate and alternate.  
“Can I have a motion to accept \_\_\_\_ as delegate and \_\_\_\_ as alternate from our District to serve on GCFP Nominating Committee? Is there a second?  
All in favor say “aye”, opposed say “no”. The vote is approved.”
2. A request for a candidate can be opened to the floor.  
Send delegates names to the chair of the GCFP Nominating Committee.

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