

**WOMAN'S NATIONAL FARM & GARDEN ASSOCIATION INC.  
STANDING RULES**

**June 2013 Updated 5/20/17**

**The mission statement of WNF&GA is:**

**“WNF&GA will improve our communities and the world through education and activities related to our objectives and goals.”**

I. WNF&GA activities will have the following Interest Areas:

- A. Agriculture
- B. Charitable Affairs
- C. Communication
- D. Environmental Concerns
- E. Gardening

1. Each Interest will have a Director whose role is to:

- a. Oversee the organizational structure and success of the Interest, and to help facilitate the activities.
- b. Appoint members to specific roles as needed.
- c. Accept and judge the Awards Applications from specific roles.
- d. Communicate the names of the award recipients to the National Awards Chair.
- e. Provide articles on the Interest Area for the National Magazine and website.
- f. Present and submit a written report at each Annual Meeting.

**2. Agriculture Director:**

In addition to the duties listed in Item 1, promotes Farming and Agricultural related practices within WNF&GA.

**3. Charitable Affairs Director**, in addition to the duties listed in Item 1,

- a. Coordinates any specific activity that pertains to distribution of funds relating to 501(c)(3) Status.
- b. Make scholarships available to anyone desiring to further the aims and purposes of the organization and who meets the necessary requirements.
- c. Post a standard scholarship application form on the Official Web Site.
- d. Direct an annual contribution of \$100.00 to the Schlesinger Library at Radcliff College in appreciation for housing our archives.
- e. Meet with any designated members responsible for scholarship awards and advise decisions when necessary.
- f. Appointed chairs may include the following Scholarships:
  - 1. Frances Plate Bequest: Sponsors interns for the Student Conservation Association.
  - 2. Sarah B Tyson Fellowship: Undergraduate and Graduate scholarships available for study in agriculture, horticulture and related fields.
  - 3. Warren/Sanders/McNaughton Oceanographic Scholarship: Graduate study in oceanography.
  - 4. Burlingame/Gerrity Horticultural Therapy Scholarship: awarded to students enrolled in a Bachelor's degree program in Horticultural therapy. The students are chosen by the college. Horticultural Therapy Sub Chair represents this scholarship.

5. Renaud-Peterson U.S. National Arboretum Internship: Awarded every year and designated for work at the Louisa King Dogwood Garden at the National Arboretum in Washington, DC. Every two years, funds a dogwood tree planted in the US National Arboretum to honor the outgoing President of WNF&GA.

6. Bess Mueller Fund: supports Judges' School, Flower Shows, Floral Arts Programs, Workshops, and Speakers that are open to the public. It also provides podium flowers at each annual meeting. The applications are received by the Floral Arts chair and money is dispersed by the Education and Charitable Account treasurer.

7. The WNF&GA Temple University, Ambler Campus Scholarship: This "matching gift" is given every year by the *Faith Tiberio Foundation* and awarded to two students in landscape design and/ or Horticulture. The Director of the Ambler Arboretum chooses the recipients.

4. **Communications Director**, in addition to the duties listed in Item 1, coordinates all forms of communications within the organization. Duties include appointment of positions as needed.

a. Archivist: Sends WNF&GA meeting minutes to the Schlesinger Library as directed by the President.

b. Awards: Accepts names of candidates from Directors, Recognitions / Memorial Chair and the President and prepares certificates for presentation at the Annual Meeting.

c. Founder's Day: Coordinates celebration of this event.

d. Historian: Keeps memorabilia for the current President, compiles it in duplicate as a scrapbook; one copy for the President upon completion of her term and a second copy to the Schlesinger Library.

e. International Cooperation / Frysinger Representative:

1. Attends and reports on international meetings relevant to WNF&GA.

2. Collects Pennies for Friendship at meetings.

3. Oversees the Frysinger International project implemented with approval of the Director and the Executive Committee.

f. Magazine Editor:

1. Responsible for preparing and proofreading the magazine for publication.

2. Clears all publications with the President.

3. Publishes news about Divisions, Branches, and articles of interest in accordance with the objectives & goals of WNF&GA.

4. Posts Member at Large/Gift Subscription renewal notice.

g. National Registrar:

1. Responsible for revisions to the mailing list and provides current membership information for the Magazine Editor.

2. Issues Charters to New Branches and Divisions, as approved by the Executive Committee and Parliamentarian.

3. Reports membership totals at the National Meetings.

4. Provide accurate information regarding the growth and decline of WNF&GA.

h. Protocol:

1. Oversees the order of seating and flow of events at WNF&GA events.
2. Sends out invitations and notices to those seated at reserved/guest tables and receiving lines.
3. Assures guest speaker has accommodations.

i. Recognitions/Memorial:

1. Accepts the names of candidates deserving of awards from the National organization as submitted by Branches, Divisions and the President.
2. Maintains a list of the members who have passed away during the year and submits this list to the magazine editor for publication.
3. Announces the names of these members at the Annual Meeting.

j. Web Site Mistress: With the approval of the President, posts articles as submitted for publication on the Internet. Inquiries for information/scholarship requests will be forwarded to those responsible with approval of the President.

**5. Environmental Concerns Director:**

In addition to the duties listed in Item 1, fosters any project related to environmental stewardship and keeps members informed of methods to maintain or improve the environment.

**6. Gardening Director:**

In addition to the duties listed in Item 1, functions as a Horticultural resource for WNF&GA. This Director may appoint individuals to assist in:

a. Civic Improvement:

1. Encourages and inspires members to beautify their communities.
2. Presents examples of what members have done in the past year.
3. Acts as Chair for the Hazel Herring Civic Improvement Grant which awards the annually accrued interest from the American Standard Stock to Branches.

The Hazel Herring Civic Improvement Grant

- a. Annual amount for distribution will be provided by the E&C Treasurer.
- b. Is awarded upon completion of an application form.
- c. Money can be used as
  - i. Starter Fund for submitted project.
  - ii. Completion for an existing project.
  - iii. Help a “stalled project” along the way.
- d. The money cannot completely fund a project.
- f. No project can receive assistance twice.
- g. The chair will keep accurate records of any project receiving assistance and present a written report to the Gardening Director to award the Grant at the annual meeting.

b. Floral Arts:

1. Receives applications for the Bess Mueller Funds and reviews them with the Gardening Director.
2. Distributes funds from the Bess Mueller Fund through the E & C treasurer.

**c. Horticultural Therapy:**

1. Offers advice on Horticultural Therapy projects to Branches and Divisions.
2. Present a workshop at Annual Meeting featuring activities that members may incorporate at the Branch level.
3. Serves as Chair of the Burlingame/Gerrity Horticultural Therapy Scholarship Committee.

**II. Bylaw Committee:**

- A. Lead by the current Parliamentarian.
- B. Receives suggestions for bylaw and standing rule amendments/changes.
- C. Presents amendments and changes in writing to the Executive Committee and the Council for consideration.

**III. Finance Committee:**

- A. Composed of the Finance Chairman, President, President Elect, Vice President and the two Treasurers, Immediate Past President, and one member appointed by the President.
- B. Provide an overview of the Educational and Charitable Funds which allows the committee to maximize return of funds generated back to the community.
- C. Present the proposed annual budget to the Executive Committee for approval.
- D. Present the proposed annual budget to the Council.
- E. Will conduct a review of the books of both the A&O and the E&C at the end of each Fiscal year except in the year that a professional audit or review is conducted.

**IV. Dues:**

- A. Single Branch or Division annual dues for members are \$6.00.
- B. Member at Large annual dues are \$15.00, payable to the A&O Treasurer.

**V. National Meeting**

- A. Executive Committee determines the location of the National Meetings based upon the following criteria:
  1. Hotel with an adequate number of guest room and meeting space to accommodate the Executive Committee, Council Members and general membership based on past attendance.
  2. Dining facilities on site.
  3. Proximity to transportation.
  4. Touring attractions in the area.
- B. Meeting Planner negotiates contract with the facility.
- C. President reviews and signs all contracts.
- D. Meeting Planner finalizes:
  1. Catering needs.
  2. Tour schedules and transportation to tour sites.
  3. Registration fees based on meeting room rental, catering and tour costs, plus 15% for incidentals, divided by the anticipated number of attendees.
  4. Posts registration form on the web site & magazine.
  5. Assigns Meeting Registrar.
  6. Secures reports from Officers, Directors, Division Presidents, Single Branch Presidents and others as directed by the President.

7. Sends reports to Corresponding Secretary for copying.
  8. Prints name tags and fills information packets for attendees.
  9. Attends to details during the meeting as necessary.
- E. Presents written report to the Executive Committee and A&O Treasurer within 6 (six) weeks of the conclusion of the meeting.

VI. **Angel Fund:**

- A. Money donated by members to lower meeting cost.
- B. Distributed by the National Meeting Registrar, which keeps a record of the recipients.
- C. Awarded to a first-time attendee to a National Meeting to help with the Registration Fee.
- D. Angel Fund Assistance is given to a member in good standing only one time during membership with WNF&GA.
- E. May help with costs of the Annual Meeting if overruns are encountered.

VII. Standing Rules are motions of continuing action adopted by members in good standing who are present and voting.

VIII. Standing Rules are adopted to implement provisions of the bylaws and to furnish guidelines of policy and procedures for officers and committees in the performance of their respective duties.

IX. Standing rules may be amended or rescinded by two thirds (2/3) vote of those members present and voting without previous notice. Standing Rules may be temporarily suspended by a majority vote.