

WOMAN'S NATIONAL FARM & GARDEN ASSOCIATION INC.

2024 Proposed Updates to the Standing Rules

Mission statement of WNF&GA: "WNF&GA will improve our communities and the world through education and activities related to our objectives and goals."

ARTICLE I: WNF&GA Interest Areas

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

ARTICLE II: Interest Area Directors

- A. Each Interest will have a director.
- B. Roles of Directors
 1. Oversee the organizational structure and success of the Interest; help facilitate the activities.
 2. Appoint members to specific roles as needed.
 3. Accept and judge the awards applications from specific roles.
 4. Communicate the names of the award recipients to the National Awards Chairperson.
 5. Provide articles on the Interest Area for the national magazine/newsletter and website.
 6. Present and submit a written report at each National Meeting.
- C. Directors:
 1. **Agriculture Director**: In addition to the duties listed in II B, promotes farming and agricultural related practices within WNF&GA.
 2. **Charitable Affairs Director**: In addition to the duties listed above in II B,
 - 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 website.
 - d. Meet with any designated members responsible for scholarship, fellowships, internships, grants and awards; advise decisions when necessary.
 - e. Appointed chairpersons may include governance of the following charitable funding:
 - i. **Frances Plate Bequest**: Sponsors interns for the Student Conservation Association.
 - ii. **Sarah B. Tyson Fellowship**: Awarded annually to a post-baccalaureate, full-time graduate student who is studying, or will study, at an accredited institution in the United States and who wishes to pursue a career in agriculture, horticulture, or related fields of study.
 - iii. **Burlingame/Gerrity Horticultural Therapy Scholarship**: Awarded to a student enrolled in a bachelor's or post-baccalaureate degree program in horticultural therapy. The student is chosen by the college.
 - iv. **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.
 - v. **Bess Mueller Grant**: Supports judges' school, flower shows, floral arts programs, workshops, and speakers that are open to the public. It also provides podium flowers at each National Meeting. The applications are received by the Floral Arts Chairperson, and money is dispersed by the Education and Charitable Account Treasurer.
 - vi. **The WNF&GA Temple University, Ambler Campus Internship**: 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.

- vii. WNF&GA Scholarship for the Study of Conservation and Natural Resources Management: Awarded annually to a post-baccalaureate, full-time graduate student who is studying, or will study, at an accredited institution in the United States, and who wishes to pursue a career in conservation and natural resource management or related fields of study.
- viii. Hazel Herrig Civic Improvement Grant: Awards the annually accrued interest from the American Standard Stock to branches.
 - a) The annual amount for distribution will be provided by the Education and Charity Treasurer.
 - b) Is awarded upon completion of an application form.
 - c) Money can be used as a starter fund for a submitted project, completion of an existing project, or to help a “stalled project” along the way.
 - d) No project can receive assistance twice.
 - e) The chairperson will keep accurate records of any project receiving assistance and present a written report to the Gardening Director to award the grant.

3. **Communications Director**: In addition to the duties listed in II, B,

- a. Coordinates all forms of communications within the organization.
- b. Duties include appointment of positions as needed.
 - i. Archivist: Sends WNF&GA meeting minutes to digital storage as directed by the President.
 - ii. Awards Chairperson: Accepts the names of candidates deserving of awards from the National organization as submitted by Branches, Divisions and the President.
 - iii. Memorials Chairperson: Collects from branch Membership Chairpersons the names and their branches of members who have passed away during the tenure of the current President; announces the names of these members at the Annual Meeting; gives the list to the magazine/newsletter for publication.
 - iv. Founder’s Day Chairperson: Coordinates celebration of this event.
 - v. 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 digital storage.
 - vi. International Cooperation / Frysinger Representative:
 - a) Attends and reports on international meetings relevant to WNF&GA.
 - b) Collects money for Rural Women in Action (ACWW projects) at meetings.
 - c) Oversees the Frysinger International project implemented with approval of the director and the Executive Committee.
 - vii. Magazine/Newsletter Editor:
 - a) Responsible for preparing and proofreading the magazine/newsletter for publication.
 - b) Clears all publications with the President.
 - c) Publishes news about Divisions, Branches, and articles of interest in accordance with the objectives and goals of WNF&GA.
 - d) Posts Member at Large/Gift Subscription renewal notices.
 - viii. National Registrar:
 - a) Responsible for revisions to the mailing list; provides current membership information for the Magazine/Newsletter Editor and the President.
 - b) Issues charters to new Branches and Divisions, as approved by the Executive Committee and Parliamentarian.
 - c) Reports membership totals at the National Meetings.
 - d) Provides accurate information regarding the growth and decline of WNF&GA.

ix. Protocol Chairperson:

- a) Oversees the order of seating and flow of events at WNF&GA events.
- b) Sends out invitations and notices to those seated at reserved/guest tables and receiving lines.
- c) Assures guest speaker has accommodations.

i. Website Chairperson:

- a) With the approval of the President, posts articles as submitted for publication on our webpage.
- b) Forwards inquiries for information/scholarship requests to those responsible, with approval of the President.

Article III: Environmental Concerns Director: In addition to the duties listed in II B,

- A. Fosters any project related to environmental stewardship.
- B. Keeps members informed of methods to maintain or improve the environment.

Article IV: Gardening Director: In addition to the duties listed in Item II B,

- A. Functions as a horticultural resource for WNF&GA.
- B. May appoint individuals to assist in
 - 1. Civic Improvement:
 - a. Encourages and inspires members to beautify their communities.
 - b. Presents examples of what members have done in the past year.
 - c. Acts as chairperson for the Hazel Herring Civic Improvement Grant.
 - d. The money cannot completely fund a project.
 - 2. Floral Arts:
 - a. Receives applications for the Bess Mueller Grant and reviews them with the Gardening Director.
 - b. Distributes funds from the Bess Mueller Grant through the Educational & Charitable Treasurer.
 - 3. Horticultural Therapy:
 - a. Offers advice on horticultural therapy projects to branches and divisions.
 - b. Presents a workshop at the National Meeting featuring activities that members may incorporate at the branch level.
 - c. Serves as Chairperson of the Burlingame/Gerrity Horticultural Therapy Scholarship Committee.

Article V: Bylaw Committee:

- A. Led 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.

Article VI: Finance Committee:

- A. Composed of the Finance Chairperson, President, Vice-President, and the two Treasurers.
- B. Provides an overview of the Educational and Charitable Funds which allows the committee to maximize return of generated funds back to the community.
- C. Presents the proposed annual budget to the Executive Committee for approval.
- D. Presents the proposed annual budget to the Council.
- E. Will conduct a review of the books of both the Administration & Operations Treasurer and the Education & Charitable Treasurer at the end of each fiscal year except in the year that a professional audit or review is conducted.

Article VII: Dues:

- A. Single Branch or Division annual dues for members are \$6.00.
- B. Member at Large annual dues are \$15.00 and are sent to the Administrative & Operations Treasurer.

Article VIII: National Meeting:

- A. The Executive Committee determines the location of the National Meetings based upon the following criteria:
 1. Hotel with an adequate number of guest rooms 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. The Meeting Planner negotiates a contract with the facility.
- C. The President reviews and signs all contracts.
- D. The Meeting Planner:
 1. Finalizes catering needs.
 2. Finalizes tour schedules and transportation to tour site(s).
 3. Sets the registration fees based on meeting room rental, catering, and tour costs, plus 15% for incidentals, divided by the anticipated number of attendees.
 4. Posts the registration form on the website, in the national magazine/newsletter, to all branch and division presidents to pass along to members, and on our Facebook page.
 5. Assigns a Meeting Registrar.
 6. Secures reports from officers, directors, division presidents, single branch presidents, and others as directed by the President to be included in the registration packet.
 7. Sends the reports for the registration packets to the Corresponding Secretary for copying. The copies are distributed to the National Meeting attendees. Only the business portions of a copy will be published on our website.
 8. Prints name tags and fills information packets for attendees.
 9. Attends to details during the meeting as necessary.
 10. Presents written report to the Executive Committee and Administrative & Operations Treasurer within 6 (six) weeks of the conclusion of the meeting.

Article IX: Angel Fund:

- A. Money donated by members to lower costs of attending a National Meeting.
- B. Distributed by the National Meeting Registrar, who keeps a record of the recipients.
- C. Awarded to a first-time attendee at 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 National Meeting if overruns are encountered.

Article X: Standing Rules:

- A. Motions of continuing action adopted by members in good standing who are present and voting.
- B. 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.
- C. May be amended or rescinded by a two-thirds (2/3) vote of those members present and voting without previous notice.
- D. May be temporarily suspended by a majority vote.