Garden Club MANUAL



A Member of the
National Council of State Garden Clubs, Incorporated

GARDEN CLUB MANUAL

Revised 1965



THE FEDERATED GARDEN CLUBS OF MISSOURI, INCORPORATED

Organized March 30, 1933

A MEMBER OF THE

NATIONAL COUNCIL OF STATE GARDEN CLUBS, INCORPORATED

FOREWORD

This revised edition of the Garden Club Manual represents many hours of thought and discussion by a committee of devoted garden club members. It was the desire of this committee to designate and clarify the duties and responsibilities of every officer, state chairman, district director, and club president.

We have included special suggestions for newly elected club presidents, a simple outline for a well conducted meeting, with some basic parliamentary help, and a guide for district directors.

It is our hope that this publication will be of great assistance to beginners as well as experienced club members. and prove helpful in the coordination of garden club activities in all phases between National Council, Central Region, Federation, Districts, and club members.

George S. Avery, Director of the Brooklyn Bontanic Garden, who was awarded a National Council Silver Seal at the 1964 annual meeting in New York, described the garden club movement in his acceptance address, as ---- "the greatest volunteer force in America dedicated to protecting and lifting the face of America - the wild America, its forests and plains, and the cultivated America of home gardens and beautiful public plantings. No other grass roots movement has ideals that excel yours. You are the mightiest hope for conservation education and for greater public appreciation of outdoor America. All informed citizens of the Country admire you for what you stand for, and are indebted to you for what you do."

We pay tribute to you who will faithfully carry out the aims and objectives of the Federated Garden Clubs of Missouri.

Mrs. Otho S. Edgington, President
Federated Garden Clubs of Missouri
1963-1965

ACKNOWLEDGEMENT

The committee gratefully acknowledges the use of material furnished by National Council of State Garden Clubs, Inc., and the suggestions and articles from State Officers, Directors and Chairmen.

The Committee hopes this revised Garden Club Manual will assist officers, chairmen and club members in a more knowledgeable, efficient and enthusiastic approach in planning their programs, activities and projects.

Any addition or changes in procedure will be printed in the GARDEN FORUM. As they appear, please incorporate them in your Manual to keep it current and up-to-date.

Mrs. Gilbert W. Pennewill, Chairman

Mrs. Paul G. Fisher
Mrs. Robert E. Hannon
Mrs. H. G. Lipscomb
Miss Irene Rand
Mrs. Orval C. Sutter

TABLE OF CONTENTS

CHAPTER I

National Council of State Garden Clubs 1

CHAPTER II

Federated Garden Clubs of Missouri 2
By-Laws 2
Standing Rules 11
Duties of State Chairmen 12
Districts and District Directors 18
Map of Missouri - District Divisions 19
District Directive 20
Procedure in regard to new Memberships 24
Life Membership 25
Organizations 25

CHAPTER III

The Scholarship Fund 26
Citation of Commendation 26

CHAPTER IV

The Individual Garden Club 27
How to Organize a new Garden Club 27
Suggested Order of Business 28
Suggested Model By-Laws 32
Guide-Lines for handling finances. 34
Suggested Installation Ceremony 35
Procedures for Club Presidents 36
Program aids available to Garden Clubs 37

CHAPTER V

Annual Reports --Club Ratings 38

CHAPTER VI

State Awards 41

Scale of Points for Judging Senior Yearbooks 46
Junior Awards 48
Scale of Points for Judging Junior General Scrapbooks . . 48
Scale of Points for Judging Junior Yearbooks 49
Scale of points for Judging Gardens 50
and Evaluating the Garden Show

CHAPTER VII

Section 1. Organizing a Flower Show 51
Section 2. Flower Show Schools 58

CHAPTER VIII

Nationally Accredited Flower Show Judges 60
Judges Councils 60
Accredited Judges 61
Student Judges 67

CHAPTER IX

Missouri Wildflower Resolution 69
Garden Therapy 71

CHAPTER X

Sponsored Clubs 72
High School Gardeners 72
Junior Garden Clubs 73

CHAPTER XI

Headquarters of the National Council of State Garden
Clubs 75

CHAPTER I

NATIONAL COUNCIL OF STATE GARDEN CLUBS, INC.

OBJECTIVES

The National Council of State Garden Clubs., Inc. was organized May 1, 1929, in Washington D.C., by members of thirteen State Garden Club Federations.

ORGANIZATION OF NATIONAL COUNCIL

The purpose and objects shall be a non-profit, educational association.

1. It is organized on a non-profit basis: its purposes -- benevolent, charitable, scientific and educational, conducive to the well being of the community and useful to the public.
2. To co-ordinate and further the interests and activities of the State Federations of Garden Clubs, together with similar organizations in the territories or the United States and foreign countries.
3. To aid in the protection and conservation of natural resources, to protect civic beauty and to encourage roadside and park improvements.
4. To encourage and assist in establishing and maintaining botanical gardens and horticultural centers for the advancement of science and for the enjoyment and education of the public.
5. To advance the fine art of gardening, landscape design and study of horticulture.
6. To cooperate with other organizations in the furtherance of the foregoing objectives and in such activities as may be determined by the Board of Directors.
7. To further horticultural and conservation education and landscape design through gift scholarships.
8. To maintain and construct permanent headquarters in any State or the District of Columbia, as the Board of Directors may lawfully select and determine.

CHAPTER II

FEDERATED GARDEN CLUBS OF MISSOURI, INC.

The Federated Garden Clubs, of Missouri, Inc., was organized March 30, 1933, in St. Louis, by representatives from nine clubs of various sections of the state. It was incorporated January 3, 1952.

BY-LAWS

ARTICLE I - Name

The name of this organization shall be 'The Federated Garden Clubs of Missouri, Incorporated.'

ARTICLE II - Objectives

Its objects shall be -

1. To coordinate the interests of the garden clubs of the state and to bring them into a closer relationship of mutual helpfulness by association, conference and correspondence.
2. To aid in the protection and conservation of our natural resources.
3. To encourage civic beauty and roadside beautification.
4. To study in all aspects the fine art of gardening.
5. To cooperate with other agencies furthering the interests of horticulture and conservation.

ARTICLE III - Membership

Section 1. The membership shall consist of two classes: Garden Clubs and Life Members.

Section 2. Any garden club, or division of any other organization, within the State of Missouri, having a membership of eight (8) or more members, which is interested in the objectives for which the Federated Garden Clubs of Missouri is organized, shall be eligible for membership.

Section 3. Garden clubs shall apply through their District Director, who shall present their application, accompanied by dues and a correct list of members and addresses, to the President of the Federated Garden Clubs, of Missouri

Section 4. A Life Member is one in whose name $50.00 has been placed in the Scholarship Fund. Life members holding membership in Federated Garden Clubs shall continue

to pay dues.

Section 5. The President and District Director shall act upon application for membership in the Federation.

ARTICLE IV - Dues

Section 1. The dues for Garden Clubs shall be $1.00 per capita, to be allocated by the budget committee.

Section 2. Dues shall be paid to the Treasurer annually on or before the first day of November, for the next fiscal year beginning January 1st and ending December 31st. The name of the club president, and a typewritten list of complete names and correct and complete mailing addresses shall accompany the dues.

Section 3. Any Garden Club not paying dues within three months after the beginning of the current fiscal year shall be dropped from the Federation after thirty days notice, from the state Treasurer.

ARTICLE V - Officers and their Duties

Section 1. The elective officers of the Federation shall be a President, a First Vice-President, a Second Vice-President, a Third Vice-President, a Recording Secretary and a Treasurer.

Section 2. The President shall preside at all meetings of the Federation, the Executive Committee, and the Board of Directors; shall appoint a Corresponding Secretary, Parliamentarian and Chairmen of all committees, except those serving by virtue of their office. She shall be a member ex-officio of all committees except the Nominating Committee. The President shall call special meetings if necessary; shall supervise Convention plans; shall approve for payment, bills within the budget of each department; shall countersign, all warrants ordered by the Federation or Board of Directors; shall hold a key to the safe deposit box; and shall perform such other duties as usually pertain to the office. The President officially represents the Federated Garden Clubs of Missouri, Inc., on the Board of Directors of National Council of State Garden Clubs, Inc. She shall attend State and District meetings, Regional meetings, and National Council Board and Convention meetings.

Section 3. In the absence of the President, the Vice-Presidents, in order of their standing shall perform the duties of the President.

(a) The First Vice President shall be co-chairman of the convention committee and in cooperation with the District Directors co-ordinate the dates and locations of the District meetings. She shall plan the details of a meeting of the District Directors to be held during the annual State convention and preside at the meeting. In the event of the resignation, death or permanent non-residence of the President, she shall succeed to the office of President.

(b) The second Vice-President shall be chairman of Organization Study and assist in the meeting of the District Directors at the annual convention meeting. She is responsible for drawing up the annual report form.

(c) The third Vice-President shall be chairman of Projects and the co-ordinator with specific chairmen on State projects or exhibits that are relevant to the State or National Organization.

Section 4. The Recording Secretary shall, at the beginning of her term, prepare a policy sheet for the Board of Directors; shall record all minutes of the Federation, send copies of the minutes to the President (2 copies) , the Historian and the Garden Forum Editor; and shall draw all warrants for money ordered spent by the Federation or Board of Directors, presenting same to the President for countersignature. She shall be custodian of its records and of the Federation's Official Seal and Corporate Seal.

Section 5. The Treasurer shall be bonded; shall collect and hold all moneys and funds belonging to the Federation; shall collect all dues for membership and issue receipts for same; shall pay all bills approved by the President, not exceeding the budget for each department; shall pay all warrants issued by the Federation or Board of Directors; and shall make a report at each meeting of the Board of Directors. All accounts shall be audited annually by an Auditing Committee appointed by the President, and reported in full at the Annual Meeting. She shall hold a key to the safe deposit box.

Section 6. The Corresponding Secretary shall be appointed by the President with the approval of the elected members of the Executive Committee. She shall conduct the correspondence under the direction of the President, and issue the Call to Meetings of the State Board of Directors and the annual convention meetings.

Section 7. The Parliamentarian shall be appointed by the President. She shall attend meetings of the Federation, Board of Directors, and Executive Committee and advise when requested, the President, any committee, officer or member on parliamentary questions concerning the Federation.

Section 8. In case of vacancy in elective office other than that of President, the Board of Directors shall elect by ballot a person to fill the remainder of the term.

ARTICLE VI - Nominations, Elections and Terms of Office.

Section 1. (a) Nominations of elective officers shall be by a Nominating Committee, appointed by the President. This committee shall be composed of one representative from each District and approved by the Board of Directors. The President shall delegate a member of this committee to act as Chairman, said chairman to be a member of the Board of Directors.

(b) If a vacancy occurs on the Nominating Committee, the President shall appoint a substitute from the same District as that from which the former member was appointed.

Section 2. (a) A member shall have served on the State Board of Directors for at least two (2) years to be eligible for an elective state office, except for the President, who shall have served at least four (4) years. Officers and Chairmen must be residents of Missouri.

(b) No officer shall succeed herself in office except the Treasurer.

Section 3. (a) The Nominating Committee shall publish in the pre-convention issue of the Garden Forum in the odd number year, a list of candidates to be voted upon, one name for each elective office, it having been ascertained that the candidates are eligible, fitted for the office, and willing to serve if elected.

(b) The Nominating Committee shall present this list of candidates to be voted upon at the Annual Meeting in the odd number year.

(c) Nominations may also be made from the floor.

Section 4. (a) Election of officers shall be held biennially.

(b) When there is but one Nominee for any office, election may be by voice.

Section 5. All terms of office shall be for two years.

Section 6. Each officer shall, within one month of the expiration of her term of office, deliver to her successor all books,records and papers belonging to that office.

ARTICLE VII - Executive Committee

Section 1. There shall be an Executive Committee consisting of the President, First Vice-President, Second Vice-President, Third Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Parliamentarian and the Editor of the Garden Forum.

Section 2. The appointment of Standing Committee Chairmen by the President, shall be subject to the approval of the Executive Committee.

Section 3. (a) The Executive Committee shall be vested with the right to suspend or exclude a club or individual at its discretion.

(b) All other action taken by the Executive Committee shall be advisory and must be ratified by the Board of Directors.

Section 4. (a) The Executive Committee shall render decisions on matters demanding immediate attention between meetings of the Board of Directors, such action to be exercised only in case of necessity and to be reported to the next meeting of the Board of Directors.

(b) A quorum for such action shall be five: the President or First Vice-President and four others. In case the action involves the expenditure of funds of the Federated Garden Clubs of Missouri, the Treasurer must be included in the deliberations.

(c) When a meeting is not possible, a poll of the Executive Committee may be taken by mail. A two-thirds vote shall be necessary for adoption.

ARTICLE VIII - Board of Directors

Section 1. There shall be a Board of Directors consisting of the Executive Committee, District Directors, the Advisory Council, and Chairmen of Standing Committees. This Board shall be empowered to transact business of the Federated Garden Clubs of Missouri during the interim between Annual Meetings. The recommendations of the Board of Directors shall be read at the Annual Meeting.

Section 2. The Board of Directors shall meet at the call of the President at least twice a year or upon written request of four members of the Board.

Section 3. Twenty (20) members shall constitute a quorum at any meeting of the Board of Directors.

Section 4. Each member shall, within one month, of the expiration of her office, deliver to her successor all books, records and papers belonging to that office.

ARTICLE IX - Advisory Council

Section 1. There shall be an Advisory Council to which any question affecting State Federation procedure or policy may be referred from time to time by the Board of Directors. Such Advisory Council shall consist of all Past State Presidents of the Federated Garden Clubs of Missouri, who are willing to act and serve in that capacity.

Section 2. The Chairman of the Advisory Council shall be that member who has most recently completed her term as President . In the absence of the chairman, the committee shall elect from its membership a chairman pro-tem.

Section 3. Three (3) members present at the meeting of such Advisory Council shall constitute a quorum.

ARTICLE X - Annual Meetings

Section 1. The Federated Garden Clubs of Missouri shall hold an annual meeting in the spring, the place to be decided at a previous Annual Meeting or by the Board of Directors.

Section 2. The Voting Body at the Annual Meeting shall consist of the registered delegates and the Board of Directors. In case a board member is acting as a delegate for her club she shall be entitled to only one vote.

Section 3. A quorum at the Annual Meeting shall be a majority of the Voting Body.

ARTICLE XI - Delegates

Section 1. Member Garden Clubs of the Federation shall be entitled to elect and send delegate members of their clubs to the meeting of the Federation according to the following ratio:

Two delegates for a membership of 8 to 50
Three delegates for a membership of 51 to 100
Four delegates for a membership of 101 to 200
Five delegates for clubs with a membership over 200.

Section 2. The names of the Delegates and Alternates shall be sent by the President of the respective Federated Club to the Chairman of the Registration Committee ten days prior to the Annual Meeting.

Section 3. Delegates to the meeting of the Federation must present their credentials, issued by the Registration Committee, in person, prior to the time of being seated as such. When a delegate is unable to vote and there is no alternate present the President of the club which said absent delegate represents, may appoint another member of the club to act as delegate.

ARTICLE XII - Committees

Section 1. Standing Committee Chairmen shall serve for a period of two years and have charge of the following departments of work: Advisory, Auditing, Awards, Birds, Budget, Citations, Club Programs, Club Ratings, Community Projects, Community Project Grants (Sears), Conservation, Conventions, Flower Shows, Flower Show Shools, Friends of the Garden, Garden Centers, Garden Forum Advertising, Garden Forum Assistant Editor, Garden Forum Circulation, Garden Forum Editor, Garden Therapy, Garden Tours, High School Gardeners, Historian, Horticulture, Hospitality, Judges Council, Junior Gardening, Landscape Design, Legislation & Resource Development, Life Membership (State and National), Litter Control, Membership, National Board Meetings, National Council Books, National Gardener, Organizational Study, Parks & Blue Star Memorials, Personnel, Protocol, Publicity & Public Relations, Radio and Television, Resolutions , Roadside Development,

Scholarships, State Projects, Ways & Means, World Gardening, and such other Committees as the Board of Directors may deem necessary.

Section 2. The Budget Committee, consisting of the Chairman, the State Treasurer, the First Vice-President and two other members appointed by the President, shall prepare an annual budget and submit the same to the Board of Directors for ratification preceding the Annual Meeting.

Section 3. The Chairmen of all Standing and Special Committees shall file a detailed report of their work for the annual Business Meeting.

Section 4. Any new plan of work proposed by the Chairmen of committees must be presented in writing and approved by the Board of Directors.

ARTICLE XIII - Publications

Section 1. The Official organ of the Federated Garden Clubs of Missouri shall be "The Garden Forum," and there shall be at least six issues of the publication per year.

Section 2. All financial transactions of the "Garden Forum' shall go through the office of the State Treasurer.

ARTICLE XIV - Districts

Section 1. In order to promote mutual helpfulness in Garden Clubs and to establish closer relationship between members, the state shall be divided into Districts. Each District shall be supervised by a Director, an Assistant Director and such other officers as are necessary to facilitate the work and shall be governed by rules made by the Federation.

Section 2. District Directors and Officers shall be elected at a meeting of their Districts for a term of two (2) years.

Section 3. The District Directors shall keep in communication with all clubs in their District and shall visit them whenever possible; shall arrange for and conduct the District Meetings; shall attend the meetings of the Board of Directors to bring to their clubs for discussion and approval all proposed plans of new work for the District, together with the reports of work done, and to give to the clubs suggestions

for cooperation as the Board may direct. The Directors shall study recommendations of all State Chairmen with reference to aiding the District Chairmen in securing the cooperation of individual clubs for various departments of work; and give a report at the annual meeting of the State Federation.

Section 4. The other District Officers shall perform the duties which usually devolve upon such officers.

Section 5. Each District Officer shall render a written report at the District Meeting.

ARTICLE XV - Scholarships

Section 1. Contributions of any amount shall be accepted into the Federated Garden Clubs of Missouri Scholarship Fund.

Section 2. Contributions of $5.00 or more to the scholarship fund will serve as a credit for Purple Ribbon Rating.

Section 3. Contributions of $50.00 or more to the Scholarship Fund, by or on behalf of a member of a Federated garden club of Missouri, shall entitle such member to become a Life member.

Section 4. The Scholarship Fund shall be administered by the Scholarship Fund Committee composed of the Chairman of Scholarships as Chairman, the Treasurer, and another member appointed by the President; and shall be used for scholarships, loan funds and fellowships at such universities or colleges in Missouri as have an accredited Division of Plant Sciences. These shall be awarded by the respective institutions, with the approval of the Scholarship Fund Committee, to applicants who will engage in the study of, or research in, plant sciences of potential interest and value to gardeners.

ARTICLE XVI - Parliamentary Authority

The Rules contained in "Roberts' Rules of Order -- Revised" shall govern the Federated Garden Clubs of Missouri in all cases to which they are applicable and in which they are not inconsistent with these By-Laws or with those of National Council.

ARTICLE XVII - Amendments

Section 1. (a) These By-Laws may be amended at any

Annual Meeting by a two-thirds vote of the Voting Body present provided a copy of the proposed amendment shall have been sent in writing to each club by the Board of Directors at least thirty days before the Annual Meeting.

(b) Without such notice, By-Laws may be amended at the Annual Meeting by unanimous vote.

Section 2. Amendments may be proposed by the Board of Directors, the Executive Committee, a club, or a committee on revisions. Proposed amendments shall be sent to the Board of Directors for consideration.

Section 3. Standing Rules may be changed at any meeting of the Board of Directors with a sufficient quorum present.

STANDING RULES

1. The sum to the President for office expense shall be allocated annually by the Budget Committee with the approval of the Board of Directors.

2. Subscriptions to "The Garden Forum" for non-members shall be one dollar ($1.00) per year, additional copies twenty five cents (25 cents) each.

3. The State Garden Club Manual shall be given to new clubs at the time of application, and certificates of membership shall be issued at the next Annual Meeting.

4. The minutes of the Annual Meeting shall be read and approved at the first Board meeting following the convention.

DUTIES OF STATE CHAIRMEN

State Chairmen are appointed by the President, for their experience, interest and ability in a particular field.

GENERAL DUTIES

1. Collect as much information as possible and make it available to club members.
2. Incorporate programs of National Council as much as possible.
3. Attend Board Meetings and the Annual Meetings.
4. Give assistance by correspondence, articles in the Garden Forum. Assist in conferences and workshops in the Districts if possible.

Below are listed briefly, duties of specific chairmen. Further information may be had by writing to the chairman. Refer to page 2 in the current issue of your Garden Forum for names and addresses. Allow time for reply.

ADVISORY: Shall consist of the past State Presidents, with the immediate past President acting as chairman, who shall, when consulted, consider questions affecting the policy, or procedure affecting the Federated Garden Clubs of Missouri, Inc., and give opinion on such matters to the President and Executive committee.

AUDITING: Audits Treasurer's books of the Federation and makes a report at the annual meeting.

AWARDS: Takes charge of all matters pertaining to state and national awards. Prepares application blanks for awards in the September - October issue of the Garden Forum, explaining awards procedure and deadline for filing. Keeps in close touch with the District Chairmen of Awards. Co-ordinates the exchange between districts for judging yearbooks. Presents the awards at the annual meeting. Sends eligible and worthy applications on to National Chairman.

BIRDS: Keeps a file of information to assist district Bird Chairman. Advises on all matters which pertain to birds or kindred subjects. Advises on the establishment of bird sanctuaries, both individual and municipal. Answers questions pertaining to ornithological organizations. Encourages protection of bird life and promotes activities that increase in the knowledge of birds and their economic value.

BUDGET: The duties of this committee shall be to prepare the annual budget for submission to the Board of Directors at it's meeting prior to the annual meeting.

CITATIONS: Reviews for approval Citation application forms from garden clubs. Prepares and mails Citation Certificate to club Presidents. Keeps a record of Certificates issued and all publicity concerning the projects.

CLUB PROGRAMS: Maintains a file of material available to clubs upon request. Sets up a display of yearbooks and answers questions at the annual meeting. If possible and if invited, assists in a workshop day in the Districts. Sends to Club Ratings Chairman, list of clubs submitting Yearbooks.

CLUB RATINGS: Prints evaluation sheets. Evaluates the Presidents' annual reports and lists clubs participating in or contributing to Federation projects, for Blue and Purple Ribbon ratings. Specific chairmen will supply this information or these lists. Presents the blue and purple ribbons to winning clubs at the Annual Meeting.

COMMUNITY PROJECTS: Assists and encourages clubs to plan and activate worthy programs of community beautification and civic improvement for their towns, counties and highways. Encourages community-wide participation capitalizing on local talent and initiative.

COMMUNITY PROJECT GRANTS (Sears): Prepares and distributes application forms for Sears Grants. Arranges for and attends meeting with judging committee of Sears Grants. Notifies all applying clubs of results of judging meeting and includes Work Report forms to all clubs winning grants. Arranges for and attends meeting of judging committee for Work Reports. Notifies all clubs sending in Work Reports of results of judging committee and includes Bonus checks to winning clubs. Sends in annual financial report to Sears, and requests new Grant.

CONSERVATION: Keeps file of available information concerning conservation in any of its aspects. Co-operates

with agencies interested in conservation. Promotes education in legislation concerning conservation measures.

CONVENTIONS: Co-ordinates the dates of the district meetings, helps arrange for the place and date of the Board and Annual meetings. Co-ordinates the Seminars at the conventions, and advises with the local convention committee.

FLOWER SHOWS: Advises on Flower Shows. With the advice of committee appoints the Evaluator for flower shows applying for awards. Interprets the policy of National Council with regards to flower shows applying for awards, and other standard flower shows.

FLOWER SHOW SCHOOLS:

1. Supervises all Flower Show Schools in the State.
2. Keeps records of all Flower Show Schools.
3. Arranges for reading examination to be held twice annually, in spring and fall.
4. Checks each item on the Student's application for National Council Accredited Amateur Judge's Certificate, and on the Accredited Judge's application for Certificate of Renewal.
5. Distributes Certificates and renewal Certificates to Accredited Judges.
6. Keeps records of all Accredited Judges and Students.
7. Periodically publishes list of Judges and Students in good standing.

FRIENDS OF THE GARDEN: Receives and records contributions of the clubs to the 'Friends of the Garden', and forwards contribution to the Missouri Botanical Garden. Acknowledges receipt of contribution.

At the end of calendar year reports to:

1. State President - complete report.
2. Club Ratings Chairman - list of contributing clubs.
3. Awards Chairman - list of District winners for state award.
4. District Directors - list of contributing clubs in District.

GARDEN CENTERS: Has the information necessary to establish and maintain a Garden Center. Encourages civic cooperation and participation.

GARDEN FORUM ADVERTISING:

1. Solicits and collects fee for advertising.

2. Answers questions regarding price of advertising etc.
3. Reports space required to the Editor by deadline date.
4. Sends money collected to State Treasurer.
5. Keeps accurate records and sends to Club Ratings Chairman list of all clubs securing an ad.

GARDEN FORUM CIRCULATION: Receives from the State Treasurer the lists from the club treasurers, the correct and complete names and addresses of all members of their clubs, including route, box, and zip code. It is from this list that the mailing label for the Garden Forum is kept current and correct. Change of address should be sent to this chairman. The list of clubs eligible for Blue or Purple Ribbons is sent to the Club Ratings Chairman.

GARDEN FORUM EDITOR: Edits the Garden Forum. Send all articles for publication to her. These articles should be typed, double spaced and on one side of page only, and reach her by deadline date.

GARDEN FORUM ASSISTANT EDITOR: Assists the Editor in setting up our State Publication.

GARDEN THERAPY: Keeps file of information necessary for Projects. Encourage the work for and with the mentally and physically handicapped. See article on Garden Therapy on page 71.

GARDEN TOURS: Keeps a file of gardens open for pilgrimages or educational tours for members of Federated Garden Clubs. Provides helpful information for setting up Garden Tours. Issues to applicants Visitor Entry Card for Foreign and American gardens. Compiles a list of educational tours, by Districts, from the annual report sheets and lists them in the Garden Forum.

HIGH SCHOOL GARDENERS: Promotes and assists in the organization of units for youths in grades 10-11-12. Collects all dues (10 cents National, 10 cents State and 5 cents District) and issues National Membership Cards.

HISTORIAN: Keeps record of Historical interest of the Federation and keeps the history up to date. Files copies of Board and Convention minutes, all issues of the Garden Forum and the convention programs.

HORTICULTURE: Disseminates information on Horticulture and contributes periodically to the Garden Forum.

HOSPITALITY: Arranges hospitality for official guests. Assists the President in arrangements for Board Meetings including reservations and plans for meals.

JUDGES' COUNCIL: This chairman is the liason between National Council and the Missouri Flower Show judges. Is chairman of the Judges' Policy Committee whose purpose is to clarify judging problems. Distributes and collects the Judges' Annual Report Sheets.

JUNIOR GARDENING: Promotes and advises on organization, programs, and activities of Junior Groups. Maintains a file of Junior Clubs.

LANDSCAPE DESIGN: Organizes and conducts State Landscape Design Schools. Keeps a record of Landscape Design Critics. Keeps a file for program material on residential landscaping.

LEGISLATION AND RESOURCES DEVELOPMENT: Keeps clubs informed about the legislative program of National Council. Keeps alert to proposed legislation relevant to the objectives of our organization and promotes its passage or defeat.

LIFE MEMBERSHIP, STATE AND NATIONAL: Sends Life Membership Certificate to the club or individual who paid for it, and a letter of welcome to the new member, Accepts application and dues for National Life Membership and sends to National Life Membership Chairman Keeps a file for both. Reports new members at the Annual Meeting. Co-ordinates all further activities of State Life Members and plans for and presides at the State Life Membership meeting.

LITTER CONTROL: Creates a public awareness of litter. Stimulates public participation in cleaning up present litter and the prevention of future litter by education, public opinion pressure and law enforcement.

MEMBERSHIP: Keeps the membership list up to date and compiles and mails the club and council roster. Mails Presidents' report forms. Is responsible for the controlled subscription list of National Gardner. Mails Certificate of Membership to new clubs and writes a letter of welcome. Reports new clubs by District at the Annual Meeting.

NATIONAL COUNCIL BOOKS: Makes National Council books available to members at the State Meetings. Gives information in regard to publications available from National Council Books.

NATIONAL GARDNER: Takes subscriptions for the National Gardener and is responsible for the paid subscription list in the state. Sends list to Club Ratings Chairman.

ORGANIZATION STUDY: In co-operation with the State President and the Club Ratings Chairman, sets up and has printed the President's annual report forms.

PARKS AND BLUE STAR MEMORIAL: Our contact with the Missouri State Park Board. Assists in establishing Roadside and Memorial Parks.

PERSONNEL: Keeps a file of Personnel information which is available to the Nominating Committee and the incoming State President.

PROTOCOL: Is responsible for the proper order of procedure including the receiving of guests of honor, seating arrangements, receiving lines, installation ceremonies, etc., at State Conventions and other Official functions.

PUBLICITY: Publicises the work of the garden clubs through the media of newspapers, magazines, and Radio-TV. Election of officers, meetings, guest speakers, winners of awards, outstanding achievements, resolutions concerning important public issues are among the things to be reported.

PUBLIC RELATIONS: Responsible for relations with governmental agencies, and other organizations and the public in general. Responsible for setting up exhibits, at the request of the President, at State or special meetings or events.

RADIO AND TV: Contacts Radio and TV stations for time on the air. Arranges garden programs of educational value to listeners. Encourages Radio and TV publicity for the organization. Provides material and suggestions for programs.

RESOLUTIONS: Draws up and presents resolutions, particularly at the Annual Meetings.

ROADSIDE DEVELOPMENT: Informs members regarding the beautification of our roadsides.

SCHOLARSHIPS: Receives and processes applications for State and National Scholarships. Promotes interest in the Horticultural Sciences. Encourages contributions to the Scholarship Fund. A contribution of $5.00 is one of the electives for a Purple Ribbon. See Scholarships Page 26.

STATE PROJECTS: Responsible for any State Projects as determined from time to time, such as State Calenders and exhibits at National Meetings.

WAYS AND MEANS: Has merchandise and buying information of particular interest to club members, available at State Meetings. Responsible for the sale of Manuals, Treasurer's Receipts and the State Calenders.

WORLD GARDENING: Encourages participation in National Council's World Gardening Program, which encourages friendship and peace through gardening.

DISTRICTS AND DISTRICT DIRECTORS

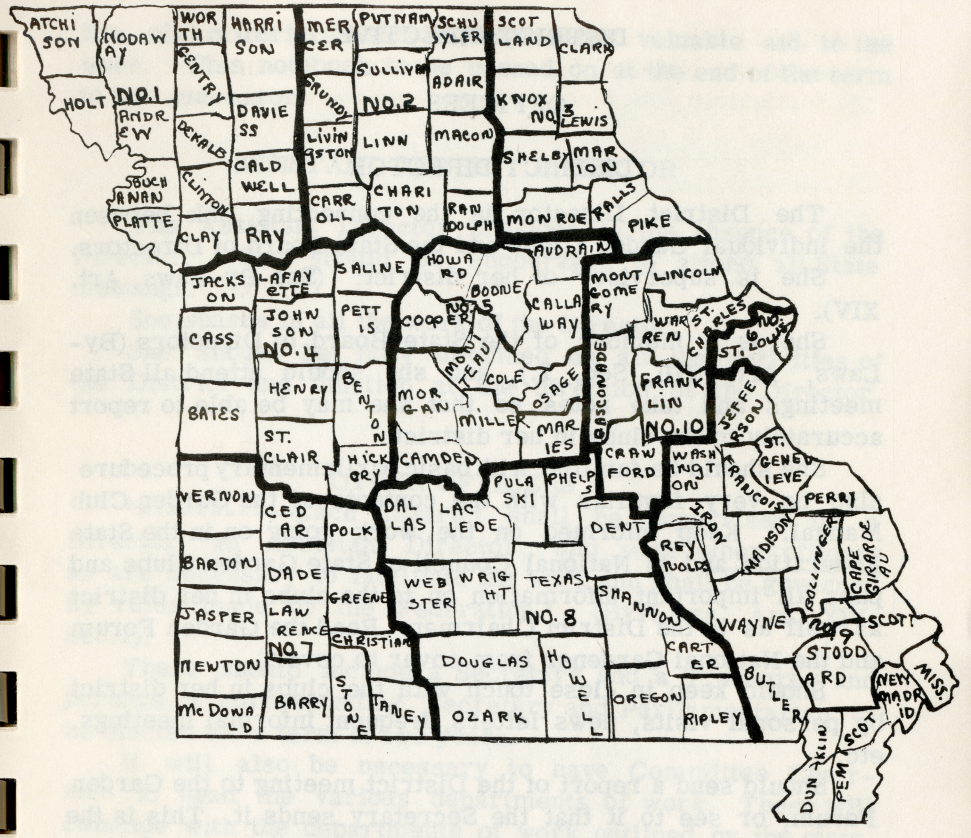
As the National Council is divided into regions, the Missouri Federation is divided into districts. There are ten of these districts and they are divided according to counties in order to make the operation of the Federation, as a whole, easier.

A director is elected in each district the same year the state officers are elected, and represents the State in the operation of her District. There are other officers as determined by the needs and size of the District.

A Board of directors may be set up if the need arises. There is always a treasurer and an awards chairman. The duties of these officers will correspond with those of the state officers and the district officers are a link between the clubs and the state at all times.

In the fall of every year each District holds an annual meeting. The President (or her representative) of each garden club attends the District meeting and gives a report of her Club. If she is unable to have a representative, she sends her report so that it reaches the District Director in time for the meeting.

The District meetings are held in various cities within the District. Their time and date is decided upon by the State President, District Director and the local convention committee. The location is optional and is invitational.



DISTRICT DIVISIONS BY COUNTIES

No. 1.	Northwest	No. 6.	East Central
No. 2.	North-Central	No. 7.	Southwest
No. 3.	Northeast	No. 8.	South-Central
No. 4.	West-Central	No. 9.	Southeast
No. 5.	Central	No. 10.	Mid-Central

DISTRICT DIRECTIVE

OFFICERS

DISTRICT DIRECTOR

The District Director is the connecting link between the individual Garden Clubs and the State Board of Directors.

She is supervisor of her district; (See By-Laws, Art. XIV).

She is a member of the State Board of Directors (By-Laws, Art. VIII, Sec. 1.), and she should attend all State meetings and take notes so that she may be able to report accurately to the clubs in her district.

She should be familiar with basic parliamentary procedure also be very familiar with the contents of the Garden Club Manual. Keep informed on the work going on in the State Federation and in National Council of State Garden Clubs and pass all important information on to the clubs in her district as well as to the District Chairman. Read the Garden Forum and the National Gardener from cover to cover.

Should keep in close touch with the clubs in her district by personal visits, news letters, frequent informal meetings, etc.

Should send a report of the District meeting to the Garden Forum, or see to it that the Secretary sends it. This is the responsibility of the outgoing Director, ending her second year.

After carefully checking the presidents' reports which are received early in January, she should mail each section promptly to the proper State Chairman. The outgoing Director processes the Presidents annual report forms for her last years work. She shall cooperate with State officers, if State convention or State Board meeting is held in her district.

She makes a report at the State Convention.

Help her successor by: (a) turning over a complete record of her work during her term of office, a list of clubs and names and addresses of presidents, and all pertinent information (b) suggest names of competent workers for district chairmen (c) offer assistance.

A Director will find most helpful a three ring notebook or binder to take 8-1/2 x 11 inch paper, in which to

file all material which is considered valuable aid to the work. This notebook to be passed on at the end of the term to her successor.

ASSISTANT DISTRICT DIRECTOR

The Assistant Director presides in the absence of the Director. She should be encouraged to attend all State meetings.

She shares in all the work of the Director.

She should be fully informed on all the activities of the District and function at the direction of the Director.

OTHER OFFICERS

'----------Each District shall be supervised by a Director, an Assistant Director and such other officers as are necessary to facilitate the work and shall be governed by rules made by the Federation.' (By-Laws, Art. XIV, Sec.1).

These should include a Secretary and a Treasurer and perhaps a corresponding Secretary and Parliamentarian, to be elected for a term of two years.

It will also be necessary to have Committee Chairmen to head the various departments of work. These will coincide with the departments of work outlined by the state. The District Director makes these appointments.

MEETINGS

A District meeting is to be held in the fall of each year; the place is by invitation and the date is to be determined by the hostess club, the District Director and the State President.

The District Director, the Presidentof the hostess club and the Chairman of the Meeting plan the program.

The District Director, who is a representative of the State Federation, presides at the meeting.

The District Director shall send the call of the District Meeting to all club Presidents in the District, the District Officers and Chairmen in her District and the State Executive board and such guests as she and the President of hostess club may determine.

The purpose of the District Meeting is to (1) transact necessary business, (2) hear reports, (3) gain information, (4) exchange ideas, and (5) fellowship and entertainment.

To accomplish this a carefully planned agenda is necessary, In the districts that have a large number of clubs it may be advisable to have a timekeeper in order to stay with a planned schedule.

Suggested Agenda

Opening - 10:00 to 10:15
Greetings and response
Collect or prayer
Introductions - Avoid duplications.
Guests who will be introduced at luncheon need not be recognized here.

Business - 10:15 to 10:45
Reading of minutes (This may be dispensed if approved at Board meeting).
Unfinished business
New Business

Reports
District Chairmen 10:45 to 11:10
Report on what Chairmen have done or are doing, not on what Clubs are doing.
Presidents' Reports 11:10 to 12:30 - These reports should reveal the highlights of the activities of the Club This is an exchange of ideas and much information is gained.
They should be timed according to the number of reports and the call of the meeting should state how much time is alloted.
Luncheon 12:45 to 1:45

Program 1:45 to ?
Lecture, Panel Discussion, Demonstration (left to the Planners.)

HOSPITALITY

The registration fee and meals of the State President, the District Director, the speaker and such other guests as the Director shall specify shall be paid as a part of the expense of the meeting.

BOARD MEETINGS

Regular Board meetings tend to co-ordinate the activities of the District and at least one and, if possible, two a year should be provided for.

The Executive committee consists of the elective officers.

The Board of Directors include the Executive committee the District Chairmen and the Club Presidents.

FINANCES

A District should have some working capital in addition to that collected from the annual dues. It may be handled through assessments or by a District money-making project or any means voted on by the members.

The District Director, together with the hostess Club shall specify the amount of registration fee for the District meeting. This should include 'Hospitality' of guests. (See District Meetings.)

All funds accumulated from District meetings shall be controlled by vote of District Board.

ELECTIONS

District Officers shall be elected for a term of two years, the same year that State Officers are elected.

A candidate for District Director shall have served on the District board for at least two years and shall have attended two District meetings and at least one State meeting within the last three years.

BY-LAWS

Each District should have its own set of rules or By-Laws to guide the activities and procedure; a copy of which should be in the book of the recording secretary at all times.

PROCEDURE IN REGARD TO NEW MEMBERSHIPS

DISTRICT DIRECTOR:

Gives Club a Manual when she federates it. Receives, signs, and forwards to State President all applications for new Clubs, including check for dues and typewritten list of members.

Applications for State Life Members is sent to the State President and must include check.

Discourages new clubs in the use of names of existing clubs in the State.

STATE PRESIDENT:

Countersigns application. Sends club application, check, and list of members to State Treasurer.

Sends applications for Life Memberships and checks to State Treasurer.

STATE TREASURER:

Re-checks dues, deposits checks, sends original list of members to Garden Forum Circulation Chairman. Sends applications for Clubs to Membership Chairman.

Deposits checks and sends applications for Life Memberships to Life Membership Chairman.

MEMBERSHIP CHAIRMAN:

Records new Clubs and prepares Certificate of membership. Sends name of Club President to National Headquarters for the National Gardener. Sends a Certificate of Membership and a letter of welcome to the new clubs.

Reports the new Clubs at the State Convention.

LIFE MEMBERSHIP CHAIRMAN:

Records name of Life Member, sends a Life Membership Certificate to the Club or individual who paid for it, and a letter of welcome to the new member.

Reports the new Life Members, State and National, at the State Convention, and co-ordinates all further activities of State Life members.

Receives applications and dues for National Life Members. Sends application and dues to the National Life Membership Chairman.

Keeps a file of State and National Life Memberships.

LIFE MEMBERSHIP

The Honor Roll of the Federated Garden Clubs of Missouri is that of its Life Members. One must be cooperative with the objects and aims of the Federation to be eligible for Life Membership. Many state presidents, district directors, and outstanding Missouri gardeners have been honored with a membership in appreciation of faithful and efficient service rendered.

Those who wish to become Life Members or to honor a friend, garden club officer, or civic leader with a membership, may do so by making application to the District Director. The fee for this membership is $50.00. The member continues to pay Federated Garden Club dues. This money is placed in the Scholarship Fund.

ORGANIZATIONS

1. Burly Oaks: Membership shall consist of past and present state officers. Each retiring State President shall automatically become Chairman.
2. Little Acorns: Membership shall consist of past and present District Directors and past and present state chairmen. The District Director of the district in which the meeting is held shall preside.
3. Oak Blossoms: Membership shall consist of present presidents of all garden clubs of the Federation. The State President shall preside.
4. Judges' Council Policy Committee: Membership shall consist of the Judges' Council Chairman, the Flower Show Schools Chairman, the Flower Show Chairman, and the president of each Judges' Council. The Chairman of Judges' Council shall preside.
5. Life Members: Membership shall consist of State Life Members. The chairman of the Life Membership committee shall preside.

CHAPTER III

SCHOLARSHIP FUND

The Scholarship Fund, originally for students of Missouri University who gave promise of distinction in the field of plant sciences, has been broadened to include students at such universities or colleges in Missouri as have an accredited Division of Plant Sciences. It may be given to those majoring not only in horticulture, but also other kindred subjects. Contributions of any amount may be made to the Scholarship Fund, which is administered by a committee composed of the Fund Chairman, the Treasurer and another member appointed by the President. It is used for scholarships, loan funds and fellowships. These are awarded by the respective institutions, with the approval of the Scholarship Fund Committee, to applicants who will engage in the study of, or research in, plant sciences of potential interest and value to gardeners.

CITATION OF COMMENDATION

This Certificate is presented to commercial or industrial firms, or public institutions such as schools, libraries, city halls, etc., in recognition of landscaping and beautification of their immediate area for the enjoyment of the public and meritorious service for community betterment.

The garden club may send a recommendation to the State Citation Chairman with a description of the place, a picture, and a verification from a Nationally Accredited Flower Show Judge, a Landscape Design Critic or a committee of three members of their garden club.

If approved, certificate will be sent to club President for presentation to the head of the firm.

CHAPTER IV

THE INDIVIDUAL GARDEN CLUB

The main purpose in organizing a garden club in any community is to draw together those individuals, who by their common interest in the fine art of gardening and civic beautification, may share their ideas with one another and build together for the good of the community.

HOW TO ORGANIZE A NEW GARDEN CLUB

In forming a new Garden Club, one should become familiar with the Requirements of a Federated Garden Club. These are:

1. Study in some aspect the fine art of gardening.
2. A minimum of eight members.
3. Pay Federation dues.
4. Subscribe to all other objectives of the Federated Garden Clubs of Missouri.

Contact the District Director, or a member of an organized Federated Garden Club whenever possible for information and assistance.

Call together an interested group, taking care to invite only persons who will be an asset to a garden club. Discuss the project with them. Then elect a temporary chairman and recording secretary and vote to organize a club. By-laws and nominating committees should be appointed and the time and place set for the next meeting.

The next step will be to draw up your By-laws. (Suggested form in this chapter, on page 32. The size of your membership must be determined by your local conditions. A two year term of office starting with January of even years to run concurrently with that of State and National is also desirable for clubs.

At the second meeting the group is called to order by the temporary chairman. The minutes of the previous meeting are read by the temporary Secretary. The report of the By-laws committee is given and the chairman moves 'that the By-laws be adopted'. The By-laws are read paragraph by paragraph and amended if desired. After the By-laws have been read through and perfected an opportunity is given to pro-

pose additions which the committee may have overlooked. When all has been perfected the motion to adopt is voted on. When adopted the chairman declares a short recess to permit charter members to sign the By-laws and pay their dues.

The meeting is then reconvened, the report of the nominating committee is read, and the officers elected by the method prescribed in the By-laws.

After officers are elected the following matters should receive consideration: place and time of meeting; appointment of committees; application thru the District Director for membership in the Federated Garden Clubs of Missouri; yearbook and monthly program. Suggestions for the latter can be obtained from the district or state Club Program Chairman.

The minimum requirements of a Federated Garden Club having been met; take stock of your clubs assets, their interest, time, abilities, finances and other factors, and with these in mind decide in which department of Garden Club activity your club will be active during the next year. Include in your consideration: Flower Show, Garden Tour, Junior Garden Club, Community Planting , Bird Sanctuary, Garden Therapy, Litterbug Campaign, etc.

SUGGESTED ORDER OF BUSINESS

HAVE YOUR MEETING A WELL CONDUCTED ONE

Parliamentary law is not a thing in itself: it is a means to and a guarantee of a well run meeting. By conducting a meeting according to parliamentary law, it gives those present a feeling of greater sense of accomplishment-- and what is more, shortens the business session, allowing time after the meeting for a social visit if so desired.

A word regarding the use of the gavel in calling a meeting to order. The manner in which the presiding officer uses the gavel will tell the assembly that she has self confidence, knows her job, has poise and understanding. The presiding officer stands for a moment, gavel in hand, to attract the attention of the assembly; then with one firm rap of the gavel, says "This meeting will please come to order." There should only be one rap. Two or three agitated raps will at once tell the assembly that the presiding officer is nervous

and unsure of herself.

Agenda - A business meeting should have an outline form. This is known as the agenda. It gives the order of business and the announcements to be presented at a meeting, prohibits the omission of any matter of importance, and allows the meeting to proceed in an orderly fashion.
Example:

1. Call to order by the President
2. Reading of Collect, Creed, short Prayer, or Pledge of Allegiance to the American flag. (optional)
3. Roll Call (if desired)
4. Reading and approval of minutes of the previous meeting.
5. Treasurers report (usually filed for audit after reading)
6. Reports of officers, boards, and standing committees.
7. Reports of special committees.
8. Unfinished business.
9. New business (includes correspondence)
10. Announcements.
11. Program.
12. Display of any kind. (little show)
13. Adjournment.
14. Social Hour.

(This has also proven popular with some clubs when held before the meeting or during the lunch hour)

The secretary, having read her minutes, closes by giving her name and does not say 'respectfully submitted.' When written the minutes are signed --Name ....., Secretary.

Treasurers' Report -- When given, ask if there is any question. If there is none the report is filed for auditing.

Unfinished and new business are conducted in the form of motions and this is the basic unit of parliamentary procedure. Each item of business on the agenda is proposed in the form of a motion, so that each item is delt with singly and in its proper order, allowing business to flow smoothly and quickly, each item being disposed of without confusion.

In proposing a motion --a member addresses the chair, is recognized and says,"I move ....." stating the motion in the affirmative rather than the negative, if possible. If another member seconds the motion, the chair states "it has been moved and seconded that ....." and the motion is now before the assembly for discussion and decision.

If a member of the assembly does not call for the question and the debate seems to be ended, the chair asks," Are you ready for the question?" The chair re-states the motion then puts it to the vote. Thus a motion is either passed or lost and one item of the agenda is cleared with ease and order.

If there is a program after the business is finished, the president says," The program chairman will now present the program" When the program is over the program chairman announces its completion and the president thanks the guest speaker or those who gave the program. Adjournment is announced by the president and does not require a motion to adjourn.

In conducting the business session of a garden club meeting there are four types of motions which are most common and will usually suffice to cover the business which comes before such a meeting. They are:

(1) AMain Motion. A motion which introduces a certain item of business. A main motion may have only two amendments pending at the same time: a primary amendment (to the main motion) and a secondary amendment (to the primary amendment). A motion to amend is debatable when the main motion is debatable and requires a majority vote. A motion for the amendment of a constitution, by-laws or rules of order, however, requires a two-thirds vote.

(2) A Subsidiary Motion is a motion made to dispose of a main motion when the assembly does not wish to pass the main motion or vote it down as it stands. It may modify, postpone or refer a main motion. Further, the main motion may not be voted until the subsidiary motion has been voted. Subsidiary motions take precedence over main motions. They are arranged in order of their importance:

1. Lay on the table
2. Move the previous question
3. Limit or extend the debate
4. Postpone definitely
5. Commit or refer
6. Amend
7. Postpone indefinitely

A subsidiary motion takes precedence over subsidiary motions of lower rank and incidental motions pending at the time; it yields, however, to privileged motions referring to itself. Thus if a motion has been made to extend the debate a motion for amendment is out of order. A privileged motion to adjourn, would be in order.

(3) A Privileged Motion which, because of its importance, takes precedence of a motion which is already on the floor. Because of their high privilege such motions are undebatable. Only the motions to adjourn or recess may be amended, and then only to fix the time of adjournment or recess.

Privileged motions in order of precedence are:

To fix time of adjournment
To adjourn
To recess
To raise a question of privilege
To call for the orders of the day.

Questions of privilege relate to the rights of the assembly or to one person as a member of the assembly.

A call for the orders of the day requests that the assembly return or conform to its agenda or order of business for the day.

(4) An Incidental Motion is one which is related to the conduct of the business of a meeting rather than the business itself and is decided before the question on the floor.

SUGGESTED MODEL BY-LAWS FOR INDIVIDUAL CLUBS

The following contains the most essential articles for any set of by-laws. However, conditions vary according to the size of the community and the club so these suggestions should be adapted to meet the needs of each group. For ex; --A small club might not need a second or a third vice-president. For a large organization an Executive Committee and a Board of Directors would be helpful, in which case the by-laws would state their membership, time of meeting and define their responsibilities and powers.

ARTICLE I - NAME

Section 1. The name of this organization shall be .....

ARTICLE II - OBJECTS

Section 1. The objects of this club shall be .....

ARTICLE III - MEMBERSHIP

Section 1. (Membership may be limited. The minimum number for a Federated Club is eight members)

Section 2. (Qualifications for Membership.)

Section 3. (Procedure in obtaining membership.)

Section 4. (Vote necessary to elect.)

Section 5. (a) The dues of this club shall be ..... payable in advance on or before .... of each year.

(b) Per Capita tax to cover State and National dues which includes a subscription to the Forum shall be paid to club treasurer for transmittal to the state treasurer.

ARTICLE IV - OFFICERS

Section 1. The officers of the .....Garden club shall be: a President, a Vice-president, a Recording Secretary, Corresponding Secretary and a Treasurer. (Other officers may be added as needed.) (Other sections under this Article would give qualifications, method of nominating and electing, term of office, duties of each officer and how vacanies shall be filled.)

ARTICLE V - MEETINGS

Section 1. Regular meetings of this club shall be held on the .....unless otherwise ordered by the club.

Section 2. The regular meeting in.....shall be known as the Annual meeting and shall be for the purpose of electing officers and any other business that may arise.

Section 3. Special meetings may be called by the President upon notice given to all members.

Section 4. .....Members shall constitute a quorum for any meeting of the club.

Section 5. Each member present and in good standing shall have one vote.

ARTICLE VI - COMMITTEES

Section 1. At the beginning of her term of office the President shall appoint the following committees..... (To comply as nearly as possible with state committees and their duties).

Section 2. Such other committees may be appointed by the President as the club (Executive Committee or Board of Directors if you have them) may deem necessary to carry on the work of the club. (Other sections would define the responsibilities of each committee).

ARTICLE VII - EXECUTIVE COMMITTEE

Sections (State its membership, meetings, responsibilities, and define its powers)

ARTICLE VII - BOARD OF DIRECTORS

Sections (State its membership, meetings, responsibilities, and define its powers)

ARTICLE IX - PARLIAMENTARY AUTHORITY

The rules contained in 'Roberts' Rules of Order Revised' shall govern the club in all cases to which they are applicable and in which they are not inconsistent with these by-laws or those of the state.

ARTICLE X - AMENDMENTS TO BY-LAWS

These by-laws may be amended at any regular busines meeting of the club by a 2/3 vote, provided the amendment

has been submitted in writing at the previous regular business meeting and a copy sent to each member.....days previous to the time of voting.

STANDING RULES

Standing rules should contain only such minor details as may be adopted without previous notice by a majority vote at any business meeting. Ex. Notice of meetings shall be sent to the newspaper one week prior to the date of the meeting.

Standing Rules may be adopted from time to time to meet the needs of the club. They may be suspended at any one meeting by a majority vote. They may be amended or rescinded by a 2/3 vote, or, by a majority vote if previous notice has been given.

GUIDE LINES FOR HANDLING FINANCES

I Have your books set up by someone with training and experience.

II Prepare a budget and work from it.

III Use the techniques of 'born treasurers'

1. for your financial records use a ledger book or ledger sheets in a loose leaf notebook.
2. keep all financial records together - instead of on odd scraps of paper that may be mislaid.
3. make record of all information at first opportunity - later memory of it may be inaccurate.
4. make record of all money handled by club - including that in the hands of special collectors.
5. have approval for your expenditures.
6. be accurate concerning name and address of person to whom you should send funds, and from whom you have received funds.

SUGGESTED INSTALLATION CEREMONY

FOR PRESIDENT (TO BE REPEATED AFTER THE OFFICER INSTALLING)

I, ..., promise to uphold, to the best of my ability the faith expressed in me by my selection for this office. I shall endeavor to be ever mindful of the high office entrusted to my care. I shall, at all times, remember that I cannot operate by myself alone and with the help of Almighty God and by His will, I shall conduct myself with dignity and humility.

FOR 1ST, 2ND AND 3RD VICE PRESIDENTS (TO BE REPEATED IN UNISON)

Ever mindful of the trust given to me I shall endeavor to fulfill in every way whatever duties may be given to me. I shall, at all times, do all in my power to uphold my office and to help my fellow officers.

FOR REMAINING OFFICERS (TO BE REPEATED IN UNISON)

Ever mindful of the trust placed in my keeping, it shall be my privilege to uphold the duties of my office and to do all in my power for the good of this organization.

* * * * *

At this point, if there is a Club creed or prayer, it would be suitable to have it given.

If desired, candles and flowers may be used to enhance the solemnity of the occasion.

The ceremony may be made as simple or as elaborate as the Club desires. The above is a bare skeleton. Whenever possible, it is most desirable to have a district or state officer install new Club officers. However, this is not necessary. The outgoing or any former President or officer may act as installing officer.

NATIONAL COUNCIL PINS AND CHARMS:

These may be ordered from National Council Headquarters. Write for descriptive brochure and price list.

National Council of STATE GARDEN CLUBS INC.
4401 Magnolia Avenue
St. Louis, Mo. 63110

PROCEDURES FOR CLUB PRESIDENTS

Study your club, district and state by-laws and this Manual.

Appoint chairmen of standing and special committees.

Read all mail carefully and pass it at once to the person concerned.

Read all District, State and National publications and pass along all important information to your members.

You are the link between your club members and the District and State. Keep a calendar of all scheduled club, district and state meetings and plan to attend or send an alternate.

Familiarize yourself with the various awards offered by the district and state. Encourage your club to participate in various projects. Study and follow procedures carefully in applying for awards as set out in this Manual.

At the close of each year complete and mail two copies of your annual report to your District Director at proper time. Your club minutes and treasurer's reports will be of help in preparing this report.

Announce dates for payment of dues. Complete the official form which is mailed to each club president annually by the State Treasurer. Follow instructions carefully and return with check for dues to the State Treasurer. Remember State and District dues must be paid by November 1st for blue and purple ribbon club ratings.

It is helpful to have an agenda (order of business) planned for each meeting. Conduct your meetings in a business-like manner using diplomancy and tact. Remember you are the leader, not the boss.

Your District and State chairmen are there to serve you. Make use of their help and advice.

When your term of office expires pass your file and all information collected to the incoming president.

ILLUSTRATED LECTURES:

KODACHROME SLIDES: 2 x 2 inch -- require Kodaslide Projector - 35 mm. Topics include: Arrangements, Birds, Christmas, Conservation, Gardens, Landscape, etc.

All sets rent for $3.00

Write for list and ordering procedure.

PROGRAM AIDS AVAILABLE TO GARDEN CLUBS

NOTE: Material available ONLY to Clubs affiliated with State Federations belonging to National Council of State Garden Clubs. PLEASE GIVE NAME OF CLUB WHEN ORDERING.

A. NATIONAL COUNCIL PUBLICATIONS:

1. Duties of a Page. . . . . Free
2. Visiting Gardens . . . . . "
3. High School Gardeners Manual . . . . . "
4. Junior Gardening -Program & Flower Show Suggestions . . . . . "
5. Manual for New Garden Clubs . . . . . "
6. National Council - Descriptive Brochure . . . . . "
7. Public Relations & Publicity Pointers . . . . . "
8. They Changed The Face of This Country . . . . . "
9. The Role of the Garden Club in Community Beautification . . . . . "
10. Handbook on Conservation (out of print - available later)
11. Manual of Suggested Procedures for Garden Club Leaders . . . . . 25¢
12. Program Plans . . . . . 25¢
13. Radio and Television Manual 1.00
14. 'First Twenty Years' (History of National Council) . . . . . 50¢
15. Bookplates (in plastic holder) 25 in a package . . . . . 50¢

* 16. Garden Centers Manual & Directory . . . . . 25¢
* 17. Handbook of Garden Therapy . . . . . 25¢
* 18. The Wall Street Journal for Garden Clubs . . . . . 25¢

19. Note paper with sketch of N.C. Headquarters on front (per box) 1.00
20. Basic Information Kit 3.00
21. Parliamentary Helps for Garden Clubs . . . . . 25¢

* Items are contained in 'Basic Kit' # 20.

B. The Handbook for Flower Shows $3.75
35th Year History 2.75
Garden Prayers 1.25

Write for list and ordering procedure to:
National Council of STATE GARDEN CLUBS INC.
4401 Magnolia Avenue St. Louis, Mo. 63110

CHAPTER V

ANNUAL REPORTS - CLUB RATINGS

Each year the club president receives an Annual Report form in triplicate. This is the only report the club president is required to file with the State Federation and is for the calendar year. The club president fills out this report and mails two copies to the District Director not later than January 10th; one copy is for the District and one copy is for the State. The other copy is kept by the club president and passed on to her successor in office.

The Blue and Purple Ribbon Ratings are acquired by the evaluation of these reports. The club ratings are not awards, but rather an acknowledgement of accomplishments of clubs. This is the Honor Roll of the clubs in the Federation.

REQUIREMENTS FOR A FEDERATED GARDEN CLUB

1. Study in some aspect the fine art of gardening.
2. A minimum of eight members.
3. Pay Federation dues.
4. Subscribe to all other objectives of the Federated Garden Clubs of Missouri.

REQUIREMENTS FOR A BLUE RIBBON CLUB

(in addition to the requirements for a Federated Garden Club)

1. Club Treasurer mail to State Treasurer by November 1:
   a. Federation dues for next calendar year.
   b. Names and mailing addresses of members, including zip code. List must be typed and in alphabetical order.
   c. Name of President of club for following year.
2. Club Treasurer pay District dues by November 1 for next calendar year. List must be typed.
3. Club President have use of State Federation Manual, Revised 1965 and Flower Show Handbook, Revised 1965.
4. At least ten meetings a year.
5. Send a club delegate to the State Convention and District Meeting.
6. Sponsor a showing of a minimum of five members' gardens or participate in a joint showing of a minimum of seven members' gardens; or sponsor a standard flower show or participate in a joint standard flower show with other clubs. 'Participation' in a flower show means 51% of the members of a club.
7. A project within the scope of the Federation objectives. Examples, bird sanctuary, community project, garden therapy project, Junior garden club. etc.
8. President complete 'Annual Report' form in triplicate and mail two copies not later than January 10th to the District Director (one copy for the District and one for the State.) The other one copy is kept by the club president and passed on to her successor in office.

REQUIREMENTS FOR A PURPLE RIBBON CLUB

(in addition to the requirements for a Blue Ribbon Club.)

1. Club treasurer mail to State Treasurer by November 1, correct and complete names and correct and complete mailing addresses of members, including route, box and zip code. This list must be typed (no carbons), in alphabetical order and complete and correct.
2. BOTH a showing of a minimum of five members' gardens or participate in a joint showing of seven members' gardens, AND a standard flower show or participate in a joint standard flower show with other clubs. 'Participation' in a flower show means 51% of the members of a club.

And any TEN of the following:

1. Bird sanctuary.
2. Community project (horticulture or landscape).
3. Conservation project.
4. Public garden center.
5. Garden Therapy project.
6. Litter campaign.
7. Regular educational article in local newspaper.
8. Regular radio or TV program.
9. Sponsor Junior garden club.
10. Sponsor High school unit.
11. Horticulture or arrangement workshop.
12. Educational tour.
13. Enrollment of at least one member in a flower show, school or landscape design school.

14. Host to state or district meeting.
15. Yearbook sent to State President, State Program Chairman, District Director and District Awards Chairman.
16. Organize another federated garden club, or bring an existing club into the Federation, under the direction of District Director.
17. 10% of club memberships but not less than three members, subscribing to the "National Gardener." Send subscriptions to State National Gardener Chairman.
18. Majority of members subscribing to the Missouri Flower Arrangement Calendar. Obtainable from the State Ways and Means Chairman.
19. Secure an ad for the "Garden Forum". Send to Garden Forum Advertising Chairman.
20. Club contribution to State Scholarship Fund --Five Dollar minimum. Send to State Treasurer.
21. Club contribution to "Friends of the Garden". Send to State Friends of the Garden Chairman.
22. Contribution to "World Gardening." Send to State World Gardening Chairman.
23. Contribution to Missouri Chapter, Nature Conservancy. Send to State Conservation Chairman.

Any question concerning Club Ratings must be made in writing to Club Ratings Chairman within thirty days after announcement of ratings.

CHAPTER VI

AWARDS

APPLICATIONS FOR ALL AWARDS

State or National, yearbook or project, senior or junior, are made on the application blank which appears annually in in the GARDEN FORUM (SEPT. OCT. ISSUE).

ELIGIBLE CLUBS

Clubs that are members of the State Federation or groups of such clubs. Junior clubs must be sponsored by a member club to be eligible for an award.

YEARBOOKS

AWARD YEAR: Books for current year.

DEADLINE FOR FILING: Yearbook, with completed application form, ----with the DISTRICT CHAIRMAN OF AWARDS, by February 1.

YEARBOOK AWARDS:

1 - clubs with 8 to 14 members
2 - clubs with 15 to 24 members
3 - clubs with 25 to 49 members
4 - clubs with 50 or over
5 - Council with 3 or more clubs.

Sets of books that may be submitted by each District:

19 clubs or under	1 set.
20 clubs to 39	2 sets
40 clubs to 69	3 sets
70 clubs to 99	4 sets
100 clubs or over	5 sets

PROCEDURE: Yearbooks are judged in another district Winners are sent on to the State Chairman of Awards.

FLOWER SHOWS AND ALL OTHER PROJECTS

AWARD YEAR: Jan. 1 to Jan. 1. For work completed within award year.

DEADLINE FOR FILING: Completed application, with supporting evidence, with the STATE CHAIRMAN of awards, by Dec. 1.

PROCEDURE: All applications are judged by the State Awards committee. Those eligible and worthy are sent on for national competition.

ADVANCE NOTICE: Clubs planning to apply for a Flower Show Award should notify the State Flower Show Chairman, thirty days prior to date of show, of their intention to do so, giving names and addresses of the judges who will serve. The State Flower Show Committee will then appoint a judge to evaluate the show, who will mail her evaluation sheet direct to the State Flower Show Chairman.

Clubs planning to apply for the Garden Tour Award shall notify the State Garden Tour Chairman thirty days prior to date of tour, of their intention to do so, giving names and addresses of accredited judges or landscape critics who will judge the gardens. The State Garden Tour Chairman will then appoint the evaluator, who will return the evaluation sheet direct to her.

SUPPORTING EVIDENCE: Scrapbook form, typewritten containing plans, photographs, (for projects: before and after publicity, club participation and other pertinent information and data. For flower shows it should also contain a schedule and floor plan. Three pages containing the schedule, one item of publicity and a photograph of a large section of the show (not the people), should be easily removable for sending on to the National Chairman of Awards. The scrapbook should present an accurate picture of the flower show or project. The awards committee judges the flower show or project, not the scrapbook. Send scrapbook in a strong mailing carton, which can be used for return mailing.

All correspondence pertaining to awards should be addressed to the State Chairman of Awards. Her name and address appears in the Garden Forum.

DESCRIPTION OF AWARDS

FLOWER SHOWS

STANDARD FLOWER SHOWS: Ribbons may be awarded to standard flower shows sponsored by Federated Garden Clubs as follows:

a. One club
b. Two, three, or four clubs.
c. Five or more clubs.
d. A club that has not participated in any other standard flower show.
e. Christmas show.
f. A standard Flower Show Sponsored by a District.
g. High school Gardeners Flower Shows. Ribbons may be awarded for standard Flower Shows, including Christmas shows, sponsored by one High School Gardener Unit.

HOME AND GARDEN SHOWS: Ribbons may be awarded to standard flower shows in a home or homes with a pilgrimage to homes and gardens sponsored by one or more Federated Garden Clubs.

THE LUCY KELLY MEMORIAL TROPHY may be awarded annually for the best standard flower show staged by one or more Federated Garden Clubs in which competition is open to the general public. This trophy is to be held for one year only.

THE JOHNSTON GWIN CRAIG MEMORIAL TROPHY: A silver bowl may be awarded to the best Christmas show staged by one Federated Garden Club. This trophy is to be held for one year only, the same club not to win two years in succession. This trophy to be retained by the club winning it three times. For other Christmas shows there may be ribbon awards.

PROJECTS

ANNE SUTTER GARDEN TOUR AWARD: A cash award of $10.00 may be awarded to the best Garden Tour sponsored by one Garden Club. The garden on tour shall be judged and evaluated by accredited judges of landscape design.

CIVIC ACHIEVEMENT AWARD may be awarded the best planting projects, city beautification, or any other project which improves your community.

CONSERVATION AWARD may be awarded the best project which promotes the conservation of soil, wildlife, water or plants.

GARDEN CENTER AWARD may be awarded to the best Garden Center which has performed the greatest service to the community. A Garden Center provides information about horticulture to the public.

HORTICULTURE AWARD may be awarded to the club giving evidence of having had the best study program in horticulture.

LANDSCAPE DESIGN AWARD: may be awarded the best completed public landscape project by one or more clubs.

LOUISA OTTO THERAPY AWARD: A cash award of $10.00 may be awarded to the Federated Club or group of such clubs for having sponsored an outstanding program of garden therapy whereby handicapped individuals in one or more institutions have received noteworthy benefit.

HAZEL L. KNAPP HORTICULTURAL AWARD: A cash award of $10.00 to one or more Federated Garden Clubs participating in a concerted activity of intensive plantings which will noticeably improve a community in a reasonably permanent manner.

SPECIAL ACHIEVEMENT AWARD may be awarded for printed reports to members, outstanding activites of the club, or any project for club improvement, not included above.

IT IS NOT NECESSARY TO APPLY FOR THE FOLLOWING TWO AWARDS.

FRIENDS OF THE GARDEN AWARD: Ribbon awards will be given districts having the highest average amount per club donated to the FRIENDS OF THE GARDEN fund. The winner is determined from the report of the state FRIENDS OF THE GARDEN chairman.

KATHERINE HEDLEY AWARD: A cash award of $10.00 will be awarded the club bringing in the most new members through increase in its own membership; organization of new clubs; or getting existing garden clubs into the Federation. This award will be determined from the Presidents' Annual Report forms.

Second and third place ribbons and honorable mention may be awarded to any of the PROJECTS in competition for awards.

SCALE OF POINTS FOR GRADING SENIOR YEARBOOKS

FORMAT 15

A. Book Structure 3
1. Practicability
(convenient size, durability, neatness)

B. Arrangement of contents 12
1. Cover . . . . . (2)
Name of club, town, state, year (design optional). If permanent type binder cover is used substitute paper cover for contest.
2. Title page . . . . . (4)
Name of club, town, state, year, number of members, National Council and other organizational memberships.
3. Subsequent pages. . . . . (6)
Names and addresses of national president, regional director, state president, state treasurer, district director, district treasurer, association or council chairman (if any) and club officers. Club membership roster with complete mailing addresses and phone numbers. Calendar of events (other than regular meetings.)

PROGRAM CONTENT 85

Goals for ideal club program -
Study and activity on some of National Council's objectives such as Birds, Blue Star Memorial Highways, Civic Development, Conservation, Flower Shows, Flower Show Schools, Garden Centers, Garden Therapy, High school Gardeners Horticulture, Junior Gardening, Landscape Design, Landscape Design Schools, Legislation, Litter prevention, Memorial Gardens, National Council Headquarters, National Council Projects Roadside Development, Visiting Gardens, World Gardening.

A. Club Meetings . . . . . (50)
*1. At least 10 meetings a year.
2. WHEN -date of meeting, WHERE -place of meeting, WHO - name of person who will address the group. WHAT - title of subject matter. (Extras like roll-call, exhibits or social activities optional). When a theme is used, it should prevail in at least a majority of the meetings.

B. Club Projects . . . . . (35)
1. Continuing projects and new projects for the current year should be listed separately.
2. Give location, description and member participation in both types of projects.
3. Note where subjects of meetings pertain to project work.

*National requires at least 7 meetings a year, we require 10. Scale of points is identical to National except for this.

JUNIOR AWARDS

Scrapbooks should not exceed 10 x 12 inches.

1. Yearbooks: (a) Printed (b) Mimeographed; (c) Typed; (d) Handwritten.
2. General Scrapbooks: Covering club activities.
3. Special Scrapbooks: On birds, wild flowers, trees, special hobby or project, etc.
4. Hilda Adams Award: A $10.00 cash award to the junior club which, through its own efforts has been most successful in promoting all phases of Garden Club work. This award is given by the Kansas City Garden Club in memory of Mrs. Cliff Adams. The supporting evidence should be in scrapbook form containing the past yearbook, together with pictures and information as to how the program and/or projects set out in the yearbook were carried out.

NATIONAL AWARDS

Description of National Awards appears annually in the NATIONAL GARDENER, usually in the Sept.-Oct. issue. Clubs interested in being eligible for a National Award should study the requirements as set out therein.

SCALE OF POINTS TO BE USED IN JUDGING JUNIOR GENERAL SCRAPBOOKS

1. History 15
   Dates covered by book, synopsis of history of club.
2. Artistic Value 25
   cover and cover design, pictures, hand painting, sketches, beauty, neatness, distinction and originality, etc.
3. News Interest 35
   Clippings and pictures of interest to club members.
4. Completeness of Scrapbook 25
   Orderly and chronological arrangement.

TOTAL POINTS 100

SCALE OF POINTS FOR JUDGING JUNIOR YEARBOOKS

Completeness as Junior Club Handbook 20

- Convenient size, neatness, suitable cover and binding 5
- Organization Information 5
  - Cover: Name of club; year
  - Title Page: Name of club; membership classification, (scouts, school, children of members of sponsoring club, neighborhood group, etc. age bracket)
  - Name of sponsoring club.
  - Town (if any) ; District; State.
- Officer Information, names and addresses 5
  - National President
  - State President and State Junior Chairman
  - District Director and District Junior Chairman
  - Club Officers;
  - Adult Leader.
- Roster of members, addresses and telephone numbers 5

Program content 80

- A minimum of nine (9) meetings a year 5
- Monthly program topics and leaders listed 10
- Balanced study program 40
  including horticulture, conservation, flower arranging and nature study;
- Flower Show Participation 10
  (exhibits at regular meetings or at standard shows)
- Project within the scope of Junior Gardening Objectives 15
  (such as plantings, bird sanctuary, litterbug campaign, garden therapy, collections, etc.)

Total points 100

SCALE OF POINTS FOR JUDGING GARDENS AND EVALUATING THE GARDEN TOUR
(for the Anne Sutter Garden Tour Award.)

DESIGN	35
design principles applied to permanent relation of:	
garden to house and site	10
lawn, shrubs, trees, flowers, to each other and to the whole	10
accents, accessories, special features	10
Functional aspect of design	5
CULTURAL PERFECTION	25
quality, maturity, color of:	
lawns and ground cover	5
shrubs and vines	5
trees	5
flowers	10
MAINTENANCE	5
Total for each garden	65

Rate each garden individually and enter average below.

AVERAGE RATING OF GARDENS	65
EDUCATIONAL VALUE OF TOUR	10
informed hostesses, worthy features listed, identification of unusual plant material, garden practices.	
ACCESSIBILITY	5
map of locations, directional signs, proximity of gardens, parking areas.	
HOSPITALITY	5
Courtesy to judges, official guests, refreshments.	
QUALITY OF GARDEN SHOW AS A WHOLE	15
Features which raise this above average	
Total	100

Signature of judge or judges _____

CHAPTER VII

SECTION I - ORGANIZING A FLOWER SHOW

The amateur flower show should present an overall picture of beauty and harmony. It should be educational and should raise the standards of floriculture and horticulture in the community. A properly planned show is a joy for both the sponsoring club and the community.

The Flower Show Committee is appointed to conduct the show and to be sure the show meets the requirements of a Standard Flower Show, as required by the National Council of State Garden Clubs. In order for ribbons won by exhibitors to be counted toward judging certificates, they must have been won at a Standard Show. Standard Flower Shows are the only shows which are counted in computing CLUB RATINGS.

THE STANDARD FLOWER SHOW

The requirements of a Standard Show are:

1. Planned and staged by a National Council member club or group of member clubs according to standards recognized by National Council of State Garden Clubs, Inc. and in conformity to National Council and State objectives.
2. A written schedule; preferably printed, mimeographed or duplicated by other means.
3. Required divisions; Horticulture and Artistic Design.
   At least half of the sections are allocated to the Horticulture division.
   A minimum of five classes is required in each division.
4. Awards are determined by National Council Standard method. See page 45 handbook (1965) The top awards are Tricolor, Award of Distinction, the Creativity award, and the Award of Merit. It is not essential that these be awarded in a standard show. Any or all of these awards may be given if requirements are met.
5. Exhibits are judged by National Council Accredited judges. At least two thirds of the judges should be accredited.

These are the minimum requirements. For additional

interest or educational value and if the club is interested in applying for Flower Show Awards, a Junior Section and Educational Exhibits would be strongly advised and recommended.

FLOWER SHOW COMMITTEE

The Club President appoints the General Flower Show Chairman and possibly a Vice-Chairman. The Vice-Chairman is subordinate to the General Chairman but is kept well informed and is able to take over in case of illness or other emergency. These two chairmen should be people of vision. They should be level headed, patient, fair and calm under stress.

The first duty of the General Chairman should be to purchase a HANDBOOK FOR FLOWER SHOWS. This book is published by National Council of State Garden Clubs, available from Headquarters, 4401 Magnolia Ave. St. Louis, Mo. 63110. Price $3.75. In this book are listed all the necessary committees. The responsibilities of each committee are specifically explained. From the club membership the General Chairman, with the help of the Vice-Chairman, selects the people to head her committees. If the club has experienced members in staging flower shows it is well to realize that new members need to be included on each committee to train committee people for another year.

The next item on the agenda is the selection of a season for the show. The club membership should be consulted because they will be the exhibitors. The exact date is left to the decision of the flower show committee.

In selecting a place for the show the committee considers floor space available (if tables for exhibits are available it is helpful) , parking space, and distance of travel for exhibitors and visitors. There should be a loading area, so exhibitors do not have to carry exhibits for long distances. There should be working space and water available for exhibitors. After all possibilities have been explored the complete Flower Show Committee selects the location.

GENERAL WORK OF COMMITTEES

ALL COMMITTEE CHAIRMEN AND MEMBERS SHOULD BE FAMILIAR WITH THEIR RESPONSIBILITIES AS LISTED IN "THE HANDBOOK". The General Chairman, Vice-Chairman, Staging and Schedule Committees measure available floor space and check properties before the Schedule Committee begins to work. The space, properties and finances are the considerations in all planning.

SCHEDULE

The following factors should be considered as the schedule is planned.

1. Appropriate theme.
2. Flowering material seasonal at time of show.
3. Ability of respective exhibitors.
4. Available properties.
5. Proper balance of show.
6. Use of correct flower show terms.
7. Space available.
8. Funds available.

The Schedule must be prepared before the show planning can proceed. Specific wording is required in the schedule. Say just what is meant and then stick to what has been said. If colored backgrounds, etc., are to be used then color swatches should be available to exhibitors on request. The schedule should state that such swatches are available. State size and area of all exhibits and the height at which mantels and other exhibits are to be staged. State that potted plants must have been grown by the exhibitor for at least three months before being exhibited (this is to avoid exhibiting of newly purchased nursery stock.) Say in the schedule in which classes you will allow artificial, treated, painted, or dried material. Such material is only allowed when the schedule says it may be used. If the club is an experienced one, include classes for novices to encourage beginners. Invitational classes for especially good exhibitors from other clubs, help a new club raise the standards of their exhibits.

The schedule should state that awards will be made only if merited. Unwarranted awards should never be given

to keep up interest. List what awards may be given. If a sweepstakes award is to be made the schedule must state for which ribbons points are given, and how many points for each type. If a trophy, such as a silver cup or tray is to be presented, state that is should go to the best exhibit in the show. Don't state that it should go to the Tri-color, Award of Distinction or Award of Merit, since an exhibit must score 95% to be eligible for one of these awards, and the judges might not score any exhibit in your show that high. However, they can always select the best in the show for your trophy.

For the Junior section of the schedule, consult with someone who is aware of the abilities of different age groups of children; then divide schedule classes accordingly. If at all possible, have juniors work on their exhibits at the show, to be sure the exhibit is the work of the exhibitor.

A word here for conservation. State in the schedule that conservation material may be used only in accordance with Missouri Wildflower Resolution of May, 1954. It would be helpful to include a mimeographed copy of this resolution with the schedule. According to this resolution (see chapter IX) some native flora may not be used at all in arranging, while others can be used if accompanied by a note, signed (with signature turned under during judging), stating that this material was garden grown from seed or nursery stock.

Now the schedule has been completely planned. Consult with the Staging and Properties Chairmen to see if they can carry out the schedule ideas. It is strongly recommended that before printing, the schedule be proof read by an accredited judge, District Flower Show chairman, or the State Flower Show Chairman. Once the schedule is printed the committees and the judges, as well as the exhibitors, are held to the printed word.

SUGGESTED RULES FOR A STANDARD FLOWER SHOW TO BE INCLUDED IN SCHEDULE - ADAPT TO NEEDS OF INDIVIDUAL CLUB

1. Competition is limited to . . . . . .
2. Entries will be received from . . . . . to . . . . . .Late entries will be staged but not for competition (or) Late entries will not be accepted.
3. Floor will be cleared for judging at . . . . . (suggested time 15 minutes after entry closing time.)
4. Exhibits and ribbons must remain in place until . . . . . and must be removed before . . . . . .
5. All exhibits will be protected as far as possible, but committee assumes no responsibility for loss or damage. It is suggested exhibitors mark bottom of containers and accessories.
6. Exhibitors will be limited in the use of wild flowers according to the Missouri Wild Flower Resolution (Garden Club Manual.)
7. Interpretation of the schedule shall be the responsibility of the general chairman.

RULES FOR ARTISTIC DIVISION

1. Only one entry permitted in each class.
2. The exhibit must be the work of the exhibitor.
3. Artificial flowers and foilage are prohibited. (Instructions to Committee: Since the schedule must specify the type of material or combination of material for each class, the general rules are stated here, the exceptions must be stated in the particular class wording.)
4. Plant material need not have been grown by exhibitor, unless otherwise stated.
5. Fresh plant material must be used exclusively or predominate in all classes, unless otherwise stated in class wording.
6. The following may be used in all classes unless otherwise stated in class wording:
   A. Foliage
   B. Accessories
   C. Bases

D. A minimum of dried material.

7. The following may not be used unless specifically permitted in class wording:
   A. Artifical plant material other than artificial flowers and foliage.
   B. Treated plant material (dyed, painted, varnished, or otherwise treated).
   C. Weathered wood.
8. Backgrounds are restricted to those supplied by the committee unless otherwise stated.

RULES FOR HORTICULTURAL DIVISION

1. Classes shall be subdivided as to color or variety as required.
2. Each subclass shall be judged as a class.
3. Only one entry per garden permitted in each class or subclass.
4. All specimen shall have been grown by exhibitor at least three months.
5. All potted specimens shall have been grown potted for at least three months.
6. All cut specimen shall be displayed in . . . . . furnished by . . . . . (Optional rule.)
   To be eligible for a blue ribbon:
   Entries in classes . . . . . must be named as to kind.

DEFINITIONS

SPECIMEN: One plant, bloom spray, spike, stalk, etc.

BLOOM: An individual flower· a solitary flower terminating a stem.

COLLECTION: A number of flowers, fruits, vegetables, plants, or other objects gathered into one exhibit; the number to be stated in the class. The minimum number in a collection is five.

KIND: a. As a general rule, all natural genera are kinds. Ex. Apple, Rose, Iris.
b. For exhibiting purposes, distinct types are classified as different kinds. Ex. Tall Bearded Iris; Siberian Iris; Spuria Iris.

NAMED VARIETY: A division of a species, or a hybrid, having distinct characteristics which can be perpetuated. Ex. Clematis 'Jackmani'; Iris 'Cloud Cap'· Strawberry 'Rich Red.'

NOVICE: One who has never won an award in the Arrangement Division of a Standard Flower Show.

FRESH CUT PLANT MATERIAL: Any part recently severed from a living plant, with the quality of freshness unimpaired· fruit, flowers, leaves, stems, etc.

DRIED PLANT MATERIAL: Cut plant material that has become dried.

WEATHERED WOOD: Any wood showing evidence of having been exposed to the elements. This includes driftwood.

ACCESSORY: Anything in addition to the plant material, container, base, mechanics, or backgrounds.

AWARDS

1. Awards will be made according to the Handbook.
2. The Tricolor may be awarded in classes . . . . . .
3. The Award of Distinction may be awarded in classes . . . . . .
4. The Award of Merit may be awarded in the following sections . . . . . .
5. The decision of the judges, as to merit, will be final.

STAGING

Drawing a plan to scale helps in planning the staging. It is easier to erase than to move tables.

Backgrounds add much to the appearance of the whole show, and division of exhibits, if only by a ribbon placed on the table, adds to the overall picture.

Avoid crowding in both the horticultural and artistic divisions as it spoils the artistic effect as well as making judging slow and difficult. (This is the most frequent complaint of judges on the show judging sheets.)

SPECIAL EXHIBITS

For special exhibits there are a number of good suggestions on page 24 in the "Handbook." If commercial exhibits are accepted make sure they are of educational value.

SECTION 2 - FLOWER SHOW SCHOOLS

Flower Show Schools have been set up by National Council to standardize judging. They are also conducted for the purpose of giving all garden club members an opportunity to acquaint themselves with good flower show practice. The schools are open to any member of the National Council of State Garden Clubs, and through the school she may become an accredited judge if she is able to pass the examinations with required credits and to comply with all the requirements set forth.

A general plan for flower show schools is as follows:

The National Council School consists of five three-day courses.

The course must be registered with National Council at least three months in advance of the date on which it is to be held.

To be accredited by National Council all courses must be taught by instructors whose names appear in the National Council Instructors List.

Those who take the course for credit must attend all lectures both days and make a passing grade of 70 on each subject. If any one of these subjects is failed (including point scoring) the student receives credit for those subjects passed and only the ones failed need to be taken over. National Council does not record half courses except for make-up work, so when an examination is taken over the student will write on her paper 'MAKE-UP' in order that the State Chairman will know and record her grade. After each course the student will receive a card recording her grades, signed by the state president, state flower show school chairman and the local school chairman.

No student may receive credit for more than two courses in one calendar year. The shortest time to elapse between courses is four months. This time is set in order to allow the student time for required reading, etc. Students who have allowed three years to elapse since taking a Flower Show School course, without completing the five courses, must take the next course before another year has passed or lose credit for previous courses. It is not necessary to take the courses in consecutive order although it is advisable to do so. No

student may receive credit for more than two courses under the same instructor. A fee of one dollar per capita, for all who take the examination, is required by National Council.

The Handbook for Flower Shows is the official textbook for all five courses. It should be in the hands of the student before she starts any of the courses. Required Reading for the course must be completed in order for credit to be given. The required Reading list may be received by writing to the State or Local Flower Show School Chairman.

All information concerning flower show courses, credits, reading examinations, extensions, etc., should be cleared through the State Chairman of Flower Show Schools. Application for courses and for certificates and renewals must be approved by the State Chairman before they can be accepted by the National Secretary of Flower Show Schools. The state chairman of flower show schools is responsible for all courses and work pertaining to flower show schools in this state.

CHAPTER VIII

NATIONALLY ACCREDITED FLOWER SHOW JUDGES OF MISSOURI

The Missouri Association of Flower Show Judges' Council was organized May, 1956. The purpose of the Association is to maintain high uniform standards of judging with greater cooperation, understanding and loyalty among judges.

There are five organized Judges' Councils in Missouri. The Central Missouri Council of Nationally Accredited Flower Show Judges, The Greater Kansas City Council of Nationally Accredited Flower Show Judges, Northwest District Council of Accredited Judges, The Greater St. Louis Council of Nationally Accredited Flower Show Judges, and Southwest Council of Nationally Accredited Flower Show Judges.

All accredited judges are eligible for membership in a Council. Membership in a Judges' Council is not compulsory but advisable, and should be looked upon as an honor and a responsibility.

It is the policy of Councils under the Association of the Federated Garden Clubs of Missouri, that judges accept hospitality and reimbursement for transportation at eight (8 cents) cents per mile at present. The Judges' Council Policy Committee shall determine acceptable mileage charges from time to time. It is not considered good policy to accept gifts for judging or for one judge to judge alone.

Another objective of the Councils and accredited judges is to help student judges, to use them whenever possible, thus enabling them to acquire experience and the required number of shows to qualify for the accredited judges certificate. Names of Student Judges are secured from the State Flower School Chairman.

Local Flower Show chairmen may secure judges by contacting the judge directly, through the chairman of a Judges' Council in the area of the club or through the state chairman of Judges' Councils.

In case of problems consult the Chairman of Judges' Council in your area or the State Chairman of Judges' Councils.

The nationally accredited flower show judges and Student judges in Missouri are listed for your convenience.

ACCREDITED JUDGES
FLOWER SHOW SCHOOLS
FEDERATED GARDEN CLUBS OF MISSOURI

NORTHWEST DISTRICT

Beltz, Mrs. Walter, Route #2, Box 6, Parkville
Bennett, Mrs. B. R. , Fortescue
L Bosch, Mrs. L. F., 415 West Cooper, Maryville
L Coe, Mrs. Earle, 1012 Elm Street, Tarkio
L Combs, Mrs. Lester, Box 384, Hamilton
Currie, Mrs. Robert P., Box #3, Tarkio
Farris, Mrs. C.H., 2632 Fairleigh Terrace, St. Joseph
Fothergill, Mrs. Lester, Rosendale
L Graf, Mrs. J. C., 711 Market, Rockport
Griffith, Mrs. E. K., Mound City
L Hines, Mrs. L. E., Hamilton
Hudson, Mrs. J. C., 5510 'K' Highway, St. Joseph
Hunsinger, Miss Rosine, Oregon
Listrom, Miss Mollie L., 1004 Main Street, Parkville
McNary, Mrs. R. C., Hamilton
Million, Mrs. Virgil, 506 So. Bluff, Rockport
Muir, Mrs. Glen W. , Box 254, Industrial City
Ogden, Mrs. Roy , Hamilton
Rickman, Mrs. Martha, 6706 N.W. 71st Street, Parkville
Slifer, Mrs. John, Sr., Route #3, St. Joseph
Spencer, Mrs. Frank, Stewartsville
Wall, Mrs. Arthur, Rosendale
L Wilson, Mrs. V. R., Rosendale

WEST CENTRAL DISTRICT

M Acker, Mrs. Wilford, 800 East 24th St., Sedalia
L Adamson, Mrs. H. N., 7401 Willow Lane, Raytown
Atkins, Mrs. C. W., 310 E. Green, Clinton
M Barrows, Mrs. Raymond A., 6201 Ward Parkway, Kansas City 13

L Bruce, Mrs. James J., 130th & State Line Rd., Grandview
Bueker, Mrs. A. Willis, 5300 Walmer, Mission, Kansas
M Busch, Mrs. H. A., 7308 Ash, Prairie Village 15, Kansas
L Cairns, Mrs. P. T., 1049 W. 55th St., Kansas City 13
M Clouser, Mrs. O.M., 646 East Lacy, Marshall
M Craig, Mrs. J. G., 323 Brush Creek, Kansas City
Cuddy, Mrs. Garnett, S., 5807 Riggs Road, Mission, Kan.
L Fairchild, Mrs. M. T., Warsaw
M Gorman, Mrs. Wm. S., 900 E. 47th Terrace No., Kansas City 16
M Gray, Mrs. George, 10803 Felton, Sugar Creek
L Griesel, Mrs. Arthur, 5217 West 67th Street, Mission, Kan.
L Gumm, Mrs. F. M., 7409 Flora, Kansas City, 31
Hoback, Mrs. Leland T., 201 East Washington, Windsor
L House, Mrs. J. C., Route #4, Cedarwood Farm, Olathe, Kan.
M Hudelson, Mrs. Carl S. , 1225 W. 71st Terrace, Kan. City
M Kinney, Mrs. O. W., 5526 Fairway, Shawnee Mission, Kansas
M Lewis, Mrs. J. L., 4007 East 67th St., Kansas City 32
McGrath, Mrs. Joseph, 4207 W. 69th Terrace, Prairie Village 15. Kansas
L Miller, Mrs. Gilbert M., 4949 North Highland, Kansas City 18
L Mitchell, Mrs. C. O., 8309 Tomahawk Road, Overland Park, Kansas
L Nansen, Mrs. R. J., 3505 No. Myrtle Ave., Kansas City 17
Neal, Mrs. Robert T., 1120 Anderson, Warrensburg
Nieweg, Mrs. Clarence, Box 66, Napoleon
O'Conner, Mrs. Charles, 9614 High Dr., Leawood, Kansas
Osthoff, Mrs. O. A., Wellington
L Seifert, Mrs. Herbert, 2514 Stephenson, S.W. Village, Sedalia
M Smith, Mrs. Marshall, 530 Northern Blvd., Sugar Creek, 22
Strole, Mrs. P.L., 618 S. Barrett, Sedalia.
L Thomas, Mrs. George, 1204 Cunningham, Independence
M White, Mrs. Jason C., 1024 So. Forest, Independence
Williams, Mrs. Larry, 5633 Norwood Rd., Shawnee Mission Kansas
Wilson, Mrs. George F., 2409 Red Bridge Terrace, Kansas City 31
L Witherow, Mrs. Leon, 9301 Huhn Blvd., Kansas City, 33
L Wood, Mrs. Lynn K., 626 W. Charles, Independence

CENTRAL DISTRICT

L Chapel, Mrs. F. J., 1001 W. High, Jefferson City
L Cowley, Mrs. Arthur B., 2403 W. Main, Jefferson City
Dunlap, Miss Bonnie Mae, 1106 Vineyard Sq., Jefferson City
M Eager, Mrs. Henry, 2407 W. Main, Jefferson City.
L Edwards, Mrs. Lee, Route #2, Columbia
Eitzen, Mrs. W. J., 203 Rice Blvd., California
Evans, Mrs. R. C., 4th & Oak Streets, Eldon
M Fowler, Mrs. Goldena, 817 Cleveland, Moberly
L Frazer, Mrs., Henry, 405 Hughes, Jefferson City
Herfurth, Mrs. Karl, 431 East Morgan, Tipton
Kirkman, Mrs. Glen, 620 W. Lee, Moberly
Maddex, Mrs. Robert, 501 3rd Street, Boonville
M Pope, Mrs. Walter M., R.F.D.#3, Eldon
Oesterly, Mrs. Floyd, 206 Rice Blvd., California
Smith, Mrs. Stewart P., 2410 Braemore Rd., Columbia
Stockhard, Mrs. Alden, 1307 Peyton Road, Jefferson City
Thomas, Mrs. C. W., 619 So. Park Avenue, Tipton

MID-CENTRAL DISTRICT

L Blair, Mrs. Roy, 875 West Cherry, Troy
M Fisher, Mrs. P.G., 223 Meredith Lane, Sullivan
Heinemann, Mrs. J.H., Box 156, Elsberry
L Hengstenberg, Mrs. Victor, 112 Springfield, Owensville
M Peterson, Mrs. A. F., Route #2, Sullivan
L Roosman, Mrs. Monica, P.O. Box 183, Bourbon
M Rubenstein, Mrs. Simon, 230 Maple, Sullivan
Sherman, Mrs. George M. , Route #4, Sullivan

EAST CENTRAL DISTRICT

Alexander, Mrs. Campbell, 59 Bellerive Acres, St. Louis 21
L Ayars, Mrs. T. R., 5861 Plymouth, St. Louis, 12
Bellegamba, Mrs. August, 11431 Old St. Charles Rd, Bridgeton
Belz, Mrs. J. Herman, 10 Chipper Rd, St. Louis 31
M Boyd, Mrs. Harry, 52 W Main Street, Mascoutah, Illinois
L Branneky, Mrs. Oliver, 11403 St. Charles Rd., Pattonville
Brumm, Mrs. Jos. D., 515 High Hampton Rd., St. Louis
Coombes, Mrs. Burleigh, Jr., 1402 Ross Rd., Creve Coeur, 41
Daugherty, Mrs. Wilbur A., 5548 Albia Terrace, Jennings 20
Donnan, Mrs. Wm. V., 995 Kirkham, Glendale 22
L Duff, Mrs. Howard, 631 N. 53rd St., E. St. Louis, Illinois
L Dunn, Mrs. Paul, 205 N. Lafayette, Florissant
M Fisher, Mrs. Edward, 10 Grantview Lane, St. Louis, 23
M Friedewald, Mrs. F. R., Route #2, Belleville, Illinois
Goddard, Mrs. Tom, 11705 Natural Bridge, Bridgeton
L Golman, Mrs. Sam, 8 Westwood Country Club Grounds, St. Louis 31
Guhman, Mrs. Theo., 916 Fairdale Avenue, Rock Hill 19
L Hannon, Mrs. Robt. E., #5 St. Charles Pl., Shrewsbury 19
Hardie, Mrs. Charles A., 1916 Driftway Dr., St. Louis 63114
Harper, Mrs. Robt. H. , 1344 Wilton Lane, Kirkwood 22
M Hedley, Mrs. Wm. J., 824 North Biltmore Dr., St. Louis 5
Huelskoetter, Mrs. Frank, 3472 Havenbrook Dr., St. Louis 14
Johanboeke, Mrs. H. Bruce, 17 Edwin Ave., Glendale 22
King, Mrs. R. H., 4060 Helmkampf, Florissant
M Knapp, Mrs. Hazel, 17 Mid Park Lane, St. Louis 24
L Kunz, Mrs. A. J. , 8313 Ardsley Drive, Normandy
Leonard, Mrs. A. N. , 842 Hudson, Ferguson, 35
M Littmann, Mrs. Edgar, 766 Wenneker Drive, Clayton 24
Logan, Mrs. C.M., 545 Ford Dr., Ferguson 35
Lucido, Mrs. Joseph, L., 6 Bellerive Acres , St. Louis, 21
M Marshall, Mrs. Willis, 2607 Salem Road, Brentwood 17
Matheny, Mrs. C. E., 23 Glen Cove Dr. Route #2, Chesterfield
McBroom, Mrs. Harry T., Jr., 27 Constance Ct., St. Ann
Miller, Mrs. Oliver, H. 333 Edgewood Lane, Fenton
M Morris, Mrs. Walter, 129 Frontenac Forest, St. Louis 31
M Mueller, Mrs. Arthur, 12 Armin Place, Webster Groves, 19
Murphy, Mrs. J. J., 7 Chipper Road, St. Louis 31
M Neuner, Mrs. Edward J., Route #1, Box 226-b, Chesterfield

O'Brien, Mrs. John L., 100 Chipper Road, St. Louis, 31
L Owen, Mrs. C. Sprewell, 4501 Lindell, St. Louis 8
M Pennewill, Mrs. G. W., 502 Donne Avenue, University City
Plumer, Mrs. Maurice, 7720 Augusta Avenue, Normandy 21
Rosner, Mrs. George J., 7713 St. Albans, Richmond Heights
Schulte, Mrs. Russell A., 235 Worthing Dr, Webster Groves 19
M Searles, Mrs. James R. , 12800 Post Oak Rd, St. Louis 31
M Semple, Mrs. Hugh, 660 No. Ballas Rd., Kirkwood 22
Shade, Mrs. Tracy, 10699 Old Tesson Ferry Rd., St. Louis 23
M Shea, Mrs. S. P., 6120 No. Belt Rd., W., Belleville, Illinois
M Smith, Mrs. Raymond, 2004 No, Geyer Rd., St. Louis 31
M Sutter, Mrs. Orval C., 2303 So. Milton Ave., Overland 14
L Syberg, Mrs. Virgil, 130 Calverton Road, St. Louis 35
Thompson, Mrs. Charles L., 454 Hill Trail Dr, Ballwin 63062
Umbright, Mrs. Alan, 51 Queens Dr., Route #2, Florissant
Wheeler, Mrs. Elmer P., 42 Thorncliff Lane, Kirkwood 22
L Wolf, Mrs. Edgar, Route #1, Box 190, E. Carondelet, Ill.
L Wolf, Mrs. Edward L., 3350 Lucas-Hunt Rd., St. Louis 21
Woods, Mrs. R. L., 765 Boone St., Florissant
L Zimpelman, Mrs. H. W., 704 Forest, Ferguson 35

SOUTHWEST DISTRICT

Bennett, Mrs. Phil, 731 South Pickwick, Springfield
L Coats, Mrs. Everett, 711 So. Bellview, Springfield
Compton, Mrs. Ralph, 1615 E. Delmar, Springfield
Dodd, Mrs. Doris, 2309 Concord, Springfield
Goold, Mrs. Violet G., 102 McNatt, Marionville
Hoefgen, Mrs. Sam, 1510 Summit, Springfield
Hoover, Mrs. Mary Lou, 1641 E. Madison, Springfield
Huston, Mrs. C. W., 1940 Arcadia, Springfield
L Keltner, Mrs. J. H., Box 121, Nixa
Lewis, Mrs. Thaddeus, 301 E. Plum, Aurora
L Lipscomb, Mrs. H. G., 3142 Berkeley Dr., Springfield 4
Moroney, Mrs. John, 1400 E. Elm, Springfield
Mynatt, Mrs. Paul R., 1912 E. Cherry Court, Springfield
Nonweiler, Mrs. O. C., 419 So. Weller, Springfield
Ramey, Mrs. John, 1139 E. Kingsbury, Springfield
Simpson, Mrs. Orvin D., 815 W. Turner, Springfield
Testerman, Mrs. Roy E., 301 E. Portland, Springfield
Smith, Mrs. L. Jabe, 506 No. Clay Street, Marshfield

SOUTHEAST DISTRICT

Ashley, Mrs. Hugh V. Jr., 1201 Perry Ave., Cape Girardeau
Bauerle, Mrs. Chas. W., 609a Broadway, Cape Girardeau
L Edgington, Mrs. Otho S., 917 So. Jackson Rd., Kennett
Henderson, Mrs. James J., 410 - 10th ST., Crystal City
Kiefner, Mrs. John, 314 So. Main, Perryville
Kirkpatrick, Mrs. R. K., Cedar Cliff, Route #3, Imperial
Knehans, Mrs. Jack O, 720 So, West End Blvd. Cape Girardeau
Lueders, Mrs. Paul, 1115 No. Henderson, Cape Girardeau
Rapp, Mrs. Harold, 1011 No. Henderson, Cape Girardeau
Richeson, Mrs. Sam, Hillsboro
Spurgeon, Mrs. Leslie, Route #2, Box 84, Festus
L Witcher, Mrs. Chas. B., 67 J Spring Dr., Valle Lake, Route #3, DeSoto

'L' Life Certificate
'M' Master Certificate

STUDENT JUDGES

NORTH CENTRAL DISTRICT

Auxter, Mrs. Jack, 37 Grim Drive, Kirksville
Scott, Mrs. E. W., 203 South Baltimore, Kirksville
Sorrell, Mrs. C. O., 1605 North Green St., Kirksvill
Still, Mrs. Richard, Jr., 1509 Halliburton, Kirksville
Weaver, Mrs. Jake, Route #3, Princeton

NORTHEAST DISTRICT

Walters, Mrs. Cecil, Palmyra Garden Club, Ewing
Duvall, Mrs. Milton, Box 248, Clarksville

WEST CENTRAL DISTRICT

Feldman, Mrs. Ted R., Route #1, Centerview
Lockard, Mrs. Rex, Route #1, Warrensburg
McKean, Mrs. Frances P., Route #22, Box 207-b, Kansas City 52

CENTRAL DISTRICT

Cohrs, Mrs. C. C., #2 Flower Lane Terrace, Moberly
Miller, Mrs. W. J. Jr., Route #1, Box 42, Moberly

EAST CENTRAL DISTRICT

Anderson, Mrs. W. F., 360 Tulip Drive, St. Louis 63119
Cool, Mrs. Robert, 9112 Clarion Drive, St. Louis 63136
Copeland, Mrs. L. N., 1670 Horseshoe Drive, Florissant
Cord, Mrs. J. Owen , 155 Stoneleigh Towers , St. Louis 63132
Davis, Mrs. Murriell, 4335 Lindscott Avenue, St. Louis 63134
Dickerson, Mrs. Glenn R., 16 St. Rita Lane, Bridgeton, 63044
Digiovanni, Mrs. Charles, 9967 Daerste Court, St. Louis 63123
Hawkins, Mrs. Tom, 3677 Brown Road, St. Louis 63114
Hueseman, Mrs. Carl J., 2917 Douglas Lane, E. St. Louis, Ill.
Krings, Mrs. C. J., 208 E. Glendale Rd., St. Louis 63119
Kroepel, Mrs. Kenneth J., 7608 Horatio Drive, St. Louis 63121
Lueders, Mrs. Harry, 51 Wilshire Terrace, St. Louis, 63119
Lyons, Mrs. C. W. , 29 E. Circle Drive, Veterans Hospital, Jefferson Barracks 63125

Medlin, Mrs. R. C., 655 Bellerive Estates Dr., St. Louis 63141
Meyer, Mrs. Roy, 9305 Sappington Rd., St. Louis, 63126
Moulton, Mrs. B. G., 8911 Kathlyn Drive, St. Louis 63134
Sample, Mrs. Ray T., 3540 Wintergreen Lane, St. Louis 63125
Soden, Mrs. Robert E., 436 Geyer Forest Dr., St. Louis 63122
Williams, Mrs. Paul A., 1775 St. Anthony, Florissant
Wills, Mrs. R. H., 305 Newport Avenue, St. Louis, 63119

SOUTHWEST DISTRICT

Burrow, Mrs. Dee, 521 So. Elliot, Aurora
Derrington, Mrs. Hoyt, 415 W. Cleveland, Monett
Kelly, Mrs. V. A., 1008 No. 13th, Monett
Swann, Mrs. Harold, 610 So. Wildon, Springfield
Turk, Mrs. Seth, Route #9, Box 601, Springfield

SOUTH CENTRAL DISTRICT

Ramseur, Mrs. Gus, P. O. Box 428, West Plains
Ratcliff, Mrs. Charles, 734 Jackson, Marshfield
Young, Mrs. Georgia, Marshfield

SOUTHEAST DISTRICT

Boardman, Mrs. John, 1510 Perry Road, Cape Girardeau
Crowder, Mrs. Don, 1736 Ridgeway Drive, Cape Girardeau
Fischer, Mrs. J. Roland, 1955 Briarwood, Cape Girardeau
Hager, Mrs. Perry, Route # 1, Bonne Terre
Hansen, Mrs. Claude, Route #1, Hillsboro
Locker, Mrs. Tom, 906 North Street, Poplar Bluff
Mullen, Mrs. R. J., route #2, Lake Tishomingo, Hillsboro
Quesnel, Mrs. Victor A., 714 West Columbus, Farmington
Weidemann, Mrs. E. F., 1007 No. Ranney, Sikeston

CHAPTER IX

MISSOURI WILDFLOWER RESOLUTION

May, 1954

Whereas, an objective of the Federated Garden Clubs of Missouri is to aid in the protection and conservation of our natural resources, and to cooperate with other agencies furthering the interests of Horticulture and Conservation, be it

Resolved:

1. That the following native flora be protected --never to be picked, dug, seeds removed, or shown in flower shows at any time:

Cardinal flower (Lobelia cardinalis)
Gentians (Gentiana) all varieties
Indian pipe (Monotropa uniflora)
Orchids (Orchidaceae) all members of the orchid family
Partridge-berry (Mitchella repens)
Water-lily (Nymphaea ordorata)

2. That the following varieties of flora not be picked or dug when native, but may be shown in flower shows, if accompanied by a statement signed by exhibitor, that this material was garden grown from seed or nursery stock. It shall be the duty of the sponsoring flower show committee to see that this requirement is carried out.

Backberry-lily (Belamcanda Chinensis)
Bloodroot (Sanguinaria canadensis)
Butterfly-weed (Asclepias tuberora)
Catchfly, Royal (Silene regia)
Columbine (Aquilegia canadensis)
Dutchmans-breeches (Dicentra cucullaria)
False-dragonhead (Physostegia intermedia)
False-indigo (Baptisia bracteata, and B. leucantha)
Fire-Pink (Silene Virginica)
Foxglove (Penstemon digitalis)
Hepatica (Hepatica americana)
Jack-in-the-pulpit (Arisaema triphyllum)
Jacob-ladder (Polemoneum reptans)
Larkspur (Delphinium) all native varieties
Lobelia (Lobelia syphilitica)
Shooting-star (Dodecantheon media)

Sweet William (Phlox divaricata)
Trillium (Trillium) all varieties
Troutlily, Dog's tooth violet (Erythronium americanum)
Turk's -cap lily (Lilium superbum)
Verbena (Verbena canadensis)
Wild-bergamot (Monarda fistulosa)
Virginia bluebell (Mertensia virginica)
Violet, birdsfoot (Viola pedata)
Bittersweet (Celastrus scandens)
Winterberry (deciduous holly) (Ilex verticillata)
Dogwood (Cornus florida)
Pawpaw (asimina triloba)
Redbud (cercis canadensis)
Tulip-tree (Liriodendron tulipifera)

3. That each district shall, with the advice of the State Conservation Chairman, take whatever action it deems feasible to protect, in specific areas, mistletoe, storax, etc., including cooperation with the Nature Conservancy in setting up 'Nature Reserves and in otherwise protecting its flora in its native habitat.

4. That NONE of the flora or forest resources on public property be dug, cut, plucked, pulled, burned, or taken or possessed in any manner or at any time.

5. That each garden club and each garden club member cooperate in preserving less abundant and rare flora, WHEREVER FOUND, and in increasing the diminishing supply thereof, by a positive program of "Plant Wildflower Areas."

GARDEN THERAPY

Garden Therapy is an aid to recovery thru participation in some gardening activity. A Garden Therapy program is one that provides opportunity to the sick or handicapped for participation in a gardening activity.

Garden Therapy may be practiced in hospitals, including those for veterans, children, mental cases and the chronically ill; in institutions for the blind, aged or other handicapped, in prisons or corrective schools, etc.

In starting a program in any institution, explain the services offered to the proper officials and enlist their cooperation and support. Any therapy program must conform to the regulations and restrictions of the institution.

Programs may be such as:
For crippled children - a seed flat, a terrarium, a window garden, or a plot of ground.
For the blind - a scented garden; providing special tools for their own use.
For hospitalized veterans - any part in landscaping vegetable gardening, greenhouse gardening, a seed flat, window garden, or potted plants.
For corrective institutions -- any form of gardening or a garden club.

If you take flowers, cookies, Christmas or other gifts to the sick, you perform a kindness and give pleasure, but if you teach that sick person to grow a flower or other plant himself, then you are helping to heal a sick body and mind, and that is Garden Therapy.

For further information secure copy of 'Handbook of Garden Therapy' from National Council of State Garden Clubs.

CHAPTER X

SPONSORED CLUBS

HIGH SCHOOL GARDENERS

The name 'Little Twigs' has been designated to apply to High School Gardeners --- our newest area of garden club activity- clubs formed of students in the 10th, 11th, and 12th grade, (may include 9th graders where schools have the 8-4 plan.)

The High School Gardeners represent an important step of closing the wide gap that has existed between the time Juniors have lapsed their gardening interests and mothers have again taken up the trowel and clippers. 'As the TWIG is bent so shall the tree grow,' was never more aptly applied than to the activity of our teenagers.

These clubs may be organized from former Junior clubs or within high schools with Botany or Home Ec. classes or clubs as a nucleus. High School teachers of these subjects or such members of the garden club who have had some training or experience working with this age group are advisable for group counselors.

Programs and projects for High School Gardeners, in order to be attuned to their particular interests, are best planned by the members themselves, with guidance and advice from the group counselor.

The status of these clubs is that of a SPONSORED club, with a senior garden club available for both program and financial help, the Federation dues are the same as those for a senior club. Members may wear the regular garden club membership pin.

Contact the State Chairman of High School Gardeners for organization and program planning helps.

JUNIOR GARDEN CLUBS

No set rule can be made for work with Juniors since each locality requires a different approach. However, Junior Clubs are not social clubs, but rather an educational project, recognized and valued as such by leading educators. Study organization booklet and guide for chairman (1954) National Council of State Garden Clubs which says, "through Junior Garden Clubs - to aid in teaching Juniors the value of conserving our natural resources; through the teaching of simple horticulture to encourage an appreciation of gardening and love for the beautiful; through gardening to help mold clean and wholesome characters among Juniors. In order to develop our future horticulturists and conservations, young minds must be guided in these important channels."

In order to be effective in this work, the following standards have been set up by National Council and should be followed as closely as possible:

1. Balanced program of instruction in horticulture, conservation, nature study, flower arranging and flower show practice.
2. Junior work must be sponsored by a member club of National Council of State Garden Clubs. Sponsorship means full responsibility of instruction, planning and execution of a complete and balanced program.
3. Sponsoring club provides talent best suited to teach and demonstrate effectively, talent coming from senior club if possible. Should also provide financial assistance, transportation, judges for contests and awards.
4. Encourage work in established childrens' groups -- Scouts, 4-H clubs, Campfire Girls, orphanages, correctional institutions, etc., as well as formally organized Junior Garden Clubs.
5. Hit and miss instruction of large groups that does not present a balanced program should not be included as accredited Junior work.
6. If your members are not experts in the field of Junior work, and few ever are, select an enthusiastic member as a leader who can fire the imagination

of the children and inspire them to do their best. The leader should be patient, dependable and love children.

For a balanced program consult the Junior Gardening Manual compiled by the National Junior Chairman. Read the National Gardener for material on the "Junior Sprouts" page. Keep up with Junior work in other states.

In addition to National items on your program plan to include such general things as a litterbug program, observe Arbor Day with a tree planting, collections of leaves, wood, rocks, or insects. Keep a scrapbook and compete for awards. Hold a flower show and enter that of sponsor club, do Garden Therapy work. Use all of your knowledge for the good of your community.

When a new Junior Club is formed send name of sponsor club, name of Junior Club, name of leader with address and District to the State Junior Chairman. Also notify State Chairman when a club is discontinued. For information write the State Junior Gardening Chairman, whose name appears in the current Garden Forum.

CHAPTER XI

HEADQUARTERS OF THE NATIONAL COUNCIL OF STATE GARDEN CLUBS

OUR NATIONAL HOME IN SHAW'S GARDEN

The project of the National Council to establish a central headquarters and focal point for its many activities was suggested at the San Francisco convention in the spring of 1953 by Mrs.G. C. Spillers at the last banquet over which Mrs. Spillers presided as National Council President.

With keen insight, Mrs. William J. Walters, the succeeding President, embraced the idea and sought approval of the Board of Directors for a National Council Silver Anniversary building fund. "As those whose privilege it is to arrange a fitting celebration for our Silver Anniversary make plans, we seem to hear many voices saying to us we must not wait until it is too late to say to them in person, 'You, in your time laid a firm foundation. Now we in our time will build enduringly and well on that foundation.' Those who will give toward this initial fund should ask that this home serve all our members. It should not be on either sea or either border. We believe it will be a Mecca to which we will journey often to conduct our business thus it must be in a city with many parks, so we may always look on a garden. It must be a city devoted to cultural things, a city with a museum, with a Symphony Orchestra, a city with a civic playhouse. Only in such an atmosphere could we grow and bear fruit."

This central location with cultural advantages so well described cities in Missouri that on receipt of this letter Mrs. William J. Hedley, then President of the Federated Garden Clubs of Missouri, met with members of the Executive Committee and with them composed a letter to all state board members and to all garden club presidents in Missouri asking that they present the information to their members and answer these questions:

1. Would they support and contribute to such a project?
2. Would they be interested in having Missouri campaign for the Headquarters?

3. What city in Missouri would they prefer?

The reaction was overwhelmingly favorable to the project and many suggested that the perfect place would be Shaw's Garden in St. Louis, where the Missouri Garden Club Federation had its inception.

These developments were laid before Dr. Anderson of Shaw's Garden who agreed to give the information to the Garden Trustees. By the end of the month Mr. John S. Lehmann, President of the Missouri Botanical Garden (Shaw's Garden) had an offer of a building site in the Garden ready. This offer accompanied by letters of welcome from St. Louis and from Missouri were presented by Mrs. Hedley to the National Council Board Meeting in New York.

On October 8th, 1953, the Board of National Council voted to adopt the creation of a Permanent Home Fund as the National Silver Anniversary Project. The land offer from Shaw's Garden was well received and a site selection committee was appointed with Mrs. G. C. Spillers as its chairman. At the Myrtle Beach Convention on April 17, 1954 this committee recommended the St. Louis site over the several other ones then under consideration and the convention voted acceptance of the offer.

In order to give National Council clear title to the land it was necessary that the Trustees of Shaw's Garden have approval of the Circuit Court as they had had for earlier changes in the land ownership. So that this case would more nearly parallel the earlier cases in which the court had given favorable decisions Mr. John S. Lehmann gave from his own personal funds $55,000.00 which was paid to the trustees of the Garden as compensation for the 6.2 acres of land deeded to the Garden Clubs. The Garden Clubs are most fortunate to have such generous friends among their members. Court approval of the land transfer was made on October 12, 1956.

The design of the Permanent Home embraces the utilitarian and the ornamental in a harmonious assembly of headquarters building, garden wall with modern sculpture and fountain screening an extensive bi-level terrace for outdoor assembly, and an interior patio surrounded by glass walls which all but bring the sheltered outdoor plantings into the building. All of this is set among the trees at the south end

of Shaw's Garden with vistas to the north encompassing alternating open and wooded areas and to the south into 225 acre Tower Grove Park across the street.

The Headquarters Building contains on the main floor a suite of offices for the Executive Secretary and staff, a room accommodating 175 people for board meetings and conferences, cloak and wash room facilities and a kitchenette.

A lower floor on the north and east side of the building houses mechanical equipment and provides a large activities room, work rooms for mimeographing, mailing, and storage of records.

The front of the building is solid pink granite and brick masonry. The adjacent garden wall of similar construction extending 177 feet westwardly gives the structure a continuous masonry facade 262 feet in length. The other three sides of the building have glass walls set in aluminum frames. The architect for the project was Frederick W. Dunn of St. Louis. The sculpture of the fountain is the creation of William Talbot of Washington, Connecticut.

Writing of this project in the Garden Forum, Mrs. Walters said: "The Permanent Home is YOUR home. You have the distinction of being part of the largest and most powerful garden organization in the world. The June issue of Readers' Digest states that there is a crusade for beautification sweeping the country. And it credits National Council with being perhaps the strongest influence in this crusade. With a record of projects on the national, the state, and the local level that have touched every life in America, it is little wonder that on the eve of our 25th anniversary it was voted overwhelmingly to erect in the heart of the country, a building that will serve as efficient headquarters so that our leadership may be more far reaching; a building to stand as a symbol of our dedication to beauty -- of our consecration to the soil.

Accepting your mandate, a Planning Committee was appointed with Mr. William J. Hedley its chairman. This committee kept constantly in mind that oft quoted phrase: 'Make no little plans. They have no power to stir men's souls.' We stipulated that our Home be as strong as the

Rock of Gibraltar: and so it is being built of granite. We asked that it be as ethereal as the fairest flower in the garden, thus the granite is pink-- soft as the first flush of dawn. Above all, we insisted that it have a beauty and perfection which will not be matched by any building that may be built by any other cultural group in the next half century. We are convinced that the permanent home fulfills each of these requirements. That for our children and for our children's children, it will remain a beautiful building even in this land of beautiful buildings."

MEMORANDUM

MEMORANDUM