BYLAWS

NEW MEXICO
GARDEN CLUBS, INC.

Revised

2026

BYLAWS

NEW MEXICO GARDEN CLUBS, INCORPORATED

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BYLAWS

NEW MEXICO GARDEN CLUBS, INC.

(A NON-PROFIT ORGANIZATION)

ARTICLE I - NAME

The name of this non-profit federation shall be New Mexico Garden Clubs, Incorporated, hereinafter abbreviated NMGC.

ARTICLE II - OBJECT

NMGC is a nonprofit, educational organization that coordinates the interests of garden clubs of the state of New Mexico.

ARTICLE III - MEMBERS

Membership in NMGC shall consist of two classes: Voting Membership and Nonvoting Membership.

SECTION 1 - VOTING MEMBERSHIP

This class shall consist of clubs with at least five (5) members, approved and recommended by the Director of the District in which the club is located.

SECTION 2 - NONVOTING MEMBERSHIP

This class shall consist of four classes. State Life Members, Members-at-Large, Youth Gardeners, and Honorary.

A. **State Life Members**: This membership may be bestowed upon any individual by request and due process of payment to the State Life Membership Chairman. Whereupon a State Life Membership is granted to a club member, dues must continue to NMGC and the member may vote at state meetings if attending as a delegate.

B. **Members-at-Large**: This membership is for those who cannot affiliate with a club. They must be endorsed by the District Director and elected by a majority vote of the NMGC Board of Directors.

C. **Youth Gardeners**: These clubs may be organized under rules adopted by the Board of Directors and guidelines of the National Garden Clubs, Inc. No state dues are required.

D. **Honorary Members**: The Executive Board may confer such membership upon an individual recommended as having served in an extraordinary capacity or bestowed unusual favor to benefit the aims and purposes of the NMGC. A majority ballot vote must be taken for this honor to be awarded. No state dues or fees are required.

A club seeking membership in NMGC shall present to the District Director of the District in which the club is located, a written request for membership in the District and State. The application shall state that the club will abide by the bylaws of NMGC and that they will submit the required dues and membership list upon ratification.

In the event of dissolution of any member club, following an affirmative majority vote of the ENTIRE membership, the net assets of the club shall be applied and distributed as follows:

A. All liabilities and obligations shall be paid, satisfied and discharged.

B. All remaining assets shall be used to further the purposes and objectives of NMGC as stated in the Certificate of Incorporation 501(c)(3) (Art. III).

ARTICLE IV - DISTRICTS

SECTION 1 - BOUNDARIES

New Mexico shall be divided into Districts composed of certain counties as follows:

A. **District I** (Northwestern): San Juan, McKinley, Sandoval, Cibola, Bernalillo, Valencia, Torrance

B. **District II** (North Central): Rio Arriba, Taos, Los Alamos, Santa Fe, Mora, Harding, San Miguel

C. **District III** (Northeastern): Colfax, Union, Quay, Guadalupe, De Baca, Roosevelt, Curry

D. **District IV** (Southwestern): Catron, Socorro, Grant, Sierra, Hidalgo, Luna, Dona Ana, part of Otero.

E. **District V** (Southeastern): Lincoln, Chaves, Lea, Eddy, part of Otero.

Clubs presently located in other Districts by prior agreement are excepted.

SECTION 2 - TRANSFER OF MEMBER CLUBS

At the request of a member club, transfer from one District to another may be made by the Executive Committee of NMGC, provided such transfer is approved by the Directors of the Districts involved.

SECTION 3 - UNOCCUPIED DISTRICTS

In the event that there are no active garden clubs in a district, the district will remain included in the garden club structure and be reserved for future active clubs.

SECTION 4 - PURPOSE

Each district shall promote membership extension and National, Region and State objectives.

SECTION 5 - DISTRICT MEETINGS

There shall be a Fall Meeting and a Spring Meeting each year. The District Directors, with the State President, set dates for the District Meetings. The District Director and Club Presidents will determine the place of the meetings to accommodate the President's schedule.

SECTION 6 - BYLAWS

Each District may write its own bylaws provided conflict with NMGC bylaws is avoided. A District shall provide in the bylaws for:

A. Election of a Director, an Assistant Director, and other appropriate officers at the Spring Meeting in the odd-numbered years.

B. To be eligible for District Director or Assistant District Director, the member shall have served as a club President for a term of two years in their district and reside in the district they will represent.

C. A term of office concurrent with NMGC.

D. Directions for selecting and arranging the required meetings.

E. Hosting the Annual Conventions and Region Meetings in rotation and issuing the invitation one year in advance.

F. Election of one member and an alternate eligible to serve on the state Nominating Committee at the Spring Meeting in the odd-numbered years.

   If the elected member or alternate cannot be present for the meetings of the State Nominating Committee, another eligible member shall be appointed by the District Director and ratified by the District Executive Committee.

G. Compilation of a list of members qualified to hold state elective office to comply with NMGC Bylaws Article V, Section 2A.

ARTICLE V - OFFICERS

SECTION 1 - CLASSIFICATION

A. Elected:

(1) The elected officers of NMGC shall be a President, a First Vice President who shall become president-elect following the Fall Executive Board Meeting in the even numbered years, a Second Vice President, a Recording Secretary, a Treasurer, and an Historian.

(2) All elected officers must reside within the state of New Mexico.

(3) In addition, there shall be five District Directors, one elected by each District. To be eligible for District Director, the member shall have served as a club President for a term of two years in their district and reside in the district they will represent.

B. Appointed:

The President shall appoint a Corresponding Secretary and Parliamentarian with approval of the Executive Committee. The Corresponding Secretary and Parliamentarian shall attend all meetings in an advisory capacity.

SECTION 2 - QUALIFICATIONS

A. To be eligible for nomination for President or First Vice President, a member must have served on the Executive Committee a minimum of two (2) years in an elected capacity and an additional two (2) years on the Board of Directors by the time of election. The member must also have attended two of the immediate past 3 annual state conventions.

B. To be eligible for nomination for Second Vice President, Recording Secretary, Treasurer or Historian, a member shall have been a garden club member for a minimum of two (2) years and served on the Board of Directors a minimum of two (2) years by the time of election.

C. To be eligible for District Director, the member shall have served as a club President for a term of two (2) years and reside in the district they will represent.

SECTION 3 - TERM OF OFFICE

Officers shall be elected for a term of two (2) years or until their successors are elected. The President and First Vice President, if asked, may serve an additional term of two (2) years. The Treasurer may serve a term of six (6) years. All other officers may serve an additional two (2) years.

SECTION 4 - VACANCY IN OFFICE

A vacancy in the office of President shall be filled by the First Vice President. The vacancy thus created in the office of First Vice President shall be filled by the Second Vice President. Any other vacancy shall be filled by ballot vote of the Executive Board.

SECTION 5 - DUTIES OF OFFICERS

A. The PRESIDENT shall:

(1) Be chief executive officer and official representative of New Mexico Garden Clubs, Inc.

(2) Be familiar with and abide by National Garden Clubs, Inc. directive publications, South Central Region Special Rules, and NMGC Bylaws, Standing Rules, and Manual.

(3) Appoint a Corresponding Secretary, subject to approval of the Executive Committee.

(4) Appoint a Parliamentarian.

(5) Appoint a chairman and members of all standing committees and special committees, subject to approval of the Executive Committee.

(6) Provide itemized receipts of all President expenses to the Treasurer to be reviewed by the Audit/Finance Committee annually.

(7) With the Executive Committee, evaluate and approve, if warranted, any projected expenditures of Chairmen.

(8) Instruct Corresponding Secretary regarding the compilation of rosters and any other information to be prepared for National and Region.

(9) Instruct Corresponding Secretary on compilation of annual reports of officers, directors, and chairmen.

(10) Be responsible for continuity of the administration by encouraging prompt interchange of all files and records between officers and chairmen.

(11) Prepare official calls for Convention and Fall Executive Board Meeting, which will be electronically distributed at least six (6) weeks prior to meeting date.

(12) Issue written invitations to the National President-elect and the Region Director-elect to attend one of NMGC's conventions during their term.

(13) Be a member ex-officio of all committees except Nominating Committee.

B. The FIRST VICE PRESIDENT shall:

(1) Serve as assistant to the President assuming duties assigned by the President, the Executive Committee, or Board of Directors.

(2) Serve as program chairman in cooperation with the hosting District for the annual State Convention.

(3) Obtain signed contract for speakers with copies for State President and Convention Chairman.

(4) Write convention highlights for the NEW MEXICO GARDENER immediately following the Annual Convention.

(5) Be responsible for an appropriate expression of appreciation for NMGC to the retiring President, following election of Officers in the odd-numbered years. The amount of the gift will not exceed $150.00.

(6) Succeed to the office of President for the unexpired term, in the event of a vacancy in that office.

(7) Shall become President-Elect after the Fall Executive Board Meeting in the even number year preceding the election at the Annual Convention

C. The SECOND VICE PRESIDENT shall:

(1) Be Membership Chairman and shall be responsible for the official membership list.

(2) Promote membership and assist with forming new clubs.

(3) Execute other duties as may be assigned by the President, the Executive Committee, or the Board of Directors.

(4) Receive a copy of club membership lists and a check for dues. Verify promptly and retain one (1) copy of the membership list. Distribute one (1) copy of the membership list along with checks to the Treasurer. Provide a complete membership list to the President and the NEW MEXICO GARDENER Editor.

(5) Distribute notification of subsequent new members quarterly.

(6) Serve on the Credentials Committee.

(7) Succeed to the office of First Vice President in the event that office is vacated.

D. The RECORDING SECRETARY shall:

(1) Record the proceedings of all meetings of New Mexico Garden Clubs, Inc. Board of Directors and Executive Committee.

(2) Provide all members of the Executive Committee with a copy of the minutes of each meeting within 30 days of said meeting.

(3) Before each meeting of the Board of Directors and each of the sessions of the Annual Convention, provide the President with the section of the Executive Board minutes which include any unfinished business and motions of the Executive Committee to be presented to the Board of Directors for action.

(4) Maintain a file of all reports.

(5) Keep a file of all recommendations and motions passed and dated and record in the NMGC Motions Book.

E. The TREASURER shall:

(1) Collect and be custodian of all funds, including all state membership dues, belonging to the organization and deposit them in the name of New Mexico Garden Clubs, Inc.

(2) Require an expense voucher and receipts be attached to bills submitted for payment or reimbursement.

(3) Pay all bills only as allocated in the budget and/or approved by the General Assembly or the Executive Committee. Pay all sustaining fees to NGC and SCR and to all other authorized groups.

(4) Prepare financial reports and present them as requested for State Convention, Fall Executive Board Meeting and Audit/Finance Committee Meetings.

(5) Attend meetings of the Audit/Finance Committee in an advisory capacity and bring files pertaining to all accounts.

(6) Make a final report and present the account books for audit.

(7) Provide the Audit/Finance Committee with the President's itemized expense receipts for review.

(8) In January of the election year, in consultation with the president-elect, purchase a National Life Membership for the president-elect.

(9) Receive all donations for monetary awards, disburse such donations at the direction of the Awards Chairman, and keep records of such disbursements.

(10) Renew Corporation status by September 5th each year with the New Mexico Corporation Commission.

(11) Assume office at the beginning of the fiscal year (June 1).

(12) May serve as treasurer for three (3) consecutive terms.

F. The HISTORIAN shall:

(1) Obtain an annual history, in duplicate or electronically, from each club in order to comply with Region and National due dates.

(2) In consultation with the President, compile a summary of activities and write the annual state history to be sent to the NGC Historian, South Central Region Historian, and the NMGC State Archives.

(3) Present the history at the Annual Convention for ratification.

G. The CORRESPONDING SECRETARY shall:

(1) Attend to the correspondence at the direction of the President or the Executive Committee and shall execute other duties as required.

(2) Compile the current list of club presidents, alphabetically by Districts, to be distributed as soon as possible to the Board of Directors.

(3) Compile and send the names, with email addresses and terms of office, of all state officers to the National President, the National Corresponding Secretary, the Region Director, and the Region Corresponding Secretary.

(4) Compile the New Mexico Garden Clubs, Inc. Annual Report of Officers, Directors, Chairmen and club Presidents to be distributed by the Fall Executive Board meeting.

H. The PARLIAMENTARIAN shall:

(1) Provide model bylaws to clubs when requested.

(2) Assist the districts and clubs with bylaws when requested.

(3) Attend Executive Board, Board of Directors and Annual Conventions in an advisory capacity.

(4) Carry out duties delegated by the President or Executive Board.

I. The DISTRICT DIRECTORS shall:

(1) Call and preside over District Meetings.

(2) Assist clubs within their districts to promote the objectives of National Garden Clubs, Inc., South Central Region, and New Mexico Garden Clubs, Inc.

(3) Act as liaison between the clubs in the district and the State President.

(4) Submit a list of Club Presidents to the State President and State Corresponding Secretary and update throughout the year.

(5) Send complete list of District Officers to State President and Corresponding Secretary immediately after election.

(6) Report as requested by the President and the NMGC Bylaws.

(7) Appoint a qualified member to serve on the State Nominating Committee if the elected member is unable to attend. The appointment will be ratified by the District Executive Committee.

ARTICLE VI - NOMINATIONS AND ELECTIONS

SECTION 1 - NOMINATING COMMITTEE

A. A nominating committee of five shall be composed of one member elected by each District at the Annual Meeting in the odd-numbered years. If the District is unoccupied with garden clubs, the President shall appoint a member to fill the position.

B. To be eligible for election to the Nominating Committee, a member must have served at least two (2) years on the Board of Directors of NMGC, attended at least two (2) of the last three (3) state meetings, one of which is the convention prior to election, and be knowledgeable about State Personnel.

C. The Chairman shall be elected in the odd years by the incoming Executive Committee at their first meeting at the close of State Convention.

D. If the member is unable to attend the Nominating Committee meeting, the District Director shall appoint a qualified member to serve.

E. The Nominating Committee shall consider the qualifications and eligibility of all candidates proposed by the membership or by the members of the Nominating Committee.

F. The Nominating Committee shall meet by the Fall Executive Board Meeting in the odd-numbered calendar year, at the Convention in the even-numbered year, and complete its nominations by the Fall Executive Board Meeting in that year.

G. Meetings may be held via video conferencing.

H. The report of the Nominating Committee shall contain one name for each office to be filled, shall first be printed in the NEW MEXICO GARDENER Spring issue and shall be read at the Annual Meeting, when additional nominations may be made from the floor. No name shall be placed in nomination without consent of nominee.

SECTION 2 - ELECTION OF OFFICERS

A. Eligibility lists, which are prepared in each district by the Personnel Chairman, are to be updated and presented for approval at each District Spring Meeting. These lists shall be

endorsed by approval of the members in the current session and copies certified by the Director shall be sent to all members of the State Nominating Committee, the State Personnel Chairman, the State President, and District Director.

B. The selection of State President and First Vice President shall continue to rotate by districts if possible.
   (1) District I (Northwestern)
   (2) District II (North Central)
   (3) District III (Northeastern)
   (4) District IV (Southwestern)
   (5) District V (Southeastern)

   If a qualified member is unavailable, the next District in sequence shall be offered the presidency. If the said next District in sequence is also unable to offer a candidate, then the Nominating Committee, in consultation with the Executive Committee, shall nominate a candidate for the vacancy. When a District has yielded, it shall be again eligible for the office of president in the same order of rotation. If the District is unoccupied with garden clubs, the district will be skipped over in rotation to the next district.

C. Election of officers shall be at the business meeting of the Annual Convention. If there is only one candidate for office, the election may be by voice vote. If more than one candidate is nominated for an office, the election shall be by ballot. A majority vote shall elect. The election by ballot shall be under the direction of Parliamentarian.

ARTICLE VII - MEETINGS

SECTION 1 - ANNUAL CONVENTIONS

A. A convention shall be held annually to receive reports, amend Bylaws, conduct other business, and in the odd-numbered years elect officers.

B. The convention shall be held in the spring.

C. The location of the convention shall be rotated in order among the Districts. The District next in rotation shall issue an invitation naming the date and place prearranged with the President for the next convention. If a District is unoccupied with garden clubs, the district will be skipped over in rotation to the next district.

D. The voting body of the convention shall be composed of:
   (1) Elected Officers
   (2) District Directors
   (3) Appointed Officers
   (4) Former Presidents of NMGC
   (5) Chairmen of Standing Committees
   (6) Individual Club members

In Special Circumstances, the Delegation Process will be invoked. The Delegation Process will be defined as the following: Representation from member clubs as follows: President and one delegate (or alternate) for each club of twenty-five (25) members or less. Clubs shall be allowed one additional delegate (or alternate) for each twenty-five (25) additional members or fraction thereof. All delegates or alternates must be accredited members of the club and club dues must be paid

E. A member shall vote in person in only one capacity. There shall be no proxy voting.

F. By August 1st annually, State Officers, District Directors, Committee Chairmen, and Club Presidents shall send their annual report to Corresponding Secretary, unless otherwise ordered by the President. The annual report will be compiled and distributed electronically by the Fall Executive Board meeting. The Annual report shall cover the period from June 1 of the previous year to May 31 of the current year.

G. The President's Official Call to the convention shall be published in the NEW MEXICO GARDENER and distributed electronically, six (6) weeks prior to the Convention.

H. There shall be a Convention Committee, directed by the District Director with approval of the President. The Convention Chair will follow the NMGC Convention Manual provided by NMGC.

SECTION 2 - SPECIAL MEETINGS

A special meeting of NMGC shall be called, upon a two-thirds (2/3) vote of the Board of Directors (taken in a virtual or in-person meeting, by e-mail or mail). Ten (10) days' notice of a special meeting is required.

SECTION 3 - QUORUM

A quorum for the transaction of business at the Annual Convention and at Fall Executive Board Meeting shall be a majority of 1/3 delegates present and qualified to vote.

SECTION 4 - CANCELLATION

In case of an extreme emergency, the Board of Directors, by a two-third (2/3) vote in meeting or by email, may cancel any meeting. All member clubs shall be notified of the cancellation and the Board shall provide for the election of officers by email if it is necessary.

ARTICLE VIII - EXECUTIVE BOARD

SECTION 1 - COMPOSITION

A. The members of the Executive Board shall be:
   (1) The President

(2) First Vice President
(3) Second Vice President
(4) Recording Secretary
(5) Treasurer
(6) Historian
(7) Five District Directors
(8) All former Presidents of NMGC

B. All of the above shall be voting members of the Executive Board.

C. The Parliamentarian and Corresponding Secretary shall attend meetings in an advisory capacity. (nonvoting)

SECTION 2 - DUTIES

A. Responsible for recommendations and transact necessary business between business meetings that may be referred to the Board of Directors. Shall make a complete report of its actions to the Board of Directors

B. Approve appointments by the President

C. Appoint an Audit/Finance Committee composed of three members of which one shall be a former Treasurer and one shall be a former President to audit the financial records of NMGC. The books will be audited BEFORE June 1 annually.

D. Fill vacancies by ballot vote in all elective offices, except the offices of President, First Vice President and Second Vice President.

E. Approve all committee recommendations contrary to established policy or procedure before said recommendations can become effective.

SECTION 3 - MEETINGS

A. Meetings shall be held prior to opening of the Annual Convention.

B. The Fall Executive Board Meeting will be held annually.

C. Special meetings may be called by the President or at the request of five (5) members of the Executive Committee, provided prior notice of at least one (1) week shall be given. Special meetings may be called by the President during a Convention without prior notice.

SECTION 4 - CONDUCT OF BUSINESS

The Executive Committee may conduct business in person, by video conferencing, email, mail or confer by telephone when necessary. A report of any action taken by video conferencing, email, mail or telephone conference shall be certified and made a part of the minutes at the next meeting of the Executive Board.

SECTION 5 - QUORUM

Nine (9) members shall constitute a quorum for the transaction of business at all meetings of the Executive Committee.

ARTICLE IX - BOARD OF DIRECTORS

SECTION 1 - COMPOSITION

A. The members of the Board of Directors shall be:
   (1) Elected Officers
   (2) Appointed Officers
   (3) Former State Presidents
   (4) District Directors
   (5) Chairmen of Standing Committees
   (6) Club Presidents

B. The Corresponding Secretary and Parliamentarian shall attend meetings in an advisory capacity.

SECTION 2 - DUTIES

A. Conduct the business of NMGC between conventions.

B. Adopt Standing Rules and New Mexico Garden Club Manual procedure as needed to carry on the business of NMGC

C. Upon state Region Rotation, elect an eligible member and an alternate for the Region Director at the Annual Convention in odd number year, two (2) years before taking office

D. Upon state Region Rotation, elect at the Spring Convention in the odd numbered year, an eligible member for the National Nominating Committee

E. Delegate such authority as is deemed advisable to the Executive Board

F. Have general supervision over the clubs through the District Directors

G. Provide for an election of NMGC officers by e-mail, if an extreme emergency precludes the holding of the Annual Convention

H. Report periodically through the NEW MEXICO GARDENER

I. Adopt a budget at the Annual Convention

SECTION 3 - MEETINGS

A. A general meeting shall be held at the Annual Convention

B. Special meetings may be called by the President or at the request of ten (10) members of the Board of Directors, provided notice of at least one week is given.

SECTION 4 - VOTING

A. Proposals concerning change in NMGC policy or expenditures of funds not provided for in the adopted budget shall require a two-thirds (2/3) vote of members present for the adoption.

B. A vote by email is authorized when necessary and proposals concerning change in NMGC policy or expenditures of funds not provided for in the adopted budget shall require a two-thirds (2/3) vote of the entire membership of the Board of Directors for adoption. A report of any action taken by email shall be ratified and made a part of the minutes at the next meeting of the Board of Directors.

SECTION 5 - QUORUM

A quorum for the transaction of business at a Board of Directors meeting shall be by one-third (1/3) of the members registered and qualified to vote.

ARTICLE X - COMMITTEES

SECTION 1 - STANDING COMMITTEES

A. All chairmen must send their annual reports to the Corresponding Secretary unless otherwise ordered by the President. The annual report will be compiled and distributed electronically by the Fall Executive Board meeting. The Annual report shall cover the period from June 1 of the previous year to May 31 of the current year.

B. NMGC shall conform its organization of standing committees as nearly as possible to that of National Garden Clubs, Inc. Detailed duties shall be found in the Garden Club Manual.

C. Standing Committees of the districts and member clubs shall coincide where practical with those of the state.

SECTION 2 - SPECIAL COMMITTEES

Special committees and standing committees may be appointed by the President with the approval of the Executive Board.

SECTION 3 - ORGANIZATIONAL STUDIES COMMITTEE

An Organizational Studies Committee which shall be composed of all former NMGC state Presidents, including the sitting NMGC President, who are knowledgeable of state, region and national procedures. The committee shall propose amendments and/or revisions to the Bylaws, New Mexico Garden Club Manual and Special Rules of Order when deemed necessary, and make recommendations to the Board of Directors for improving operation and functions of NMGC.

ARTICLE XI - DUES AND FINANCE

SECTION 1 - ANNUAL DUES

A. Club per capita dues (including State Life Members) $8.00
Membership dues include membership in South Central Region and National Garden Clubs, Inc..

B. Dues are payable to New Mexico Garden Clubs, Inc. and are to be sent to the Second Vice President by May 1st, and are delinquent after July 1st. Dues must be accompanied by one (1) copy of the club membership list including only those members for which dues are enclosed. (Follow instructions in the Garden Club Manual.)

C. Until February 1st, dues for new members must be submitted as above.

D. Members-at-Large $10.00

E. Youth Gardeners None

F. Honorary members None

SECTION 2 - LIFE MEMBERSHIP FEES

A State Life Membership fee including a membership pin shall be $40.00. This membership may be bestowed upon any individual by request and due process of payment to the State Life Membership Chairman. Whereupon a State Life Membership is granted to a club member, dues must continue to NMGC and the member may vote at state meetings if attending as a delegate. The Life Membership cost contributes to the NMGC Scholarship Fund.

SECTION 3 - OTHER SOURCES OF INCOME

A. NMGC State pins can be purchased at a cost of $25.00 from the NMGC Scholarship Chairman.

B. Funds may be derived from approved sources, such as sale of National Garden Clubs, Inc. Flower Arrangement Calendars, flower shows, donations, etc.

C. The NMGC President or Executive Board may authorize other sources for funds.

SECTION 4 - BUDGET

A. A proposed budget shall be submitted by the Audit/Finance Committee in cooperation with the Treasurer, to the Executive Committee for consideration and recommendation two (2) months before the Annual Convention.

B. The Audit/Finance Committee shall review the President's Fund and recommend to the Executive Committee the disposition of any surplus when the term ends.

SECTION 5 - SCHOLARSHIP FUND

A. State Life Membership fees and donations for scholarships shall be deposited to the Scholarship Fund.

B. Monetary donations to the Book of Memory and Appreciation shall be deposited to the Scholarship Fund. This is a donation made in memory or appreciation of any person. This person does not have to be a NMGC member. The Book of Memory and Appreciation is maintained by the NMGC Scholarship Chairman.

C. Interest yielded by the total deposits to the Scholarship Fund shall be used to increase the amount of the existing scholarship(s), or to award an additional full scholarship when the amount sufficient to sustain it is available.

D. One Scholarship will be awarded in the second year of each NMGC State President's term.

E. Confirmation of payment to the scholarship recipient via the college bursar shall be provided annually to the President and Scholarship Chairman upon payment. Payment of scholarship award is issued in two installments, once for the fall semester of the odd year and once for the spring semester in the even year.

SECTION 6 - PRESIDENT'S FUND

The amount budgeted to the President's Fund within a given term may not be exceeded. Any monies remaining in the fund at the end of the term revert to the General Fund.

SECTION 7 - PRESIDENT'S ENDOWED FUND

The interest from the President's Endowed Fund contributes to the NMGC President's expenses as budgeted annually.

SECTION 8 - AUDIT

The financial records of NMGC shall be reviewed by the Audit/Finance Committee before June 1, annually.

SECTION 9 - FISCAL YEAR

The fiscal year shall be from June 1st through May 31st.

ARTICLE XII - OFFICIAL PUBLICATION

The NEW MEXICO GARDENER shall be published not less than quarterly. A copy of each issue will be sent electronically to each member whose club has paid dues. The NEW MEXICO GARDENER shall be emailed to a list of region and national officials each year by the Editor.

ARTICLE XIII - OFFICIAL SEAL

The official seal in the form of a circle and inscribed "New Mexico Garden Clubs, Inc. Land of Enchantment" shall be changed or renewed only upon order of the Board of Directors. It shall be kept by the President or NMGC Awards Chairman.

ARTICLE XIV - PARLIAMENTARY AUTHORITY

The current edition of Robert's Rules of Order Newly Revised shall govern the proceedings of New Mexico Garden Clubs, Inc. in all cases not provided for in these Bylaws.

ARTICLE XV - AMENDMENT OF BYLAWS

SECTION 1

These bylaws may be amended only at an Annual Convention as follows:

A. By a two-thirds (2/3) vote provided the proposed amendments have been submitted to the Board of Directors two (2) months before convention

B. By unanimous vote provided previous notice shall have been given at an earlier meeting of the same session

SECTION 2

At the convention, any amendments shall be submitted in writing and signed by the Parliamentarian and the Chairman of the Organizational Studies Committee (Immediate Past President).

ARTICLE XVI - DISSOLUTION

In the event of dissolution, all funds shall be disposed of in accordance with IRS Regulation 501(c)(3).

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Revision of Bylaws approved at the Annual Convention, April 2026

Revision Committee Members:

Suzy Andrego, Chairman & Former NMGC President
Christine Longthorp, Committee Member & Former NMGC President
Laurie Hixson, Committee Member

STANDING RULES

NEW MEXICO
GARDEN CLUBS, INC.

Revised

2026

STANDING RULES

NEW MEXICO GARDEN CLUBS, INCORPORATED

1. Award donors will send the money for the award to the State Treasurer. Award monies must be received by the state Treasurer thirty (30) days prior to annual convention.

2. Minutes of Executive Committee meetings and Board of Directors' meeting shall be sent for correction to the appointed Minutes Corrections Committee no later than 30 days after such meetings. Final corrected minutes shall be sent to the Executive Committee members no later than 60 days after meetings.

3. The State President shall appoint all members of State committees.

4. NMGC, as an organization, or any of its officers or members, will not release the membership roster without prior approval of the membership.

5. The President's pendant shall be passed from the outgoing President to the incoming President at the end of each term of office.

6. In January of the election year the Treasurer shall purchase a National Life Membership for the President-Elect.

7. ALL motions shall be in writing and copies presented to the President, Secretary and the Parliamentarian.

8. Committee recommendations contrary to established policy or procedure must be approved by the Executive Committee before becoming effective.

9. Correspondence on behalf of NMGC, by any member of the Board of Directors, must be signed and dated and a copy sent to the President.

10. NMGC- and NGC-sponsored schools shall be self-supporting. A proposed budget MUST be submitted and approved by the NMGC Executive Committee prior to submission for NGC registration. Exceptions are NGC Flower Show Schools and Judges Symposiums, which are the sole responsibility of New Mexico Judges Council.

11. All State Chairman must reside within the state of New Mexico.

12. Review the New Mexico Garden Clubs, Inc. Bylaws every four years (two Presidential terms).

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The Standing Rules were adopted at the 2026 Annual Convention, April 8, 2026

Adopted at the Annual Convention, 1994
Amended at the Annual Convention, 1997
Amended at the Annual Convention, 2007
Amended at the Annual Convention, 2026

Standing Rules relate to the details of administration rather than parliamentary procedure.

They may be adopted at any business meeting without notice by a majority vote.

They may be amended or rescinded by:

1. WITH notice by a majority vote.

2. WITHOUT notice requires a 2/3 vote OR the approval of a majority of the entire membership.

Standing Rules remain in effect until rescinded or amended. They do not bind future sessions and may be suspended temporarily with the proper vote.

MANUAL

NEW MEXICO
GARDEN CLUBS, INC.

Revised

2026

MANUAL

NEW MEXICO GARDEN CLUBS, INCORPORATED

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MANUAL

NEW MEXICO GARDEN CLUBS, INCORPORATED

PARLIAMENTARY PROCEDURES

PARLIAMENTARY LAW enables an assembly, with the least possible friction, to deliberate upon questions in which it is interested and to ascertain and express its deliberate sense or will on these questions.

PROTOCOL is defined as "the code prescribing deference due to rank and strict adherence to due order of preference." Protocol is a matter of courtesy. The position is honored and not the person. Protocol enables us to employ proper etiquette for recognizing and honoring those in positions of leadership.

The State President is the highest-ranking officer in her state. It is customary to RISE WHEN SHE IS PRESENTED. The State President is always PRESENTED - never introduced. If your National President or your Region Director is introduced by your State President at a meeting, you accord her the same honor. Should your District Director be a guest at a garden club meeting, your club president would PRESENT her to you and a courteous gesture would be for you to rise to honor her position of leadership in your District.

You INTRODUCE a person when they are unknown to the assembly. You PRESENT them when they are known.

Give due notice to former presidents.

Observe recommended procedures for courtesies to speakers, seating, receiving lines, honoring guests, etc. Copies of charts are prepared for presiding officers including official capacity of each guest. Proper protocol gives added distinction to a meeting.

COURTESIES TO THE STATE PRESIDENT

Here are a few reminders that enable us, as hostesses, to "do the right thing":

1. Invite the President far enough ahead to enable her to set up a workable itinerary.

2. The District Directors with the President set dates for the District meetings.

3. Should the President's trip be of a distance where she will be more comfortable to arrive the night before, extend her hospitality.

4. Provide convenient parking and assistance to the State President.

5. Present to the President and First Vice President complimentary tickets to all functions – luncheons, teas, flower shows, etc. – to which you invite her, or where her interest is such that she desires to attend.

6. Should the President attend any of the NGC schools, Flower Show, Landscape Design, Environmental Studies and Garden Studies (except where she takes the course for credit), consider her your guest. Her presence will lend prestige to the course, and it is her duty, also, to know the quality being maintained in this program.

CLUB ETHICS

(Basic Principles or Right Action)

Club ethics is the relationship of the club administration, officers, and members to each other and to other organizations and the community. It involves courtesy, fairness, loyalty, teamwork and expression of respect.

1. Be loyal to club president, club policies and support club projects.

2. Be active in attendance; arrive on time; remain until the meeting is adjourned.

3. Participate in discussions but never monopolize a meeting. If you have criticisms to make, do so at the meeting, not afterwards. Differ in a friendly manner.

4. Develop the art of listening. Be attentive at all times, giving courteous attention to the presiding officer and the program.

5. Offer friendly assistance to new members.

6. Always address the chair before you speak.

COURTESIES TO SPEAKERS

Invite the speaker, giving the date, meeting place and hour, the subject for her program, length of time of her talk, and the type of audience. If the club is one of beginners, tell her. FEE and/or MILEAGE is important. Ask in your first contact what she charges. This avoids embarrassment later and is accepted practice. A week or so before your meeting, check to remind her of time and place of meeting and arrange transportation, if needed.

Meet your speaker and help her unload material for her program. Also, help her at the conclusion of the meeting to reload her car. HOSTESS for your speaker is desirable, to see that the guest is introduced to the members, is shown to her place if a meal is being served, and to answer questions.

BE SURE THE SPEAKER IS NOT KEPT WAITING. If the business meeting is not completed at the hour scheduled for the speaker, ask that the program be presented and business resumed later. Remember, she has planned and prepared material and has given her time.

In a brief INTRODUCTION give members a background on the speaker, including her correct title and position.

You INTRODUCE a guest your club does not know. You PRESENT one with whom they are familiar.

The speaker will be thanked by the president. If she receives a fee, hand it to her as inconspicuously as possible. A WRITTEN NOTE expressing the club's appreciation should be sent following the meeting.

CONVENTION

ROTATION: The Annual Convention is hosted by the Districts in rotation. The accepted rotation is:

District I - NORTH-WESTERN
District II - NORTH-CENTRAL
District III - NORTH-EASTERN
District IV - SOUTH-WESTERN
District V - SOUTH-EASTERN

If a District is unoccupied with garden clubs, the district will be skipped over in rotation to the next district.

CALL TO CONVENTION: The State President issues the invitation "call" to the convention to: all club presidents throughout the state; to state officers, chairmen and former state presidents. She invites the National officers and plans order of business. She appoints three (3) members to approve the minutes. She appoints tellers (a teller is an individual appointed by the chair or the assembly to distribute, collect, and count ballots during a vote, when necessary), timekeepers and advises the registration chairman regarding credentials. She provides the General Chairman a list of those presiding, giving the invocation, or otherwise being honored, in ample time to be included in the printed program.

The **CONVENTION CHAIRMAN** appoints an Assistant Chairman and all other chairmen to serve on the convention committee. This convention committee is responsible for credentials report, registration, packets, badges, printed program, publicity, decorations, corsages, entertainment and other courtesies that the hostess group may wish to extend.

The theme of the meeting is determined by the State President and the registration fee is decided by the Convention Committee, subject to approval by the State President. The Convention Committee issues invitations to local dignitaries appearing on the program, such as the mayor, minister, etc., when they have been chosen. (To clarify, see duties of the First Vice President, Bylaws Article V Section 5).

The Convention Chairman is required to make a detailed report of the convention including a complete financial report. They also provide electronic copies to the: State President, District Director of the district hosting the convention and Director of the next hosting district. Distribute reports by the fall Executive Board meeting.

REGISTRATION AND FINANCE: The Registration Chairman is responsible for everything pertaining to both advance and arrival registrations. They shall supply all information needed by the Credentials and Protocol Chairman. They are responsible for supplying electronic copies of the registration list to the State President; to State Personnel Chairman; to EACH of the five members of the State Nominating Committee, and to EACH of the five District Directors.

The Annual Convention profit will be divided equally between the host district and the state. (ref. State Board Meeting, October 25, 1991). In years when a Fall Board meeting is held, any profit from the Fall Board Meeting will be divided equally between the host district and the state.

PLACE OF MEETING: The Convention Chairman will make all actual contacts with personnel of meeting place, check on required seating arrangements, temperature of the room, microphones, etc. FINANCIAL ARRANGEMENTS SHOULD BE IN WRITING and signed by the STATE PRESIDENT! **Note to the Convention Committee**–be sure the prices quoted include gratuity and tax, as well as service of courtesy refreshments during peak registration period. Furnish meeting place with a copy of accepted floor plan for each scheduled event, showing time, place and any props (podium, microphone, etc.).

EXHIBITS: Provide space necessary for exhibits by chairmen.

DECORATIONS: This committee coordinates all the decorations to be used during the entire convention and room decorations for the State President and visiting dignitaries. Remember the beauty of the decorations lingers in the minds of the convention goers long after other details are forgotten.

PROTOCOL: This chairman is responsible for everything pertaining to proper procedure for meetings, along with special seating for meetings and meals.

EXPENSE REIMBURSEMENT: A NMGC Chairman who wishes reimbursement for expenses in connection with convention activities must have approval of the Convention Chairman at least two months prior to the convention.

BOARD OF DIRECTORS MEETINGS

See Bylaws Article IX.

The Fall Executive Board meeting is held annually. The State President determines where the meeting is to be held and will set up this meeting.

The State President issues the "call" to meetings in accordance with the Bylaws.

If any of the designated members composing the Executive Board are unable to attend, the State President shall be notified and member excused. An alternate shall be chosen as an official representative, with the approval of the State President.

DISTRICT MEETINGS

Each District shall have at least two (2) meetings per year. (See Bylaws Article IV Section 5). It is recommended that the Spring District Meeting be held prior to the Annual NMGC Convention. While it is the Directors' responsibility to plan the type of meeting, it is recommended that club presidents report a plan of action in the Spring and give final reports of accomplishment in the Fall. Shared club activities give a stronger sense of belonging to the larger organization.

It is the responsibility of the District Director to (See Bylaws Article IV):

1. Plan all District meetings
2. Issue the "call" to (a) the District Board, including club presidents, (b) State President, (c) First Vice President, and (d) State Officers and State Chairmen residing in her district.
3. Work closely with the hostess group that is responsible for all local plans, including meeting place, decorations, hospitality, publicity, etc.

NOTE: The State President and the First Vice President are guests of the District. (See courtesies to State President.)

QUALIFICATIONS FOR STATE ELECTIVE OFFICERS

See Bylaws Article V Section 2A, B and C.

STATE EXECUTIVE BOARD & BOARD OF DIRECTORS

See Bylaws, Article VIII and Article IX.

DUTIES OF STATE OFFICERS

STATE PRESIDENT: (See Bylaws Article V Section 5A)

National: The State President becomes a member of the Board of Directors of National Garden Clubs, Inc. The National Board of Directors shall ratify this action at the next Annual or Board Meeting after installation.

1. Is expected to attend all Annual Convention and Board meetings of National Garden Clubs, Inc. and all South-Central Region meetings. If she is unable to attend, she shall appoint a

vice president to attend as her representative. She notifies the NGC President and SCR Director if she is unable to attend and asks for permission to send the First Vice President in her place.
2. Will send the names of the elected state officers to National in ample time for the President's name to be included in the proper issue of THE NATIONAL GARDENER. Refer to Article V Section 5A (8).
3. Will refer to current National Garden Clubs, Inc. Bylaws, Policy & Procedure, for further duties.

Region: The Region Director together with the State President of the hostess state shall plan the annual Region meeting. Refer to current National Garden Clubs, Inc. Bylaws, Policy & Procedure.

State: The State President is the Chief Executive Officer of New Mexico Garden Clubs, Inc. and

1. After the Fall Executive Board meeting in the even year (as president-elect) appoints all committee chairmen, to be approved by the incoming Executive Committee.
2. Prepares agenda, providing copies, one (1) copy provided to the recording secretary, and one (1) copy to the parliamentarian prior to the meeting.
3. Appoints two (2) members to approve minutes for meetings; also appoints tellers and timekeepers
4. Attends each District meeting and approves dates for District meetings well in advance
5. Prepares a message for each issue of the NEW MEXICO GARDENER and coordinates material to be published cooperatively with the Editor
6. Signs applications for National Awards with Awards Chairman and applications for National Scholarships with Scholarship Chairman, as well as writing letters of endorsement for National Scholarship applicant
7. Signs all other forms requiring signature of State President
8. After fulfilling her term, expeditiously transfers to her successor: State seal (for awards), gavel, President's pin, and all administrative properties

FIRST VICE PRESIDENT: (See Bylaws Article V Section 5B)

1. It is desirable that she attend, with the State President, as many of the District meetings as possible to enable this officer to become better acquainted with the members of the organization throughout the state.
2. It is desirable that she attend an Annual Convention of National Garden Clubs, Inc. during her term of office. An enthusiasm for the potential and the working of National Garden Clubs, Inc. can best be gained in this manner.

SECOND VICE PRESIDENT: (See Bylaws Article V Section 5C)

RECORDING SECRETARY: (See Bylaws Article IV Section 5D)

1. Become familiar with and employ the content of minutes.

2. Become familiar with agenda of meetings to be obtained from State President prior to meetings
3. Calls roll when necessary

TREASURER: (See Bylaws Article V Section 5E)

HISTORIAN: (See Bylaws Article V Section 5F)

CORRESPONDING SECRETARY: (See Bylaws Article V Section 5G)

PARLIAMENTARIAN: (See Bylaws Article V Section 5H)

PAST PRESIDENT:

1. The immediate past State President shall serve on the Executive Committee.
2. Shall be a member of the Board of Directors

DISTRICT DIRECTOR DUTIES

See Bylaws Article IV Section 5I

1. Shall study and become familiar with District and State Bylaws
2. Should become familiar with basic parliamentary procedure
3. Is a member of the Executive Committee of New Mexico Garden Clubs, Inc. and is obligated to attend the Annual Convention, meetings of the Board of Directors, and the Executive Committee
4. Sends an invitation to the State President and the First Vice President to attend District Meetings
5. Holds an election for a member to serve on the State Nominating Committee at the Spring District Meeting in the odd numbered years, in accordance with current Bylaws. See Article VI Section 1A.
6. Is responsible for required personnel lists, to be obtained from the clubs in her District, of members qualified to serve on the State Board of Directors, for committee chairmanships, or positions on the Executive Committee, Region and National positions. See Bylaws Article VI Section 2A.
7. Is the official hostess for her District as each District assumes the responsibility of hosting the Annual Convention of New Mexico Garden Clubs, Inc. every fifth year as the meeting is rotated around the state. The Region shall be hosted in conjunction with the Annual Convention every fourth year. If a District is unoccupied with garden clubs, the District will be skipped over in rotation to the next district.

STATE CHAIRMEN DUTIES

Upon appointment, each State Chairman of standing committees shall:

1. Obtain files from predecessor
2. Study and become familiar with the Bylaws and Manual for the New Mexico Garden Clubs, Inc.
3. Contact National Chairman to inform her of your appointment and offer your cooperation
4. Assist District and Club Chairmen with their work
5. Submit an annual report to the Corresponding Secretary by August 1, annually
6. Attend State Convention and District meetings of her District
7. Answer email promptly
8. Consult the State President, soon after taking office, regarding submission of material for the NEW MEXICO GARDENER.
9. Maintain a file of reports, suggestions, and recommendations.

   Any chairmen expenses must be approved by the Executive Board prior to purchase.

10. Where applicable, forward all monies received within 30 days to NMGC Treasurer.
11. Upon completion of her term of office, promptly transfer to the incoming chairman the complete file concerning the chairmanship.
12. All Chairman shall reside within the state of New Mexico.

CLUB PRESIDENT DUTIES

To assist the club presidents and help them to understand how each club relates to the District and State, each president shall:

1. Read and become familiar with the District and State Bylaws
2. Attend District Meetings, State Convention and State Board Meetings. Attendance is required at these meetings. If you cannot attend, send an alternate. It is most important for each club to be represented.
3. Answer email promptly.
4. Furnish written reports when required.
5. Strive toward State and National Objectives.
6. Invite your District Director to a club meeting, checking with her well in advance.
7. Arrange an invitation for the State President to attend any dedication activity in your community related to garden club interests, such as opening a new park, recognition of historical events, etc.
8. Poll and encourage members of your club, who are willing and qualified to serve on the District and State level. Send list to the District Director well in advance of the Spring District meeting.
9. Prompt payment of State dues is required. See Bylaws Article XI Section 1A,B,C. Upon payment of State dues, members are eligible to receive the NEW MEXICO GARDENER and THE NATIONAL GARDENER. Note: Remind club treasurer of required membership

list and dues to be sent to the NMGC Second Vice President by MAY 1st and delinquent after JULY 1st. Subsequent dues for new members should be sent until FEBRUARY 1st.

10. Prompt payment of District dues is important. Two copies of the membership list are required for District; one (1) to District Director and one (1) for District Treasurer.
11. Have on file a current list of State and District officers and chairmen.
12. Study awards offered by State, Region and National. Apply for these awards for a worthy project. The National Awards list and proper procedure for applying appear on the National Garden Clubs website. South Central Region Cash Awards are found on the South-Central Region website. For further information see the NMGC AWARDS BOOKLET or contact the NMGC State Awards Chairman.
13. Send copy of yearbook to State President and District Director.
14. Check the Bylaws for requirements of club history. See Bylaws Article V Section 5F(1). Submit an annual club history to the State Historian.
15. Submit copy of club history to your District Historian.
16. As out-going president, send a list of the incoming club officers to the State President, Corresponding Secretary and District Director immediately following the election.
17. Upon completion of term of office, promptly transfer to the incoming president the complete file concerning the club president.

CLUB TREASURER DUTIES

1. Advise members that prompt payment of dues will enable them to receive the NEW MEXICO GARDENER.
2. Send NMGC State dues to the NMGC Treasurer and Second Vice President by May 1st; dues are delinquent after July 1st; new member dues are sent until February 1st.
3. Send two (2) copies of the membership list with the dues. (See the proper form in the Treasurer's Manual.) See Bylaws Article XI Section 1A,B,C.
4. As new members are taken into your club during the year, update membership list with Second Vice President promptly. Send two (2) copies of names, addresses and dues to the Second Vice President and to the District Director, following initial procedure. See Bylaws Article V Section 5C(4).

NEW MEXICO GARDEN CLUBS CHAIRMEN JOB DESCRIPTIONS

Archives Chairman: Keep and maintain a catalog and/or inventory of information and files that are listed at New Mexico State University, in Las Cruces, New Mexico, in the Archives department. Accept all items for archiving per the list that New Mexico State University has provided us. Members shall bring all items for archiving to a fall board or a state convention. Members should contact chairman prior to bringing items for archiving.

Audit/Finance Review Committee: A committee of three NMGC members appointed by the President, at the beginning of her term. Review the financial records annually before the Annual Convention. Review that process for recommended changes bi-annually. Approve proposed

budget written by state Treasurer prior to being presented to the membership at the annual convention. Reviews the President's fund and recommends to the Executive Committee the disposition of any surplus upon term end.

Awards Chairman: Promote all NMGC Awards. Keep members abreast of any new and/or changes in the awards for New Mexico Garden Clubs. Write an article for each issue of the New Mexico Gardener. Accept all award applications by February 1st annually. Solicit members for award sponsorship, annually or biannually. Have all sponsors names printed in the annual Awards recipient book. Ensure all awards without a chairman are judged. Collect award information from all chairmen with awards to prepare awards certificates. Arrange for physical awards and monetary awards. Prepare award certificates. Present awards at annual Awards Presentation, which is held at the Annual Convention. If necessary, help President with Presidential Citations. Prepare an annual Awards recipient book for members. Submit awards recipient list for the summer issue of the New Mexico Gardener.

Bee Chairman: Promote and encourage clubs and members to support pollinators, in a variety of ways, throughout the state. Provide information on Bees to clubs and members. Write an article for the New Mexico Gardener annually.

Birds and Butterfly Chairman: Promote bird and butterfly projects for the state, South Central Region and National Garden Clubs. Keep abreast of any bird or butterfly projects and/or programs around the state. Encourage and promote clubs and members to apply for state bird and butterfly awards. Accept award applications for Bird Award and Butterfly Award by February 1st, annually. Judge award applications and provide state Awards Chairman with results by March 1st, annually. (See requirements and criteria for the Bird award in the NMGC Awards book). Promote applications for the South-Central Region bird poster contest. Have all information for applying for and judging awards available.

Blue Star and Gold Star Memorial Chairman: Promote and encourage members and clubs to raise monies for the purchase of a Blue Star Memorial, Gold Star Memorial or Byway Marker for their city, town, state or region. Advise members and help members with the National Garden Clubs Blue Star and Gold Star memorial process. Keep on hand all current information regarding Blue Star Memorial, Gold Star Memorial and Byway Markers. Promote the sale of NGC Blue Star pins. Advise all members installing markers the process and procedure for holding a Blue Star and/or Gold Star dedication ceremony. Attend all Blue Star marker and Gold Star marker dedications in New Mexico. Write articles regarding new markers installed in New Mexico.

Civic Development Chairman: Keep track of all New Mexico legislation issues and track their progress in areas which pertain to New Mexico Garden Clubs. Encourage and promote clubs and members to apply for state Civic Development award. Accept award applications for Civic Development by February 1st, annually. Judge award applications and provide state awards chairman with results by March 1st, annually. (See requirements and criteria for the Civic Development award in the NMGC Awards book). Promote applications for the South-Central

Region Civic Development award. Have all information for applying for and judging awards available. Write an article for the New Mexico Gardener, annually.

Environmental Chairman: Chair the Environmental Schools. Keep a list of all members that have completed Environmental Schools and those who are currently enrolled and their progress. Work closely with the local Environmental Schools Chair. Promote environmental concerns for the state, South-Central Region and National Garden Clubs. Write an article for the New Mexico Gardener, annually.

Flower Show Schedule Chairman: Promote and encourage all clubs and members to write flower show schedules and hold flower shows. Provide help, guidance and assistance, when appropriate, to clubs and members writing flower show schedules. Encourage and promote clubs and members to apply for state Flower Show Schedule award. Accept award application for Flower Show Schedule by February 1st, annually. Judge award applications and provides state awards chairman with results by March 1st, annually. (See requirements and criteria for the Flower Show Schedule award in the NMGC Awards book). Promote applications for the South-Central Region Flower Show Schedule award. Have all information for applying for and judging awards available.

Food and Herb Gardening Chairman: Promote food and herb gardening around the state. Keep members informed of new varieties of food available to grow, new insects that are affecting food and herb gardening. Inform members of food and herb diseases that might affect their food gardening. Accept award applications for the Food Gardening and the Herb Gardening Awards by February 1st, annually. Judge award applications and provide state awards chairman with results by March 1st, annually. Write an article for the New Mexico Gardener, annually.

Garden Therapy Chairman: Promote garden therapy activities and programs around the state. Maintain a list of Garden Therapy meeting and program ideas. Accept award applications for Garden Therapy by February 1st, annually. Judge award applications and provide state awards chairman with results by March 1st, annually. (See requirements and criteria for the Garden Therapy award in the NMGC Awards book). Promote applications for the South-Central Region Garden Therapy award. Have all information for applying for and judging awards available. Write an article for the New Mexico Gardener, annually.

Horticulture Chairman: Keep clubs and members informed of what is going on in the world with horticulture. Inform us of new plants, techniques, and items concerning horticulture or something old that is new or tried and true. Answer member horticulture questions. Write an article for the New Mexico Gardener bi-annually.

Keep New Mexico Beautiful Chairman: Help promote the New Mexico state and City of Albuquerque programs "Keep New Mexico (and Albuquerque) Beautiful." Keep members abreast of any grants or programs that might be of interest to members and clubs. Write an article for the New Mexico Gardener, annually.

Landscape Design Chairman: Keep clubs and members informed of landscape design programs around the state. When appropriate, chairs along with a local chairman, a Landscape Design School Series. Promote applications for the South-Central Region "Landscape Design" award. Have all information for applying for awards available. Write an article for the New Mexico Gardener, annually.

Litter Control & Recycling Chairman: Promote recycling and litter control around the state. Provide new and updated information and ideas to all clubs and members. Keep a list of programs for club presentation on Recycling and Litter Control. Accept award applications for Litter Control and Recycling by February 1st, annually. Judge award applications and provide state awards chairman with results by March 1st, annually. (See requirements and criteria for Litter Control and Recycling award in the NMGC Awards book). Have all information for applying for and judging awards available. Write an article for the New Mexico Gardener, annually.

National Garden Club Week Chairman: Promote awareness of National Garden Club week around the state. Provide posters and ideas to promote National Garden Club week. Promote applications for the South-Central Region "National Garden Club Week" award. Have all information for applying for awards available. Write an article for the New Mexico Gardener, annually.

New Mexico Gardener Editor: Solicit, collect, organize and publish all articles and reports for the quarterly newsletter "The New Mexico Gardener", published by New Mexico Garden Clubs. Maintain the email circulation list of all members, clubs and organizations receiving the New Mexico Gardener.

Nominating Chairman: Each District nominates a representative by the District Spring Meeting of the installation year. The Executive Committee selects the chairman from the District Nominating Committee members at their first meeting together (Fall Board Meeting of the installation year). The representatives meet at fall board of the installation year and the spring convention of the even numbered year. The proposed slate of qualified NMGC officers is presented at the fall board meeting of the even numbered year. List of qualified members is provided by Personnel Chairman.

Organizational Studies Committee: A committee comprised of all former presidents of New Mexico Garden Clubs. The purpose of this committee is to study, support, and suggest how to improve the organization of New Mexico Garden Clubs. This committee will meet annually, outside of the annual Fall Executive Board meeting and the Annual Spring Convention.

Personnel Chairman: Collects, organizes, keeps and maintains all records of club members and their participation in New Mexico Garden Clubs, along with their attendance at fall board meetings (if held) and annual conventions. Provide record information of all members to nominating committee.

Protocol Chairman: Receive instructions from the state President to ensure that proper protocol etiquette is followed during conventions, fall board and all other meetings, to facilitate seating for all meal functions, head tables, honor tables, business meetings and programs. Contacts all appropriate members with their special seating assignment(s), makes list for that person's registration envelope and places all place cards at meetings and meals. (Reference NGC Protocol Handbook, page 7).

Photography Chairman: Photograph Annual Conventions. Document as many NMGC events as possible, with photos. Help provide the New Mexico Gardeners and the NMGC website chairmen with photographs for the website and quarterly newsletter. Judge photography awards. Write an article for the New Mexico Gardener, annually.

Plant-A-Tree Chairman: Promote and provide members and clubs of New Mexico Garden Clubs, Inc, information of the National Garden Clubs, Inc. Plant-A-Tree Reforestation Program. Provides the forms and assists with the process of making donations to the forestry of your club or member's choice. Write an article for the New Mexico Gardener, annually.

Resolutions Chairman: Attend all conventions and board meetings. Present a detailed thank you and acknowledgement honoring all appropriate people and organizations that participated at the annual fall board meeting (if held) and the Annual Convention.

Scholarship and Life Member Chairman: Sell Life Member pins to support the New Mexico Garden Clubs Scholarship fund. Solicit high school students attending college to study agriculture, horticulture or environmental science. Accepts scholarship applications and meets with all District Directors at each Annual Convention to discuss applicants and award a scholarship winner. Correspond with scholarship applicants and winners. With approval of state President, direct Treasurer to write a check to the scholarship recipient's school and mail to same. Maintain the Book of Memory. All donations made to the book of memory go into the scholarship fund. Forward all monies collected to the Treasurer for deposit. Write an article for the New Mexico Gardener, annually. Announce the scholarship winner via the New Mexico Gardener when appropriate.

Smokey Bear/Woodsy Owl Chairman: Promote the National Garden Clubs Youth Poster contest. Provide all appropriate promotional and instructional materials to the District Directors, Clubs and Members to encourage youth entries on behalf of New Mexico Garden Clubs. National Garden Clubs provides promotional materials and entry certificates to all entries. Write an article for the New Mexico Gardener, annually.

Trees and Shrubs Chairman: Promote the planting, maintenance and conservation of trees and shrubs around New Mexico. Keep clubs and members informed of any programs or legislation regarding Trees, Shrubs and Urban Forestry. Maintain a list of the Best Trees for New Mexico and any new introductions released for our area. Accept award applications for the Tree Award by February 1st, annually. Judge award applications and provide state awards chairman with

results by March 1st, annually. (See requirements and criteria for Tree Award in the NMGC Awards book). Write an article for the New Mexico Gardener, annually.

Water Conservation Chairman: Promote water conservation around the state. Keep clubs and members informed of any water conservation programs or legislation around New Mexico. Accept award applications for the Water Conservation Award by February 1st, annually. Judge award applications and provide state Awards Chairman with results by March 1st, annually. (See requirements and criteria for Water Conservation award in the NMGC Awards book). Write an article for the New Mexico Gardener, annually.

Ways and Means Chairman: Work with the State President to choose items for an annual raffle. Promote items for the raffle to sell tickets. Distribute and oversee the sale of raffle tickets. Raffle ticket proceeds support the President's Project.

Website Chairman: Promote, maintain, and manage the New Mexico Garden Clubs website. Collects information and forwards all requests to State President. Write an article for the New Mexico Gardener, annually.

Wildflower and Native Plant Chairman: Promote the use of native plants and wildflowers in members' gardens and public gardens that clubs maintain. Keep members informed of new native and wildflower seed and plant varieties and cultivars available to use. Keep a list of presenters around the state that can provide a program to a club or district. Accept award applications for the Wildflower and Native Plants Award by February 1st, annually. Judge award applications and provides state Awards Chairman with results by March 1st, annually. (See requirements and criteria for Wildflower and Native Plants award in the NMGC Awards book). Write an article for the New Mexico Gardener, annually.

Youth Activities Chairman: Promote youth activities, programs and youth clubs around the state. Provide information for stating a youth garden club within New Mexico Garden Clubs. Maintain a list of Youth Garden Clubs around the state. Accept award applications for Youth Activities by February 1st, annually. Judge award applications and provide state awards chairman with results by March 1st, annually. (See requirements and criteria for the Youth Activities award in the NMGC Awards book). Promote applications for the South-Central Region Youth Program award. Have all information for applying for and judging awards available. Write an article for the New Mexico Gardener, annually.

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Manual Adopted at the 2026 Annual Convention, April 8, 2026.