

**CENTRAL ATLANTIC REGION OF STATE GARDEN CLUBS, INC.  
CONFERENCE MANUAL**

October 2017

\*NGC Bylaws \*\*NGC Standing Rules are other references as indicated

**PREFACE**

Central Atlantic Region of State Garden Clubs, Inc. (CAR-SGC) is an IRS-qualified, nonprofit corporation that coordinates and furthers the interests and activities of National Garden Clubs, Inc. (NGC) and CAR-SGC State garden clubs. This conference manual supersedes NGC-CAR Manual revised March 2015. For convenience, the corporation will be referred to as CAR and the CAR-SGC Director, will be referred to as Director, hereinafter.

**A. The Annual or Biennial Conference of CAR**

1. Shall be held in the fall of the year, not less than one week prior to or following the NGC Board meeting, preferably the last week in October.
2. Shall be held in the following rotation of States: Federated Garden Clubs of Maryland, Inc., Garden Club of Ohio, Inc., National Capital Area Garden Clubs, Inc., Delaware Federation of Garden Clubs, Garden Club Federation of Pennsylvania, Federated Garden Clubs of New York State, Inc., and The Garden Club of New Jersey, Inc.
3. Shall, if feasible, be scheduled in respect to dates and places three to four years in advance. Dates and places shall be announced to the CAR Executive Committee no fewer than two years in advance.
4. The President of the host State shall appoint a Chairman and Vice Chairman of the CAR Conference, who have been appointed by the governing body of the Host State in session. The Host State President shall notify the Director of the selected CAR Chairman. Once the host State President has notified the Director of the selected CAR Conference Chairman, all negotiations and plans for the CAR Conference are between the Director and the CAR Conference Chairman.
5. The Director, at the time of the scheduled Conference, and the CAR Conference Chairman shall have full operating responsibility for the CAR Conference. Final decisions will be made by the Director.
6. At least (2) years prior to a scheduled CAR Conference the selected host State Conference Chairman and the Director will schedule a preliminary procedural meeting.
7. The CAR Conference Committee shall include: Director; CAR Conference Chairman; CAR Vice Conference Chairman; CAR Conference Secretary; CAR Treasurer; CAR Parliamentarian; CAR Protocol Chairman; and CAR Credentials Chairman. Other CAR Conference Chairmen may be appointed by the CAR Conference Chairman with the Director's approval.

8. Communications by electronic devices (preferred method) and/or postal mail are allowed.

9. All attendees and participants must register for the CAR Conference.

## **B. Director**

The Director is responsible for the following:

1. \*Conducting an Annual or Biennial CAR Conference in rotation as established in Bylaws, Standing Rules, Rules of Procedure, or policies of the Region. (NGC Bylaws, Article IX-Duties of Officers, Section 9 – Region Directors – A.4.)

2. Outlining the agenda for the CAR Conference.

3. Contracts and negotiations for any contracts must be approved and signed by the Director.

4. Schedule a preliminary meeting date with the CAR Conference Chairman and Vice Chairman and other assigned personnel to coordinate and approve all plans.

5. Approve the theme and all programs submitted by the CAR Conference Chairman; approve the Call and the Program Book before printing.

6. Invite the NGC President to be a guest at the CAR Conference. Notify the CAR Conference Chairman if the NGC president accepts the invitation.

7. Preside at all times during the Conference and at all functions of CAR.

8. Submit a CAR Conference Registration application before the deadline date. All fees are to be waived.

## **C. CAR Conference Chairman**

1. The CAR Conference Chairman shall have access and review previous CAR Conference Reports. The CAR Conference Reports will be provided by the Director and the previous CAR Conference Chairman.

2. Submit a CAR Conference Registration application before the deadline date. Submit a CAR registration application for the NGC President, if invitation to attend was accepted. Registration fees are to be waived.

3. Make hotel room reservations for the Director, CAR Conference Chairman, and NGC President, if the Director's invitation was accepted. Budget for the CAR Conference will include the room reservation fees for the CAR Director, CAR Conference Chairman, and NGC President if invitation was accepted.

4. The CAR Conference Manual can be printed from the CAR web site.

5. All contracts and negotiations for any contract must be approved and signed by the Director.
6. Approved Budget expenses must be submitted on a CAR Conference Voucher with receipts attached, signed by the CAR Conference Chairman, and sent to the Director.
7. The CAR Conference Chairman should assign a knowledgeable person(s) to operate lighting, audio equipment, and to handle visual aids for meetings and workshops.
8. The CAR Conference Chairman is responsible for three (3) copies of the CAR Conference report due to the Director no later than January 15 of the year following the CAR Conference.
  - a. copy for Director - for CAR files.
  - b. Copy for Host State files.
  - c. Copy for Chairman of the next CAR Conference. The Director shall review the report before passing it on to the next CAR Conference Chairman. The CAR Conference Chairman passes along the last three (3) CAR Conference reports to the next CAR Conference Chairman.
9. The CAR Conference Chairman MUST keep the CAR Vice Chairman informed and involved.
10. When in doubt, ask the Director.

#### **D. CAR Vice Chairman**

1. Must be prepared to take over as CAR Conference Chairman if needed.
2. Must stay informed and assist the CAR Conference Chairman as needed.

#### **E. CAR Conference Secretary**

1. CAR Secretary will serve as CAR Conference Recording Secretary.

#### **F. CAR Conference Treasurer**

1. The CAR Treasurer will serve as a CAR Conference Treasurer. The host state may appoint an assistant to work with the CAR Treasurer. This may be the Conference Registrar.
2. Shall keep accurate and current records in cooperation with Conference Chairman and assistant or registrar.
3. Copy all checks and make all deposits as soon as possible.
4. Only Director-approved expense vouchers with receipts attached will be paid by the CAR Treasurer, in a timely manner.

5. All refunds must be approved in writing by the CAR Conference Chairman and Director, with submitted voucher and proof of payment.
6. When all expenses have been finalized, the report will be verified by the Director.
7. A budget will be presented to the CAR Executive Committee twelve (12) to eighteen (18) months prior to the conference with estimated revenues and expenditures.
8. This budget will be approved by the CAR Executive Committee.
9. The final conference report including final financial report is sent to the CAR Executive Committee for review and approval.

#### **G. CAR Conference Registrar**

1. The Conference Registrar shall work closely with the Conference Chairman and CAR Treasurer. This Chairman devises registration and acknowledgement forms after reviewing previous ones, and plans and decides what information will be printed on badges. This Chairman keeps up-to-date records and processes forms as they arrive. Number 1 should be given to the CAR Director (or NGC President) and Number 2 to the host state President or CAR Director if NGC President attends. Then Number 3 would go to host state President. At least once each week this Chairman sends checks along with a record sheet and payments to the Treasurer.

#### **H. Income and Expenses**

1. The Director, CAR Conference Chairman, CAR Vice Chairman, and designated members of the CAR Conference Committee shall prepare a Budget for the CAR Conference.
2. This budget shall be approved by the CAR Executive Committee.
3. The CAR Conference budget shall include money for the CAR Conference to use for hotel expenses, meals, printing, postage, programs, workshops, hospitality, ways and means, tours, tickets, AV equipment, table decorations, badges, rental properties, Committee expenses, protocol, bank charges and any expenses pertaining to the CAR Conference.
4. The CAR Treasury will be responsible for all financial transactions for the CAR Conference.
5. All expenses with receipts approved by the Director shall be paid by the CAR Treasurer. After the CAR Conference, an itemized statement and a copy of all receipts, checks vouchers, and disbursements will be prepared by the Treasurer.
6. If a profit is made there will be a 40-40-20 split with 40% going to the CAR and 40% going to the host state. The 20% will go into the CAR scholarship account.

~~7. In the event there is insufficient income to cover expenses after the Conference, the loss would be shared 35-65 with 35% absorbed by the host state and 65% absorbed by CAR. To be considered by Finance Committee.~~

## **I. Selection of Hotel**

1. Choose a hotel, if possible, with convenient access for travelers.
2. Choose a location with available, interesting, educational, and convenient tour possibilities.
3. Check the size and needs of the function. This information can be estimated from event booklets that are produced by the previous Chairman.
4. Choose a hotel with sufficient hotel room accommodations. Inquire as to availability of dates, and make appointment to visit the hotel(s).
5. Refer to previous CAR Conference reports. Check the number and size of rooms, open spaces, and needs for the CAR Conference. items to be considered and researched, but not limited to, are:
  - a. public area
  - b. dining room
  - c. ball rooms
  - d. reception rooms
  - e. meeting rooms
  - f. storage availability
  - g. flower storage and designing room
  - h. registration area
  - i. vendor area
  - j. educational exhibit display area
6. Discuss with hotel personnel the availability and cost for:
  - a. catering
  - b. time period for availability of rooms
  - c. audio visual equipment
  - d. risers
  - e. room set up
  - f. extra tables and/or chairs
  - g. skirting
  - h. floral displays/tributes in the hotel common area
  - i. storage space
  - j. pre-conference storage (Fed Ex, Mail, etc.)
  - k. cash bar - prior to evening meals
7. Inquire about the availability of more rooms, if needed, or the penalty if the number is decreased, in case of an emergency or inclement weather (hurricane, etc.). How many rooms are required to be reserved in a "block" to warrant complimentary rooms?

## **J. Hotel Contract for CAR Conference**

1. The hotel will prepare the contract for the CAR Conference Committee to review.
2. The Director must sign the final contract.
3. ALWAYS retain a couple of copies of the hotel contract before, during, and after the signing. When you have the FINAL COPY, put the other copies away and work from the FINAL COPY ONLY, marked as such.
  - a. As the CAR Conference progresses, there may be changes and addendums to the contract. Determine if there is a penalty for any unforeseen emergencies. Include a clause excluding CAR from liability during an "Act of God" event. Usually these are followed up with letters, emails, or memos from CAR or the hotel personnel. Retain all copies.
  - b. Provide the CAR Vice Chairman with copies of all of the above correspondence, contracts, emails, letter, etc. It is ALWAYS best to have a back-up file of the CAR Conference information.

#### **K. The CAR Conference Call**

1. The CALL shall be sent by electronic communications. The host state, at least twelve (12) weeks before the date of the CAR Conference, shall place the Call in the CAR Newsletter, post the Call on the CAR Website, and send the Call to the:
  - a. Editor of the National Gardener, Editors of CAR State publications, and Webmasters of CAR states
  - b. CAR Board Members

#### **L. Publicity**

1. May be released by:
  - a. the Host State
  - b. The Director
2. The CAR Conference Chairman shall electronically send a tentative program to editors of all CAR State publications and CAR webmasters before March 1.
3. The Director shall send an announcement of the CAR Conference to the Editor of the National Gardener by January 1.

#### **M. Hospitality**

1. \*\* The NGC President, the Director, the President of the Host State, and the CAR Conference Chairman shall receive hospitality after arriving at the CAR Conference. This includes hotel room, meals, package plan, and entertainment. At the discretion of the Director, other hospitality may be extended.
2. \*\* When other NGC Officers or Chairmen are invited to appear on Region or State Garden Club Programs, transportation expenses and hospitality should be offered at the time the invitation is issued.

3. Anyone sharing accommodations with the NGC President, the Director, President of the Host State, and the CAR Conference Chairman shall reimburse the CAR Conference for a proportional share of the total cost of an average room.

4. Special hospitality (dinner) offered the evening before the opening of the CAR Conference shall include:

- CAR Executive Committee
- NGC Officers that are members of CAR
- CAR Conference Chairman and Car Conference Vice-Chairman
- Former CAR Directors
- Other persons at the discretion of the Director

5. The Director is provided accommodations with adequate space for an Executive Committee meeting, if possible.

6. If the NGC President is attending the CAR Conference, it is not necessary to provide a suite; however, the best possible accommodations should be provided.

7. Pages are necessary for the NGC President, Director, and CAR Conference Chairman. Their duties are to be fully explained in advance.

#### **N. CAR Protocol**

Selection of the CAR Protocol Chairman is extremely important to the efficient operation of the CAR Conference.

1. The Director shall designate those who are to be seated at the Head table(s) and the Honor table(s) to the CAR Protocol Chairman.

2. The CAR Protocol Chairman and the CAR Parliamentarian shall compile six (6) books of the complete agenda. The Director's book must lie flat on the lectern where good lighting is assured, and must be printed in a large font for easy reading. Books are prepared for:

- a. The Director
- b. The CAR protocol Chairman
- c. The CAR Conference Chairman for the Host State file
- d. The CAR Secretary
- e. The Alternate Director
- f. The CAR Parliamentarian.

3. The Director's copy of the Protocol Book must be corrected, if necessary, before each function during the CAR Conference.

4. The CAR Protocol Chairman shall present the CAR Director at the opening of each meal function as follows:

"Will you please rise to welcome your Central Atlantic Region of State Garden Clubs Director, and remain standing. May I present Director\_\_\_\_\_."

Note: Since not all officers prefer to be welcomed in this fashion, check with them prior to the function as to how they wish to be presented to the assembly.

5. Presidents' reports for CAR Conferences are limited to three (3) minutes and reports of other Representatives are limited to three (3) minutes or at the discretion of the Director.

6. An American flag is required for the Business Session or a meal function at the CAR Conference. The Pledge of Allegiance need be said only once during the Conference.

### **O. Pages**

1. Pages are appointed by the CAR Conference Chairman and assist in proceedings of the CAR Conference. Three (3) pages are necessary. They will be available for the CAR Director, CAR Conference Chairman, and NGC President.

2. Lists of pages duties should be available.

### **P. Delegates**

1.\* At the Annual or Biennial CAR Conference, the voting strength of each State shall be based on its paid membership to NGC (see NGC Bylaws, Article XII, Section 2).

2. \* Credentials of each delegate and alternate must be signed by the State President and forwarded to the CAR Credentials Chairman (see NGC Bylaws, Article XII, Section 3).

3. \* If the authorized quota of delegates of a State is incomplete at the time of the CAR Conference, the President of such state may fill the authorized quota from the registered members of that State by presenting their credentials to the CAR Credentials Chairman. (see NGC Bylaws, Article XII, Section 3).

4. Members of the CAR Board of Directors shall be entitled to one vote each, which must be cast in person. NGC Board members must also serve on the CAR Board or serve as a State Delegate to be eligible to vote.

5. One-third of those registered and qualified to vote shall constitute a quorum.

Adopted October 2017