

1 MAY 2021

**RED HILL GARDEN CLUB**  
**ARTICLES OF ORGANIZATION**

*2021 Revisions*

**A** **RTICLE I Club Description and Purpose**

Red Hill Garden Club is a group of women who share common interests in gardening, horticulture and flower arranging. The Club provides monthly programs and activities to promote a greater understanding and appreciation of these interests. Members take advantage of opportunities at Club meetings to practice and sharpen their flower arranging skills and knowledge of gardening. The Club also participates in outreach projects in the community and donates funds to organizations that Club members vote upon each year.

**A** **RTICLE II Membership**

**A.** Categories of Membership

1. The membership is comprised of Active, Sustaining, Nonresident, and Honorary members.
2. Active members are those who attend and participate in the regular meetings and activities of the Club. Active members may vote, hold elective office, sponsor or co-sponsor candidates for membership, and compete in intraclub shows. Active members pay the active dues rate.
3. Sustaining members have the privilege of attending regular meetings of the Club but are ineligible to vote, to hold elective office, to sponsor or co-sponsor candidates for membership, and to compete in intraclub shows. Sustaining members pay the sustaining dues rate.
4. To be eligible for Sustaining membership, a member must have been an Active, dues paying member for at least ten (10) years.
5. Nonresident members are those members from either the Active or Sustaining list who leave the area and request nonresident status. They are not required to pay annual dues. Upon their return to the area, they may request reinstatement to Active status.
6. Honorary members are members who have been Active, dues paying members for a minimum of thirty (30) years. Honorary members are exempt from dues but have the privileges of Sustaining membership status.

## B. Requirements of Membership

1. Pay annual membership dues as determined by the Executive Committee and voted on by Club Members.
2. Attend meetings regularly and promptly. The Club will hold nine (9) regular meetings during the year and attendance of Active members is expected. At the end of each garden club year, the Recording Secretary will provide the President with an attendance report. An Active member will be removed from the roll of Club membership after two (2) unexcused absences in any Club year. Excused absences are granted when a member conveys her inability to attend a meeting to a hostess in a prompt and timely manner. If a member has three (3) or more excused absences in a Club year, the President will talk with that member to remind her of her absences and encourage her to resume more active membership.
3. Send regrets to hostess as soon as possible in advance of the meeting when unable to attend to obtain an excused absence. Sustaining members will notify the hostess as soon as possible if they plan to attend a meeting.
4. Bring at least three (3) arrangements and earn seven (7) points in horticulture each Club year or pay the required fines. See Appendix II or the "Exhibition Requirements" section in yearbook for more detailed information.
5. Serve on the Exhibits Committee at one meeting each year.
6. Serve on one (1) committee, in addition to the Exhibits Committee.
7. Serve as a hostess or co-hostess each year.
8. As a sponsor or co-sponsor, support your new member throughout her first year of membership.
9. Familiarize yourself with the Articles of Organization, as well as regulations governing Club arrangements and horticulture.
10. Support Club projects.

## C. Annual Dues

The current annual dues for Active members are \$75. The current annual dues for Sustaining members are \$35. Any member of either category who fails to pay her annual dues after receipt of a written notice and one phone call will be removed from the roll of Club membership at the end of the Club year.

#### D. Number of Members

The Active membership shall be limited to thirty-five (35), except when increased by the return of Nonresident or Sustaining members to Active status. If, however, the total number of Active members exceeds thirty-five (35) due to the return of such members, or any other Club approved circumstances, the next vacancies will not be filled until the total Active membership falls below thirty-five (35).

#### E. Changes in Membership Status

1. Active members may request a temporary leave of absence for a maximum of one (1) year. During this leave of absence, she will pay dues at the Active member rate, but will be excused from all other obligations of Active membership.
2. Active members can request Sustaining status after being an Active member for at least ten (10) years.
3. Active members can request Honorary status after being an Active member for at least thirty (30) years.
4. Active member wishing to change her status to Sustaining or Honorary should inform the Membership chairman in writing or via email.

#### F. Procedures for Nominating New Members

1. All Active members are encouraged to nominate candidates for membership. Members should take care to nominate individuals who share the general interests of the Club and who want to be involved participants in monthly meetings, activities, and duties. It is the responsibility of the sponsoring Club member to fully inform a prospective member of the obligations of membership before submitting her written nomination to the Membership Committee. Once a new member has been elected, it is the responsibility of her sponsors and the Membership Committee to mentor and nurture her to ensure her full participation in Club activities.
2. A new member must be nominated in writing by a letter sent to the Membership Committee, signed by one Active member as the sponsor and a second Active member as the co-sponsor. A member may not sponsor or co-sponsor a candidate until she herself has been an Active member for at least one (1) year.
3. Upon receipt of a letter of nomination, the Membership Committee will read the letter at the next Club meeting. If the Active membership is full at thirty-five (35) members, the nomination will be placed on a Waiting List in order of the date received. Throughout the year, the Membership Committee will keep the Active membership informed of the names and numbers of nominating letters that are being held on the Waiting List.

Sponsors of prospective new members should monitor the continued interest of their candidates and inform the Membership Committee if the interest of the prospective member changes during her time on the Waiting List.

4. When a vacancy in the Active membership occurs, the Membership Chair will confirm with the first person on the Waiting List that she is prepared to join. If that person is no longer interested in membership, she will be removed from the Waiting List and may be re-nominated through the normal process.

#### G. Election of New Members

1. When a vacancy has occurred and the candidate on the Waiting List has confirmed her desire to join the Club, her letter of Nomination will be read at the next Club meeting and any discussions about the candidate will take place at this time.
2. The vote on the candidate will then take place electronically before the next monthly Club meeting.
3. An affirmative vote of a simple majority of the Active membership is required to elect a candidate to membership.
4. Once a new member has been elected, the Membership Committee Chair shall invite the new member to attend the next scheduled meeting of the Club.

## **A** RTICLE III Club Leadership

### A. Officers

1. The officers of the Club shall consist of a President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer.
2. The officers shall constitute the Executive Committee.

### B. Nomination and Election of Officers

1. The Nominating Committee shall present nominations for the officer positions to the Club in April.
2. Nominations from the floor will be accepted in May when the election will take place.
3. Voting shall be by secret ballot if there is more than one candidate for any office. An affirmative vote of two-thirds (2/3) of those present and voting shall constitute an election.
4. The installation of officers shall be held in May, immediately following the election.

5. If an officer resigns before the completion of her term, the Executive Committee shall appoint an officer to serve the remainder of the unfinished term.

## **A**RTICLE IV Committees

The permanent committees shall include Membership, Civic Projects, Conservation, Horticulture, Exhibits, Judges, Nominating, Program, Philanthropy, Arrangement Schedule, Ways and Means, and Yearbook/Website. The Club may establish special committees as necessary for projects or special events.

## **A**RTICLE V Meetings

- A. Regular meetings of the Club will be held at a specific time each month, except for June, July, and August.
- B. The President and two (2) members of the Executive Committee may call a special meeting at any time.
- C. The President, with the advice of the Executive Committee, will decide if a Meeting will be held virtually due to inclement weather or public health concerns.

## **A**RTICLE VI Philanthropy and Memorial Gifts

### A. Philanthropy

1. The budget for the philanthropy will be established each year on November 1st as 30% of the Club's treasury on that date, not to exceed \$1500.
2. Donations will be considered for local and garden related organizations.
3. The Philanthropy Committee will receive suggestions of organizations to support from active Club members by the March meeting date.
4. The Committee will make a recommendation for the distribution of funds to be voted on by the membership by the May meeting.

### B. Memorial Gifts

1. Upon the death of a member of Red Hill, the Club will donate \$200 to the charity of the family's choice.
2. Upon the death of a member's spouse or immediate family member, the Corresponding Secretary will send a written sympathy note and will have a flower arrangement (up to \$150) sent to the surviving member on behalf of the Club.

## **ARTICLE VII Changes to Articles of Organization**

- A**, A. Any changes to the Articles of Organization will be voted on by the membership of the Club.
- B. Changes will be proposed and discussed at one meeting and the vote will take place by or at the next meeting.
  - C. A simple majority of members voting will constitute approval of the proposed change.
  - D. The appendices to the Articles of Organization are supplemental guidelines and do not require a vote by the membership to be modified.

**Appendix I**  
**RED HILL GARDEN CLUB**  
**Leadership and Member Responsibilities**  
**and Operating Guidelines**

I. Executive Committee

- A. The Executive Committee is chaired by the President and includes as members, the Vice President, Recording Secretary, Corresponding Secretary and Treasurer.
- B. The Chair and any two members of the Executive Committee may call a special meeting of the Club at any time.
- C. Each year the Executive Committee selects the Club's Shomo Award winner, presented to an active member of the Club who supports the purposes and activities of the Club. The Shomo Award winner's enthusiastic and dedicated participation in the Club exemplifies the ideals set forth by the founding members.
- D. Should an officer resign or otherwise be unable to fulfill her term, the Executive Committee will appoint a replacement.
- E. The Executive Committee provides advice to the President on appropriate memorial gifts for members and their immediate family members.
- F. Executive Committee members will provide advice to the President as requested.

II. Officers' Responsibilities

A. President

1. Governance and Leadership

- a. Serve as Chair of the Executive Committee (President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer) for a term of two years.
- b. Review Articles of Organization and propose any changes to reflect new situations.
- c. Chair monthly meetings and special events.
  - (1) Coordinate with Committee Chairs to prepare meeting agendas and distribute them to members in advance.
  - (2) Determine if meeting changes need to occur in view of inclement weather or other circumstances (e.g., pandemic).
  - (3) Provide leadership in support of the Ways and Means Committee for fundraisers and special events and communicate to the Members to assure widespread support.

- d. Coordinate all meeting locations and committee assignments.
    - (1) Identify chairs for each committee.
    - (2) In the late Spring, assure that all members sign up for committees for the upcoming program year. Make assignments to assure all committees are covered.
    - (3) Ensure the meetings for the upcoming year have assigned venues/ hosts and that hostesses are identified to provide lunch.
    - (4) After all meeting locations and hostesses have been finalized, assign each member to a meeting as part of the Exhibits Committee. (Members cannot serve as a hostess and Exhibits Committee member in the same month.)
  - e. Coordinate with the Treasurer to assure that expenses and income are aligned and that members are meeting their financial commitments. Ensure the Club maintains a minimum account balance of \$2,000.
    - (1) Coordinate with the committee chairs (e.g., Program, Philanthropy) to establish financial parameters for planned expenses.
    - (2) Coordinate with the Ways and Means Committee to identify fundraising opportunities and expectations.
    - (3) Approve all expense requests prior to disbursement by the Treasurer.
    - (4) Check with treasurer to make certain that all members have paid their dues and fines. Remind members that failure to pay dues will result in loss of membership.
  - f. Review attendance with the Recording Secretary.
    - (1) Call members who have excessive absences and discuss their future involvement with the Club as an active member.
    - (2) Remind members that failure to attend meetings may result in loss of membership.
  - g. Ensure that all information necessary to prepare the Yearbook is available in a timely fashion.
    - (1) Coordinate with the Arrangement Schedule and Program Committees as appropriate; and
    - (2) Assist in the preparation and distribution of annual yearbook by late summer. This includes verification of members' correct personal information as well as all information regarding meetings, programs, schedule, etc.
2. Communications
- a. Communicate regularly with Club members via email or telephone about upcoming events, meeting reminders, etc.

- b. Share information available from other Garden Clubs that may be of interest to Club Members.
- c. Coordinate with the Yearbook/Website Committee, Recording Secretary, and Historian to assure that information is kept up to date by Archiving the items below:
  - (1) Yearbook
  - (2) Minutes
  - (3) Gallery of Visuals.

3. Public Relations

- a. Represent the Club in community matters of importance to the Club.
- b. Write letters of recommendation or advocacy on said projects to public officials or newspapers when warranted or voted on by Club.
- c. Communicate with the leaders of other Garden Clubs regarding civic projects of interest in the area.
- d. Attend District II meetings when possible.

B. Vice President

- 1. Serve as a member of the Executive Committee and fill in for the President if she is absent for a meeting.
- 2. Serve for a term of two years.
- 3. Support the President on Club-wide initiatives.
- 4. Chair the Program Committee.
- 5. Purchase gift for outgoing President.

C. Treasurer

- 1. Serve as a Member of the Executive Committee and provide advice to the President as appropriate to assure that income and expenses are kept in balance.
- 2. Serve for a term a minimum of two years.
- 3. Provide bookkeeping and reporting.
  - a. Balance checkbook.
  - b. Prepare and give a monthly report on disbursements and assets.
  - c. In addition to monthly report on the account balance of the Club, alert President when balance nears the \$2,000 mark.
- 4. Oversee collections for member dues and fines, and for special events.
  - a. Record collections and make timely bank deposits of checks received.
  - b. For Active Members—Prepare dues notices for all members to be emailed before the September meeting. The dues notice will include

finances incurred by members, as determined by the Exhibits Chair at the end of the previous year's program year.

- c. For Sustaining Members—Email dues notices. For ease of payment, prepare self-addressed envelopes and provide to Yearbook Distribution Committee to be included with yearbooks when distributed.
  - d. Follow-up with a reminder email and a phone call if needed.
5. Disbursements
- a. Provide members with forms to receive reimbursements for Club expenses.
  - b. Issue checks for authorized Club activities.
  - c. Renew annual Club memberships (National Capital Area Garden Club, Washington Daffodil Society and American Horticultural Society).

D. Recording Secretary

- 1. Serve as a member of the Executive Committee and provide advice to the President as needed.
- 2. Take minutes at monthly meetings.
- 3. Prepare minutes and send to President for distribution to membership via email.
- 4. Take attendance at monthly meetings and advise the President if there are members who are frequently absent.
- 5. At the end of each garden club year, provide the President with an attendance report.
- 6. At the end of each garden club year, provide the Web Manager with a pdf document of all the minutes taken for that year to be archived in the password protected section of the website.

E. Corresponding Secretary

- 1. Serve as a member of the Executive Committee and advise the President as needed.
- 1. After each monthly meeting, send a thank-you note to the speaker.
- 2. Welcome all new members with a note and include information on orientation opportunities.
- 3. Send notes to Club members as requested by President.
- 4. Coordinate memorial gifts as requested by President.

III. Committee Responsibilities

A. Civic Projects (Two member)

- 1. Keep the membership aware of environmental and beautification projects occurring in the community.

2. Identify civic projects that the Club can support through actions and/or donations.
  3. Recommend civic projects that would be an asset to the community,
- B. Conservation (One member)
1. Keep the membership aware of conservation projects occurring in the community.
  2. Identify conservation projects that the Club can support through actions and/or donations.
  3. Recommend conservation projects that would be an asset to the community.
- D. Exhibits (Three members)
1. Annual Preparation
    - a. Create new sign-in sheets and monthly summary sheets for upcoming year, reflecting any changes in class for members. Update during the year, as necessary.
    - b. Ensure there is an ample supply of ribbons and all needed supplies for the upcoming year, as well as arrangement and horticulture identification slips.
    - c. Provide exhibit labels for members for use when exhibits are displayed.
  2. Communications and Reporting
    - a. Notify and instruct Committee members in their responsibilities in accepting and displaying exhibits for the judges.
    - b. Ensure exhibit points are correctly recorded in the sign-in book by Exhibits Committee member on duty.
    - c. Ensure that an Exhibits Committee member reports the judging results to the membership.
    - d. Provide Treasurer with list of Club members owing fines for arrangements, horticulture, or both. This should be done in the summer so Treasurer can prepare notices of fines to accompany dues notices in September.
  3. Exhibit Site Management
    - a. Assure that the exhibit site is fully staffed and that a lead Committee member is identified and available each month.
    - b. Assure that the exhibit tables are available at the appropriate site.
    - c. Ensure the tables and tablecloths are set up at the meeting location, under the direction of the hostess, at least thirty (30) minutes before deadline for submission of entries. Ask the hostess to provide a pitcher of water for the exhibits.

- d. Ensure there is an ample supply of ribbons and all needed supplies, as well as arrangement and horticulture identification slips.
  - e. Provide copies of the sign-in sheet for the current month.
  - f. Ensure that tables are taken down at the conclusion of each meeting and that tables and tablecloths are transported to the site of the next meeting or storage location.
4. Exhibits Awards and Recognition
    - a. At the conclusion of the garden club year, the Chair will add up the points each member has earned during that year and determine who is eligible to move up to a higher class and who receives awards.
    - b. Order award cups and have them engraved and gift wrapped for presentation at September meeting.
- E. Historian (One member)
1. Take pictures during the monthly meetings to capture the different arrangements and decor and any other visuals for the Club.
  2. Send via email said pictures to Club members and to Website Editor to upload on website.
  3. At the end of the year, send the Web Manager an album to be archived on the website.
- F. Horticulture (One member)
1. Inform the Club members each month of any information pertinent to lawn, tree, and shrub care, including pruning, planting times and disease.
  2. Share any other information that seems relevant, such as magazine articles or webinars.
- G. Judges (One Member)
1. Before each meeting, secure a judge (NCAGC list is on the Red Hill website).
  2. Have the judge arrive at hostess' home at 10:00 am.
  3. Inform the judge of the requirements for open and class categories per the Arrangement Schedule for that day.
  4. Invite the judge for lunch.
  5. As a token of appreciation, present the judge with a small gift such as a \$25 gift card from Trader Joe's.
- H. Membership (Three Members)
1. When the Membership Chair receives any letter of recommendation, she will share it with the full Membership Committee, and, if the letter is in order, the Chair or other member of the committee will read it at the next Club meeting.

2. The Membership Committee follows procedures outlined in Article of Organization, Article II, Sections E, F and G, for nominating and electing a new member, and for allowing changes in membership status.
  3. Once a new member has been elected, the Membership Chair shall invite the new member to attend the next scheduled meeting of the Club.
  4. With the sponsors, the Membership Committee will mentor new members to assure that they are knowledgeable of Club practices.
  5. When a member, in writing, informs the Membership Chair that she wishes to resign, the Chair shall inform the Membership Committee, the President, and the member's sponsor(s). Before accepting a member's resignation, the Membership Committee may consider offering the member a leave of absence or change of status to sustainer or honorary, if eligible.
- I. Nominating (Three Members)
1. Select the slate of Officers in March.
  2. The Nominating Committee shall present nominations for the officer positions to the Club in April.
  3. The election and installation of officers shall be held in May.
  4. Nominations from the floor will be accepted at the election in May.
  5. Voting shall be by secret ballot if there is more than one candidate for any office.
  6. An affirmative vote of two-thirds (2/3) of those present and voting shall constitute an election.
- J. Philanthropy (Four Members)
1. With the Treasurer, determine the Club's philanthropy budget for each year as set forth in Article of Organization, Article VI, Section A 1.
  2. Receive suggestions of organizations for the Club to support financially by March meeting.
  3. Make recommendations at the April meeting for the distribution of funds to be voted on by the membership by the May meeting.
- K. Program (Seven Members)
1. The Chair will convene the Program Committee in late Spring (no later than early June) to begin determining next year's programs.
  2. Identify potential speakers, considering an array of programs (e.g., flower arrangement design demonstrations, lectures on horticulture, and other topics of interest to members).
  3. Assure that the program is set for the next year in time for publication of the Yearbook. Required Yearbook information includes program title, name of speaker, short biography of the speaker, and description of the program topic.

4. The Chair will consult with the President and the Treasurer to determine the year's budget for compensating presenters. Typically, the Club pays a fee or honorarium and covers the cost of flower material. When it is practical and agreeable to the presenter, the costs may be offset by auctioning the arrangements created by the presenter to members attending the meeting.
  5. The Chair or designated committee member will confirm agreements with speakers (time, place, topic, and fee) by via letter/email to each speaker.
  6. The Chair or designated committee member will contact the speaker approximately a month in advance of the meeting to confirm arrangements and see if speaker has any special requirements, e.g., slide projector, large table, etc. Inform hostess of these needs.
  7. The Chair will notify Treasurer the fee for each month's speaker so check can be issued.
- L. Representative to District II (One Member)
1. Serve as communications liaison between District II and the Club.
  2. Attend the Spring and Fall District II meetings alone or together with the President and other interested Club members.
  3. Forward District II emails and any other information to the Club as appropriate.
- M. Arrangement Schedule (Four Members)
1. Prepare a list of arrangements for each RHGC meeting date. Each month, there are two types of arrangements: class and open.
  2. Review past arrangements that have been assigned in each category to ensure variety and avoid duplications.
  3. Select a "class" arrangement for each meeting date; this category normally has specific requirements.
  4. Select an "open" arrangement for each meeting date; this category normally allows for more creative expression.
  5. Report the list to the Program Chair and the Yearbook Chair for publication.
  6. Send out a reminder each month to the membership stating the requirements and creative information about each arrangement assigned.
- N. Ways & Means (Two Members)
1. Determine with the President and Treasurer in September if the Club needs to engage in any fund-raising efforts for the up-coming year.
  2. Help develop the fund-raising campaign or auction and ensure its success.

3. Coordinate with the Program Committee and manage any fund-raising event.
- O. Yearbook/Website Management/Website Editors (Four Members)
1. Yearbook Management
    - a. Prepare annual yearbook for distribution by late summer.
    - b. Oversee final yearbook production (formatted by paid consultant).
    - c. Coordinate with Club President and appropriate committee chairs to verify members' correct personal information and all information regarding meetings, programs, schedule of arrangements.
    - d. Proofread all text before printing.
    - e. Coordinate the printing of the yearbook.
    - f. Coordinate with Yearbook Distribution committee by late summer for timely distribution of the yearbook.
  2. Website Management
    - a. Maintain Website data, which includes the yearbook link and password, yearly calendar, and monthly Gallery of meeting images as required.
    - b. Follow copyright and privacy guidelines.
    - c. At the end of each year ensure the information regarding the Yearbook, Minutes and Gallery are uploaded and archived.
    - d. Coordinate the Website hosting provided by paid consultant.
    - e. Develop an index for the Yearbook to describe what information can be found on the website, including website address, password, and links.
  3. Virtual Exhibit Management
    - a. When exhibits are virtual, upload pictures submitted by members via email.
    - b. Arrange pictures on Virtual Exhibits website (Flickr) to enable the judge to view photos and judge entries.
    - c. Edit website to ensure that member names are not visible to the judge and send link to President for distribution to Club.
  4. Social Media
    - a. Develop and manage social media presence, including Facebook and Instagram accounts.
    - b. Make monthly posting to accounts.
    - c. Follow copyright and privacy guidelines.

#### P. Yearbook Distribution (Three Members)

1. Coordinate with the Yearbook/Website Management Committee to collect and distribute yearbooks to Members before the beginning of the new Club year in September.
2. Distribute the yearbooks to all members personally or by mail.
3. Prior to distribution, the Committee may need to insert into each printed yearbook an addendum containing information not available at the time of printing, such as the website password.

#### IV. Member Responsibilities

##### A. General

1. Actively participate in Club activities and committees.
2. After serving as a Club member for at least one year, able to nominate/sponsor new candidates for Club membership.
  - a. Identify and reach out to individuals who share the general interests of the Club and who agree, if affirmed, to be involved participants in monthly meetings, activities, and duties.
  - b. As a sponsor, prepare a written letter of nomination for submission to the Membership Committee, signed by yourself and a second Active member as a co-sponsor.
  - c. Once a new member has been elected, with the Membership Committee, the sponsor shall mentor and nurture her to ensure her full participation in Club activities.
3. Request any change in membership status, including resignation, in writing mailed or emailed to the Membership Chair and copied to the President.

##### B. Financial

1. Pay annual membership dues—currently \$75 for Active members and \$35 for Sustaining members.
2. Any member of either category who fails to pay her annual dues after receipt of a written notice and one phone call may be removed from the roll of Club membership at the end of the Club year.

##### C. Meeting Attendance

1. Attend meetings regularly and promptly. The Club holds nine regular meetings during the year and attendance of Active members is expected.
2. Active member should send regrets to hostess in advance of a meeting when unable to attend to obtain an excused absence.

- a. Excused absences are granted when a member conveys her inability to attend a meeting to a hostess in a prompt and timely manner.
- b. If a member has three or more excused absences in a Club year, the President will talk with that member to remind her of her absences and encourage her to resume more active membership.
3. An Active member may be removed from the roll of Club membership after two unexcused absences in any Club year.
4. Sustaining member should notify the hostess when she plans to attend a meeting.

#### D. Exhibits

1. Bring at least three arrangements and earn seven points in horticulture each Club year or pay the required fines.
2. The fines are currently \$35 for arrangements and \$25 for horticulture.

#### E. Committee Assignments

1. When asked by the Chair, sign up for Committee preferences in a timely manner.
2. Serve on the Exhibits Committee at one meeting each year.
  - a. Coordinate with Exhibits Committee Chair and members to set up tables with necessary supplies to display arrangements and horticulture entries.
  - b. Assist Judge as needed.
  - c. Stay to clean up afterwards and see that tables are removed and stored.
3. Serve on one committee, in addition to the Exhibits Committee.
4. Serve as a hostess or co-hostess each year.
  - a. Hostess
    1. Opens her home for meeting and luncheon.
    2. Provides beverages and set up tables with plates, napkins, etc.
    3. When Exhibits are submitted in person at the Hostess' home, Hostess coordinates with Exhibits Committee to allow for set-up.
    4. Provides pitcher of water for use by exhibitors.
  - b. Co-Hostesses (four each month)
    1. Coordinate with Co-Hostesses and consult with Hostess to plan lunch menu.
    2. Prepare lunch, serve, and clean up afterwards.
    3. Tally expenses and share costs among Co-Hostesses.

4. When there is a field trip or a meeting at another venue, make appropriate arrangements (e.g., lunch box, catered meal).

**Appendix II**  
**RED HILL GARDEN CLUB**  
**Exhibits Guidelines and Awards**

- I. Class Levels, Fines and Awards
  - A. Class levels are Novice, Junior, Senior, and Advanced Senior.
  - B. Every new member enters as Novice except a returning Active member or a new member from another garden club will enter at one class level below her former class rank.
  - C. At the conclusion of the garden club year, the Exhibits Committee will add up the points each member has earned during that year and determine who is eligible to move up to a higher class.
  - D. To move up from one class to another (Novice to Junior, Junior to Senior, Senior to Advanced Senior), members must receive two blue ribbons in their class during one Club year.
  - E. Once a member attains a higher-class level, she will not be demoted to a lower class.
  - F. Failure to bring in the minimum number of arrangements will result in fines, not demotion of class.
  - G. Yearly point totals determine the overall winners in each class.
  - H. The member from each class with the highest point total shall receive an award at the September meeting.
  - I. Only members who have entered at least three arrangements (the required minimum) shall be eligible for an award.
- II. Horticulture
  - A. Member Requirements
    1. An Active member is required to earn seven points for horticulture specimens, including houseplants, roses, and daffodils, during the Club year or pay the current fine.
    2. The President of the Club shall be exempt from this requirement during her term of office.
    3. To be judged, horticulture must be in place 10 minutes prior to the scheduled judging time.
    4. All horticulture specimens should be well groomed and correctly labeled with name of specimen and cultivar, if available (e.g., not simply Holly but Nellie Stevens Holly).
    5. Exhibits should be displayed in a clear glass container with the stem in an upright position.

6. All material must have been in the possession of the exhibitor at least three months prior to showing.
7. Horticulture competitions are open, and a member may show specimens of her choice at any meeting when arrangements are scheduled.
8. Except for roses and daffodils, each member is limited to six horticulture specimens per monthly meeting.
9. Only one specimen of each variety (e.g., color of bloom or berry) of plant may be exhibited in the same category per meeting.

#### B. Points

1. Blue Dot: Three (3) points.
2. Red Dot: Two (2) points.
3. Yellow Dot: One (1) point.

#### C. Judging Criteria

1. Bloom at correct stage in development.
2. Perfection of bloom and foliage.
3. Straight and strong stem.
4. Correct labeling.
5. Correct preparation.
6. Disbudding when necessary.
7. Removal of dirt and spray.
8. Proper wedging material for support in display bottle.
9. No oil or wax permitted on foliage.
10. Good pose or presentation.

### III. Flower Arrangements

#### A. Member Requirements

1. All active members, regardless of their class, must enter three arrangements during the Club year.
2. New members are required to enter one arrangement for every four months that they are members.
3. An active member who fails to bring the required number of arrangements during the year will pay the current fine of \$35.
4. The President shall be exempt from this requirement during her term of office.

5. A member may not exhibit more than two arrangements at each monthly meeting, one in the Class competition and one in the Open competition.
6. When a hostess makes a table arrangement for the meeting at her home, she will receive credit for that arrangement, though it will not be eligible for judging unless it complies with the schedule for that month's arrangement.
7. To be judged, exhibits must be in place 10 minutes prior to the scheduled judging time.
8. A maximum of one arrangement made for an outside, Club-approved, civic activity may be counted as one of the three arrangements a member is required to bring in each year, provided the member made the arrangement herself and the Club received notification from the sponsoring organization.
9. Those members assisting by gathering flowers or transporting the arrangement cannot credit those activities toward the minimum Club requirements of three arrangements. Such activities are encouraged and will be weighed when awarding the Shomo Award.

**B. Points**

1. Blue Dot: Fifteen (15) points.
2. Red Dot: Ten (10) points.
3. Yellow Dot: Five (5) points.
4. White Dot: Two (2) points.

**C. Judging Criteria**

1. Unless otherwise specified, a Garden Club arrangement is a collection of fresh plant material which the member has placed in a suitable container and in a manner that complies with the monthly schedule of arrangements — while trying to achieve beauty and expression.
2. Arrangements must conform to the following overall measurements in height, width, and depth:

Arrangement Type	Overall Size
Miniature	not over 5 inches
Small	5 to 8 inches
Medium	8 to 18 inches
Large	over 18 inches

3. Accessories may not be used unless otherwise stated. An accessory is anything other than fresh plant material, whether in, or apart from, the container. It may be background material, figurines, lid of container, additional plant material, etc.
4. A base or mat is an integral part of the arrangement and is not an accessory.
5. Club arrangements are judged on points, which have been set by the National Council of State Garden Clubs, for arrangements with a theme, title, or purpose, as follows:

Criteria	Number of Points
Design (balance, dominance, contrast, rhythm, proportion, scale)	25 points
Interpretation and suitability	20 points
Color	15 points
Relationship of materials	10 points
Distinction	15 points
Condition of plant material	10 points

#### D. Annual Awards

In addition to the arrangement and horticulture awards noted above, at the September meeting, the President of RHGC will present the following:

1. The Rose Award
  - a. Presented to the exhibitor who accumulates the most points for roses.
  - b. Points must include three blue ribbons.
  - c. Rose specimens are unlimited, though a member may enter only one specimen per variety in each category (e.g., only one Peace rose in the Hybrid Tea Rose Category).
2. The Daffodil Award
  - a. Presented to the exhibitor who accumulates the most points for daffodils.
  - b. Points must include three blue ribbons.
  - c. Daffodil specimens are unlimited, though a member may enter only one specimen per variety in each category (e.g., only one Mt. Hood in the Trumpet Daffodil Category).
3. The Kendrick Award
 

Presented to the exhibitor who has accumulated the most points for arrangements and horticulture during the year.

**Appendix III**  
**RED HILL GARDEN CLUB**  
**Virtual Meetings and Exhibits Guidelines**

I. Meetings

- A. The President will decide if meetings will be held virtually via Zoom:
  - 1. due to inclement weather; or
  - 2. due to a public health concern.
- B. To participate in Zoom meetings each member must do the following:
  - 1. Download the Zoom Meeting Application from their server onto the device they intend to use for these meetings (desktop computer, laptop, iPad, tablet, or cell phone);
  - 2. Register with Zoom by choosing a login name and password; and
  - 3. Join the Zoom meeting by clicking on the link in the email sent by the meeting host, most likely the President.
  - 4. The host will mute all participants to reduce the noise, but members will be able to unmute themselves to comment and ask questions.
- C. When a meeting is held by Zoom, the President, in consultation with the Exhibits and Program Committees, will announce whether exhibits for that month will be submitted in a socially distanced manner or virtually by photograph, and the date and time for those submissions. When using either of these formats, exhibits will be submitted and judged after the Zoom meeting day.

II. Social-Distanced Exhibits

- A. Exhibits Committee and the Program Committee have devised a safe drop-off and pick-up of arrangements and horticulture, while social distancing.
- B. To accomplish this, the exhibits will take place on a different day than the meeting day.
- C. Red Hill Garden Club will hold exhibits two days after the meeting, so that we will have the time to prepare the arrangements and the horticulture.
- D. All exhibits will be held in an outdoor garage, where the judge will go to judge the exhibits.
- E. The Exhibits Committee will take pictures of the exhibits and the clipboards so all the members can see what was presented and who the winners are that day.
- F. The full report of results will be presented to all members the following month during our usual meeting time.

#### G. Procedures:

1. All members delivering their arrangements and horticulture will remain in their cars and wear face masks.
2. Monthly Exhibits Committee members will handle the arrangements and the clipboards thereafter.
3. To ensure all members' safety, it is required that all exhibits committee members and monthly exhibits committee participants wear a face mask while interacting with each other and the judge.
4. It is recommended to use gloves and/or hand sanitizer when handling arrangements during drop-off and pick-up.
5. The Exhibits Committee will help set up the tables and exhibit areas on the tables delineated by ropes and index cards.
6. Two committee members will handle the clip boards: one person will handle the Arrangements clip boards (Open and Class) and one person will handle the Horticulture clip boards (including Roses and Daffodils, as needed).
7. Two committee members will collect the exhibits from the members' cars directly and place on the indicated tables.
8. Members will be asked to drop off arrangements and plant material with exhibit tags already filled out between 9-10 a.m.
9. The drop-off and pick-up of arrangements at the garage will be done using a one-way route.
10. Arrangement and horticultural check-ins will be done by the two exhibit committee members who are handling all the clip boards.
11. For social-distanced exhibits, judges will be members of Red Hill Garden Club.
12. As the Judge declares the winners, the same clip board handlers will add the respective awards to the winners' names on the clipboards. Once the judging is completed, a picture of the spreadsheet with the results will be sent out to the RHGC members.
13. Members will be asked to pick-up their exhibits by 11am in the same drive-up format.
14. Please feel free to call either Vice President/Program Chair or the President if you have any questions or concerns.

#### III. Virtual Exhibits

- A. When the President and Exhibits and Program Chairs have decided that exhibits will be submitted virtually, Virtual Exhibits—submission by photograph—will be open until the Thursday following the monthly meeting.

- B. Guidelines for photograph submissions:
1. Prepare arrangements and horticulture exhibits as usually, following the monthly Schedule of Arrangements.
  2. Once the arrangement/horticulture exhibits are completed, take photographs of each arrangement and horticulture specimen separately. Then select the best photograph of each (only one photo of each arrangement or horticultural specimen) to submit for judging.
  3. To achieve the best pictures, place the exhibit on a surface/table/pedestal that is four feet high with an uncluttered background. Some form of plain poster board as a background is useful, but not necessary. Then stand back about three feet and take your picture. If placed on a dining table, sit three feet (3') from the table to take the picture. Please do not edit or crop your pictures. See samples on the RHGC website.
  4. Email your pictures to the Website Editor no later than Thursday. Include your Name and Member Number and number of exhibits you are submitting in your email. See Member List for the updated number.
  5. Send a copy of that email to the Exhibits Chair for recording purposes.
- C. The Website Editor will send the photos to the Judge via a link, identified by member number and without names.
- D. Once the judge has finished judging and commenting on the entries, Website Editor will send the link to the President for sharing with Club Members before the next meeting. (President will send separate Lists to the Judges without names)
- E. Award winners will be announced at the next meeting or as soon as the judge is finished judging all exhibits.