

WORKING PROCEDURES
JUDGES COUNCIL
OF
THE GARDEN CLUB FEDERATION OF PENNSYLVANIA

NAME

The name of this organization shall be "Judges Council of The Garden Club Federation of Pennsylvania."

The Judges Council shall be a standing Committee of the Garden Club Federation of Pennsylvania.

OBJECTIVES

1. Discuss problems encountered in judging and recommend solutions for clarification and standardization of judging practices.
2. Pursue advanced study and inform members of interesting courses given in neighboring states.
3. Send National Directives and information to members.
4. Furnish information for promotion of more efficient flower shows through the Federation office and Keystone Gardener to clubs and to judges.
5. Assist student judges to acquire experience.
6. To remember that a great deal of the beauty of the garden club world is in our hands - that we may guard it well and share it.

MEMBERSHIP

1. Eligibility - Any person holding a valid certificate as an accredited Judge of Flower Shows from National Garden Clubs, Inc. and who is a member of a Federated Garden Club shall be eligible for membership upon payment of dues.
2. Associate Members – a Judge residing outside of the State of Pennsylvania and otherwise fulfilling the requirements of Section 1 may become an Associate Member upon payment of dues.
3. Student Judges - Upon successfully completing their third Flower Show School course, s Student judges will be invited by the State Chairman to become members of the Judges Council.

4. Judges Emeritus - A Master Judge who elects to become Judge Emeritus retains membership in State and Area Judges Councils upon payment of dues.

5. Multiple Memberships - A Judge desiring to belong to more than one area council may do so upon payment of the appropriate dues.

DUES

1. State dues of \$10.00 shall be paid on a two (2) year basis. These dues will be collected by each Area Council and forwarded with a list of membership to the State Judges Council Treasurer by December 1 of the odd calendar year. (Note: Area Councils may assess any dues they deem necessary for their own council.)

2. Dues of Associate Members shall be the same as above.

3. A Judge Emeritus shall continue to pay State and Local Council dues.

4. Dues shall be payable on or before November 1st of the odd calendar years.

OFFICERS

1. The State Chairman of Judges Council shall be appointed by the President of the Garden Club Federation of Pennsylvania.

2. The Vice-Chairman, Secretary, or Secretaries, and Treasurer shall be appointed by the Chairman.

EXECUTIVE BOARD

1. The Executive Board of the State Judges Council shall consist of the State Chairman, the Vice-chairman, the Secretary or Secretaries, the Treasurer, the Area Chairman and the Chairmen of Credentials, Flower Show Schools, Symposiums and Schedules.

2. It shall be the duty of the Executive Board to transact any business of the Council in the interim between meetings of the entire membership.

3. The Executive Board of the State Judges Council shall decide upon and initiate Area locations.

DUTIES OF THE OFFICERS

CHAIRMAN

1. Work closely with the following Chairmen: Awards, Flower Show Evaluation, Flower Show Schedule and Flower Show Schools.

2. Keep an up-to-date file of all correspondence, reports, working procedures and distributed material.
3. Appoint a Judges Council Vice-Chairman, Secretary or Secretaries and Treasurer.
4. Know and keep in touch with your Area Judges Council Chairmen. Request reports of each area's meetings. About a month prior to the Annual Convention, ask each Area Chairman to bring, or mail in, two (2) copies of her Annual Report, one (1) copy to be read at the Annual Meeting and given to you and one (1) copy for the Secretary's minutes.
5. Upon receipt of a list of names of newly accredited judges from the Flower Show School Chairman:
 - a. Write letters of congratulations. Extend an invitation to join Judges Council. Enclose with each letter, the rules of the organization and any other materials for distribution to members.
 - b. Upon receiving the note of acceptance of membership from a new or transferred judge, send the name to the Judges Council Treasurer who will then send a bill for dues. The Treasurer keeps an file of judges in good standing and from the file prepares lists of Judges by areas.
6. Co-sign with the Treasurer, the bank cards for checking and savings accounts.
7. Answer all letters received. If unable to answer an inquiry, obtain information from National Council Chairman of Judges Council or National Chairman of Flower Show Schools.
8. Send the Keystone Gardener information of concern to all club members, including pertinent excerpts from the National Chairman's letters and any other distributed material.
9. Work closely with the Judges Credentials Chairman regarding the status of judges, new judges or transferred judges.
10. Upon request, the State Judges Council will provide a loan of up to \$500 for any Flower Show School course. A financial report must be submitted upon completion of the course. Repayment of the loan or loans is dependent on the profitability of the School. (April 10, 2000)
11. \$1,000 would be advanced to a Flower Show Symposium to be used for unbudgeted amenities. The money is to be placed into a separate account and any unused portion must be refunded to the GCFP Judges Council. (4-18-005)

12. A \$100.00 honorarium is to be given to the individual attending C.A.R. creating the design honoring Pennsylvania. (4-11-99)

13. Each year the State Judges Council will give \$100.00 to the State Scholarship fund in honor of all deceased Judges for that year. Upon the death of a member of a Council, Area Chairmen should notify the State Judges Council Chairman, State Flower Show Schools Chairman, the State Judges Council Treasurer, and the State President. (4-18-94)

14. Plan for the Annual Judges Council Meeting, held in conjunction with the State Annual Convention, at least eight (8) months in advance. In consultation with the Chairman in the area where the meeting is to be held, appoint assistants as needed for the program, the luncheon, and hospitality.

- a. The Judges Council luncheon program is open to all convention registrants.
- b. Send special invitations to the State President, and other distinguished guests, to be our guests for both the meeting and the luncheon.
- c. The Judges Council Secretary records the minutes and the attendance. Copies of the minutes are to be mailed to all Judges, the State President and the Area Chairmen.
- d. The Headquarters Office will do copying if notified sufficiently in advance.
- e. The Area Judges' Council, where the convention is to be held, will be responsible for table centerpieces for the Judges Council luncheon. State Judges Council will pay the Area Council up to \$300.00 to help cover the cost of the designs.
- f. The Judges Council Chairman is to cooperate with the Convention on the selection of the menu. The Convention Chairman is to quote the base price with the set price to be determined by the Judges Council to cover program expenses.
- g. The Judges Council Chairman will be responsible for the seating at the head table for the luncheon with the assistance from the GCFP Protocol Chairman.
- h. All monies in excess of expenses from the luncheon are to be returned to the Judges Council Treasurer.

16. Club Flower Show Chairman reports will be forwarded to this chairman from the Headquarters Secretary so that information may be tabulated.

17. When contacted by the Philadelphia Flower Show Committee requesting award rosettes for the show, send a copy of this letter to Headquarters Office. The office will then send the awards. Also, select the judges for the Special Achievement Awards of the GCFP, which are given at the Philadelphia Flower Show.

1. The judges will be selected from the Area Councils on a rotating basis.

Northeast 2008 Philadelphia 2009 Pittsburgh 2010 Erie 2011 Central 2012

2. In the event an area council is unable to supply all the judges, that area council shall yield its turn to the next designated area council. The area council, which has yielded its opportunity, shall not be entitled to supply judges until its proper turn.

18. Be knowledgeable about NGC Flower Show Achievement Awards and all NGC and GCFP Flower Show Awards.

19. A 'Judge Emeritus Certificate' shall be sent to a judge requesting emeritus status along with a letter of thanks. The name to be announced at the Annual Meeting. The name will be supplied by the Credentials Chairman.

VICE-CHAIRMAN

1. Serve as an aide to the Chairman.

2. Assume and perform the duties of the Chairman in case of the absence or disability of the Chairman.

SECRETARY (OR SECRETARIES)

1. Recording - Record the minutes and attendance at the Executive and Annual meetings, including all actions taken by the Executive Board. After approval by the State Chairman, copies of minutes of the Annual Meeting will be sent to each Judge. Executive Board minutes will be sent to each Area Chairman for distribution.

2. Corresponding - Notify all members of regular and special meetings. Have charge of all correspondence and files.

TREASURER

1. Instruct Area Council treasurers on collection of dues.

2. Serve as custodian for all funds of the Council.

3. Receive funds and disburse as authorized by the Council. Receive dues on a two (2) year basis from the Area Judges Council Treasurers. They will bill the members in their areas and forward \$10.00 per judge to this Chairman.

4. Receive dues and a list of membership from each Area Council by December 1st.

5. Co-sign, with Judges Council Chairman, the bank cards for the checking and savings accounts.

6. Keep an updated file of judges in good standing. From this list the Treasurer prepares lists of judges by area and distributes them to the Judges Council Chairman, Area Judges Council Chairmen, Evaluation Chairman, and GCFP President.

7. When the Treasurer receives the name of a new or transferred Judge, the Treasurer will send a bill for the dues. Changes are received from the Chairman or the Credentials Chairman.

MEETINGS

GENERAL MEETINGS

A minimum of one all-day State meeting shall be held each year, which may be at the time of the Annual Meeting of the Garden Club Federation of Pennsylvania. The Executive Board shall determine the date and place of any other State Judges Council Meeting. Notice of meetings shall be given to all members at least two weeks (preferably thirty days) in advance.

EXECUTIVE BOARD MEETINGS

1. Meetings of the Executive board will be held in conjunction with State Board meetings.
2. Additional meetings may be called by the Chairman in consultation with the officers.

QUORUM

GENERAL MEETINGS

The members present shall constitute a quorum of the Council for the transaction of business.

EXECUTIVE BOARD MEETINGS

Three members of the Executive Board shall constitute a quorum.

AMENDMENTS

Amendments to these Rules may be adopted at any meeting of the Council by a majority vote of the members present and qualified to vote.

AREA JUDGES COUNCILS

AREA ORGANIZATION

In each area, a nominating committee shall present a slate for the offices of Chairman, Vice-Chairman, Secretary or Secretaries, and Treasurer to be voted upon in the Fall of the even numbered years, and assume office in the Spring in the uneven years.

TERM OF OFFICE

Term of office shall be two years for all offices.

ELIGIBILITY

1. Any member of the Council with a certificate in order shall be eligible for appointment or election.

2. Student judges who have successfully completed three Flower Show School courses shall be invited to become members of their Area councils.

EXECUTIVE BOARD

The Executive Board of each Area shall consist of the Area Chairman, Vice-chairman, Secretary or Secretaries, and the Treasurer.

DUTIES OF THE CHAIRMAN

1. Preside at all meetings of the Judges Council and of the Executive Board.
2. Appoint such officers and committee chairman as are deemed necessary.
3. Sign checks in payment of authorized expenditures in the event of the absence or disability of the Treasurer.
4. Serve as an ex-officio member of all committees except the nominating committee.
5. When a Flower Show School will be conducted, the Judges Council Chairman in that area should be included on this committee to work closely with the School Chairman if at all possible.

MEETINGS

A minimum of two meetings a year shall be held in each area.