

# ARIZONA FEDERATED GARDEN CLUBS, INC.

## AFGC PROCEDURE

### Federating a New Member Garden Club or Plant Society

1. Any group expressing a desire to further the Object and Purpose of AFGC shall be eligible for membership, if eligibility conditions in the AFGC Bylaws are met.
2. The Membership Chairman and the District Director shall work with the prospective club giving information on the AFGC Object, AFGC Membership Benefits listed in the AFGC Standing Rules and activities. Aid should be given in preparing Local Garden Club/Plant Society Bylaws making sure they are in compliance with AFGC Bylaws and Standing Rules.
3. When the required minimum of ten (10) members has been reached, the Membership Chairman shall send the prospective club the Club Membership Cover Sheet. The club shall return the completed form, a copy of the prospective Club's Bylaws, a membership list complete with full name, address, phone number and email address, if applicable, to the address on the Club Membership Cover Sheet.
4. Accompanying the completed Club Membership Cover Sheet form, Local Garden Club and Plant Society Bylaws and membership list should be a check payable to the Arizona Federation of Garden Clubs, Inc. for dues, which are \$12.50 per capita for member clubs, and \$7.50 per capita for Non-Voting Plant Societies.
5. The AFGC President shall review the documents, and submit them to the Executive Committee for approval, as required.
6. Upon acceptance, the club will be contacted by AFGC President and agree in writing via email or surface mail to promote the Object of the Arizona Federation of Garden Clubs, Inc. as stated in Article II of the Bylaws.
7. Formal recognition shall be given at the AFGC Annual Meeting or AFGC Biennial Convention.
8. The Membership Chairman shall instruct the club members to obtain current copies of the AFGC Bylaws & Standing Rules or include current copies of the AFGC Bylaws and Standing Rules, AFGC Membership Packet and any other material deemed helpful.
9. The AFGC Membership Chairman shall submit an article electronically to *Greenleaf* Editor for publication and to the AFGC Website Manager to post the new Local Garden Club information to the website welcoming the club.
10. The District Director and Membership Chairman shall arrange follow-up visits to the new club providing help on programs and upcoming AFGC events.