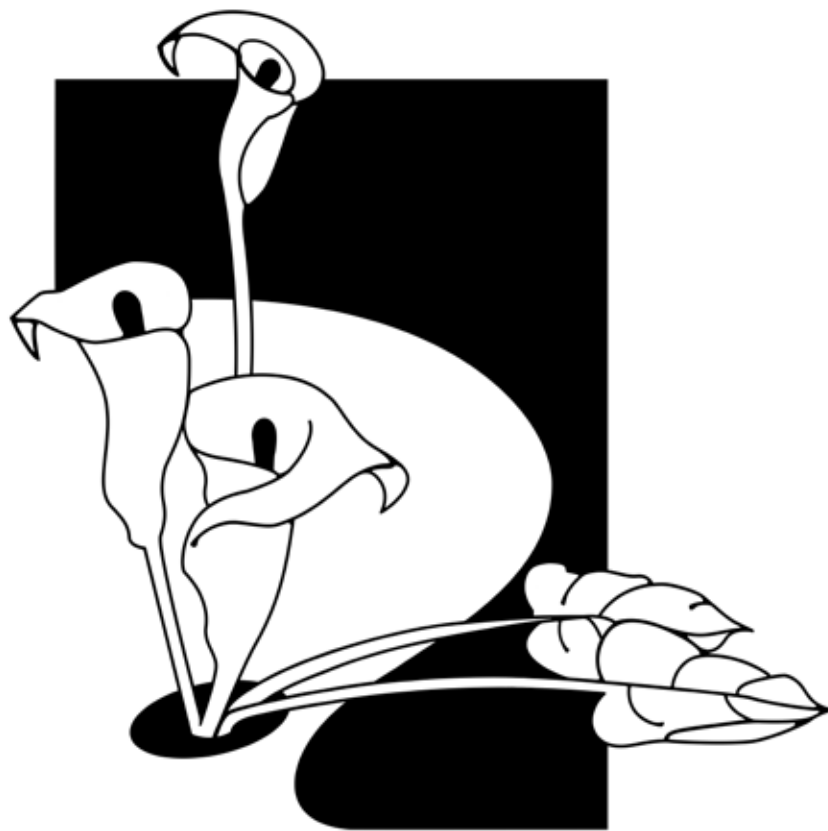


2023-2024 Yearbook



—Sacramento—
FLORAL DESIGN
GUILD

SACRAMENTO FLORAL DESIGN GUILD

Founded July 25, 1951 by Iva Gard Shepard

Website: www.sacfloraldesignguild.org

Email: membershipsfdg@gmail.com

65 members

SHEPARD GARDEN AND ARTS CENTER

City of Sacramento Clunie Community Center Office (916) 808-1405

GUILD MISSION STATEMENT

The Sacramento Floral Design Guild (Guild) provides education, resources, and networking opportunities to its members to practice the elements and principles of floral design and to promote civic and environmental responsibilities.

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Board of Directors

President	Maureen Reilly	(916) 747-0174	mreilly1234@gmail.com
Vice President	Hazel Rule	(916) 761-3653	hrule@frontiernet.net
Secretary	Pennie Chwalowski	(916) 718-3773	pchwalowski@yahoo.com
Treasurer	Helen Fong	(916) 591-6424	helenfongie@gmail.com
Membership	Jeanette Chan	(916) 599-4505	jnttchan1@gmail.com
Program Chair	Phyllis Barber	(916) 207-2068	phyllisbarber@surewest.net
Historian	Margie Moy	(916) 837-1154	ffmax@aol.com
Counselor	Cherry Hoover	(530) 765-1907	hoovercherry1@gmail.com



National Garden Clubs

MISSION STATEMENT: Provides education, resources, and national networking opportunities for its members to promote the love of gardening, floral design, civic and environmental responsibilities. The Guild is a member of the following affiliated organizations:

National Garden Clubs, Inc. (NGC)

President: Brenda Moore

www.gardenclub.org

bmoore@gardenclub.org

Pacific Region/NGC

Director: Carol Norquist

www.pacificregiongardenclubs.org

prgcdirector@gmail.com

California Garden Clubs, Inc. (CGCI)

President: Carol Vallens

www.californiagardenclubs.com

cgcipresident@cagardenclubs.org

Sacramento River Valley District (District)

District Director: Ron Byrd

www.info.srvd.org

ronandcc@comcast.net

District Representative: Berniece Jones

bjones@ranchomurieta.org

NGC JUDGES IN GUILD: Frankie Raymond, Accredited Life Judge; Jan Goehring, Accredited Judge; Cherry Hoover, Student Judge.

Committees



Committee

Beginner Classes
Bylaws / Standing Rules
Center Representative
Communications
Fall & Spring Plant Sales
 Donation Basket Coordinator
Foyer Designers
Holiday Tree (Design Decor)
 Holiday Niches (Decor)

Hospitality (Monthly Meetings)
Luncheons
Membership
Nominating Committee
Parliamentarian
Property Management

Publicity
Recycle Boutique
Sunshine
Workshops
Yearbook

Chairs

Cherry Hoover
Martha Lewis
Maureen Reilly
Helen Fong
Martha Lewis
Maureen Reilly
Kathy Marquardt
Hazel Rule
Martha Lewis,
Ginger Chew

Jim Kirscher
Hazel Rule
Jeanette Chan
Janet Macias
Martha Lewis
Helen Fong,
Ann Koutrouba
Will Green
Janet Macias
Ann Koutrouba
Cherry Hoover
Hazel Rule,
Martha Lewis

Flower Shows

Camellia Show

Chrysanthemum Show

Rose Show

Frankie Raymond
Pat Gaston

Frankie Raymond
Pat Gaston

Cherry Hoover,
Pennie Chwalowski

Purpose

Celebrate member achievements in floral design and provide opportunities for creative expression and personal growth.

Educate our members and the public in the art of floral design and other floral artistry.

Encourage public interest in our art through public outreach, classes, and Flower Shows.

Gain a deeper understanding of the floral arts by studying related arts such as ceramics, sculpture, painting, weaving, fabric design, metalwork, and photography.

Honor our history by preserving our past records.

Reflect the highest standards of NGC in the staging, schedules, exhibits, show practices, judging, and ethics of Flower Shows.

Seek advancements of our art through workshops, lectures, books, and other media; and share what we have learned with others.

Support the Center, its member clubs, and other local, state and national groups with similar aims and interests.

Resources

Members can buy flowers and supplies wholesale at:

Floral Fresh Inc. Wholesale Flowers, 1127 Fee Drive, Sacramento, (916) 927-9767.

Floral Resources Wholesale Supplies, 1127 Fee Drive, Sacramento, (916) 504-3597.

Floral Supply Syndicate, 925 Fee Drive, Sacramento, (916) 649-9593.

Names of current members are on file.

The Handbook (rev. 2017) can be purchased for \$25 through Member Services, NGC, 4401 Magnolia Ave. St. Louis, MO 63110 (314) 776-7574, Extension 218.

As members of NGC, Guild members also belong to CGCI. The local District meetings are held at the Center, and Guild members are invited to participate.

Vision of Beauty, the NGC annual engagement calendar, features a full-page color design for each week of the year (standard size of 5-1/2-in. x 8-1/2-in.) and can be purchased through NGC. Outstanding floral Designs by Guild members are often featured in the publication.

Activities at the Center are covered by liability insurance.

Activities

Learn NGC standards for excellence in floral design through practice at Workshops.

Refresh skills at Meetings through inspiring demonstrations by Guest Speakers.

Participate in Flower Shows through the creation of competitive floral designs and cooperate with local plant societies on Flower Show Schedules.

Beautify the Center foyer with original floral designs.

Decorate the Center for the Holidays.

Mentor Program

In addition to offering Beginner Workshops, the Guild offers a Mentor Program that connects experienced members with those newer members who prefer personal coaching.

What is the purpose of a Mentor? To provide one-on-one communication about Guild activities and to encourage new members to practice their design skills.

How are Mentors chosen? By volunteering.

Who can be a Mentor? Members who have created NGC designs and are happy to share their knowledge.

What is the term length of a Mentor? For as long as the participants wish to continue.

How many mentees can a Mentor have? Mentors may decide for themselves.

If I am interested in becoming a Mentor, what do I need to do? Familiarize new members with the Guild and NGC Flower Show procedures. Assist others with their designs.

*For more information on the Mentor Program, please email the Membership Chair:
Jeanette Chan | email: jnttchan1@gmail.com*

Principles and Elements of Design

(See Handbook (rev. 2017) pg 63 for more details)

Floral designs in NGC Flower Shows are judged according to the following standards:

Principles of Design

- Balance** - Objects in the design look visually balanced even if asymmetrical
- Contrast** - Dissimilar elements within the design highlight differences
- Dominance** - One component of the design stands out over another
- Proportion** - Design elements relate to each other and to the display space
- Rhythm** - Dominant movement is perceptible throughout the design
- Scale** - Size of one object to another in the design is visually harmonious

Elements of Design

- Color** - The design utilizes the color wheel and the spectrum of visible light
- Form** - Space and solid objects highlight the design's three dimensional aspect
- Light** - Illumination affects perceived depth, color, textures, shadows, mood
- Line** - A visual path through the design is created with linear material or color, form, texture
- Pattern** - Color, lines, objects, space, and plant material form a coherent composition
- Size** - Color, texture, distance from the viewer create perceived dimensions within the design
- Space** - Open areas and the frame of reference (display space) are related to each other
- Texture** - Visual interest is achieved through the varied surface qualities of design components

Schedule at a Glance

Monthly Meetings

Schedule	September – May: 4th Wednesday, 10:00AM - 12:30PM at Center <i>(unless changed – see Calendar)</i> 9:30AM: Doors open. 10:00AM: Business Meeting. 11:00AM: Guest Speaker Demonstrates Floral Artistry and Design Innovations
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Workshops

Schedule	September - May 10:00AM - 12:30PM at Center (Doors open at 9:30AM) 2nd Wednesday (unless changed - see Calendar)
Guidelines	<ol style="list-style-type: none">1. Always bring Yearbook and Handbook (rev. 2017)2. Take a seat and place design materials under table.3. For the first 15 minutes, Instructor explains task and demonstrates design.4. Participants assemble a design and, if finished early, help others.5. Instructors review designs according to Flower Show standards.

Foyer Designs

Guidelines & Schedule	<p>Foyer designers are challenged to create original floral designs of their own choosing. Designs are displayed in the foyer outside the Center Office and are changed every two weeks throughout the season. The designs on display beautify the Center and showcase the Guild to the center visitors.</p> <p>Each designer provides a floral design that will stay vibrant for 2 weeks. Designs are installed on the dates assigned in the Calendar and removed two weeks later. All assignment dates coincide with Workshop and Meeting dates.</p> <p>If designers cannot meet their obligations on the assigned date, they are responsible for finding substitutes and notifying Kathy Marquardt, Foyer Designers Committee Chair (916) 202-1814 (c).</p>
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September 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11	12	13 WORKSHOP	14	15	16
17	18	19	20	21	22	23
24	25	26	27 MONTHLY MEETING LUNCHEON	28	29	30

September Events

<p>September 13</p> <p>Foyer Designer: Janet Macias</p>	<p>WORKSHOP: 10:00AM – 12:30PM</p> <p>Design Type: Table Decor Theme: “Pumpkins Pop” Description: Create a unique autumn table design with pumpkins and succulents. Instructor: Hazel Rule</p>
<p>September 27</p> <p>Foyer Designer: Kathy Marquardt</p>	<p>MEETING: 10:00AM - 11:00AM</p> <p>LUNCHEON: 11:00AM –12:30PM</p> <p>For potluck, please bring a dish to share according to the first letter of your last name: A - H Appetizer/Salad I - O Main Dish P - Y Dessert</p> <p><i>(No alcohol allowed by City of Sacramento Permit)</i></p>

October 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6 SET-UP PLANT SALE	7 PLANT SALE
8 PLANT SALE	9	10	11 WORKSHOP	12	13	14
15	16	17	18 BEGINNER CLASS	19	20	21
22	23	24	25 MONTHLY MEETING	26	27	28
29	30	31				

October Events

October 6, 7 & 8	PLANT SALE SET-UP: Oct. 6, 11:00AM - 5:00PM OPEN TO PUBLIC: Oct. 7 & 8, 10:00AM - 4:00PM
October 11 Foyer Designer: Pat Gaston	WORKSHOP: 10:00AM – 12:30PM Design type: Creative line Theme: “Special Workshop” Description: Manipulate weed wacker line into a fresh design. Instructor: Helga Sallmon, NGC Judge Fee \$10. Mail check in advance to Helen Fong, treasurer.
October 18	BEGINNER CLASS: 10AM-12:30PM (Check-in Time: 9:30AM-9:45AM, parking lot door) Description: Make a creative design to take home. Instructor: Cherry Hoover, Student Judge Fee: \$30 (all materials provided). Mail check in advance to: Helen Fong, Treasurer.
October 25 Foyer Designer: Pat Gaston	MEETING AND PRESENTATION: 10:00AM – 12:30PM <i>Guest Speaker: Sue Gillum, Master Designer</i> Theme: TBA RECYCLE BOUTIQUE: To reserve a table, call Janet Macias.

November 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8 WORKSHOP	9	10	11
12	13	14 DISTRICT MEETING TABLE DECORATIONS	15 MONTHLY MEETING HOLIDAY DECOR	16	17 SET-UP SHOW	18 CHRYSANTHEMUM SHOW
19 CHRYSANTHEMUM SHOW	20	21	22	23	24	25
26	27	28				

November Events

November 8 Foyer Designer: Olga Karamalak	WORKSHOP: 10:00AM – 12:30PM Design Type: Wreath Theme: "A Holiday Welcome" Description: Combine 2 grapevine wreaths into a single, unique Holiday wreath. Instructor Hazel Rule
November 14	DISTRICT MEETING: 8:30AM – 1:00PM TABLE DECORATIONS Guild provides table decorations
November 15 Foyer Designer: Jim Kirscher	MEETING AND PRESENTATION: 10:00AM – 12:30PM <i>Guest Speakers: Guild Master Designers</i> Theme: "Happy Holidays" AFTER MEETING: Stay and decorate Holiday Tree and Niches.
November 17, 18 & 19	CHRYSANTHEMUM SHOW SET-UP: Nov. 17, 10:00AM - 5:00PM OPEN TO PUBLIC: Nov. 18, 1:00PM-5:00PM & Nov. 19, 10:00AM-5:00PM

December 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11	12	13 HOLIDAY PARTY	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

December Events

<p>December 13</p>	<p>HOLIDAY PARTY AND LUNCHEON: 11:00AM – 12:30PM</p> <p>For pot luck, please bring a dish to share according to the first letter of last name:</p> <p>A - H Main Dish I - O Desserts P - Y Appetizer/Salad</p> <p><i>(No alcohol allowed by City of Sacramento Permit)</i></p>
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January 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10 WORKSHOP	11	12	13
14	15	16	17	18	19	20
21	22	23	24 MONTHLY MEETING	25	26	27
28	29	30	31			

January Events

<p>January 10</p> <p>Foyer Designer: Joy Smathers</p>	<p>WORKSHOP: 10:00AM – 12:30PM Design type: Construction Design Theme: “Building Shapes” Description: Design with strong architectural characteristics using geometric forms within a single 3 dimensional unit. Instructor: Pennie Chwalowski</p>
<p>January 24</p> <p>Foyer Designer: Will Green</p>	<p>MEETING: 10:00AM – 11:00AM PRESENTATION: 11:15AM – 12:30PM <i>Guest Speaker: Yasmin Spiegel, Master Ikebana Designer</i> Theme: “Earth, Wind, and Fire”</p> <p>RECYCLE BOUTIQUE: To reserve a table, call Janet Macias.</p>

February 2024						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10
11	12	13 DISTRICT MEETING	14 WORKSHOP	15	16	17
18	19	20	21	22	23	24
25	26	27	28 MONTHLY MEETING	29		

February Events

February 13	DISTRICT MEETING: 8:30AM - 1:00PM
February 14 Foyer Designer: Martha Lewis	WORKSHOP: 10:00AM – 12:30PM Design type: Cascade Theme: “Waterfalls and Rainbows” Description: Design emphasizes downward rhythmic movement. Instructor: Cherry Hoover
February 28 Foyer Designer: Ramesh Sinaee	MEETING: 10:00AM – 11:00AM PRESENTATION: 11:15AM – 12:30PM <i>Guest Speakers: Pat Gaston, Cherry Hoover, Janet Macias, Master Designers</i> Theme: “Two Designs - Three Styles”

March 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 SET-UP SHOW	2 CAMELLIA SHOW
3 CAMELLIA SHOW	4	5	6	7	8	9
10	11	12	13 WORKSHOP	14	15 SET-UP SHOW	16 PLANT SALE
17 PLANT SALE	18	19	20 BEGINNER CLASS	21	22	23
24/31	25	26	27 MONTHLY MEETING	28	29	30

March Events

March 1, 2 & 3	<p>SACRAMENTO CAMELLIA SHOW SET-UP: March. 1, 10:00AM - 5:00PM OPEN TO PUBLIC: March 2, 3:00PM - 6:00PM March 3, 10:00AM-5:00PM</p>
March 13 Foyer Designer: Nancy Manning	<p>WORKSHOP: 10:00AM – 12:30PM Design type: Dried Arrangements Theme: “Dancing in the Wind” Description: Special workshop. Dried materials supplied by Instructor. Bring container for dry design. Instructor: Barbara Gordon, Master NGC Judge Fee \$10. Mail check in advance to Helen Fong, treasurer.</p>
March 15, 16-17	<p>PLANT SALE SET-UP: March 15. 11:00AM - 5:00PM OPEN TO PUBLIC: March 16 & 17, 10:00AM - 5:00PM</p>
March 20 Foyer Designer: Marla Smith	<p>BEGINNER CLASS: 10AM-12:30PM (Check-in Time: 9:30AM-9:45AM, parking lot door) Description: Make a creative design to take home. Instructor: Cherry Hoover, Student Judge Fee: \$30 (all materials provided). Mail check in advance to: Helen Fong, Treasurer.</p>
March 27	<p>MEETING: 10:00AM – 11:00AM PRESENTATION: 11:15AM – 12:30PM <i>Guest Speaker: Helga Sallmon, NGC Judge</i> Theme: TBA</p>

April 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10 WORKSHOP	11	12	13
14	15	16	17	18	19	20
21	22	23	24 MONTHLY MEETING	25	26 SET-UP SHOW	27 ROSE SHOW
28	29	30	31			

April Events

<p>April 10</p> <p>Foyer Designer: Sharon Peterson</p>	<p>WORKSHOP: 10:00AM – 12:30PM Design type: Petite Design Theme: “Something Sweet and Precious” Description: Create a 10 inch and a 12 inch design. Instructor: Cherry Hoover, Student Judge</p>
<p>April 24</p> <p>Foyer Designer: Virginia DeSouza</p>	<p>MEETING: 10:00AM – 11:00AM PRESENTATION: 11:15AM - 12:30PM <i>Guest Speaker: Dena Miller, Farmer/ Florist - Sweet Roots Farm</i> Theme: TBA</p> <p>RECYCLE BOUTIQUE: To reserve a table, call Janet Macias.</p>
<p>April 26, 27</p>	<p>ROSE SHOW SET-UP: April 26, 10:00AM - 5:00PM OPEN TO PUBLIC: April 27, (details to follow)</p>

May 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8 WORKSHOP	9	10	11
12	13	14 DISTRICT MEETING GIFT BASKET	15	16	17	18
19	20	21	22 MONTHLY MEETING LUNCHEON	23	24	25
26	27	28	29	30	31	

May Events

<p>May 8</p> <p>Foyer Designer: Jean Chong</p>	<p>WORKSHOP: 10:00AM – 12:30PM</p> <p>Design type: Duo design Theme: “Let’s Make Friends” Description: Two members team up to create a design. Front side is one design, back is another. Sides are concealed from each other by a large form in the center. Different materials create a different design on each side. Instructor: Martha Lewis</p>
<p>May 14</p>	<p>ANNUAL DISTRICT MEETING: 8:30AM - 1:00PM</p> <p>Guild provides one gift basket.</p>
<p>May 22</p>	<p>MEETING, INSTALLATION OF OFFICERS, AND LUNCHEON: 10AM – 12:30PM</p> <p>Family members and former Guild members welcome. Pot Luck Luncheon – please bring dish to share according to first letter of last name: A - H Desserts I - O Appetizer/Salad P - Y Main Dish</p> <p><i>(No alcohol allowed by City of Sacramento Permit)</i></p>

June 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12 PLANNING MEETING	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26 BOARD MEETING	27	28	29

June Events

June 12	<p>ALL GUILD MEMBERS ARE INVITED TO THE PLANNING MEETING FOR THE 2024-2025 PROGRAM YEAR: 10:00AM – 1:00PM.</p> <p>Tell the Board what you want to do for next year. This is your club. We need your ideas to help it thrive. What is working and what is not working?</p> <p>Share your ideas!</p>
June 26	<p>BOARD MEETING: 10:00AM – 1:00PM</p> <p>Members may participate in discussions.</p> <p>Action items are subject to vote by the Board</p>

Sacramento Floral Design Guild Bylaws

A Non-Profit Public Benefit Corporation

Organized: July 25, 1951

Incorporated: March 30, 1981

ARTICLE I

DEFINED TERMS

The name of this corporation is SACRAMENTO FLORAL DESIGN GUILD (Guild). The Guild is a non-profit public benefit corporation incorporated under the Non-Profit Public Benefit Corporation law of the State of California and recognized as tax exempt under Section 501(c)(4) of the Internal Revenue Code.

- A. The Guild is the successor to the previous organization entitled "SACRAMENTO ARRANGERS GUILD," which was organized July 25, 1951 and incorporated March 30, 1981 under the name, "SACRAMENTO ARRANGERS GUILD".
- B. The Guild is governed by a BOARD OF DIRECTORS (Board).
- C. The Guild is affiliated with the National Garden Clubs, Inc. (NGC) and the California Garden Clubs, Inc. (CGCI).

ARTICLE II

AIMS AND PURPOSES

- A. The aims and purposes of the Guild shall be:
 1. To form a study group for the advancement of flower arrangement, artistic displays, or decorative use of plant material.
 2. To bring about the aforesaid advancement by means of individual and group effort; study through workshops, lectures, books, magazines, classes, and visits to shows, galleries, and art exhibits.
 3. To gain a broader understanding of design by study of related arts such as background and setting, ceramics, sculpture, painting, weaving, fabric design, and metalwork.
 4. To work for the advancement of NGC shows in staging, scheduling, exhibiting, flower show practices, judging, ethics, and good sportsmanship according to the highest standards of NGC and CGCI.
 5. To promote the study of floral design and to sponsor flower shows.
 6. To bring about a better understanding and appreciation of floral design through education and public outreach.
 7. To cooperate with the Sacramento Garden and Arts Center, member clubs, and other civic and state groups whose interests are aligned with Guild aims.
 8. To collect, develop, coordinate, guard, and curate Guild resources.

ARTICLE III

MEMBERSHIP

- A. Membership shall consist of individuals interested in participating in the advancement of floral design.
- B. Membership shall not be limited to persons living within Sacramento County.
- C. New members shall pay dues and receive information given to all members.

ARTICLE IV

FINANCIAL ADMINISTRATION

- A. The fiscal year shall begin July 1st and end June 30th. Annual dues shall be paid by all members for each fiscal year.
- B. Annual dues shall be set at the February meeting for the following fiscal year.
- C. Annual dues are payable in the month of April and no later than July 1st. After notification of non-payment, a member still in arrears after July 31st shall be dropped from the member roster.
- D. New members shall pay dues for the current year upon joining.
- E. The annual budget shall be presented by the Board at the September meeting and adopted at the October meeting after approval by a majority vote of the members present. After the budget has been adopted, additional expenditures must be approved by the Board or members, as appropriate.
- F. All monies derived from activities sponsored by the Guild shall go into the general fund, unless otherwise specified.
- G. No debts may be incurred except with the approval of the Board and/or the members.
- H. The Guild shall comply with all legal requirements that pertain to its activities, including but not limited to, permits, insurance, and reports/filings to governmental bodies.
- I. The Guild shall set and maintain policies and procedures to control financial records consistent with generally accepted accounting principles and with federal, state, and local laws.

ARTICLE V

OFFICERS

The officers of the Guild shall be President, Vice President, Secretary, Treasurer, Membership Chair, Program Chair, Historian and Counselor.

ARTICLE VI

POWERS AND DUTIES OF OFFICERS

- A. President:
 - 1. The President shall preside at all Board meetings and monthly member meetings (Meetings), call special meetings if necessary, appoint committees, make suggestions that in the President's opinion seem advisable or necessary to carry out the aims of the Guild, and perform all other duties incident to the President's office.
 - 2. The President shall be an ex-officio member of all committees except the nominating committee and shall be responsible for a written annual report to the Sacramento River Valley District (District) of the CGCI.
- B. Vice-President:
 - 1. The Vice-President shall perform the duties of the President in the absence of, or at the request of, the President
 - 2. The Vice-President shall assist the President in appointing and overseeing committees.
 - 3. The Vice-President shall be responsible for compiling a yearbook containing a roster of current members and a calendar of meetings, activities, and special events for the fiscal year (Yearbook). The Yearbook will be distributed to all members.
- C. Secretary:
 - 1. The Secretary shall keep minutes of all Meetings and Board meetings, conduct the Guild's correspondence, and have charge of the files and stationery.
 - 2. The Secretary shall distribute draft minutes of the most recent Meeting to the President no later than one (1) week prior to the next Meeting for electronic distribution to the members.

D. Treasurer:

1. The Treasurer shall receive all monies belonging to the Guild and deposit same in the name of the SACRAMENTO FLORAL DESIGN GUILD, also known as SFDG, in such bank as may be approved by the Board.
2. The Treasurer shall report on the Guild's finances at Meetings and shall pay all bills duly authorized by the Board and/or the members, including any taxes owed to the California State Board of Equalization.
3. The Treasurer shall be responsible for all reports and/or filings required by governmental agencies, including all reporting required for corporations under Section 501(c)(4) of the Internal Revenue Code.
4. The Treasurer shall be responsible for controlling the Guild's finances according to generally accepted financial accounting standards.

E. Membership Chair:

1. The Membership Chair shall be responsible for all matters relative to member recruitment, orientation, support, name tags, and membership cards.
2. The Membership Chair shall be responsible for maintaining the roster of members as changes occur during the year.

F. Program Chair: The Program Chair, with the approval of the Board, shall be responsible for the content of programs and for engaging appropriate presenters for Meetings.

G. Historian: The Historian shall keep a record of arrangements designed by members at flower shows and Meetings in photographs to be displayed at Meetings and/or archived electronically.

H. Counselor: The Counselor, who is the immediate Past President, shall serve in an advisory capacity.

ARTICLE VII

BOARD OF DIRECTORS

- A. The number of directors on the Board shall be eight (8) and shall consist of the President, Vice President, Secretary, Treasurer, Membership Chair, Historian, Counselor, and Program Chair. Five (5) directors constitute a quorum required for conducting substantive business.
- B. The Board shall meet at such times and in such places as either the President or a quorum of the Board shall determine. If there is a conflict, the decision of the quorum of the directors shall prevail. Said meetings shall be upon ten (10) days' written notice, unless notice is waived by unanimous agreement of the Board.
- C. The Board shall conduct the routine business of the Guild and shall adopt resolutions by majority vote when a quorum is present.
- D. Vacancies among officers shall be filled by a vote of the Board.
- E. The Board shall work at all times to further the interests of the Guild.
- F. Unless otherwise specifically limited herein, the Board shall have all of the rights, powers, privileges, immunities, obligations, and duties set forth in the Corporate Code of the State of California. The enumeration of any of the aforesaid shall not of and in itself be construed as a limitation thereof.

ARTICLE VIII

MEETINGS

- A. The regular Meeting day shall be the fourth (4th) Wednesday of the month at 10:00 a.m., except during June, July, and August, or when changed by the Board.
- B. Meetings shall be for the purpose of Guild business and carrying out the aims of the Guild through programs, study, classes, or workshops.
- C. The Meeting location shall be the Iva Gard Shepard Garden and Arts Center, 3330 McKinley Boulevard, Sacramento, California, unless otherwise specified by the Board.

ARTICLE IX

NOMINATIONS AND ELECTIONS

- A. The President shall appoint a nominating committee of three (3) members in good standing who, during the month of February or March, shall place names in nomination for officers to serve for the following fiscal year.
- B. The chair of the nominating committee shall present names of nominees at the time specified for election. Other nominations may be made from the floor.
- C. Elections shall be held every year during the April Meeting. Notice of election shall be given to members at the Meeting preceding the election.

ARTICLE X

TERMS OF OFFICE

- A. Terms of office shall be one (1) year. Officers shall be eligible for re-election.
- B. Newly elected officers shall assume office after installation at the May Meeting. The term of each officer shall end when a successor has been installed.
- C. Each officer shall, within a month following the end of his or her term, relinquish all books, records, and papers belonging to the office.

ARTICLE XI

STANDING COMMITTEES

- A. The President shall appoint the standing committees as listed in the Yearbook and appoint other committees, as needed.
- B. Chairs of the standing committees shall relinquish all records relative to their work at the end of their term of office.

ARTICLE XII

FLOWER SHOWS

The cost of sponsoring NGC flower shows shall appear in the annual budget.

ARTICLE XIII

VOTING

Voting by the Board and by the Membership shall be by voice, a show of hands, or by ballot, as the occasion seems to demand.

ARTICLE XIV

AFFILIATIONS

The Guild shall cooperate with the Sacramento Garden and Arts Center and the District of the CGCI.

ARTICLE XV

DISSOLUTION

The property of the Guild is irrevocably dedicated to civic league purposes, and no part of the net income or assets of the Guild shall ever inure to the benefit of any officer or member or of any private person. In the event the Guild is dissolved, its assets remaining after payment or provision for payment of all debts and liabilities of the Guild shall be distributed to a nonprofit fund, foundation, or corporation organized and operated exclusively for civic league purposes and which has established its tax- exempt status under Sections 501(c)(3) or 501(c)(4) of the Internal Revenue Code, as agreed by the members at the time the Guild is dissolved.

ARTICLE XVI

AMENDMENTS

The Bylaws of the Guild may be amended, provided the amendment has been presented at a previous Meeting, and the amendment receives a majority vote of the members present. Absent members will be notified in writing of the amendment.

ARTICLE XVII

AUTHORITY

Robert's Rules of Order shall govern all procedures of the Guild unless otherwise provided for in these Bylaws.

Revised:

Jun 1973 Changes by predecessor, unincorporated organization, "Sacramento Arrangers Guild."

Jun 1981 Attorney Stanley Lemer, Guild Incorporation.

Oct 1982 June McLain, Acting President, to raise dues.

Dec 1985 June McLain, as Counselor, minor correction.

Apr 1993 Louise Watts, Bylaws Chairman, change in membership qualification, addition of Article XVI, Dissolution, and minor changes.

Oct 1997 Meeting, membership approved raising dues to \$20.

Apr 2004 Meeting, membership changes approved.

Jan 2008 Meeting, revisions to Bylaws approved name change from Sacramento Arrangers Guild to Sacramento Floral Design Guild

Feb 2009 Meeting, approved adding Meeting in September.

Apr 2012 Meeting, approved adding Program Chair and revised officer duties.

SFDG Standing Rules

All Meetings are conducted in accordance with Robert's Rules of Order (Robert's Rules of Order Newly Revised in Brief) and National Garden Clubs, Inc. Guidelines, standing rules establish procedures that concern the administration of the organization and are of a continuing nature. Standing rules may be adopted by a majority vote at any Meeting and remain in effect until rescinded or amended. Standing rules may be amended or rescinded by a two-thirds (2/3) majority vote without previous notice, or by a majority vote of the members present with previous notice. Defined terms in the Bylaws have the same meaning in the Standing Rules.

The current Standing Rules of the Guild are:

1. Prospective members shall complete an application form and pay annual dues either prior to or following attendance at one or more Meetings or Workshops. Upon payment of membership dues, members' names and contact information shall be added to the Member Roster by the Membership Chair. Upon joining, members shall pay dues for the current fiscal year. Members who join after December shall pay fifty percent (50%) of the annual dues for the current fiscal year. A member who joins the Guild for the first time is defined as a "new member." A member who rejoins after a lapse in membership is defined as a "returning member." All current and returning members shall pay annual dues in the amount of \$80.00, in advance, for the next fiscal year.
2. Draft minutes of the most recent Meeting shall be distributed electronically to all members prior to the following Meeting.
3. The President, or assigned representative, shall communicate, as necessary, with the membership by email. Event Chairs or other members who need to communicate with the membership regarding events and activities that support the Guild's Aims and Purposes shall submit their announcement to the President and Communications Chair for electronic distribution. The member roster may not be utilized by any member in any way that does not promote the Guild's Aims and Purposes (see Bylaws, Article II).
4. No fee is charged for attending Workshops, unless the presenter provides the design materials for Special Workshops or Beginner Classes. The Board will set the fee for such Workshops.
5. An amount not to exceed a total of \$200 may be paid to a current or former member or shared among a group of members who present a program at a Meeting. All fees, stipends, or reimbursements paid to non-member presenters are subject to prior Board approval.
6. An amount not to exceed \$75 may be paid to a member or shared among a group of members who present a Workshop or Class. When round trip travel for a member/ presenter exceeds 100 miles, a member or members may share a maximum of \$50 total mileage reimbursement.
7. Cash handling procedures for all Guild authorized events and activities, including the Spring and Fall Plant Sales, are: the Treasurer will provide the Event Chair with a cash box and a starting supply of cash sufficient to make change. The Event Chair will verify the initial cash amount upon receipt of the cash box. At the end of the event, the initial cash amount will be returned with the box to the Treasurer. At the end of the event, the Event Chair will count the revenue (i.e. cash and checks received net of the initial cash). The Event Chair shall have another committee member re-count the revenue before remitting the revenue to the Treasurer for deposit. All requests for reimbursement of expenses incurred by members who volunteer for any event must be reviewed and approved by the Event Chair. Without prior approval and attached original receipts, the Treasurer will not issue a reimbursement check.

8. The content and procedures for producing the annual Yearbook and for maintaining a roster of current members are: The Yearbook contains a calendar of Guild events and information related to Guild Aims and Purposes. The Yearbook Committee, under the direction of the Vice President, shall produce and distribute a new edition of the Yearbook prior to the September Meeting. It includes a roster of members who, having paid their dues, are in good standing as of the first Meeting of the program year. Subsequent changes in membership are recorded by the Membership Chair and maintained by the Treasurer.
9. The Guild Scholarship Program may be offered to qualified Guild Members to help them become NGC Judges and to Member/Judges to help them financially to attain advanced credentials. Scholarships will be available only after a line item amount has been approved in the current year's budget. Scholarship candidates shall be proposed by the Scholarship Committee and approved according to current Guild Scholarship Program Guidelines.
10. Official records of the Guild shall be secured in locked cabinets located at the Shepard Center.
11. Whenever feasible, property belonging to the Guild shall be stored in cabinets at the Shepard Center. In order to maintain control of Guild property, members who hold material belonging to the Guild should so inform the Property Manager in writing and receive written acknowledgment to act as custodians. No Guild property may be removed from the Shepard Center without advance written permission by the Property Manager to the Event Chair, who shall be responsible for reporting any wear and tear of such property to the Property Manager. Guild property taken out of storage must be returned to storage after the event promptly and in good condition. should so inform the Property Manager in writing and receive written acknowledgement to act as custodians. No Guild property may be removed from the Shepard Center without advance written permission by the Property Manager to the Event Chair, who shall be responsible for reporting any wear and tear to the Property Manager. Guild property taken out of storage must be returned promptly.

