



Tennessee Federation of Garden Clubs, Inc.

BYLAWS

ARTICLE I. NAME

The name of this organization shall be the TENNESSEE FEDERATION OF GARDEN CLUBS, INC. (TFGC). TFGC is a charter member of National Garden Clubs, Inc. (NGC) and a member of Deep South Garden Clubs, Inc. (DSGC).

ARTICLE II. PURPOSES

TFGC is organized and shall be operated exclusively for charitable and educational purposes and shall engage in the following programs in furtherance of such purposes:

- To support and encourage a broad program in civic development, conservation, ecology, environmental education, natural resources, youth activities, floral design, garden therapy, horticulture and landscape design;
- To coordinate the interests of the federated garden clubs of Tennessee
- To promote the organization of new garden clubs and to encourage the membership in TFGC, NGC and DSGC
- To stimulate interest in the planning and care of home and community grounds and gardens and to share information on all topics relative to varieties, culture, and use of flowers, fruits, vegetables, shrubs, and trees
- To provide scholarships in horticulture, conservation, and allied areas through the sale of NGC calendars, projects, and donations
- To support and encourage the organization of junior, intermediate, and high school garden clubs
- To develop community interest in the restoration and preservation of historic sites, homes, and gardens in Tennessee.

ARTICLE III. MEMBERSHIP AND DUES

Section 1. The membership of TFGC shall consist of independent garden clubs, councils of garden clubs, and Honorary and Life Members. Affiliate membership may be held by Audubon, plant and ornithological societies, and garden departments of other clubs. Membership is not based on nor refused to anyone for reasons of race, religion, color, national origin, disability, gender, or age.

Section 2. 2A. Any garden club with eight (8) or more members familiar with and willing to uphold the purposes of TFGC and desiring membership in the organization shall present the application to the District Director and the District Membership Committee the following:

1. Application in triplicate. See New Club Membership Application Form NC on TFGC Website.
2. Letter from a sponsoring member club whose representative has visited the club and discussed the "Purposes of TFGC."
3. Copy of club's constitution and/or bylaws.
4. Copy of club's minutes of one regular meeting prior to application.
5. Alphabetical membership list with complete mailing addresses and 9-digit ZIP codes in triplicate.

After review by the District Membership Committee, the application shall be signed by the District Director and sent to the TFGC Membership Chairman. The TFGC Membership Chairman shall certify the application, then sign and secure the signatures of TFGC President and TFGC Treasurer.

Effective April 1, 2025, new clubs admitted to membership shall pay an admission fee of \$7.00 and annual dues of \$10.00 per club member due April 1 and delinquent June 1. Clubs in arrears shall automatically be dropped September 1.

Section 2. 2B. Youth garden clubs may become members of TFGC without privilege of voting or holding office when sponsored by an adult TFGC Garden Club. Effective April 1, 2025, an application fee of \$7.00 and \$10.00 dues per member for one year, payable to TFGC, shall be sent to the District Director in each District.

Section 3. Effective April 1, 2025, a club that desires reinstatement in TFGC after one or more years of absence shall pay the \$7.00 readmission fee plus \$10.00 per member dues for the current year and shall have the endorsement of the District Director and the District Membership Chairman in whose district the club is located. The name of the club shall be submitted to the TFGC Membership Chairman.

Section 4. Councils of garden clubs comprised of 3 or more clubs that have complied with requirements for membership may submit an application for membership. Effective April 1, 2025, the application, an admission fee of \$7.00 and dues of \$10.00 per member for one-year payable to TFGC, a copy of the constitution and/or bylaws of the council, the name of member clubs, and the city in which each club is located shall be forwarded to the District Membership Chair who shall process the application.

Section 5. Audubon, plant and ornithological societies, and garden departments of other clubs may become affiliates of TFGC without the privilege of voting or holding office. An application fee of \$10.00 and \$20.00 dues for one year, payable to TFGC, shall be sent to the District Membership Chairman who shall process the application.

Section 6. The District Membership Chairman shall provide the TFGC Membership Chairman with complete credentials for clubs, councils, and affiliated clubs applying for membership. The TFGC Membership Chairman shall certify all credentials and present all applications for membership to the Board of Directors for approval. A majority of votes cast shall elect to membership. No application may be held for more than 60 days. The Executive Committee has the authority to act on applications between TFGC Board of Directors Meetings.

Section 7. Honorary Membership may be conferred on any person who has contributed distinctive service to the causes, purposes, and promotion of TFGC or who has been honored for outstanding achievement in garden club activities. Nominations to Honorary Membership shall be presented in writing to the TFGC Membership Chairman and approved by the Board of Directors. An Honorary Member in TFGC shall not have the right to vote nor to hold office.

Section 8. Life Membership may be conferred on any person who has contributed distinctive service to the causes, purposes, and promotion of TFGC or who has been honored for some outstanding achievement in garden club activities. Recommendation for Life Membership shall be made by any member of TFGC and approved by the District Director and TFGC President. Fee for Life Membership shall be \$75.00, payable to TFGC, and shall accompany the application. Also, Members are encouraged to purchase their own. These funds shall be kept in a Life Membership account from which \$5.00 dues shall be paid annually into the general fund.

Section 9. Effective April 1, 2025, distribution of dues shall be as follows: \$1.00 membership shall be paid to National Garden Clubs, Inc., and \$6.00 shall be paid to the general fund.

Section 10. The fiscal year of TFGC shall be April 1 through March 31 inclusive.

ARTICLE IV. OFFICERS AND THEIR ELECTION

Section 1. The elected officers of TFGC shall be the President, President-elect, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Assistant Treasurer, and District Directors. The President and elected officers shall rotate through the districts in the following order: I, II, III, and IV.

Section 2. The district from whose membership the next President of TFGC is chosen shall elect a Nominating Committee at its Fall District Meeting in the year of even date. The District Board shall elect 3 members and an alternate, and 2 members shall be elected by the membership at large, each representing a different club. Within 2 weeks, the committee shall meet to elect a chairman by ballot. In the order of rotation, the District Nominating Committee shall present a nominee for President-elect for endorsement at the Spring District Meeting in the year of odd date. Nominations may be presented from the floor after obtaining the written consent of the nominee. A majority of club members present and voting shall endorse the President-elect. In the following year of odd date, the Nominating Committee from the District in which the incoming President resides shall present a nominee for First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and Assistant Treasurer. Names may be presented from the floor after obtaining the written consent of the nominee. A majority of club members present and voting shall endorse these officers. It shall be the duty of the Nominating Committee to report during the first business session of the annual meeting in the year of odd date. The election shall be held at the business session on the second day of the Annual

Meeting. No member shall be eligible to serve as an elected officer who has not been a member of a garden club for at least 4 years prior to the election. Nominations may be made from the floor except for the incoming President, provided the written consent of the nominee and 20 signatures of district supporters have been obtained. If there is but one candidate for any office, voting shall be by voice. If there is more than one candidate for any office, voting shall be by ballot. A majority of the votes cast shall elect the office. No proxy votes shall be allowed.

Section 3. To be eligible for the office of President-elect, a member must have served at least 2 years as President of a garden club and an additional 2 years on the TFGC Board. The President-elect must reside in the district from which the succeeding officers will be elected. Each district shall endeavor to have a candidate prepared for this office in turn. No district shall propose a candidate for the office of President-elect unless she is fully qualified and endorsed by the district in which she resides.

Section 4. To be eligible for the office of First Vice President, Second Vice President, District Director, and Vice Director, a member must have served as President of a garden club and on either a TFGC District Board or the TFGC Board of Directors for 2 years. To be eligible for the office of Recording Secretary, Corresponding Secretary, Treasurer, and Assistant Treasurer, a member must have served on either a TFGC District Board or the TFGC Board of Directors for 2 years.

Section 5. Only members of a TFGC garden club whose dues are paid up-to-date and regularly paid on time, no later than June 1, shall be eligible to hold office.

Section 6. The newly elected officers shall be installed at the last meeting of the Annual Meeting at which they were elected, and they shall assume office at the close of the meeting to serve 2 years or until their successors are elected. The retiring officers, with the exception of Treasurer, shall have completed the business of the year's work and at the annual meeting shall surrender to their successors all essential books and papers pertaining to their respective offices.

Section 7. Any officer serving as much as 1 year shall be credited with having served one term.

Section 8. A vacancy in office shall be filled as provided in this section.

- **President:** The First Vice President shall become President and serve the remainder of the term.
- **Executive Committee:** The TFGC Nominating Committee shall convene a special meeting to fill vacancies in the Executive Committee, other than President and District Directors, subject to the approval of the Executive Committee. Nominations may be made from the floor provided written consent has been obtained from the nominee, and qualifications are met.
- **District Director:** The Vice Director shall become Director, and the District Nominating Committee shall present a candidate for the office of Vice Director subject to the approval of the District Board. Nominations may be made from the floor provided written consent has been obtained and qualifications are met.
- **Chairmanships:** Vacancies in any chair position shall be filled by the President with the approval of the Executive Committee.

ARTICLE V. DUTIES OF OFFICERS

Section 1. PRESIDENT

The President shall:

- Preside at all meetings of TFGC and of its Board of Directors and Executive Committee
- Approve all bills before payment but may not approve any unbudgeted expense in excess of \$200.00 and in an emergency shall have authority to sign checks
- Be ex officio member of all committees, except the Nominating Committee
- With the approval of all elected officers, appoint a Parliamentarian, Chaplain, Historian, and chairs of all committees (with the exception of the Nominating Committee) and fill vacancies occurring in an appointed office or chair
- Present a condensed narrative report of her activities for the year at the Annual Meeting
- Upon recommendation for the host District, appoint the convention chair for each annual meeting to serve on the Board of Directors for the full 2 years
- Attend and speak at one meeting for each district during her term of office
- Represent TFGC at the NGC and DSGC Conventions and perform all other duties of the office.

Section 2. FIRST VICE PRESIDENT

The First Vice President shall:

- Assist the President in the work of TFGC and in the absence or inability of the President to serve, assume and perform all duties pertaining to the office of President
- Perform such duties as may be assigned by the President.

Section 3. SECOND VICE PRESIDENT

The Second Vice President shall:

- Assist the President in the work of TFGC and in the absence of the First Vice President, shall serve, assume and perform all duties pertaining to the office of First Vice President
- Perform such duties as assigned by the President.

Section 4. PRESIDENT-ELECT

The President-elect shall:

- Attend at least one meeting of each district
- Attend all Board of Directors Meetings
- Keep the Procedures Manual updated with all new Standing Rules, Job Descriptions, policies, convention rules, duties and responsibilities of officers and chairs. Printed copies of the Procedures Manual shall be available for all officers and chairs following the installation.

Section 5. RECORDING SECRETARY

The Recording Secretary shall:

- Keep, in permanent form, the Minutes of all meetings of TFGC, the Board of Directors and Executive Committee, and send copies of the Minutes to the President and to others as directed by the President within 30 days following any meeting. Send the minutes with approved signatures to the President. The President sends minutes to ALL board members.
- Archive Minutes at TFGC Headquarters, Ivan Racheff House and Gardens (hereafter referred to as IRH&G)
- Prepare a resume of actions taken at the Annual Meeting and at the Board of Directors Meetings for The Volunteer Gardener and send as soon as possible.
- The Recording Secretary sends approved Bylaw amendment motions to the TVG Editor for publication prior to the next Annual Meeting.

Section 6. CORRESPONDING SECRETARY

The Corresponding Secretary shall:

- Conduct the correspondence of the TFGC as directed by the President or Executive Committee
- Read communications at regular Board of Directors and Annual meetings
- Notify the Board of Directors and Executive Committee of all meetings

Section 7. TREASURER

The Treasure shall:

- With the approval of the President, be responsible for the collection and disbursement of all funds of TFGC with the exception of the Endowment Trust Fund
- Keep an accurate record and distribute a printed financial report to each Board of Directors member at each Board Meeting and compile a report to be read at the Annual Meeting
- Notify affiliates, councils, and garden clubs when dues are due

Section 8. ASSISTANT TREASURER

The Assistant Treasurer shall:

- Keep the Investment and Restricted Funds accounts
- Administer the Benevolent Fund collected from the Board of Directors

ARTICLE VI. DISTRICTS

Section 1. Each District shall follow the election procedure as set forth in Article IV. Officers & Their Election.

Section 2. At the Spring District Meeting in the year of odd date, the Nominating Committee shall present a nominee for District Director, Vice District Director, Recording Secretary, Corresponding Secretary, and Treasurer. Names may be presented from the floor after obtaining written consent of the

nominee. A majority of club members present and voting shall endorse the office of Director for election at the TFGC Convention in the year of odd date. A majority of club members present and voting shall elect the District officers, with the exception of the Director.

Section 3. DISTRICT DIRECTORS

The District Directors shall:

- Conduct the TFGC objectives in the District and assist the Membership Chair in organizing clubs
- Plan time, place, and program for Fall and Spring Meetings with Spring Meeting preceding the TFGC Annual Meeting
- Obligate the District in no way in the promotion of any other organization, partisan or otherwise
- Compile information from the TFGC Club Presidents Report Form for an overall report to the TFGC President
- Invite the President to all District Meetings
- Confer with the President-elect as to which District Meeting they plan to attend for the official visit
- Serve on the Ivan Racheff House and Gardens Board of Governors

Section 4. The TFGC Districts and the counties in Tennessee comprising each shall be as close as possible to the following:

- DISTRICT I. Carroll, Chester, Crockett, Decatur, Dyer, Fayette, Gibson, Hardeman, Hardin, Haywood, Henderson, Henry, Lake, Lauderdale, Madison, McNairy, Obion, Shelby, Tipton, and Weakly (20 counties)
- DISTRICT II. Bedford, Benton, Cheatham, Coffee, Davidson, Dickson, Franklin, Giles, Hickman, Houston, Humphreys, Lawrence, Lewis, Lincoln, Marshall, Maury, Montgomery, Perry, Robertson, Rutherford, Stewart, Sumner, Warren, Wayne, Williamson, and Wilson (26 counties)
- DISTRICT III. Georgia: Dade and Walker (2 counties); Tennessee: Bledsoe, Bradley, Cannon, Clay, DeKalb, Fentress, Grundy, Hamilton, Jackson, Macon, Marion, Moore, Overton, Pickett, Putnam, Rhea, Sequatchie, Smith, Trousdale, Van Buren, and White (21 counties)
- DISTRICT IV. Anderson, Blount, Carter, Campbell, Claiborne, Cocke, Cumberland, Grainger, Greene, Hamblen, Hancock, Hawkins, Jefferson, Johnson, Knox, Loudon, McMinn, Meigs, Monroe, Morgan, Roane, Scott, Sevier, Sullivan, Unicoi, Union, Washington, and Polk (28 counties)

ARTICLE VII. COMMITTEES

Section 1. TFGC shall conform as far as possible in its organization to that of NGC.

Section 2. The President shall appoint the necessary committee chairs to operate efficiently the business of the organization.

Section 3. There may be special committees appointed by the President as is deemed necessary for the work of this organization.

Section 4. Chairs shall conduct the work appropriate to their respective committee as approved by the President and may select a committee with the approval of the President.

Section 5. Upon completion of projects, chairmen handling monies shall submit a TFGC Financial Report Form with substantiating receipts and vouchers. All funds shall be reconciled with the Treasurer's records by the TFGC Finance/Budget/Internal Audit committee appointed by the TFGC President.

Section 6. Within 30 days following the election, each outgoing chair shall turn over her complete file to her successor.

Section 7. Any TFGC committee may meet by telephone conferencing or other electronic means as long as each person is able to hear all recommendations and enter into debate.

ARTICLE VIII. BOARD OF DIRECTORS

Section 1. The TFGC Board of Directors shall be composed of the elected and appointed officers, former presidents, NGC board members, committee chairs, Vice Directors; and the Ivan Racheff House and Gardens Board of Governors' Chairman, Treasurer and Assistant Treasurer. Vice Directors shall have a voice without voting privilege except when representing the Director. A total of 15 members shall constitute a quorum.

Section 2. The Board of Directors shall have at least 3 regular meetings, one of which shall be held within 30 days following the NGC Board Meeting.

Section 3. Any contract and/or agreement shall be reviewed by the Executive Committee. If deemed advisable, such contract and/or agreement may be reviewed by an attorney.

Section 4. Each member of the Board of Directors shall submit a written report of the year's work at the Annual Meeting.

Section 5. The Board of Directors may meet by electronic means (email, phone, or computer meeting sites) as long as each board member is able to hear and/or read all recommendations to enter into debate and vote electronically.

ARTICLE IX. EXECUTIVE COMMITTEE

Section 1. The President, President-elect, First Vice President, Second Vice President, District Directors, Recording Secretary, Corresponding Secretary, Treasurer, and Assistant Treasurer shall constitute the Executive Committee. A total of 5 shall constitute a quorum.

Section 2. In an emergency, this Committee shall be empowered to transact the business of TFGC between Board of Directors Meetings.

Section 3. In the event of the inability of the President, First Vice President and Second Vice President to perform their duties, the Director of the District in which these Officers reside shall function as Chair of Executive Committee during an emergency.

ARTICLE X. ADVISORY BOARD

The Advisory Board shall consist of the active former presidents of TFGC. When consulted, the duty shall be to consider questions affecting the procedure or policy of TFGC and to give opinions on such

matters to the Board of Directors. The Chair of the Advisory Board shall be the immediate former TFGC President. In the absence of the Chair, a Chair Pro Tem shall be elected from the members present.

ARTICLE XI. REPRESENTATION

PART A. ANNUAL MEETING REPRESENTATION

Section 1. The Annual Meeting of TFGC may be held prior to DSGC and NGC or after DSGC and NGC conventions, with some flexibility when DSGC and NGC conventions are in Tennessee. The time and place of the meeting shall be set by the Board of Directors upon recommendation of the hostess district. A notice of the meeting shall appear in the issue of The Volunteer Gardener immediately preceding the Annual Meeting. A total of 50 members shall constitute a quorum.

Section 2. Delegates: Each member club shall be entitled to send to the Annual Meeting of TFGC the club president and 1 elected delegate for each 10 members or portion thereof.

Section 3. The privilege of making motions, debating and voting shall be limited to the Officers, Accredited Delegates or their Alternates, Committee Chairs, Life Members, and former Presidents of TFGC who are properly registered for the Annual Meeting.

PART B. NATIONAL & REGIONAL MEETINGS REPRESENTATION

Section 1. The Delegates to the Annual Meeting of NGC, as designated by the bylaws of NGC, shall be based on the aggregate paid membership of member garden clubs as designated by the bylaws of NGC.

Section 2. Election of Director and Alternate Director of DSGC:

One year prior to the designated election of a Director from Tennessee, the Board of Directors shall elect a Nominating Committee composed of 2 members from the Advisory Board and 3 from the Board of Directors. All Districts should be represented. They shall select 2 candidates who meet the requirements as stated in DSGC Bylaws. The Nominating Committee shall present the name of the nominee for Region Director and the name for Alternate Director for election at the next scheduled TFGC Board Meeting. Nominations may be made from the floor provided written consent of the nominee has been obtained. Those elected shall have the endorsement of the Board of Directors of TFGC, signed by the President.

Section 3. DSGC Delegates and Alternates shall be elected at the Fall Board Meeting.

Section 4. NGC Delegates and Alternates shall be elected at the Winter Board Meeting prior to the Annual Meeting of NGC.

Section 5. Election of DSGC Members and Alternate Members of NGC Nominating Committee:

One year prior to the designated election for a DSGC Member and Alternate Member of NGC Nominating Committee from Tennessee, the Board of Directors shall elect a Nominating Committee composed of 2 members from the Advisory Board and 3 from the Board of Directors. All Districts should be represented. They shall select 2 candidates who meet requirements as stated in NGC Bylaws. To be eligible to serve as a member or alternate member of NGC Nominating Committee, each member shall have served 2 years as an elected officer of TFGC and a minimum of 2 years as a member of the Board of Directors of NGC at the time of election and shall have attended 2 of the previous 3 NGC Annual

Meetings prior to assuming that position. The Nominating Committee shall present, in the even year, the name of the nominee for the NGC Nominating Committee Member and the name of the Alternate Nominating Committee Member for election at the next scheduled Board of Directors Meeting. Nominations may be made from the floor provided written consent of the nominee has been obtained.

ARTICLE XII. HEADQUARTERS LOCATION

The Permanent Headquarters for TFGC is Ivan Racheff House and Gardens located at 1943 Tennessee Avenue, Knoxville, Tennessee 37950-0185, which is the property of TFGC. All permanent records of TFGC are to be stored in the Archives at Racheff House and Gardens.

ARTICLE XIII. IVAN RACHEFF HOUSE AND GARDENS

Section 1. The name of the standing committee to administer the affairs of Ivan Racheff House and Gardens (hereafter referred to as IRH&G), TFGC Headquarters and property, shall be the IRH&G Board of Governors. The IRH&G Board of Governors shall consist of a minimum of 36 members from the membership of TFGC. Included in this number are the current President of TFGC, President-elect of TFGC, Treasurer of TFGC, District Director of each District of TFGC, IRH&G Chairmen of each District of TFGC, and the President of District IV Council of Garden Clubs. The IRH&G Board of Governors shall elect the balance of the active membership from District IV. The IRH&G Plan of Operation, adopted November 8, 1977, updated and revised with each administration, shall serve as the official guideline and becomes effective when approved by the TFGC Executive Committee. The latest revision shall be attached to the official Bylaws held by the Recording Secretary of TFGC during each administration. The TFGC President shall serve on the IRH&G Executive Committee.

Section 2. The Ivan Racheff House and Gardens Treasurer shall perform the duties designated by the TFGC President, Job Descriptions, Treasurers' Manual for TFGC, and designated by the Plan of Operation for IRH&G.

Section 3. The Ivan Racheff House and Gardens Assistant Treasurer shall assist the IRH&G Treasurer as delegated by the TFGC President, Job Description, Treasurers' Manual and the IRH&G Plan of Operation.

ARTICLE XIV. DISSOLUTION

Should TFGC dissolve or cease to exist for any reason, the Board of Directors at the time shall decide the disbursement of the assets belonging to TFGC to a similar organization. No officer, member, or group of members of TFGC shall benefit from the disbursement of any of the assets.

ARTICLE XV. PARLIAMENTARY AUTHORITY

The TFGC Bylaws shall govern this organization by the current amended date. Current Roberts Rules of Order, Newly Revised, shall prevail in all cases to which they are applicable and in which they are not inconsistent with the Bylaws of NGC.

ARTICLE XVI. AMENDMENTS

The TFGC Bylaws may be amended at any Annual Meeting of TFGC by a majority vote of delegates present, provided the amendment has been approved by TFGC Board of Directors and has been sent in writing to each Member Club at least 30 days before an Annual Meeting. Without such notice, the Bylaws may be amended at any Annual Meeting by unanimous vote.

Amended by vote of the delegates at:

The Thirty-eighth Annual Meeting, April 20-22, 1965
The Thirty-ninth Annual Meeting, April 19-21, 1966
The Forty-second Annual Meeting, April 29 -30 and May 1, 1969
The Forty-third Annual Meeting, April 7-9, 1970
The Forty-fourth Annual Meeting, April 27-29, 1971
The Forty-sixth Annual Meeting, May 1-3, 1973
The Forty-ninth Annual Meeting, April 6 -8, 1976
The Fifty-first Annual Meeting, May 2-4, 1978
The Fifty-second Annual Meeting, April 9-11, 1979
The Fifty-fourth Annual Meeting, April 29-30 and May 1, 1981
The Fifty-sixth Annual Meeting, April 26-28, 1983
The Fifty-seventh Annual Meeting, April 24 - 26, 1984
The Fifty-eighth Annual Meeting, March 20-22, 1985
The Sixty-first Annual Meeting, April 19-21, 1988
The Sixty-third Annual Meeting, April 24-25, 1990
The Sixty-fourth Annual Meeting, April 8-10, 1991
The Sixty-seventh Annual Meeting, April 14-16, 1994
The Sixty-ninth Annual Meeting, April 29-30 and May 1, 1996
The Seventy-first Annual Meeting, April 22-23, 1998
The Seventy-fifth Annual Meeting, April 15-16, 2002
The Seventy-ninth Annual Meeting, April 4-5, 2006
The Eighty-fifth Annual Meeting, March 21-22, 2012
The Eighty-eighth Annual Meeting, April 22 -23, 2015
The Eighty-Ninth Annual Meeting, April 14-15, 2016
The Ninety Annual Meeting, April 18, 2017
The Ninety-first Annual Meeting, June 18, 2018
The Ninety-second Annual Board Meeting, September 1, 2020
The Ninety-third Annual Board Meeting, December 1, 2021
The Ninety-seventh Annual Board Meeting, April 5, 2023
The Ninety-eighth Annual Board Meeting, March 21, 2024



Tennessee Federation of Garden Clubs, Inc.

STANDING RULES

SECTION I. ORGANIZATION

1. The Seal of the Tennessee Federation of Garden Clubs, Inc. (hereafter referred to as TFGC) shall be used on a state level. Otherwise, permission must be given by the TFGC Board of Directors.
2. The master list of clubs belonging to TFGC shall not be available for advertising or solicitation.
3. The name of TFGC, or its member clubs, shall not be used for endorsement of any kind except by prior approval by the TFGC Board of Directors or the District Boards of Directors.
4. TFGC maintains a nonprofit, 501(c)(3) status within the rules of the Internal Revenue Service. The 501(c)(3) status does not expire if TFGC exists and abides by the requirements. Copies of the 501(c)(3) IRS Determination Letter, dated March 3, 1970, should be with the current president and former presidents.
5. The Tennessee Sales and Use Tax Certificate of Exemption is to be renewed by the TFGC President every four years through the Tennessee Department of Revenue with the expiration date on the current form (approved 10/3/17 BOD). The Tennessee Sales and Use Tax Exemption Number is to be used only by TFGC and its Districts for TFGC events related to business and activities such as board meetings, district meetings, conventions, conservation camps, and other related needs, with no exception. The Board of Directors must approve any recommended special event or project. Garden clubs are not allowed access to the tax-exempt number. The original certificate and Tennessee Department of Revenue forms are on file with the TFGC President, who sends a copy to the TFGC Treasurer and to event chairs upon request.
6. IRS-990 shall be filed by August 15. Extension Form 8868, if needed, may be downloaded. All financial records are delivered to the CPA firm by May 31, well in advance to the deadline. The TFGC Treasurer provides and delivers TFGC books, and the Ivan Racheff House and Gardens (hereafter referred to as IRH&G/Racheff) Treasurer provides and delivers IRH&G/Racheff books to the TFGC Treasurer by May 31, well in advance of the deadline of August 15. Verification of the May 31 deadline and mailing to the IRS is performed by the TFGC Treasurer. The TFGC Treasurer signs legal documents for years served.

7. Corporate Annual Report to the Tennessee Secretary of State, SS-4444, shall be filed by August 1 with a fee included (presently \$20 and \$40 with changes). The TFGC Treasurer may download this form from the Tennessee Secretary of State, Corporate Division, or by calling 615-741-2286.
8. Quarterly Payroll Reports are due April 30, July 31, October 31, and January 31. They must be sent by Electric Funds Transfer Payment System by the IRH&G/Racheff Assistant Treasurer. The website is www.eftps.gov.
9. TFGC and IRH&G/Racheff must register yearly (before September 30, six months after the books are closed) as a Charitable Organization with the Tennessee Secretary of State, Department of Charitable Solicitations and Gaming, using TFGC account C027838. Filing is done by the CPA firm for the TFGC Treasurer and the IRH&G/Racheff Treasurer, respectively. The forms are available from the TFGC President (approved 10/3/17 BOD).
10. The TFGC fiscal year runs April 1-March 31. All financial records are due to the CPA firm on May 31.

SECTION II. RECORDS

1. All notebooks kept as permanent TFGC records shall be a standard size (approximately 8 1/2 x 11 inches). IRH&G/Racheff, the official TFGC Headquarters, is the repository for the records of TFGC. Each president's personal files for the administration are filed and stored in the archives at the TFGC Headquarters/Racheff.
2. The National Garden Clubs, Inc. (hereafter referred to as NGC) report and final financial report will be added at the Summer Board of Directors Meeting. These files are returned to the outgoing president at the Winter Board of Directors Meeting in even-numbered years.
3. The immediate former president has from the Winter Board of Directors Meeting until Convention to see that the administration records are safely stored and filed at the TFGC Headquarters/Racheff. Former presidential expenses shall be submitted 30 days or before following the closing of the treasurer's books on March 31 in the year of changing administrations.
4. TFGC forms are documents created to perform the business of the organization. When existing forms require updated information, this shall be performed by a TFGC officer or TFGC chair that utilizes the form for TFGC business. Existing forms are on the TFGC website. Chairs update forms by downloading them to a personal computer, updating them, and sending them to the TFGC web administrator to place on the website. New forms shall be submitted to the TFGC President and the Board of Directors for prior approval and assigned to an officer or chair for TFGC business (approved BOD 2/16/18).
5. Any forms or records that contain personal information should be shredded at the end of each administration (examples: the Procedure Manual and Form Cs).

SECTION III. OFFICIAL PUBLICATION

The official publication of TFGC shall be *The Volunteer Gardener*.

SECTION IV. PRESIDENT'S PIN

The official President's Pin is the property of TFGC. The President's Pin shall be presented to the new president immediately following the NGC Convention. The new president shall have the pin to wear to the NGC Post Convention Board Meeting. Former presidents may purchase their own TFGC Former

President's Pin made from the official mold using the TFGC seal. The jeweler with the pin mold is Epperson's LLC, 6190 Georgetown Rd NW, Cleveland, TN; phone: 423-479- 2847.

SECTION V. PRESIDENT'S PROJECT

1. If a project of the president is to be continued beyond 2 years, it must be so stated at the beginning of the administration.
2. Projects originating during the administration, which the president wishes to continue beyond the term, must be approved by the Board of Directors and the president-elect.

SECTION VI. DISTRICTS

1. The districts shall function as an integral part of TFGC and abide by its Bylaws and Standing Rules.
2. The District Director shall plan the programs for the Spring and Fall District Membership Meetings. The TFGC President shall approve the dates of District Meetings.
3. A copy of the minutes of each District Meeting shall be sent to the TFGC President.
4. The District Director shall call special meetings of the district by providing 10 days written notice and sending a copy of the notice to the TFGC President.
5. Club presidents shall be recognized at District Meetings.
6. District directors shall keep an accurate record of all membership lists, dues paid, and donations from each club in their district.

SECTION VII. FINANCE & FUNDING

1. Each administration shall adopt a 2-year budget in June of the odd-numbered years and review in October of the even-numbered years. The budget and all papers pertaining to finance shall be dated.
2. Bonding is required for those handling TFGC funds. Those people include the TFGC Treasurer, TFGC Assistant Treasurer, IRH&G/Racheff Treasurer, IRH&G/Racheff Assistant Treasurer, and the Endowment Trust chair.
3. District directors shall share finance and funding information with the district officers and chairs who may then contact clubs for late dues, donations, with enhancement of the chairships and TFGC goals.
4. District chairs shall be responsible for contacting the TFGC chairs with information about clubs and the district and to seek directions on the chairships.
5. District-retained donations, Blue Star Markers, and other subjects specified for districts are mailed to the district treasurer. The Habitat for Humanity District Fund was deleted and closed out in each district (BOD June 13, 2019).
6. District TFGC Support (aka State Stipend) is made by each district submitting \$1,500 for two years or \$750 per year to support the president's term. The support is sent to the TFGC Treasurer.
7. No member of the TFGC Board of Directors shall spend TFGC funds without approval of the TFGC Board of Directors.
8. All fund-raising projects involving statewide participation shall be submitted to the TFGC Executive Committee for prior approval.

9. The Internal Audit Committee (part of the Finance/Budget Committee) shall perform an audit of the TFGC Treasurer's records to be held in the second year of the treasurer's term and an audit report shall be presented to the TFGC Board.
10. TFGC donations are mailed to the TFGC Treasurer (except Endowment Trust donations and district-retained donations) using Donations Transmittal Sheet-Form A1 found on the TFGC website. The Treasurer sends a donations list (Club Record Sheets) to district directors.
11. TFGC Dues—ALL membership dues are mailed to the district directors. Use Annual Membership & Dues—Form C located on the TFGC website. Send 3 copies. After verification and correction, if necessary, of clubs' membership forms, the District Director sends information and checks to the TFGC Treasurer, keeping a copy for her files. The TFGC Treasurer sends a copy to the Membership Database Chair and retains a copy for her files.
12. TFGC funds may not be transferred from one account to another without Executive Committee approval. Investment of the TFGC-designated funds managed by the TFGC Assistant Treasurer may be performed with approval by the Executive Committee and the Finance Committee (BOD 10/25/21).
13. Ways and Means monies shall be channeled through the Ways and Means Chair. A special committee designated by the President shall account for special fundraisers or projects. Surplus Ways and Means items are determined by the President before the end of the term by either collecting the items, discounting them to sell, donating to Racheff to sell, donating the surplus to the districts to sell, or sharing the money with TFGC.

SECTION VIII. DUES

1. Each club is responsible for accurately and thoroughly completing Annual Membership & Dues—Form C and sending 3 copies of the dues form and one check (if possible) to the District Director or District Director's designee. The dues form is the basis of the TFGC membership list and must be correct. The Club Presidents' list will be compiled from the total of the dues forms by the Membership Database chair and is the basis of *The National Gardener* email list.
2. The District Director or designee will send the Annual Membership and Dues forms and dues checks to the TFGC Treasurer for deposit.
3. Dues are payable April 1 and are delinquent after June 1. If dues are not received by June 1, clubs will be considered delinquent and not eligible for TFGC awards. Clubs will be removed for nonpayment on September 1.

SECTION IX. DONATED FUNDS

1. Each club is responsible for sending donated funds to the TFGC Treasurer. District-retained donations (e.g., Blue Star Memorial Marker Fund) are sent to the District Treasurer. Use Donations Transmittal Sheet—Form A1. The TFGC Treasurer will send lists of donations to the district directors for their records. The Habitat for Humanity District Fund was deleted and closed out in each district (BOD June 13, 2019).
2. The Benevolence Fund: Managed by the TFGC Assistant Treasurer, this fund is within the General Investment Fund. (Refer to Standing Rules Section XVI. Memorial/Benevolence).
3. The Book of Recognition and Remembrance is housed at the TFGC Headquarters/Racheff.

4. The Brainerd Scholarship Fund: Managed by the TFGC Assistant Treasurer, this fund is a District III fund for a student residing in Hamilton County, Tennessee, to receive a scholarship from this fund.
5. Calendar orders are sent by clubs to the District Calendar chair, who tabulates and orders the calendars from the TFGC Calendar Chair. The TFGC Calendar Chair confers with the TFGC Treasurer in ordering the calendars from NGC. All profits of calendars go to the scholarship fund by the end of each fiscal year (March 31).
6. The Conservation Education Fund (CEF): This fund supports the Mack Prichard Legacy Project.
7. The Endowment Trust Fund (ETF): This fund is managed by 7 TFGC trustees. (Refer to Standing Rules Section X. Endowment.) Mail donations to the ETF chair using the ETF Contribution Form (found on the TFGC website and in *The Volunteer Gardener*). Club donations are for memorials or honorariums. Include the name of the person being memorialized or honored, the name and address of the person or family to receive the acknowledgement, and the name and address of the donor.
8. The Executive Residence is in Nashville.
9. Friends of Racheff: The membership cost is \$76 dollars for individuals and clubs to support Racheff headquarters. The friend's name will be placed on a plaque in the Racheff House. Refer to the Friends of Racheff Enlistment Form on the TFGC website.
10. The General Investment Fund: This fund is managed by the TFGC Assistant Treasurer and is a fund for TFGC.
11. Land Trust: This is a TFGC continuing project—the Justin P. Wilson Cumberland Trail State Park. Donations support the completion of a 300-mile trail from Chattanooga to the Tennessee eastern point of the Cumberland Mountains.
12. Life Memberships in TFGC, DSGC, and NGC: This fund is managed by the TFGC Assistant Treasurer. Individuals and clubs are encouraged to honor someone or purchase life memberships for members.
13. Ivan Racheff House and Gardens, located at 1943 Tennessee Avenue in Knoxville, Tennessee, is the Headquarters of TFGC.
14. National/Tennessee Natural Disasters Fund: Donations support national and/or Tennessee disasters.
15. President's Fund: Managed by the TFGC Assistant Treasurer, this fund is within the General Investment Fund and is supported by the TFGC President and is used as an emergency fund for TFGC.
16. Scholarship Fund: This fund is managed by the TFGC Assistant Treasurer. (Refer to Standing Rules Section V. Scholarships.)

NOTE: Refer to TFGC Committee Chair Job Descriptions for further information on the above subjects.

SECTION X. ENDOWMENT

1. A minimum of 10 percent of the annual net earnings of the TFGC Endowment Trust Fund (ETF) shall be added to the corpus of the Fund (Agreement and Declaration of Trust, TFGC 1996, Item V-A).
2. Requests for distribution of income from the ETF of TFGC shall be made to the ETF chair from each district and the ETF chair. The 7 trustees of the ETF shall determine which request shall be granted (amended on October 8, 2014, by Board of Directors at Pickwick Landing State Park, TN). ETF grant information and application forms are located on the TFGC website.

3. The ETF Contribution Form is in *The Volunteer Gardener* and is located on the website.
4. ETF donations are sent to the ETF chair.

SECTION XI. EXPENSES

1. Expenses incurred by TFGC relating to the operation of any program or project where funds are raised shall be deducted from the proceeds available in the fund.
2. Budgeted amounts for officers and chairs are for those who have no funds available for their expenses per se. Expense Reimbursement Request—Form B with vouchers and receipts shall be submitted for reimbursement.
3. Expense Reimbursement Request—Form B and vouchers for all expenditures shall be filed with the TFGC Treasurer by all officers and chairs managing any TFGC funds within 30 days following the event.
4. No gifts shall be given by the outgoing administration unless \$5,000 or more can be left for the incoming administration. Provided \$5,000 minimum is left in the TFGC General Fund, outgoing administration gifts shall be limited to \$2,000.
 - * The exception would be for IRH&G/Racheff, which may be greater than \$2,000.
 - ** Any other gifts exceeding \$2,000 shall require TFGC Board approval. (*Amended 6/13/17 BOD)
 - (**Amended 10/2/18 BOD)

SECTION XII. PRESIDENT'S EXPENSES

1. Following the election, the President shall be reimbursed for the printing of TFGC documents.
2. As the events occur, the President shall be reimbursed for the following: 3 National Garden Clubs, Inc. (NGC) conventions, 3 Deep South Garden Clubs, Inc. (DSGC) conventions, one TFGC convention, one Conservation Camp, 2 NGC board meetings, and required TFGC meetings.
3. The President shall be reimbursed for printing, postage, telephone, and internet expenses incurred in TFGC business. A contingency amount of \$200 shall cover expenses subject to Executive Committee approval and subsequent Board of Directors' approval at the next meeting following submission of expenses by the President.

SECTION XIII. CONVENTIONS, CONSERVATION CAMPS & OTHER MEETINGS

1. TFGC conventions, Conservation Camps, and Board of Directors' meetings shall not be considered as a source of revenue. Every effort shall be made to operate these events on a break-even or marginal profit basis.
2. Should there be surplus funds from a convention or Conservation Camp, after a complete financial report and within 60 days following the close of a convention or Conservation Camp, the TFGC Treasurer shall return to the district hosting the convention or Conservation Camp, 40 percent of the surplus funds with the other 60 percent remaining in the TFGC general fund (Winter BOD 1/31/19).
3. During the year in which TFGC hosts the DSGC Convention in Tennessee, flexibility shall be allowed in the requirements for date of the TFGC Convention. According to the rotation (every 6 years), Tennessee hosts the DSGC Convention in 2024.
4. Refer to the Events Reference Guide, which is available on the TFGC website, for organizing conventions, camps, and other meetings.

5. A convention will be held in the year of installation of the new Board of Directors, along with the Annual Meeting. In the second year of the new Board of Directors, an Annual TFGC two-day Convention, Business Meeting and Award Banquet will be held.
6. A Conservation Camp shall be held in the second year of an administration with conventions and camps alternating each year (Items 5 and 6: BOD 10/15/19).

SECTION XIV. SPEAKERS & SERVICES

1. Any member of the TFGC Board of Directors may lecture for a fee on any subject other than the field of her chairship.
2. A donation shall be made to meeting places (if used during each administration) in appreciation for the use of facilities, as well as for applicable use of the telephone, fax, copier, and office use.

SECTION XV. SCHOLARSHIPS

TFGC shall award scholarships not to exceed \$4,500 in any fiscal year to those recommended by the Scholarship Committee and approved by the Board of Directors if funds are available.

NOTE: A motion to increase the scholarship from \$1,200 to \$1,500 was approved at the 2/19/13 Spring BOD Meeting.

SECTION XVI. MEMORIAL/BENEVOLENCE

1. The Benevolence Fund was established from funds donated from board members to remember members and their families during times of illness or loss of loved ones. This fund shall be managed by the TFGC Assistant Treasurer.
2. TFGC members, who died during each garden club year, will be remembered during the memorial service held at the TFGC Convention or the Annual Business Meeting.
3. Upon the death of a TFGC Board Member, a contribution of \$50 from the Benevolence Fund will be made to the Endowment Trust Fund.
4. Upon the death of a family member of the TFGC Board of Directors, the Corresponding Secretary will send a card.
5. Donations to the fund will be collected at Board of Directors meetings, and monies will be deposited in the General Investment Fund/Benevolence Fund by the Assistant Treasurer.

SECTION XVII. SENIOR GARDEN CLUBS

Members of TFGC are encouraged to sponsor a Senior Garden Club within their Assisted Living, Memory Care and Nursing Home facilities. The sponsoring club may provide programs and projects appropriate to the abilities of the senior members. The process for registration and award opportunities would be similar to sponsoring a Youth Garden Club, and receive the same credit of points on the President's Reports. Annual membership fees and forms for the sponsored senior club would be in keeping with those of youth clubs.

NOTE: Approved BOD 10-5-2016 (Section XVI.TFGC 501(c)(3) Umbrella-BOD voted to discontinue 1/27/2016, Section XVII. Memorial /Benevolence became Section XVI approved at BOD 10/5/2016).

Approved by vote of the delegates at:

- March 22, 2012, Spring Board of Directors Meeting
- February 19, 2013, Spring Board of Directors Meeting
- October 8, 2014, Fall Board of Directors Meeting
- October 5, 2016, Fall Board of Directors Meeting
- DSGC updated March 23, 2017
- June 13, 2017, Spring Board of Directors Meeting
- October 3, 2017, Fall Board of Directors Meeting
- February 16, 2018, Winter Board of Directors Meeting
- June 18, 2018, Annual Business Meeting
- October 2, 2018, Fall Board of Directors Meeting
- January 31, 2019, Winter Board of Directors Meeting
- June 13, 2019, Summer Board of Directors Meeting
- October 15, 2019, Fall Board of Directors Meeting
- October 25, 2021, Fall Board of Directors Meeting
- January 29, 2024, Winter Board of Directors Meeting
- September 29, 2024, Fall Board of Directors Meeting

*Headquarters of the
Tennessee Federation of Garden Clubs, Inc.
Ivan Racheff House and Gardens
Plan of Operation – June 2023*



*Located at 1943 Tennessee Avenue, Knoxville, TN 37921
MAILING Address: P.O. Box 50185, Knoxville, TN 37950-0185
Phone: (865) 522-6210*

*Tennessee Federation of Garden Clubs, Inc. is an
Affiliate of Deep South Garden Clubs, Inc. and
National Garden Clubs, Inc.*

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OFFICERS AND EXECUTIVE COMMITTEE OF THE BOARD OF GOVERNORS

Chairman	Cathy Waitinas
Vice Chairman	Sharon Davis
Recording Secretary	Jan Brown
Corresponding Secretary	Linda Ford
Treasurer	Linda Daniels
Asst. Treasurer	Theresa Schehr
Parliamentarian/Advisor	Wanda Taylor
Current TFGC State President	Denise Thorne

APPOINTED COMMITTEE CHAIRMEN

Committee Members in italics

Arboretum	Co-Chairmen	Wanda Taylor, Janie Bitner
Arboretum Events		Sharon Davis <i>with Janie Bitner, Jan Brown, Linda Daniels, Lori Emery, Martha Frink, Joan Helton, Theresa Schehr, Rebecca Shular, Wanda Taylor, Kathy Treffert, Cathy Waitinas, Carole Whited, Ellen Yatteau</i>
Book of Recognition & Remembrance		Illy Wood
Bulb/Plant Sale	Co-Chairmen	Theresa Schehr, Joan Helton
Development		
Friends of Racheff & Presidents Plaque		Linda Ford <i>with Janet Underwood</i>
Gardens	Co-Chairmen	Sharon Davis, Hal Watts
	Gardens – Specialty Gardens in Upper Garden:	Jeanie Jackson, Rebecca Shular
	Gardens – Interface with Knox County Master Gardeners:	Janie Bitner, Wanda Taylor
	Gardens – Children’s Garden:	
Gift Shop		Ellen Yatteau <i>with Theresa Barnett</i>
Grants		Jan Brown, Cathy Waitinas
Greens Tea	Co-Chairmen	Wanda Taylor, Janie Bitner <i>with Julia Shiflett, Janice Hixson, Lorna Matheny</i>
History	Co-Chairmen	Carole Whited, Cathy Donaldson, Lori Emery
House	Co-Chairmen	Julia Shiflett, Martha Frink, Joan Helton, Connie Barker
Insurance	Co-Chairmen	Sharon Davis, Linda Daniels <i>with Hal Watts, Wanda Taylor</i>
Investments	Co-Chairmen	Linda Daniels, Theresa Schehr <i>with Hal Watts, Janie Bitner</i>
Membership and ByLaws		Janet Oakes <i>with Charlotte Miller, Sharon Davis, Lelia Johnson</i>
Memorial Wall	Co-Chairmen	Janet Underwood, Linda Ford
Plant Sale		
Publicity		Theresa Schehr, Sharon Davis <i>with Jennifer Hinson</i>
Steel Mill		Martha Frink
Website/Facebook	Co-Chair	Theresa Schehr, Cathy Donaldson

MEMBERSHIP ELECTED TO THE BOARD OF GOVERNORS

Connie Barker

5252 Fountainhead Lane, Knoxville, TN 37918/ph: H(865)689-4374,C(865)274-6904 craebarker@gmail.com

Teresa Barnett

P.O. 5351, Maryville, TN 37802 / ph: (865)216-2389 (email N/A)

Janie Bitner

12095 Butterfield Lane, Knoxville, TN 37934 / ph: H(865)966-8870, C(865)474-0882 janie.bitner@live.com

Jan Brown

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Linda Daniels

8514 Reed Drive Ext., Powell, TN 37849 / ph: H(865)947-0401, C(865)384-8470 danielsdl@citlink.net

Sharon Davis

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Jennifer Hinson

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Janice Hixson

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Charlotte Miller

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Theresa Schehr

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Rebecca Shular

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Wanda Taylor

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Kathy Treffert

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Janet Underwood

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Cathy Waitinas

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Hal E. Watts

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Carole Whited

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Illy Wood

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Ellen Yatteau

1428 Beechtop Lane, Kodak, TN 37764 / ph: (561)827-9102 savageoriginals@gmail.com

TFGC President: Denise Thorne

402 Bass Road, Watertown, TN 37184 / ph C (615)289-2138 denise@tec63.com

EMERITIS MEMBERS

Ruth Ann Fowler, 208 St. Andrews Drive, Farragut, TN 37934 / ph: H(865)966-4880, C(865)568-3008

Evelyn Lorenz, 367 Mahoney Road, Oliver Springs, TN 37840 / ph: H(865)435-4769, C(865)323-1645

Vicky Richards, 108 Wheeler Drive, Oliver Springs, TN 37840 / ph: (865) 388-1671

June Zachary, 154 Confederacy Cr., Knoxville, TN 37934 / ph: (865) 671-2766

TENNESSEE FEDERATION OF GARDEN CLUBS OFFICER MEMBERS 2021-2023 TERM

TFGC President: Denise Thorne denise@tec63.com

TFGC President-Elect: Lelia Johnson L.johnson924@yahoo.com

TFGC Treasurer: Karen Dawson fdkd70@bellsouth.net

District I Director: Chris Kelyman cabkelyman@aol.com

District II Director: BetteAnn Fields bette@nickelman.com

District III Director: Ginger Cloud gincloud9@gmail.com

District IV Director: Janie Bitner janie.bitner@live.com

KNOX COUNTY COUNCIL OF GARDEN CLUBS MEMBER 2021-2023 TERM

KCCGC President: TBD

BYLAWS

Ivan Racheff House and Gardens, Tennessee Federation of Garden Clubs, Inc. – Approved 10/09/2017

ARTICLE I – NAME

The name of the organization to administer the affairs of Ivan Racheff House and Gardens, of the Tennessee Federation of Garden Clubs, Inc., shall be the "Board of Governors".

ARTICLE II – MEMBERS

The Board of Governors shall consist of a minimum of thirty-six (36) Members from the membership of the Tennessee Federation of Garden Clubs, Inc. (TFGC). Included in this number are the current President of TFGC, President-elect of TFGC, Treasurer of TFGC, Director of each District, Racheff Chairman from each District and the President of each District IV Council of Garden Clubs. The balance of the active membership shall be elected from District IV by the Board of Governors.

ARTICLE III – OFFICERS

The elected officers of the Board of Governors shall be a Chairman, Vice- Chairman, Recording Secretary, Corresponding Secretary, Treasurer, and Assistant Treasurer. They are to serve two (2) years concurrently with the officers of Tennessee Federation of Garden Clubs, Inc.

ARTICLE IV – EXECUTIVE COMMITTEE

The Executive Committee shall consist of the Racheff Chairman, Vice-Chairman, Recording Secretary, Corresponding Secretary, Treasurer, Assistant Treasurer, and the President of the Tennessee Federation of Garden Clubs, Inc. Four Members shall constitute a quorum. A parliamentarian shall serve in an advisory, non-voting capacity on the committee. In an emergency, this committee shall be empowered to transact business of Racheff House and Gardens between the regular meetings of the Board of Governors, and report such action at the next regular meeting of the Board.

ARTICLE V – MEETINGS

There shall be a meeting of the Board of Governors at 1:00 P.M. each second Monday of the month except October, December, and January, when there will be no regularly scheduled meetings. The meetings will be at Ivan Racheff House and Gardens.

ARTICLE VI – QUORUM

A quorum shall consist of ten (10) Members.

ARTICLE VII – DUTIES OF OFFICERS

CHAIRMAN: Shall preside at all meetings of the Board of Governors; shall serve as liaison to the TFGC and shall report at each TFGC Board meeting as well as the annual meeting of TFGC. The Chairman shall be a Member of the TFGC Board; is an ex-officio Member on all Racheff committees, with the exception of the Nominating Committee and shall be notified of all committee meetings.

VICE CHAIRMAN: Shall preside in the absence of the Chairman and shall assist in assigned duties. The Vice Chairman shall serve as Chairman of the Development Committee and shall generate a Handbook with each change of administrations.

RECORDING SECRETARY: Shall call the roll and record the absences of the Members at each meeting and shall keep minutes of all meetings of the Board of Governors. A copy of the minutes shall be provided to the Racheff Chairman within two (2) weeks after each board meeting. These minutes will then be presented for

approval at the next board meeting. Once approved, copies of the minutes will be sent to the following officers and Members: TFGC President, TFGC President-Elect, TFGC Treasurer, all District Directors, all District Racheff Chairmen, and Board of Governors Officers.

CORRESPONDING SECRETARY: Shall be responsible for all correspondence directed by the Chairman and/or the Board of Governors.

TREASURER: Shall receive all monies for the Ivan Racheff House and Gardens and be responsible for payment of all expenditures made on behalf of the property, excepting those listed as duties of the Assistant Treasurer. Shall have first obtained the approval from the Racheff Chairman for the payments of any unbudgeted items over \$200. A financial report is presented at each Board meeting and TFGC Board meeting. The Assistant Treasurer and Gardens Chairman shall report to the Treasurer by the first Monday of each month for inclusion in the Treasurer's monthly report. Shall forward a copy of the monthly Treasurer's report to the TFGC President and TFGC Treasurer. Shall be responsible for the keys (2) to the Safety Deposit Box and for updating the signature cards for the keys for the Racheff Treasurer and TFGC Treasurer. Keep list of all items in the Safety Deposit box and keep a record of what items have been removed from the box. Maintain the distribution of the PO Box keys for Racheff Chairman and Racheff Treasurer. Deliver mail from the PO Box pertaining to and for TFGC to the TFGC Treasurer and TFGC Assistant Treasurer or as directed by the TFGC President. Shall be aware of maturity dates on Certificates of Deposit and dates of renewal and policies of Racheff Investment Accounts. Any investment action taken must have approval of the Board of Governors. Prepare and collect all Racheff financial documents for the TFGC audit at end of year after March 31st and deliver these documents to appointed auditors before May 31st. After completion of the audit, be responsible for storage of the Racheff records in the TFGC archives.

ASSISTANT TREASURER: Shall serve as Chairman of the Finance Committee. Shall prepare a report for the Board of each fundraising event including budget, expenses and income of the event. Shall be responsible for the Payroll Account for Racheff and TFGC. Prepare and file all forms required by state and federal government related to payroll including 941 reports. Shall submit a payroll accounting at the Board meetings and each TFGC Board meeting.

PARLIAMENTARIAN: Is a consultant to the chairman or other Members of the organization and is appointed by the chairman. Shall advise the presiding officer of the Board when asked, following the current Bylaws of the TFGC and Robert's Rules of Order.

ARTICLE VIII – STANDING COMMITTEES

NOMINATING COMMITTEE: At the November meeting in each even numbered year, a Nominating Committee consisting of three Members shall be selected, one appointed by the Racheff Chairman, one elected by the Racheff Executive Committee, and one elected by the Board of Governors. The Nominating Committee shall report at the February meeting of uneven year, at which time the report will be approved by the Board. The election will be held at the March meeting and the officers will be installed. This committee shall serve two years and fill any vacancies that occur. Special elections, having been announced, will be held at the next regular board meeting.

FINANCE COMMITTEE: This committee shall consist of the Racheff Chairman, Vice Chairman, Treasurer, Assistant Treasurer, Gardens Chairman and the President of Tennessee Federation of Garden Clubs, Inc. and be chaired by the Assistant Treasurer. They shall prepare the annual budget and present it at the June Board of Governors' meeting. A copy of the budget will be sent to the TFGC President and the TFGC Treasurer after approval by the Board.

ARTICLE IX – AMENDMENT OF BYLAWS

Ivan Racheff House and Gardens Bylaws may be amended after advance notice has been given and by approval of the Board with a two-thirds vote. Revised bylaws become effective when approved by the Tennessee Federation of Garden Clubs, Inc. Executive Committee.

STANDING RULES

SECTION 1 – APPOINTED COMMITTEE CHAIRMEN

All Chairmen shall present a semi-annual report to the Board of Governors.

ARBORETUM CHAIRMAN: Responsible for periodic renewal of the Arboretum certification with the TN Department of Urban Forestry. Works with the Garden Chairman and Gardener to ensure trees are labeled, tree map is updated and trees on the tree list are healthy (or replaced as needed).

ARBORETUM EVENTS CHAIRMAN: Responsible for coordinating events held in the gardens, including, but not limited to weddings, photography sessions, luncheons, etc.

CHILDREN'S GARDEN CHAIRMAN: Responsible for planning for the maintenance, equipment, improvements, and additions to Children's Gardens, as well as events held there. Expenditures of any designated funds for this garden MUST be approved by the Garden Chairman.

DEVELOPMENT CHAIRMAN: Responsible for long range planning for maintaining the house and gardens, events, policies and projects.

FRIENDS OF RACHEFF & TFGC PRESIDENTS PLAQUE: Promotes donations to Friends of Racheff, maintains records and orders a new plaque once donations from 76 “Friends” have been received. Orders new name plate for past TFGC Presidents to be added to the Presidents Plaque.

GARDENS CHAIRMAN: Responsible for planning, planting, and maintenance of entire garden area. Oversees and directs Gardener. This Chairman is the sole designee for maintenance of a separate bank account for Gardens. Funds are budgeted annually as a part of Garden Expenses. An operating amount is placed in this account by Ivan Racheff House and Gardens Treasurer as needed. Gardens Chairman or an appointed assistant reports monthly to the Board of Governors and sends a report to the Treasurer. This becomes a part of the monthly Treasurer's Report to the Board.

GIFT SHOP CHAIRMAN: Responsible for acquiring, displaying, and pricing items offered in Racheff Gift Shop. Encourages donations of new, handmade, and nearly new items for sale. Along with committee, chairman keeps items fresh, clean and attractive at all times, and on the occasions of special events at Racheff, arranges for adequate help for sales in gift shop.

GRANTS CHAIRMAN: Responsible for researching and applying for grants that might be available for Ivan Racheff House and Gardens.

GREENS TEA CHAIRMAN: Responsible for appointing committee Members for major responsibilities including: Christmas tree, house decorations, outside decorations, bow-making, making wreaths and arrangements for sale, set-up, refreshments, drinks, kitchen, serving, etc. Submit a final report of the event to the Board. ALL MEMBERS of the Board of Governors are expected to participate in this event in a meaningful way.

HISTORY CHAIRMAN: Responsible for maintaining histories, reports, and articles pertinent to the property, the house, the Knoxville Iron Works, Ivan Racheff himself and his importance to the gardens and house. Keeps a file(s) on the property, including media articles, and a photographic inventory of Mr. Racheff's office and living quarters. Maintains the National Register of Historical Places documentation. Ensures items stored in Vault are orderly and limited to required TFGC Records.

HOUSE AND STRUCTURES CHAIRMAN: Responsible for checking areas inside and outside of building and structures for visible damage and/or needed repairs. Responsible for purchasing all household and office supplies; responsible for hiring people to make repairs and clean inside of house as directed by Board. Reports to Board periodically.

INSURANCE CHAIRMAN: Aware of due dates for payment of all insurance policies and reminds the Treasurer of the need to pay. Aware of the coverage and deductibles provided for in the insurance policy, and be able to answer simple questions that may arise in Board meetings. Reminds Treasurer that updated policies should be placed in the safety deposit box.

INVESTMENT CHAIRMAN: Evaluates the performance of the long-term investment fund established for the maintenance of Racheff House and Gardens. Reviews gains and losses quarterly, and reports on the overall performance of the portfolio to the Board for use in budget planning.

MEMBERSHIP and BYLAWS CHAIRMAN: Responsible for term renewals of Members of the Board of Governors, as well as overseeing the acquisition of new Members. Existing Members are encouraged to recommend new Members, who **MUST** be Members of a TFGC District IV club, by writing a letter of recommendation to the Membership Chairman. After reading this letter and approval of the board, the Chairman extends a formal invitation to become a one-year provisional Member. After one year, the Member's term may be renewed for three years. In March of each year, this chairman contacts the Board Members who are to be renewed as Members in that particular calendar year. If they are willing to continue their service on the Board and there is no objection, they are re-elected to the Board of Governors for another three-year term. Reviews Racheff Board BYLAWS periodically.

MEMORIAL WALL CHAIRMAN: Responsible for receiving applications and processing them for additions to the wall, ordering the plaques in cooperation with the treasurer when the monies have been received or designated, seeing to the installation and notifying the club(s) and/or family that the plaque is done. Maintains a file of all plaques installed.

PLANT SALE CHAIRMAN: Responsible for planning, budgeting and implementing the Plant Sale, historically held on the first Saturday of April. Contacts vendors to participate and enlists help of Board Members to assist with activities of the day, submit a final report of the event to the Board.

PUBLICITY CHAIRMAN: Responsible for contacts and submitting of information for all events held at Racheff House and Gardens as directed by the Board. This includes newspaper, radio, television, and any other media decided on by the Board.

STEEL MILL CHAIRMAN: Serves as the point of contact between Racheff Board and the current Operating Company of the adjacent Steel Mill.

WEBSITE/FACEBOOK CHAIRMAN: Responsible for creating and/or updating the Ivan Racheff House and Gardens website at the direction of the Board Chairman. Advise the Board of changes and new items on the website, as well as cost of website, and pending changes of cost or policies of provider. An assistant webmaster shall be familiar with the website and help maintain a Facebook page for Ivan Racheff House and Gardens.

SECTION 2 – GARDEN POLICIES

A GARDEN COMMITTEE, overseen by the GARDEN CHAIRMAN, is to be established to facilitate operation of the gardens. This committee will be composed of, but not limited to, TFGC Gardens Chairperson, District Gardens Chairperson, Knox County Council of Garden Clubs Gardens Chairperson, Children's Gardens, Memorial Gardens, honorarium areas or gifts for the gardens. Each of the designated areas shall be represented by a volunteer Member of the Ivan Racheff Board of Governors (e.g., Blue Star Memorial, Wildflower Gardens, etc.) If money is to be needed during the year for a particular garden area, the representative COMMITTEE MEMBER SHALL SUBMIT AN ANNUAL BUDGET for approval by the GARDENS CHAIRMAN, then by the BOARD OF GOVERNORS.

Monetary donations to the gardens for specific work on projects will become DESIGNATED FUNDS within the GARDENS ACCOUNT. Any work, other than routine maintenance, performed by the Racheff Gardener or helper, as well as materials purchased for a designated area WILL BE CHARGED against that area's approved budget. All approved projects must include 25 % of total project budget designated for routine maintenance annually.

Non-monetary donations must be approved by the GARDEN CHAIRMAN and GARDEN COMMITTEE in keeping with the historical nature of the original gardens. All donations must be delivered to the property for placement by the GARDEN COMMITTEE. Name plaques will only be permitted on the Memorial Wall.

The GARDEN CHAIRMAN WILL BE RESPONSIBLE FOR ALL ASPECTS OF THE GARDENS and will report to the Board of Governors at regular meetings. She shall be responsible for preparing an annual GARDENS BUDGET and for dispersing all funds from the GARDEN ACCOUNTS as approved by the Board of Governors. No work may begin prior to approval of the Board of Governors.

A DESIGNATED GARDEN (e.g., The Pink Garden) must continue to be funded and maintained by interested committee / garden club Members, or it will cease to be DESIGNATED.

The GARDEN CHAIRMAN will be a Member of the Finance Committee of the Racheff Board of Governors

SECTION 3 – GARDENER

The Gardener of Ivan Racheff House and Gardens has a multitude of duties including security, general maintenance of the house and buildings, equipment maintenance, removal of invasives, mulching, weeding, maintenance of pond and memorial wall fountain, arboreal trimming, lawn mowing and more.

If a non-Racheff function (TFGC or otherwise) requires the services of the gardener during normal working hours, Racheff will bill the group for reimbursement at Gardener's current hourly rate.

If a non-Racheff function (TFGC or otherwise) will require Gardener's extended time beyond 3 pm, the event should be approved and arranged with Gardener ahead of time (at least 72 hours prior) and remuneration arranged at an hourly rate of \$25/hour.

For Racheff sponsored event on Saturday, if Gardener is needed, either comp time or overtime will be arranged.

SECTION 4 – GROUNDS

If the house and grounds must remain open beyond normal hours or on weekends, a Racheff Board Member MUST be present and responsible for locking up, turning off appliances and lights and securing the gate. If materials are to be unloaded or loaded during these after hours, the organization is responsible for bringing the manpower to accomplish the tasks needed. Materials borrowed from the upstairs or basement storage areas must be returned to those locations.

SECTION 5 – HOUSE POLICIES

1. Reservations for meeting rooms or for any function at Ivan Racheff House and Gardens must be made with the Chairman of the Board of Governors, or, if Chairman is unavailable, the Vice-Chairman.
Required information for reservations:
 - Name of Garden Club
 - Date and hours to be used
 - Name, address and phone # of person making reservation.
2. Meeting rooms are available from 9:30 am to 3:00 pm, Monday through Friday by appointment only. There is no charge to Garden Clubs who are Members of TFGC.
3. Gardens are open from 9:00 am to 3:00 pm on weekdays, except in summer when they may close earlier, due to the heat and the Gardener's hours, and during inclement weather. Call in advance for information. Exceptions to above must be made by special arrangement with Chairman.
4. Any other groups wishing to use any of the facilities must make arrangements with the Chairman.
5. There are two meeting rooms in the building. One will accommodate approximately 30 people, while the other has a seating capacity of approximately 75.
6. No maid service is available. All rooms and equipment must be left as found and ready for the next user. Tables used for flower arranging or other projects must be covered in plastic, and the floor around the table be covered as well.
7. All groups must REMOVE their garbage from kitchens, meeting rooms, bathrooms to the garbage container located in the gardener's building outside. Replacement garbage bags should be in the bottom of receptacles. Leave sinks and drains clean.
8. Refrigerators and stoves may be used, but must be left CLEAN. Stove elements and cook tops must be turned off. No other appliances, dishes, glassware, or silverware are available except on a rental basis, which must be arranged with the Chairman. Each group must provide their own towels and cloths.
9. All food, plant materials, containers, etc., must be removed. **NO FOOD IS TO BE LEFT IN THE REFRIGERATORS OR CABINETS.**
10. No overnight use is permitted. The upstairs is a museum, and other than the main meeting room, is not for use. **NO SMOKING ALLOWED IN THE BUILDING.**
11. We ask that no one adjust the thermostats when using the building. Our Gardener will have the house ready for use if a reservation has been made.
12. No public sales may be held except for the sole benefit of Racheff House and Gardens.
13. All groups will be responsible for any damages that occur while they occupy the rooms. While no charge is made to garden clubs, gifts or contributions are gratefully accepted. Books are available for recording these gifts.
14. All books, tapes, videos, etc. in the Library must be checked out to users by a Member of the Board or an officer of Knox County Council of Garden Clubs. They are NOT to be taken without this process.
15. All names of regular users of the rooms MUST appear on the calendar for the next meeting.

SECTION 6 – MEETINGS

The Board of Governors meets the second Monday of the month at 1:00 pm at Racheff House except in the months of October, December and January. The February meeting will be held if needed and if weather permits. The July meeting is optional and only scheduled as needed.

SECTION 7 – MEMBERSHIP POLICIES FOR THE BOARD OF GOVERNORS

Each District IV Member of the Racheff Board of governors shall serve three years. (Exception: those Members serving by virtue of office, i.e. TFGC President, TFGC President-Elect, TFGC Treasurer, District Directors, District Racheff Chairmen, and Knox County Council of Garden Clubs President)

All elected Members of the Board shall be required to attend all business meetings of the Board of Governors. If a Member misses three (3) consecutive, unexcused Board meetings, she shall be notified by a form letter that she is no longer in good standing and asked to return her property keys and files for respective committees on which she serves. In case of illness or other emergency, a Member should notify the Chairman or Recording Secretary of her expected absence. In the event of long-term illness, a Member should request a leave of absence, returning her property keys and files with the understanding that she may be reinstated to active membership by notifying the Executive Committee. She will then be contacted to become a contributing Member of the Board.

New Members shall be elected for a period of approximately one year, and re-elected in March, at the discretion of the Board, for a term of three (3) years. During the provisional period, new Members may hold an office, serve as chairman of a committee, or serve on a committee appointed by the Chairman.

To be considered an active Member one must attend board meetings unless excused, serve on a Racheff committee and participate or contribute to the fundraising events.

A long-time Member, who has served with distinction and is unable to attend the meetings and functions, may be declared “emeritus” by the Board.

TERMS FOR MEMBERS OF BOARD OF GOVERNORS

New Members <u>2022 – 2023</u>	<u>2020 – 2023</u>	<u>2021 – 2024</u>	<u>2022 – 2025</u>
	Teresa Barnett	Connie Barker	Sharon Davis
Connie Barker	Linda Daniels	Janie Bitner	Linda Ford
Jan Brown	Janice Hixson	Cathy Donaldson	Jeanie Jackson
Lori Emery	Wanda Taylor	Martha Frink	Rebecca Schular
	Kathy Treffert	Joan Helton	Janet Underwood
	Cathy Waitinas	Jennifer Hinson	Illy Wood
		Lorna Matheny	Ellen Yatteau
		Charlotte Miller	
		Janet Oakes	
		Theresa Schehr	
		Julia Shiflett	
		Hal Watts	
		Carole Whited	

The Board of Governors has adopted these policies, rules and regulations for the operation of the Ivan Racheff House and Gardens. Other policies, rules and regulation may be adopted by the Board and should be placed in your copy of the Handbook for reference.

ARBORETUM

History of Ivan Racheff House and Gardens Arboretum, by Wanda Taylor, Arboretum Chairman:

In 2003 and again in 2008, the 3 ½ acre garden at Racheff was certified as a Level 1 Arboretum by the Tennessee Urban Forestry Council. The first, or original arboretum began with the efforts of Karen Chesney, president of Sunrise Garden Club in Maryville, TN. Thirty-three species of trees were correctly identified and labeled with common and botanical names. Many of the trees identified were planted by Ivan Racheff on the site of a slag heap from the iron mill. In 1947, 70+ years ago, records show that \$76.00 was spent that year for grass seed, trees, and shrubs. And so, the garden was born. Over the years, Ivan added more plantings, a tea house, several fish ponds, a small orchard, vegetable garden and some bee hives. He installed a bell that had been cast by the Meneely and Kimberly Bell Foundation in Troy, New York in 1873.

Each Fall he had workers from the mill plant thousands of bulbs that he had ordered from Holland. May 17, 1961, the National Council of State Garden Clubs recognized Mr. Racheff's efforts and awarded him the prestigious Silver Seal: awarded to an individual, organization or institution other than garden clubs, for special contributions toward the advancement of the work of garden clubs. (read from the Racheff cookbook).

In 1970, Mr. Racheff, a bachelor, donated the gardens to TFGC as a gift. Today, it is the state headquarters. There are features such as a Japanese Garden, a Gazebo, Fern Cobble, Wildflower Area, Hosta Garden, a Plant-It-Pink Garden and plantings of Azaleas and Rhododendron. Also, there is a children's garden, a registered Monarch Waystation, Pollinator Garden, and an Herb Garden which are all ongoing projects. In the upper garden is a TFGC Memorial Wall which honors past state presidents and members of TFGC. A Blue Star Marker memorial garden honors all of the armed forces of the USA.

Even though the garden had previously been identified as a Level 1 Arboretum in 2003 and 2008, the certification had not been renewed. The Tennessee Urban Forestry Council requires that all Arboretums be recertified every five years. So, this project almost began from scratch. Most of the signs that previously marked the trees were either damaged or missing. The certification process included identifying trees present today. The original list of 33 trees was a huge help, but over time, many more had been planted or were not identified the first time. So, in June of 2017, the process began again.

Evelyn Lorenz, Garden Chairman, Tom Simpson, Regional Urban Forester, Tom Wellborn, arborist with Trees Knoxville and Wanda Taylor, Arboretum Chairman took the old map and began to walk through the gardens. It was an exciting time when the two Toms began pointing out trees that were not on the original list. In the upper section alone, 28 trees were identified. This was only 5 short of the original list. We were on a roll!. That day we spent almost four hours walking the trails and marking trees with colored tape and numbers. At the end of the day, 65 trees were identified. We were amazed and excited about the possibility of jumping to a Level 2 Arboretum classification.

The next step was to make a correct tree list with both the scientific and common names. The list was compiled using *Durr's Manual of Woody Landscape Plants*. The botanical name was written in italics and the common names in bold type. The list was sent to Jill Smith with the TN Urban Forestry Council. After several corrections, the list was approved. Now, we could move on to step three – finding the right labels. Wanda Taylor, Arboretum Chair, researched several signage companies, then meet with the Arboretum Committee- Hal Watts, Jennifer Hinson, Evelyn Lorenz, Connie Barker and Joan Helton – and presented her findings. The team decided that the company Nameplate & Panel Technology had the item we wanted. The information was presented to the Racheff Board of Governors at the August 14, 2018 Board meeting. The approximate cost of 65 label and stakes was \$1000.00. The Board unanimously agreed to approve the funding to purchase the signage. The labels were photo metal ID plates 3" X 5" on 24" metal stakes with a 30- year life/use – black with gold lettering. The labels were ordered on August 31, 2017 and were received in October.

Shortly after the Board meeting, Cathy Waitinas, Recording Secretary, applied for the TFGC Endowment Trust Fund Grant of \$200.00. The deadline to apply was September 1st and she submitted the application on August 26, 2017. We wouldn't find out until Conservation Camp in October if we were accepted. The \$200.00 would cover the cost of the registration application fees to TN Urban Forestry Council to establish Racheff as a Level II Arboretum.

The application process requires tree labels to be in place prior to inspection. Also, to qualify, a map or pamphlet had to be included. Using the map that Cathy Waitinas had developed previously for the gardens, Wanda added numbers for trees to be labeled. Later, using this map, Lisa Phipps developed that into a pamphlet with a short description of the history of Racheff gardens. So, October came and Conservation Camp. The grant had been awarded to Racheff. We were ready to proceed, but, holidays came, Thanksgiving, Green's Tea and Christmas. Then a record cold January with lots of freezes. It was February before we could dig holes and pour quick Crete to place the stakes. Board members came to help. Finally, on February 14, 2018, the application for arboretum certification was ready to send. We had the map, the tree list, the trees labels, and the \$200.00 fee.

In March, 2018, Wanda was contacted by Jill Smith to set up an appointment for the final inspection. By that time, Tom Simpson, Regional Urban Forester, had retired. So, Tom Wellborn, Arborist with Trees Knoxville, was assigned to inspect the labels. We arranged a date and proceeded. Late March, the certificate of certification for the Level II Arboretum dated March 21, 2018 was received. Happy Day!! At the February Racheff Board meeting, it was decided to have an official dedication ceremony on Arbor Day in April. This gave us two months to plan. Board members volunteered to help with refreshments and activities. The program was planned for April 27, 2018 Arbor Day.

Getting the arboretum re-certified only took 10 months. The certification must be renewed every five years. So, mark your calendars and help me remember the date – March 2023.

Webster's dictionary defines what an arboretum is. This comes full circle to Ivan Racheff's vision. His concern for the environment and belief that nature and industry could live side by side has been fulfilled. As gardeners we will ensure that his plan will continue for future generations to enjoy.

Contact information for signage:

Renee Melbourn
Nameplate & Panel Technology
387 Gundersen Drive
Carol Stream, IL 60188
800-833-8397 x105; (630) 690-9360
myplantlabel.com and info@nptec.com

Nameplate Cleaning:

Rinse surface with water and let air dry. If needed clean with soft bristle brush or sponge and water with MILD detergent – then rinse thoroughly and let air dry. DO NOT clean when metal signs are hot or in below freezing temperatures.

Ivan Racheff House and Gardens Arboretum

1. American Holly – *Ilex opaca*
3. Sasanqua Camellia- *Camellia sasanqua*
4. Japanese Camellia - *Camellia japonica*
5. Flowering Dogwood – *Cornus florida*
6. Carolina Hemlock – *Tsuga caroliniana*
7. Loblolly Pine – *Pinus taeda*
8. Yoshino Cherry - *Prunus x yedoensis*
9. Golden Larch - *Pseudolarix amabilis*
10. Siberian Elm – *Ulmus pumila* (invasive)
11. Black Gum- *Nyssa sylvatica* 'Wildfire'
12. Common Hackberry – *Celtis occidentalis*
63. Slippery Elm -*Ulmus rubra*
13. Red-Tip Photinia –*Photinia x fraseri*
64. Chinese Yew - *Taxus chinensis*
14. Japanese Maple – *Acer palmatum* var. *dissectum atropurpureum*
15. Japanese White Pine- *Pinus parviflora*
16. Golden Rain Tree – *Koelreuteria paniculata*
17. Black Cherry – *Prunus serotina*
18. American Arborvitae -*Thuja occidentalis*
19. White Mulberry – *Morus alba* (invasive)
20. Kousa Dogwood - *Cornus kousa*
21. Japanese Falsecypress – *Chamaecyparis pisifera*
22. Eastern White Pine – *Pinus strobus*
23. Allegheny Serviceberry – *Amelanchier laevis*
24. China Fir – *Cunninghamia lanceolata*
25. Saucer Magnolia -*Magnolia x soulangeana*
26. Fraser Fir – *Abies fraseri*
65. Pawpaw – *Asimina triloba*
27. Foster Holly - *Ilex x attenuata* 'Fosteri'
28. American Chestnut – *Castanea dentata*
29. Canadian (Eastern) Hemlock – *Tsuga canadensis*
66. Black Hills Spruce - *Picea glauca*
30. Star Magnolia - *Magnolia stellata*
31. Southern Magnolia – *Magnolia grandiflora*
32. Washington Hawthorn– *Crataegus phaenopyrum*
67. Osage Orange- *Maclura pomifera*
68. Basswood - *Tilia americana*
33. Eastern Redbud – *Cercis canadensis*
69. American Elm – *Ulmus americana*
34. Boxelder- *Acer negundo*
70. Sourwood - *Oxydendrum arboreum*
35. Silver Maple – *Acer saccharinum*
36. Sweet Bay Magnolia – *Magnolia virginiana*

37. Japanese Cryptomeria - *Cryptomeria japonica*
38. Red Mulberry- *Morus rubra*
39. Carolina Cherry Laurel – *Prunus caroliniana*
40. Crape Myrtle - *Lagerstroemia 'Natchez'*
41. Chinese Holly - *Ilex cornuta*
42. Tulip Poplar- *Liriodendron tulipifera*
71. River Birch - *Betula nigra*
43. Asian White Birch – *Betula platyphylla var. japonica*
44. Southern Red Oak – *Quercus falcata*
45. American Yellowwood – *Cladrastis kentukea*
46. Corkscrew Willow - *Salix matsudana*
47. Common Pear – *Pyrus communis*
48. Red Maple - *Acer rubrum*
49. Ginkgo- *Ginkgo biloba*
72. Sassafras - *Sassafras albidum*
2. Sugar Maple- *Acer saccharum*
50. Black Walnut – *Juglans nigra*
51. White Oak - *Quercus alba*
52. English Yew - *Taxus baccata*
53. Sycamore – *Platanus occidentalis*
54. Carolina Silverbell – *Halesia Carolina*
55. Common Persimmon- *Diospyros virginiana*
56. Yellow Buckeye – *Aesculus octandra*
57. Shortleaf Pine -*Pinus echinata*
73. Umbrella Magnolia – *Magnolia tripetala*
58. Colorado Spruce – *Picea pungens*
59. Chastetree - *Vitex agnus-castus*
60. Norway Spruce – *Picea abies*
61. White Fringetree – *Chionanthus virginicus*
62. Contorted Filbert - *Corylus avellana 'Contorta'*
- A. Dwarf Blue Spruce - *Picea glauca*
- B. Rising Sun Redbud - *Cercis canadensis 'JN2'*
- C. Forest Pansy Redbud - *Cercis canadensis 'Forest Pansy'*

Suggested trees to plant:

Pecan	Kentucky Coffee Tree
Hickory	Frasier Magnolia
Atlas Cedar	Cucumber Magnolia
Deodar Cedar	Umbrella Magnolia
Northern Red Oak	Chinese Redbud

GREENS TEA – PLANNING AND EXECUTION

In keeping with Ivan Racheff's tradition of welcoming the community to Racheff House during the holidays, Members of the Racheff Board of Governors continue to host a Greens Tea between Thanksgiving and Christmas. Board Members serve light refreshments and offer arrangements of fresh greenery and wreaths for sale. TFGC Officers are invited to pour coffee and punch at the tea table. Local citizens and garden club members across the state are invited to the Greens Tea.

Member Responsibilities:

- Bake Sale – Chair routes signup and keeps in contact with volunteers
- Basement Cleaning prior to work
- Cashiers (2 needed) – Run cash register during Tea and affix "SOLD" tags
- Centerpiece for Tea Table
- Drinks for Tea Table – Coffee and Punch
- Food to be served on Tea Table – Chair routes signup and keeps in contact with volunteers
- Gates – Large bows for mail iron gates – put up the morning of the Greens Tea
- Gift Shop – Stock and price items and decorate for holiday
- Greenery – Cut Magnolia and Other Greenery for wreaths/arrangements: Stage in water in basement hallway and at wreath workshop site AT LEAST 3 DAYS prior to using to make arrangements
- Kitchen Crew – Large Kitchen - food for the Tea Table
Small Kitchen – drink service (punch and coffee)
- Music to play during Tea
- Publicity – Free newspaper announcement and email invitation to District Directors
- Sales Floor – 2 to 3 Members assisting customers
- Sale Tags/Stickers – Pricing wreaths and arrangements day prior to Tea
- Tablecloths for the tea tables – Be sure they are washed and placed on tables the day before the Tea
- Tea Pouring by TFGC Officers – Schedule Officers and coordinate mailing of paper invitations
- Tree – Large Christmas Tree brought down from attic and decorated
- Valet – someone helping customers to car with purchases
- Workroom – Designs and Wreaths – 9am to 3pm daily beginning the Monday before the Tea
- Wreaths – wreath workshops may be held off site at a member's house

ALSO NEEDED: Setup Crew – set up tables and chairs in large meeting room, put on tablecloths

- After Tea:
- Kitchen Cleanup – be sure all dishes are washed and re-stored, ovens off, room clean
 - Upstairs Cleanup – pull and wash table cloths, store tables/chairs, vacuum
 - Basement Cleanup – sweep, store design supplies, empty any tubs of water
 - Outside – haul away any leftover greenery, dump tubs of water and store tubs in shed

April:

- ✧ Appoint a Greens Tea Chairman and announce a date for the Tea to TFGC

September:

- ✧ Wreath forms (2 pkg. of 15 each) and greening pins: ordered from Tennessee Florist Supply 2713 John Deere Drive in Knoxville (ph 865-524-7451), then picked up and stored in basement at Racheff [approx. 20 wreaths made and sold at Greens Tea – count remaining forms prior to order]
- ✧ Pre-Tea Publicity goes out to District Directors and TFGC Officers
- ✧ Board Members fill sign-up lists: volunteering to help, cut greenery, bring bake sale items, etc.

October:

- ✧ One-page flyer/invitation for electronic forwarding developed and sent to District Directors and District IV Garden Club Presidents
- ✧ TFGC Officers to be invited and scheduled to pour coffee and punch at Tea:

State President	Corresponding Secretary	Former State Presidents
President-elect	Treasurer	Knox Co. Council of G. Clubs Pres.
First Vice President	Assistant Treasurer	Chairman Racheff Board of Gov.
Second Vice President	District Directors	
Recording Secretary	Greens Tea Chairman	

Serving time is divided into 15-minute segments for 1st hour, 20-min. after that. Printed invitations: mailed around the 10th of November with a self-addressed envelope and response card included.

- ✧ Locations of greenery to be cut (magnolia and evergreens) listed, and volunteers to cut and deliver greenery identified. NOTE: one large pickup truck bed of magnolia branches needed for wreaths
- ✧ Tea Table food signup routed – food should be plated/brought on a nice tray to be served from
- ✧ Bake Sale signup routed

November:

- ✧ Gift shop stocked and readied for holiday sales
- ✧ Basement work area aired and cleaned – plan for making 50 arrangements for sale
- ✧ Begin collecting boxes for customers to use to carry floral items purchased
- ✧ House Decorated for Christmas, including setup of Christmas tree(s)
- ✧ Identify someone to create/provide floral centerpiece for Tea Table
- ✧ Confirm all task sign-ups to ensure all volunteers remember and are available

One Week Before Tea:

- ✧ District IV Director final reminder for each club to provide 3 items for sale at the Tea
- ✧ Greenery cut, groomed, and placed in water (conditioning) at Racheff (inside, if freezing temps.)
- ✧ Confirm pouring schedule with each TFGC Officer invited and make name tags for them to wear
- ✧ Wash front windows and front door
- ✧ Decorate front porch and entry area
- ✧ Address thank you notes to music DJ and those who allowed us to cut greenery
- ✧ NO PRE-SALES prior to Noon opening of the Tea – when item sells, remove it from the building

In addition to these tasks, Racheff Gardener cleaned the inside of the house, cleared the parking lot of debris, cleaned flowerbeds around the house, swept the basement and made sure the grounds were looking their best before the Tea.

Plan of Operation Adopted 11/08/1977

Bylaws Amended by vote: 07/21/2009, 11/09/2015 and 10/09/2017

Updated for Distribution 11/18/2019

Standing Rules Updated 06/12/2023

MEMORIAL WALL

The Memorial Wall, fountain and Crab Orchard stone patio were installed in May of 1976 to memorialize members of the Tennessee Federation of Garden Clubs. Each bronze plaque has been dedicated by garden clubs and family members. Racheff Memorial Wall Chairman orders each plaque at a cost of \$175, using the Memorial Wall form available on the TFGC web site at tfgconline.com. Information includes:

Date ordered

Name on Plaque: Print name as it should appear, not to exceed 25 characters

Date of death

Member of (Garden Club)

Address of Garden Club

Offices held in local Garden Club or District or State level

Other Contributions to goals of TFGC

Applicant's Name

Garden Club

Home Address, including city, state and zip code

Daytime Phone

Payment of \$175* must be sent with the above information to Racheff Memorial Wall Chairman before plaque can be ordered:

Memorial Wall Chairman

Racheff House and Gardens

P. O. Box 50185

Knoxville, TN 37950

*Cost of the plaques is subject to change.

Each plaque measures approximately 8" x 2.5" (actual measurements are 7.875 " x 2.4375") with a black background and beveled edges.

Bronze plaques for the Memorial Wall are ordered from the same vendor each year to ensure uniformity among the plaques.

Orders are placed with:

International Bronze Plaque Co.

17031 Allico Commerce Court

Fort Myers, FL 33967

Phone (516) 248-3080

www.internationalbronze.com

PLANT IT PINK GARDEN

This TFGC Garden began during the term of TFGC President Alice Overton (2009 to 2011) and was planned and funded by her District Directors, Darlene Glisson (Dist.I), Florence Ann Ketelson (Dist.II) , Joyce Merritt (Dist.III) and Carole Whited (Dist.IV). The Plant It Pink Garden recognizes breast cancer survivors. Linda Biggar was the first Chairman. Purchases and planting received prior approval of the Racheff Board of Governors.

Evelyn Lorenz was Racheff Garden Chairman when the Plant It Pink Garden began. Evelyn and her son Joe Lorenz (Racheff Gardener at the time) rounded up crews and volunteers to clear the area near the west end of the garden. Evelyn painted the large existing bird house pink and Joe built a wooden arbor entrance for the garden. Benches were added to encourage meditation in this special place.

Pink crepe Myrtles have been donated by Noweta and other Garden Clubs, along with pink roses and pink Asiatic lilies. The last plans made, that are yet to be finished, are the planting of 5 pink or white dogwoods along the fence to honor Alice Overton and those four District Directors who were instrumental in developing the Plant It Pink Garden.

From Carole Whited April 2021

MY VISIT WITH IVAN RACHEFF

April 21, 1971, written on that date by Carole Whited, Noweta Garden Club

During the Dogwood Arts Festival, Mary Kate Allen and I volunteered at Racheff to meet and greet visitors during the Open Gardens. Mr. Racheff came and sat with us for a period of time and asked that we come inside after our shift ended.

A two-hour period of time was spent with Ivan Racheff, listening to his philosophy, and his remembrances, was an unusual time indeed – a remarkable man, most alert, highly intellectual, kind, soft-spoken with a delightful trace of an accent dating back to his early years in Bulgaria, and he was extremely dedicated to serving mankind.

He told us his family considered him to be the black sheep because the most important part of their upbringing was a ‘university education’ and he, using the gold coins given to him as a 16 year-old boy by his father for his education in Rome, brought a ticket from Naples to America. He says now “a most foolish thing for a young man to do as it took me only a very short time to realize.” But his determination to overcome the image his family had of him, led him to become one of the most successful men in America of that day.

He did receive in this country a university education in no less than 3½ years from the University of Illinois. A composition-type notebook from his studies of calculus contained page after page of neat printing and figures straight as any line with margins, and the pages in the book were completely blank and unlined.

Books of his early experiments and discoveries were likewise meticulous in appearance and written in such a manner that young students could understand perfectly. Colored drawings and diagrams were also easily read. His handwriting was as perfect as if it were printed.

He surely is one of the most outstanding metallurgists produced in America. He is still in constant contact with large corporations such as Chrysler and General Motors to name two, and with leading scientists studying pollution and other environmental issues of that time; his advice and recommendations are still sought after.

He has always been an avid reader and had much to say about the major doctrines in the world today (1971) through reading and studying the backgrounds of each country. Although our country’s founders could not foresee today’s problems such as widespread abuse of our natural resources, atomic wars and fallout, he believes the ideals forming this country are the best found anywhere. Today 80 percent of those in Congress are lawyers and he feels more would be accomplished if scientists, environmentalists, and humanitarians were elected. Some quotes from Mr. Racheff:

“America was founded by the honest sweat of a man’s brow and lawyers cannot understand this.”

“The very poorest in America would be rich compared to peasants in Communist countries – police states where the people cannot leave.”

He would often ask me to read a remark or a postscript; of course his work and world were filled with words I did not know. If one word was even slightly mispronounced, he would pronounce it and have me pronounce it until he was positive I had it correct. He certainly did not want me to go back into the world not understanding nor knowing what it meant.

When showing his works, reports, writings, etc. he commented that he had to deprive himself of a wife and family because he donated as much as 18 hours a day to his work. While he was resting in the living room, he asked his maid, Irene, to show us around. We came across a very early portrait of a handsome 21-year-old man. She said she had told him once she didn't know how he had managed to escape marriage, and he said he was too busy when he was young, and "now nobody would want me!"

His apartment in Knoxville is filled to overflowing with pictures, paintings, etchings, pottery, dolls, weapons, rugs, books and numerous other items – each with a delightful history. The world has generously given to him and he has given in return.

He has educated many underprivileged children, who were first trained by Irene in manners, cooking. Cleanliness, and many other ways of life.

The apartment intact, just as it is today, belongs to you and it belongs to me. I am to care for it and take pride in the beautiful gardens, as I am an American. I am also a member of the owners, the Tennessee Federation of Garden Clubs, Inc. His recent gift to TFGC means that we now have the responsibility to teach others as he has all his life: We must take care of our planet – the air, the water, the land, love and find a way to a better understanding of all people. To work with our country and not against her values.

He thanked us for visiting with him and wanted us to visit the gardens often, reminding people that it is the only one of its kind built to beautify an ugly mill.

I could not but feel that even surrounded by gifts of love and appreciation for a lifetime of dedication to man and country, here was a lonely man. But he so enjoyed having someone new to listen and to teach; and that was my contribution to the conversation – to listen and to learn.

Carole Whited
Noweta Garden Club
Powell, Tennessee