



**The Federated Garden Clubs of Maryland, Inc.**  
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**Contact: Membership Chairman Marjorie Glennan membership@fgcofmd.org**

#### INFORMATION FOR CLUBS APPLYING FOR MEMBERSHIP

##### **Requirements of a club applying for membership in FGCMD, Inc.:**

1. The club shall be a garden club, or garden section of another club, located in the state of Maryland.
2. The club's object (purpose) shall be consistent with that of FGCMD.
3. The club shall have standing committees in Conservation and Environmental Awareness, and in Horticulture.
4. The club shall have been organized for at least six months.
5. The club shall have a membership of eight or more persons.
6. The club shall hold at least four meetings a year.

##### **Process and timeline for applying for membership in FGCMD, Inc.:**

- The following items are to be submitted to the Federated Garden Clubs of Maryland, Inc. Corresponding Secretary:
  - A Letter of Proposal by a member club , seconded by another member club \*
  - A certified copy of the club's by-laws \*\*
  - A list of names and addresses of club officers and members
- The Corresponding Secretary shall present the application at the next scheduled meeting of the Executive Board. Voting on the application shall take place no later than the next meeting of the Executive Board thereafter. A two-thirds vote shall elect to membership.
- A club shall be declared a member of FGCMD upon payment of dues for the first year. Members admitted after June 1 shall pay one-half dues in the year admitted to membership.  
- Reference: Bylaws, Article III, Section 1a. and Section 2

##### **Joining the Federated Garden Club of Maryland, Inc.'s Group Exemption from federal income tax:**

FGCMD member clubs must choose whether or not to join in FGCMD's Group Exemption from federal income tax. Federal income tax exemption is a significant benefit of membership, but it is voluntary and it is not automatic. A Group Exemption Election form to establish the club's preference in joining will be provided to the club president upon declaration of membership. Completion of the form is required, regardless of preference regarding the group exemption.

Clubs wishing to be included in FGCMD's Group Exemption must provide a description of club activities and a financial report when returning the Election form. In addition, Articles of Affiliation are required; these will be provided with the Group Exemption Election form for review and completion by the new member club.

##### **A word about club bylaws:**

Club bylaws should include the club name and general location, and purpose, membership, dues, meeting, voting, general governance and amendment information. Club bylaws need not be in the same format nor contain all provisions of the bylaws of FGCMD, but club bylaws must not conflict those of with FGCMD. For reference, the FGCMD bylaws are printed in the biennial 'Green Directory'.

If your club intends to join in the FGCMD Group Exemption from federal income tax, please be aware that your bylaws must contain specific language to meet purpose, inurement, lobbying, 'notwithstanding' and dissolution clauses required by IRS for 501(c)(3) exempt organizations.

\* For existing member clubs writing letters to propose or to second a proposal for membership, please reference the date on which the applicant club was organized or first met and the club's location in Maryland.

Letters to propose or to second proposal should be mailed directly to the FGCMD Corresponding Secretary.

\*\* 'Certified' means being signed and dated by two club officers.