

STEPS FOR ESTABLISHING A NEW CLUB

1. Identify a need or interest for a new club.
2. A federated garden club of the state organization must agree to sponsor the new club.
(That will be arranged by the district director)
3. Establish a name for the club, meeting place and time.
4. Elect officers:
 - President
 - 1st Vice President for programs
 - 2nd Vice President for membership
 - Secretary
 - Treasurer (Secretary/Treasurer may be combined)
5. A new club needs 5 members to begin its initial organization.
6. Collect money for the dues - \$12 for each member. Dues and membership list will be sent to the Office Manager of The Garden Club of North Carolina after approval of the club application.
7. Send completed application for membership to District Director. The District Director will furnish application. The application is also available on the GCNC website (<https://gardenclubofnc.org/>) under ***Forms***
8. Draft a set of By-Laws. A *generic set of By-Laws* can be provided by the GCNC First Vice President upon request.
9. In order to open a bank account, an EIN number must be established with the IRS. The form for this process is found on the IRS website. ***Form SS-4***

A new Club does not need:

- Articles of Incorporation
- An agent
- 501 (c) 3 status

These can be established at a later date.

Marilyn Wright

FirstVP@GardenClubofNC.org