

BROMELIAD SOCIETY OF BROWARD COUNTY

Standing Rules

OBJECTIVES

The objectives of the Standing Rules are to implement, clarify and provide guidelines for the current adopted By-Laws of the Bromeliad Society of Broward County. In case of conflict between the current adopted By-Laws and the Standing Rules, the By-Laws shall prevail. Duplication of the current adopted By-Laws is not necessary in the Standing Rules, unless additional information is required.

MEMBERSHIP PRIVILEGES

Members are entitled to a free monthly SCURF newsletter distributed by the editor by e-mail attachment. An edited version of the SCURF will be mailed only to those members who do not have computer access. The Bromeliad Society's website is www.bromeliadsocietybc.com Our By-Laws and Standing Rules will be available on our website.

General meeting presentations are scheduled from a speaker's roster prepared by the Vice President. Refreshments and food are served at each meeting. Members enjoy an affiliation with the Bromeliad Society International, the Crypthanthus Society and free access to the Florida Council of Bromeliad Societies website for general information, identification and care of bromeliads.

Members can participate in our monthly plant sales at general meetings by selling their plants or donating them for fundraising raffles. The Society also pays the entry fees for our participation in community plant sale events; our members will receive 80% of the proceeds from their plant sales. Our annual Auction gives our members an opportunity to purchase unusual plants to add to their collections, art, books, and other plant related items by bidding.

EXECUTIVE BOARD

The Executive Board shall meet monthly at locations and times scheduled by the President. A written agenda will be provided prior to each meeting. Board members are required to attend at least 50% of the meetings unless excused by a quorum vote of the Executive Board. Failure to attend a majority of these meetings constitutes grounds for the Executive Board to suspend a board members' participation on the Board and allows the Board to petition the general membership to replace a suspended Board member. The Executive Board may nominate and, by a majority of the filled Board positions, elect a replacement board member from the general membership of a member in good standing, to fill the vacancy. The interim board member must be officially replaced by the majority of the general membership at its next election.

EXECUTIVE BOARD MEETINGS

Executive Board Meetings are scheduled between 6:00 pm and 9:00 pm on the second Monday of the month prior to the General Meeting on the third Monday, at a location approved by the Executive Board.

The President shall distribute a written Board Meeting Agenda prior to the scheduled meeting.

A joint meeting between the previous Executive Board members and the newly elected Executive Board members at the next Board meeting following the election.

Board members are required to notify the President in advance if they are unable to attend either the Executive Board Meeting or the General Meeting. Board members are expected to attend a minimum of fifty percent (50%) of the Board Meetings each year. If Board members fail to meet this requirement, then the Executive Board must follow the procedures listed in Article IV Executive Board and Duties of the By-Laws.

Executive Board votes taken electronically at non-scheduled/non-noticed meetings require a affirmative vote by the majority of the elected Executive Board positions filled at the time of the next Board meeting. The outcome of the vote must be affirmed and recorded during that Board meeting.

Executive Board Meeting Agenda Guidelines

President Opens Meeting

Recording Secretary Distributes Previous Meeting Minutes for Board Approval

Treasurer Distributes the Treasurer's Report for Board Approval

Standing Committee Reports

Program

Membership

Plant and Raffle Sales

Country Store Sales

Special Events – Auction, Holiday Party

Refreshments

Other – Publicity, Fundraising, etc.

Old Business

New Business

Adjourn

Board meeting minutes must be recorded by the Recording Secretary, distributed within 10 days of the meeting, approved by the Executive Board and filed with the Society's records.

Any item prepared by the Executive Board requiring approval by a quorum of the general membership must be recorded and filed with the Society's records.

MEMBERSHIP DUES

Membership dues are collected annually beginning at the commencement of the Society's fiscal year. Membership dues are defined as single, family and student. Family dues are defined as two or more adults residing at the same address. Student membership are for students duly enrolled in an educational facility. Honorary memberships are approved by the Executive Board and presented to the general membership for approval by a majority vote for those members who have made outstanding contributions and actively volunteered for the benefit of the Society.

Membership dues are further defined in the By-Laws, including late fees and increases in fees.

At the time of their application, new members are encouraged to order a Society name tag. The Society will pay \$5.00 of the actual costs, with the new member paying the balance. Honorary Members will be provided at no cost a unique name tag that designates their status in the society.

At each General meeting, a name plant raffle is held. Raffle tickets are given to each member wearing their name tag.

GENERAL MEMBERSHIP MEETINGS

General meetings will be held monthly as defined in the By-Laws. In case of date, including holidays, or site location conflicts, the Executive Board will inform the general membership of revised dates or locations by telephonic and/or electronic transmission as soon as possible of the changes. Summer meetings will be scheduled at the discretion of the Executive Board with general membership approval.

General Meeting Agenda Guidelines

6:30PM Sign-in table opens

 Name tag raffle tickets distributed at sign-in table

 Food raffle tickets distributed by Refreshment Chairperson

 Plant raffle tickets sold by roaming raffle ticket salespersons

 Plant sales and Country Store open

 Refreshment tables open

 Library books available for member review and checkout - Bansche's "Blooming Bromeliads" is available for review during general meeting time only – not checkout

- 7:00 PM Meeting opened by President
- Introduction of new members and guests
- President comments regarding Society's New Business and Upcoming Events
- (Any member interested in speaking at the General Meeting should contact the President in advance of the general meeting)
- Show and Tell
- Name tag and food ticket raffles
- Introduction of Vice-President who introduces speaker
- 7:40PM Speaker's program
- 8:30PM Plant raffle
- 8:45PM Adjournment

Bromeliad Auction meeting is held annually. Each member is encouraged to donate a minimum of 3 plants for this fundraising event. Additional plants and other items for auction may be purchased by the Executive Board or donated by members. Members receive numbered paddles for bidding. Successful bids are documented by clerks who collect the accumulated successful bid funds at the end of the evening. An auctioneer is hired by the Executive Board to manage the event, at a negotiated fee.

Holiday meeting date conflicts and formats will be determined by the Executive Board.

Party - Where financially possible, each attending member will receive a gift whose value will be equal to or less than 10 dollars; members not in attendance will not be eligible to receive this gift. BSBC will budget an additional 100 dollars to purchase raffle plants for this event.

General Meeting Speakers' Programs - The Vice-President is responsible to schedule speakers for the general meetings established by the Executive Board. The proposed speakers will be reviewed by the Executive Board. Non-member BSBC speakers may sell their own plants at the date of their presentation. Members' plant sales will be closed when the speaker elects to sell their own plants.

Non-member speaker honorarium will be \$125 dollars. Non-member speakers from outside the South Florida tri-county area may also be allotted up to \$100 dollars for travel expenses, with the Executive Board's approval. The general membership must approve non-member speaker's fees in excess of this amount. The honorarium for member speakers shall be \$75 dollars.

Speakers' presentations should not exceed 45 minutes. Speakers should be advised of this time limit due to our Society's time limits at the meeting place.

Refreshments including drinks, ice, paper products and supplemental food are provided by BSBC at each general meeting. The Refreshment Chairperson is responsible for set up and take down with volunteers. Members in their birthday month are encouraged to provide snacks and dessert. The Refreshment Chairperson conducts a food ticket raffle for those bringing food. The successful ticketholder will receive a plant.

Show and Tell Programs can be held at each meeting. All members are encouraged to bring in plants of interest. Each plant should be secured and properly identified (where possible) and should be pest free. Information can be provided by attending members.

Plant Sales – Members, in good standing, are encouraged to participate in plant sales at general membership meetings. Members who elect to sell their plants must obtain an identification number issued at the sign-in table. Each plant must have two plant tags; one should include the plant's scientific name (ask a knowledgeable member for help if not known); its' price and the member's ID #. . Members will receive 80% of the plant's sale price. BSBC will pay Florida sales tax from the 20% retainage fee.

The membership plant sales table will be closed whenever a non-member guest speaker brings their own plants for sale.

Community Plant Sales – Held during the fiscal year in community venues. The same provisions above for plant sales apply. Members, in good standing, should use the Board approved Plant Sale Procedures when participating.

Plant Raffle Sales -Members are strongly encouraged to donate plants for raffle. All plants must be appropriately secured to prevent soil spillage and must be disease free.

Raffle tickets for donated plants will be sold at during each general membership meeting. Raffle tickets prices will be determined by the Executive Board and their price may not increase more than 20% per year without general membership approval.

Each plant should be secured and identified, if possible, as described in Plant Sales.

NOMINATIONS and ELECTIONS

The annual election of officers is defined in Article VII of the By-Laws. The Executive Board shall present the proposed nominated officers' slate to the General Membership at the February meeting in advance of the March election.

Results of any general membership election or vote must be recorded and filed in the Society's records.

At its discretion, the Executive Board may present the out-going President with a token of the Society's appreciation which shall not exceed \$50 dollars.

AMENDMENTS

The By-Laws may be amended in accordance with Article VIII of the By-Laws.

Standing Rules may be amended at any duly noticed Executive Board meeting by a majority of the filled positions of the Executive Board. A majority vote of the filled positions of the Executive Board is required to enact additions or amendments to the Standing Rules. Notice of impending revisions must be given at the previous Executive Board meeting or electronically to all Board members in advance of the Executive Board meeting.

AFFILIATIONS

Affiliations with other organizations with like interests are encouraged and have proven to be beneficial to our members. It is of the utmost importance the costs of those affiliations must not cause extreme hardship to the Bromeliad Society of Broward County's budget. The Bromeliad Society International (BSI) and the Florida Council of Bromeliad Societies (FCBS) affiliations increase knowledge, fellowship, education and support for our Society. Consideration must be given to our participation in FCBS's meetings. Confirmation of adequate Society funds to pay for our representatives' travel costs to quarterly FCBS meetings must exist. Two representatives from BSBC to the FCBS quarterly meetings must be approved by the Executive Board in advance. These delegates must provide a FCBS report of the meetings to the Executive Board in writing, which can be printed for our general membership's information in the SCURF.