

## **Brevard County Orchid Society, Inc. (BCOS)**

### **Standing Rules and Regulations (Ref: Art. XI, Sec.1)**

1. (Ref: By-Laws, Art. III) Membership dues are \$15.00 for individuals or \$20.00 for a joint membership, which is defined as two (2) adults with the same permanent address. For the "Joint Membership" partner of a "Life Member" (Art. III, Section 3), the membership dues shall be the difference between the Joint Membership and an individual membership. Currently this is \$5.00 for a Joint Membership Partner of a Life Member. After July 1<sup>st</sup> of each year, any new member will be accepted with the Society for one-half the yearly dues. New members who join during or after the Annual Orchid Fair/Show shall pay the full annual membership dues and be granted membership through the end of the succeeding year. This does not apply to previous members paying delinquent dues. For Junior Membership 16 years or younger, annual dues are \$1.00 per person.

By-Laws and Standing Rules shall be sent to all new members and revised By-Laws and Annual Standing rules shall be sent to each member via the monthly newsletter in the month following the revision.

2. (Ref: By-Laws, Art. VI, Sec. 5) Expenditures are authorized as follows:
  - a. The President is allowed to approve expenditures up to \$150.00 without additional Board approval to expend additional funds.
  - b. At the first board meeting following the Annual Orchid Fair/Show, the Chairperson(s) shall make a recommendation to the Board as to a facility for the following year. Upon approval of a selected facility, the Board shall authorize the Fair Chairperson(s) to sign a contract committing to no more than a \$3,500 rental fee. The Chairperson shall submit a financial plan to the Board of Directors for the next year no later than two months following the last Orchid Fair/Show. That plan shall include anticipated revenues, as well as anticipated expenses. Approval of that plan by the Board of Directors constitutes authority for the chairperson(s) to expend additional funds, up to \$3,500.00 for required expenses beyond the facility rental. Thereafter, the Chairperson shall submit current status against that plan at each Board meeting until the books are closed on that event. Any expenditures beyond the \$3,500.00 limit requires additional authorization by the Board of Directors.
  - c. Refreshments for monthly meetings shall be reimbursed upon receipt of actual expenses not to exceed \$75.00.
  - d. Funding for other activities will be approved by the Board on a case-by-case basis.
  - e. A budget of \$500.00 is authorized for purchase of books, publications and videos for the BCOS library as listed in Article VII, Section 3, of the BCOS By Laws.
  - f. The yearly budget for raffle plants will not exceed \$800. An independent committee will seek bids from vendors and make recommendations to the board for the purchase.
3. (Ref: Article IX, Section 2) Disposal of specific valued property approved by the Board shall not exceed \$500.00.
4. Membership pins shall be sold for \$5.00 to any interested persons.

5. The Society considers travel for Society business within Brevard County to be a voluntary contribution to the Society. However, when approved by the Exhibit Chairman, members will be paid 36.5 cents a mile to help cover the cost of gas for vehicles which carry supplies, plants and personnel to exhibits outside Brevard County.
6. All legitimate expenses incurred by an official on behalf of the Society, not to exceed \$75.00, shall be reimbursed upon delivery of a receipt for actual expenses incurred. Expenses exceeding \$75.00 shall be pre-approved by the board before incurring the expense. Routine expenditures for newsletters, postage, and printed materials as authorized by the Board shall be reimbursed upon presentation of receipts for actual cost.
7. Sunshine expenditures will be made by the Sunshine Chairman and are limited to cards for members who have lengthy illnesses or who are hospitalized. Society recognition will be provided for deceased members and/or their immediate family members, which is defined as family members living within the same domicile. The amount authorized for Society recognition shall not exceed \$100.00. Society Recognition may be in the form of a flower arrangement, donation to Charity, or an orchid book donated to the BCOS library in Memory of the deceased.
8. (Ref: BCOS By-Laws, Art. I) An annual report, "*Report to the Membership*", per Florida statutes of incorporation, shall be approved by the Board of Directors and distributed to the membership in June of each year. Distribution may include electronic mail. This report shall include, but not be limited to the List of Officers and Board of Directors with terms of office, and the annual Treasurer's Report for the last calendar year.
9. (Ref: Art. VII, Sec. 8) A monthly Newsletter shall be distributed no later than the first week of each month. Commercial advertising rates shall be as follows:
 

Whole page	\$100.00
Half page	\$50.00
Quarter page	\$25.00
Business Card	\$100.00 (12 Mo. Subscription)
Gratuitous notes will be put in for members upon request.	
10. (Ref: Art. VII, Sec. 2) Speaker's fees are established as follows:
  - a. Speakers from the local area, (equal to or less than 30 miles), shall be offered a Speaker's fee of \$150.00.
  - b. Speaker's fees for speakers traveling from outside the local area, as defined to be greater than 30 miles, shall be offered a Speaker's fee of \$250.00.
  - c. Speakers from within the Society shall be considered as a voluntary service and will not be offered a speaker's fee.
  - d. All commercial vendors who are Program Speakers at BCOS meetings shall be authorized to sell products at that meeting. Upon request by the commercial vendor, members' sales shall not be allowed at the meeting.
  - e. The Board of Directors may authorize exceptions to the speaker's fee for special speakers or programs, which are determined to be of exceptional benefit to the objectives of the Society.
11. (Ref: Article VI, Section 4), the Value for the security bond of each of the officers of the Society shall be \$25,000.00 unless a variance is voted by the Board of Directors.

12. An annual plant auction will be held at the April general membership meeting. The following polices have been adopted for this auction:
  - a. Only members who have been in good standing for three (3) or more months prior to the auction may sell plants at the Auction. A member in good standing is defined as a member who is not delinquent in the payment of dues.
  - b. All live plants sold must be established in their media, labeled as newly re-potted, or bare root and be disease and pest free as determined by the President or his/her duly appointed representatives.
  - c. The seller may establish a minimum acceptable bid for any plant. If a plant fails to meet the minimum bid, it is returned to the seller.
  - d. A time limit shall be established prior to the auction and the auction shall terminate at the established cutoff time.
  - e. Auction plants shall be selected in rotation until the cutoff time.
  - f. Those having an Individual Membership may not register more than ten (10) plants and those have a Joint Membership may not register more than fifteen (15) plants.
  - g. The seller shall pay to the BCOS ten percent (10%) of their sales.
13. The following policy was approved for Member Plant Sales at the general membership meetings:
  - a. Only members in good standing at least one month prior to the meeting may sell plants.
  - b. All plants must be pest and disease free at the sale.
  - c. Sales will be held prior to the meeting and during the refreshment break. No sales activity will be allowed during the meetings.
  - d. Member plant sales will not be permitted whenever a speaker, who is a commercial vendor, intends to sell plants.
- 14 (Ref: Art. II & Art. VII, Sec. 6) Policy on Commercial Vendors for the Annual Orchid Fair/Show.
  - a. The Board of Directors shall determine the optimum number of orchid vendors for the Annual Orchid Fair/Show. In addition to these vendors, there may be other vendors who are allowed to sell orchid related supplies, art, or other orchid related artifacts. The vendors shall participate at the invitation of the BCOS and shall only be selected with approval of the Board of Directors.
  - b. Vendors, once selected to an event, shall be considered permanent participants unless:
    - (1) The vendor fails to participate in the event without a valid, excused absence, such as sickness or catastrophe as determined by the Board of Directors, or
    - (2) The vendor does not meet the standards set by the Schedule/Fair Rules and Regulations.
  - c. The BCOS shall publish and distribute the Rules and Regulations pertaining to the Annual Orchid Fair so that each vendor knows the standards expected of them. The BCOS is a not-for-profit organization whose primary goal is to educate the public. It does this as a service to the community by hosting the annual events for the general public to view and learn about

orchids and their conservation. Vendors are invited and encouraged to sell a variety of orchid plants and related artifacts at the Orchid Fair, but are expected to contribute to the educational process by having a variety of quality orchids for viewing and sales at these events. The BCOS is expected to encourage vendor sales and education by well-planned advertisements designed to bring out the general public to the events.

- d. If openings occur for vendors at either event, the BCOS Board of Directors shall extend invitations to selected vendors for their participation. The Board shall select the new vendors keeping in mind the fairness to other current vendors and the educational aspects of orchids to the general public. Attributes to consider when selecting a new vendor shall include the variety of orchids already available by vendors at the event and what types of orchids the new vendor may have which will increase the variety and quality of the orchid selections.
- e. New vendors should be encouraged to apply for consideration to be added to the waiting list for the Annual Orchid Fair and should be asked to supply the following types of information in their letter:
  - (1) Provide the primary focus of their business: species, hybrids, or balance of both?
  - (2) Do they offer mostly blooming plants, seedlings, mericlones or a variety of both?
  - (3) Do they offer mostly well-established plants, bare root divisions or balance of both?
  - (4) What genera are generally offered by the vendor for sale?
  - (5) Guarantees from the vendor that cool or cool-to-intermediate growing orchid plants or orchids with special growing requirements shall be well marked so that purchasers will know the difficulties involved in maintaining healthy plants which will bloom in the local area.

15 Policy on Member Rewards for Volunteers:

- a. Volunteers for the Annual Orchid Fair shall be given free admission to the event for the duration of the fair.
- b. Special Event Chairpersons for the Society's annual bus trip, picnic and Christmas party, or other special event approved by the Board, or the designee of the Chairperson actually running their event, shall be reimbursed for all legitimate out of pocket expenses incurred during their event, including the cost of the event ticket/admission, food and beverages, but not to exceed \$75.00. Reimbursement shall be made by the Treasurer upon presentation of an itemized expense statement of actual expenses, with receipts if available.

16. Board authorized Study Groups: The Board of Directors may authorize a Study Group if requested by a group of members, in good standing, who wish to study a particular species of orchids, the orchids of a particular country or other orchid related subject in greater detail than may be of interest to the general membership. The members proposing a study group shall designate a Study Group Leader who shall present to the Board, verbally at a Board Meeting or in writing, a brief description of the purpose of the study group, the current number of members interested in participating and the location and time of planned study group meetings. If the Board finds that there is sufficient member interest and that the purposes of the Study Group are consistent with the purposes of the society, as set forth in Article II, Section 1 in the By-Laws, the Board shall authorize such Study Group, subject to the following:

- a. All members of the Society who are in good standing may participate in the Study Group.

- b. Notice of each meeting of the Study Group shall be given to all members of the Society by posting the meeting date or meeting schedule in the Society Newsletter and by announcements at regular general membership meetings.
- c. Refreshments for Board-authorized Study Group meetings shall be reimbursed upon receipt of actual expenses from the Study Group Leader not to exceed \$20.00 per meeting.

17. Annual Budget:

- a. The fiscal year for the Annual Budget shall be April 1 through March 31.
- b. During the months of January and February the President and the Treasurer shall review the expenses of the Society for the past year or years, contact the Chairmen of the various Committees and other Members who incur costs on behalf of the Society for their estimated expenses for the next fiscal year and prepare the proposed Annual Budget for the next fiscal year.
- c. The proposed Annual Budget shall be sent to the Board of Directors in advance of the March Board Meeting. At the March meeting the Board shall review and make any changes to the proposed Annual Budget it deems necessary and approve the Annual Budget for the next fiscal year.
- d. The Annual Budget for each fiscal year and any subsequent amendments thereto during the course of the year must be approved by a 2/3rds vote of the Board members present at the Board meeting, at which a quorum of at least 2/3rds of the Board members are present.