**BYLAWS & STANDING RULES COMMITTEE**

**BOD REPORT**

**Cissy Richardson, Chairman**

**January 11, 2023**

**ADOPT AS POLICY - “*HOW TO CREATE CLUB BYLAWS”*  The Policy titled “*How To Create District Bylaws” was adopted at the***

***September 6, 2022, BOD meeting. We are requesting adoption of the policy titled “How to Create Club Bylaws”. A copy***

***of this policy was included on the email you received Sunday, January 8th.* Both policies will be available for use by Districts**

**and or Clubs. ADOPTED 1/11/23**

**ON BEHALF OF THE BYLAWS & STANDING RULES COMMITTEE, I MOVE -**

**ART IV Dues and Fees Sec 1 e. STRIKE: e and (1) in entirety. Dues shall be payable to FFGC and shall be remitted to**

**Headquarters by June 1. Dues of members enrolled after June 1 shall be payable**

**Immediately.**

**(1) Dues shall be delinquent if not received by June 30, and a notice shall be sent. If not**

**received by November 1, membership and all privileges shall be forfeited unless and**

**until reinstated.**

**INSERT: Dues shall be payable to FFGC and shall be remitted to Headquarters by May 1. Dues of members enrolled after May 1**

**shall be payable immediately.**

**(1) Dues shall be delinquent if not received by May 1 and a notice shall be sent. If not received by June 1 , a notice**

**shall be sent. If not received by June 30, membership and all privileges shall be forfeited unless and until reinstated.**

**PROVISO: Effective Jan 1, 2024**

**(2) No change.**

**RATIONALE: - Address the issue of club members/officers leaving for the summer without having paid dues for the**

**upcoming garden club year.**

* **Submission of updated information for the Book of Information which is compiled over the summer**

**for fall distribution including current contact information for the Officers and members.**

* **The NGC dues are payable June 1 and delinquent October 31. FFGC dues are delinquent after November 1**

**which does not allow FFGC dues/membership numbers to NGC to be accurate without being delinquent.**

**PROCEDURE: The Membership Chairman would send Dues Notice out the middle of March.**

**The revised date for the FFGC dues collection would be May 1 instead of June 1.**

**With Bylaw revision, the dues would be delinquent June 1 and a notice sent.**

**Dues not received by June 30, would result in forfeit of membership privileges.**

***This allows for collection of FFGC dues prior to the summer hiatus that many clubs observe.***

**DATE: 1/11/23 ADOPTED: YES LOST: COMMITTEE:**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**ART III, IV and XI ESTABLISHING ONLINE (E) CLUB**

**ART III MEMBERS Sec l Voting Membership**

**a. Eligibility, Admission INSERT: (4) ONLINE (E) CLUB**

**An Online (E) Club shall have a membership of not less than ten (10). Application for membership shall be submitted**

**to the FFGC Board of Directors through the FFGC 3rd Vice President. The application shall be accompanied by per capita**

**dues and an alphabetical list of names, District number, mailing address and email address of all members. A majority**

**vote of the Executive Committee shall elect the club which shall immediately be entitled to all rights and subject to all**

**responsibilities of membership. Ratification shall follow at the next Board of Directors meeting.**

**ART IV DUES AND FEES**

**Sec 1 INSERT: ONLINE (E) CLUB If adopted, this will read: The annual dues of each Garden Club, Online (E) Club and each**

**Garden Club organized on the Circle Plan…….**

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**d. INSERT: including Online (E) Clubs If adopted, this will read: Annual FFGC dues of members belonging to two or**

**more Garden Clubs including Online (E) Clubs and Garden Clubs organized…….**

**ART XI REPRESENTATION Sec 1 b. Garden Clubs INSERT: including Online (E) Clubs**

**RATIONALE: Formation of Online (E) Clubs are being considered in the state. One existed a number of years but was never**

**formally identified as a FFGC Club. Above will make Online (E) Clubs legal with procedure to follow.**

**DATE: 1/11/23 ADOPTED: YES LOST: COMMITTEE:**

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**STANDING RULES**

***REVISED STANDING RULES WILL BE CORRECTLY NUMBERED & REVISIONS POSTED ON THE WEBSITE.***

**# 8 BOOK OF INFORMATION – subsection d. Six (6) One (1) copies copy shall remain in the files for the use of the succeeding *Book***

***of Information* Chairman.**

**If adopted this will read: One copy shall remain in the files……. RATIONALE: Files are stored electronically.**

**DATE: 1/11/23 ADOPTED: YES LOST: COMMITTEE:**

**\*\*\*\*\*\*\*\*\***

**# 9 *The Florida Gardener*  STRIKE: RED INSERT: GREEN**

**a. Each Club shall be responsible for maintaining a current membership list and shall notify the FFGC Office**

**Manager/Coordinator promptly of changes of names, address, zip code, email address and telephone number, members**

**added and members dropped. Most members shall receive the Florida Gardener online. If mailed, a legally married couple**

**will receive one copy of *The Florida Gardener.***

**RATIONALE: Published online for members. If a printed copy is mailed, one copy for legally married couples.**

**DATE: 1/11/23 ADOPTED: LOST: COMMITTEE: TO COMMITTEE**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**# 10 and # 11 STRIKE IN ENTIRETY combining # 10 and # 11 INSERT: new SR # 10**

**# 10 OTHER PRINTED MATERIALS/PUBLICATIONS**

**Any printed material or publication produced by an appointed Chairman must be approved by the President. All**

**materials shall become the property of FFGC and may be copyrighted or trademarked. Consent is required by FFGC to**

**reproduce materials/publications. Originals will be kept at Headquarters in the Cloud .**

**(1) FLORIDA FEDERATION OF GARDEN CLUBS, INC. (FFGC) CALENDAR**

**a. Material selected for the FFGC Calendar may appear in local news media prior to being published in the FFGC**

**Calendar. Material having appeared in books, magazines or other copyrighted or trademarked and national media shall not be accepted for the FFGC Calendar.**

**b. Disposition of calendars not sold will return to Ways and Means and become the responsibility of the FFGC Third**

**Vice President.**

**RATIONALE: Combining of rules regarding publications.**

**DATE: 1/11/23 ADOPTED: LOST: COMMITTEE: TO COMMITTEE**

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**# 12 FLORIDA FLOWER SHOW JUDGES INSERT: The Florida Flower Show Judges (FFSJ) organization is composed of members**

**accredited by National Garden Clubs.**

**The President of the Florida Flower Show Judges shall serve as a chairman on the FFGC Board of Directors acting as liaison**

**between FFGC and STRIKE: COUNCIL FFSJ. INSERT: FFGC, FFSJ**

**If adopted this will read: The Florida Flower Show Judges (FFSJ) organization is composed of members accredited by National**

**Garden Clubs. The President of the Florida Flower Show Judges shall serve as a chairman on the FFGC**

**Board of Directors acting as liaison between FFGC and FFSJ.**

**DATE: 1/11/23 ADOPTED: LOST: COMMITTEE: TO COMMITTEE**

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**# 14 PROTECTED PLANTS STRIKE: in entirety RATIONALE: The list of protected plants etc is not required in Bylaws. FFSJ has list.**

**DATE: 1/11/23 ADOPTED: YES LOST: COMMITTEE:**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**# 15 ENDORSEMENTS FOR FFGC OFFICERS INSERT: d. submitted Letter of Endorsement**

**INSERT: e. All qualified candidates will be interviewed by the FFGC Nominating**

**Committee.**

**STRIKE: f. The Resume Form (pdf) file may be downloaded from the FFGC website.**

**NOTE: The Standing Rule for ENDORSEMENTS FOR FFGC OFFICERS will be rearranged in correct order of procedure. This change**

**will not affect the verbiage with exceptions for Insertion and strike listed above.**

**DATE: 1/11/23 ADOPTED: YES LOST: COMMITTEE:**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**# 16, # 17 and # 18 STRIKE: in entirety combining 16, 17 and 18**

**INSERT: SR # 16 FFGC PRESIDENT’S PINS/JEWELRY**

**a. The FFGC President’s pin/jewelry shall be presented at the installation ceremony by the retiring President.**

**The immediate former President representing the FFGC at the National Garden Clubs Convention that same**

**year shall wear the FFGC President’s pin/jewelry.**

**b. Each Vice President shall be presented with an FFGC pin/jewelry. The FFGC First Vice President’s pin/jewelry shall be presented to the incoming First Vice President at the installation ceremony by the outgoing First Vice**

**President. The FFGC Second Vice President’s pin/jewelry shall be presented to the incoming Second Vice**

**President at the installation ceremony by the outgoing Second Vice President. The FFGC Third Vice President’s**

**pin /jewelry shall be presented to the incoming Third Vice President at the installation ceremony by the**

**outgoing Third Vice President.**

**c. Each executive officer (President; First, Second and Third Vice President) shall sign a Letter of Agreement to**

**return the FFGC pin/jewelry if a situation arises that he/she can no longer perform his/her duties. A copy of**

**this letter shall be kept in the presentation box bearing the pin/jewelry and at Headquarters.**

**d. Former President’s pins/jewelry shall be presented at the installation ceremony by the incoming President.**

**Former Presidents’ pins/jewelry are the property of FFGC and should not be altered. The Chairman of the Advisory Council shall be responsible for the inventory of former FFGC Presidents’ pins/jewelry. The Chairman of the Advisory Council, prior to the installation ceremony, shall insure that the immediate former President and a member of his/her family sign a Letter of Agreement to return this property to FFGC upon death or when no longer able to represent FFGC. A copy of the letter shall be kept in the presentation box and at FFGC Headquarters.**

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**e. The NGC pin worn by Mrs. Carrol O Griffin may be worn by the FFGC President on occasion and shall be**

**maintained in the safe at FFGC Headquarters.**

**f. Any additional Former Presidents’ pins/jewelry shall be maintained in the safe at FFGC Headquarters. Former**

**President pins/jewelry shall be fabricated by a jeweler of choice in a timely manner as the budget allows.**

**Usable mold for the pin shall be maintained in the safe at FFGC Headquarters.**

**g. All FFGC pins/jewelry shall be insured under the FFGC insurance policy and periodically appraised.**

**DATE: 1/11/23 ADOPTED: YES LOST: COMMITTEE:**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**# 19 ADVISORY COUNCIL STRIKE: In entirety**

**INSERT: The Advisory Council shall be composed of FFGC Former Presidents. The immediate former FFGC President**

**shall be the Chairman of the Advisory Council. The Chairman shall be responsible for the inventory of former**

**FFGC Presidents’ pins. The Advisory Council is charged with advising the current FFGC President or as requested**

**by the Board of Directors. The Advisory Council shall meet at the Fall and Winter Meetings of the FFGC Board**

**of Directors or as requested.**

**DATE: 1/11/23 ADOPTED: YES LOST: COMMITTEE:**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**# 20 PRECIOUS METAL AND GEMSTONES STATUS INSERT: 95 years – Blue Diamond**

**100 years -Centenary Diamond**

**125 years- Blue Star Sapphire**

**DATE: 1/11/23 ADOPTED: YES LOST: COMMITTEE:**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**# 21 AWARDS STRIKE: existing Standing Rule**

**INSERT: # 21 FFGC AWARDS One application is required for each award found on the FFGC website.**

**a. ADULT and YOUTH AWARDS**

**1. An FFGC Awards Program shall be developed and maintained. Award descriptions including eligibility therefore,**

**shall be published on the FFGC website. The website shall include the award processes and procedures.**

**2. FFGC shall include in its General Fund budget an amount to fund all FFGC Awards during the fiscal year except as**

**noted for the Flower Show Related Awards.**

**3. The FFGC Awards Committee may secure any FFGC member or other expert in the subject of the award to judge**

**award applications.**

**4. All presentations of FFGC Awards are the responsibility of the FFGC Awards Committee as directed by the FFGC President.**

**5. Proposed awards and award changes shall be presented to the Board of Directors for approval and if adopted, published**

**in *The Florida Gardener* and the FFGC website. Proposed new FFGC awards shall not bear the name of a person, place or**

**organization.**

**6. Awards having no activity for four (4) successive calendar years may be discontinued. The awards proposed for**

**discontinuation shall be announced at the Winter Board of Directors Meeting. Input from the Board shall be solicited**

**at this meeting and taken into consideration by the Awards Committee prior to the final discontinuation of such awards. The final list will be announced at the Pre-Convention Board of Directors meeting.**

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**b. FLOWER SHOW AWARDS**

**1. FFGC Flower Show Achievement Awards See the FFGC website - Awards for specific details. Application requires**

**a Book of Evidence and three (3) Flower Show Evaluations following NGC Rules.**

**2. FFGC shall include in its General Fund budget an amount to fund all FFGC Flower Show Awards during the fiscal year.**

**3. Proposed awards and award changes shall be presented to the Board of Directors for approval and if adopted, published**

**in *The Florida Gardener* and on the FFGC website. Proposed new awards shall not bear the name of a person, place or**

**organization.**

**c. FLOWER SHOW RELATED AWARDS**

**1. See the FFGC website - Awards for criteria. These awards may not be altered without consultation with the FFSJ**

**Executive Committee.**

**2. FFSJ accepts the financial responsibility for these awards.**

**RATIONALE: Clarify the Adult, Youth, Flower Show and Flower Show Related Awards including financial responsibility.**

**DATE: 1/11/23 ADOPTED: YES LOST: COMMITTEE:**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**# 23 POLICIES OF FFGC, INC. Minor spelling, punctuation corrections in A and B.**

**c. WHISTLE BLOWER POLICY STRIKE: Board INSERT: FFGC**

**If adopted this will read: If a member has a reasonable belief that a member has engaged in any action that violates any**

**applicable law, or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice,**

**the member is expected to immediately report such information to the (Board) FFGC President. If the member does**

**not feel comfortable reporting the information to the (Board) FFGC President, he or she is expected to report the**

**information to the First Vice President.**

**INSERT: d. VISITORS TO THE FFGC BOARD OF DIRECTORS MEETING**

**Visitors in attendance at an FFGC Board Meeting must sign in with the Parliamentarian prior to the**

**Call to Order. Non-members of the Board of Directors may not speak or vote on any issue since**

**they are not a member of the Board of Directors.**

**e. Photographs, videos or recordings of FFGC meetings or activities must be pre-approved and/or**

**announced to participants.**

**DATE: 1/11/23 ADOPTED: YES LOST: COMMITTEE:**

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**# 24 FFGC E-MAIL VOTING GUIDELINES**

**d. At the end of the time period for debate, the FFGC Recording Secretary/STRIKE: Chair INSERT: Committee**

**Recording Secretary shall e-mail a ballot on which the motion is stated and a “for” or “against” box is**

**provided, to be returned using STRIKE: reply all. INSERT: reply.**

**STRIKE: i and j. INSERT:**

**i. At the end of the voting period, the FFGC Recording Secretary/Committee Recording Secretary shall send a**

**Teller’s Report to the FFGC President/Committee Chairman that will include:**

**(1) Date and time the motion was sent and the polls were open; (2) Number of votes cast; (3) Votes**

**necessary for adoption (majority); (4) Votes for motion; (5) Votes against; and (6) Illegal votes.**

**Remaining letters will be corrected.**

**DATE: 1/11/23 ADOPTED: YES LOST: COMMITTEE:**

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**# 25 FFGC GUIDELINES FOR ELETRONIC/TELEPHONE MEETINGS**

**STRIKE: Many free services are available with telephone and/or video conferencing for this purpose.**

**INSERT: (new paragraph within description) Many free services are available. All charges incurred are the responsibility**

**of the group scheduling the meeting. FFGC hosts are limited to FFGC Board of Directors, Executive**

**Committee or Standing Committees meetings unless approved by the President. All other called meetings including District meetings, etc. will have a private host selected by persons scheduling the meeting.**

**DATE: 1/11/23 ADOPTED: YES LOST: COMMITTEE:**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**# 26 DEEP SOUTH REGIONAL DIRECTOR & ALTERNATE REGIONAL DIRECTOR STRIKE: title in entirety**

**INSERT: DEEP SOUTH GARDEN CLUBS, INC. (DSGC) DIRECTOR AND ALTERNATE DIRECTOR**

**STRIKE: a. STRIKE Regional INSERT: Region**

**a. (3) Have attended two (2) of the three (3) previous Deep South Regional Conventions at time of election.**

**INSERT: a. (3) Have attended a minimum of two DSGC Conventions and may include the DSGC Convention when installed.**

**STRIKE: a. (4) Have attended a minimum of two (2) NGC Conventions and may include the NGC Convention at which they are**

**installed.**

**STRIKE: b. (1) permanently The offices of Deep South Regional Director and Deep South Alternate Director shall be**

**permanently rotated among the Deep South Region states …………**

**b. (1) – (5) and c. (3) STRIKE: Regional INSERT: Region**

**The Regional/Region Director and the Alternate Regional Director**

**NOTE: The Bylaws adopted by DSGC refer to the REGION DIRECTOR and the ALTERNATE DIRECTOR respectively. All references**

**to *Regional* Director or Alternate *Regional* Director are incorrect. Correct: REGION DIRECTOR and ALTERNATE DIRECTOR.**

**b. (4) INSERT: their prior to duties; INSERT: or until their successors are elected**

**STRIKE: NGC INSERT: DSGC**

**This will now read: The Director and Alternate Director shall assume their duties of office for a two-year term at the close of**

**the DSGC Convention in the odd-numbered year or until their successors are elected.**

**RATIONALE : All of the above revisions have been adopted by DSGC. FFGC Standing Rules revised to reflect DSG revisions.**

**DATE: 1/11/23 ADOPTED: YES LOST: COMMITTEE:**

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**# 27 MEMORIALS/EULOGIES POLICIES STRIKE: c. Pillar of Pride will be presented as a memorial to the family of deceased**

**FFGC Presidents.**

**RATIONALE: Person serving as FFGC President would have already received the Pillar of Pride at some point in time.**

**DATE: 1/11/23 ADOPTED: YES LOST: COMMITTEE:**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**# 28 GIFT ACCEPTANCE POLICY Last sentence STRIKE: Organization INSERT: Corporation**

**DATE: 1/11/23 ADOPTED: YES LOST: COMMITTEE:**

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**# 29 REQUEST TO BYLAWS COMMITTEE STRIKE: in entirety**

**INSERT: Requests should be received at least two weeks prior to the Board of Directors or Convention meeting.**

**All requests will be addressed as soon as possible with emergency requests taking precedence. A response**

**to the person/committee making the request will be made by email/telephone or in person to indicate action**

**taken or continued review. Persons acquainted with the subject matter may be asked for input.**

**DATE: 1/11/23 ADOPTED: YES LOST: COMMITTEE:**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**# 30 CONFLICT OF INTEREST POLICY STRIKE: The Conflict of Interest Policy of the Florida Federation of Garden Clubs, Inc.:**

**(1) defines conflict of interest (2) identifies classes of individuals within the Organization covered by the policy;**

**(3) facilitates disclosure of information that may help identify conflicts of interest; and (4) specifies procedures to**

**be followed in managing conflicts of interest.**

**INSERT: The Conflict of Interest Policy is intended to protect the Corporation’s interests, is designed to help**

**directors, officers and employees of FFGC identify situations that present potential conflicts of interest**

**and provides the FFGC with a procedure that, if observed, will allow a transaction to be treated as valid**

**and binding even though a director, officer or employee has or may have a conflict of interest with respect**

**to the transaction.**

**RATIONALE: Updating the Policy to protect the corporation.**

**DATE: 1/11/23 ADOPTED: YES LOST: COMMITTEE:**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**# 32 INSERT: AMENDING STANDING RULES**

**The Bylaws of FFGC govern the structure and operation of the Corporation. FFGC Standing Rules amplify**

**the Bylaws, clarifying procedures and practices followed in carrying out the corporation’s activities.**

**Standing Rules are more flexible and can be created, amended or stricken after presentation by the**

**Bylaws Committee to the Board of Directors followed by a majority vote of the FFGC Board of Directors.**

**RATIONALE: A stated policy for Standing Rules amendments needs to be clearly stated in print.**

**DATE: 1/11/23 ADOPTED: YES LOST: COMMITTEE:**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**THE FOLLOWING STANDING RULES WERE SENT BACK TO COMMITTEE FOR REPORT 1/12/23:**

**SR # 9 *The Florida Gardener* STRIKE: RED INSERT: GREEN**

**a. Each Club shall be responsible for maintaining a current membership list and shall notify the FFGC Office**

**Manager/Coordinator promptly of changes of names, address, zip code, email address and telephone number,**

**members added and members dropped. Members shall receive may access *The Florida Gardener* digitally. If**

**mailed, a legally married couple will receive one copy of *The Florida Gardener.***

**If adopted, this will read: a. Each Club shall be responsible for maintaining a current membership list and shall notify**

**the FFGC Office Coordinator promptly of changes of names, address, zip code, email**

**address and telephone number, members added and members dropped. Members may**

**access *The Florida Gardener* digitally. If mailed, a legally married couple will receive one**

**copy of *The Florida Gardener.***

**ADOPTED: 1 12/23**

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**SR # 10 and 11 STRIKE IN ENTIRETY**

**INSERT: # 10 OTHER PRINTED MATERIALS/PUBLICATIONS**

**Any printed material or publication produced by an appointed Chairman must be approved by the President.**

**All materials shall become the property of FFGC and may be copyrighted or trademarked. Consent is required**

**by FFGC to reproduce materials/publications. Originals will be stored at Headquarters electronically.**

**(1) FLORIDA FEDERATION OF GARDEN CLUBS, INC. (FFGC) CALENDAR**

**a. Material selected for the FFGC Calendar may appear in local news media prior to being published in the FFGC**

**Calendar. Material having appeared in books, magazines, or other copyrighted or trademarked and national media**

**shall not be accepted for the FFGC Calendar.**

**b. Disposition of calendars not sold will return to Ways and Means and become the responsibility of the FFGC**

**Third Vice President.**

**ADOPTED: 1/12/23**

**SR # 12 FLORIDA FLOWER SHOW JUDGES (FFSJ)**

**INSERT: The Florida Flower Show Judges (FFSJ) organization is composed of members accredited by National Garden Clubs,**

**Inc.**

**The President of the Florida Flower Show Judges shall serve as a chairman on the FFGC Board of Directors acting as**

**liaison between FFGC and FFSJ. STRIKE: as a chairman INSERT: FFGC, FFSJ**

**If adopted, this will read: The Florida Flower Show Judges (FFSJ) organization is composed of members accredited by National**

**Garden Clubs, Inc. The President of the Florida Flower Show Judges shall serve on the FFGC Board**

**of Directors acting as liaison between FFGC and FFSJ.**

**ADOPTED: 1/12/23**

**Bylaws Committee: Cissy Richardson, Chairman; Marge Hendon, Arlene Rand, Tina Tuttle, Rosita Aristoff,**

**Margaret Chodosh, Judi Jodoin and Carolyn Nation, Parliamentarian.**