

**Brevard County Orchid Society, Inc. (BCOS)
2012 Standing Rules and Regulations (Ref: Art. XI, Sec.1)**

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- 1. Membership and Dues:** 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. Life Members do not pay Annual Dues. New members who join during or after the Annual Orchid Fair 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. (Ref: By-Laws, Art. III)

By-Laws and Standing Rules shall be available to all members and revised By-Laws and Standing Rules shall be made available to each member via the BCOS Website in the month following the approved revision.

2. 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.

3. Privacy Policy:

The BCOS is committed to maintaining the security of the personal information you provide us and will take reasonable precautions to protect your personal information, including home address, e-mail address and telephone number, from loss, misuse or alteration. You may update your personal information at any time by calling the Membership Chairman of the BCOS who will update your information within a reasonable time in accordance with your stated preferences. The BCOS will not collect personal information about you unless you provide us that information voluntarily. The BCOS website does not utilize Cookies.

The BCOS will not sell, license, transmit, share or disclose your personal information, such as home address, e-mail address or telephone number, to any outside individual business, agency or organization, except as otherwise noted below. The personal information requested when you become a member of the BCOS or when you provide your personal information on one of our mailings lists or sign-up sheets is intended solely for the use of the BCOS for its stated purposes and consistent with these policies. The BCOS will not knowingly publish or distribute your personal information via its newsletter, batched e-mail, mailings or website without your permission, except as follows:

- a. Your personal Information will be provided to the Board of Directors and the Standing Committees and Ad Hoc Committees established by the BCOS, and we will require these recipients to protect the information and use it only for the purpose it was provided.
- b. The BCOS may disclose your name and address to mailing services for the purpose of bulk mailing of BCOS materials, but the information provided to them will be limited to what they need to know to provide the service.
- d. The BCOS may disclose your name and address to governmental agencies for the purpose of demonstrating that a sufficient number of members are located within their jurisdiction and, thereby, qualify the BCOS for lower rental rates for the use of public meeting rooms and facilities.
- e. The personal information of individual members of the Board of Directors and the members of the Standing Committees and Ad Hoc Committees established by the BCOS may be distributed and appear in the BCOS Newsletter on the BCOS

website and in other materials published or distributed by the BCOS and its Committees so that they may be contacted by BCOS members and others interested in obtaining information about or participating in the BCOS and its events.

The BCOS website provides links to other websites not affiliated with the BCOS that we think might be useful or of interest to you. However, we are not responsible for the privacy practices used by other website owners or the content or accuracy of those other websites. Links to these other websites do not constitute or imply endorsement by BCOS of these websites, any products or services described on these sites, or of any other material contained in them. You should review the privacy statement of each site you visit.

This Statement is not intended to and does not create any contractual or other legal rights in or on behalf of any party.

- 4. Diseased and Pest Infested Plants:** All plants brought to a general meeting or event, including plants for sale, for auction or for the plant table display, must be disease and pest free. In order to protect the health of other plants at the meeting or event, if a BCOS Judge discovers a diseased or pest infested plant the plant must be removed from the facility by its owner when requested to do so by the BCOS Judge.
- 5. Member Plant Sales:** 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.

6. Annual Plant Auction: An annual plant auction may be held at the April general membership meeting. The following policies have been adopted for this auction:

- a. Only members who have been in good standing for one (1) or more months prior to the auction may sell plants and orchid related materials 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.

7. 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.

8. Annual Operating Budget, Ref. Article VI, Sec. 7:

- a. the President and the Treasurer should 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 to prepare the proposed Annual Operating Budget for the next fiscal year.
- b. At the December meeting the Board should review and make any appropriate changes to the proposed Annual Operating Budget and approve the Annual Operating Budget for the next fiscal year.
- c. The Board of Directors will review the Annual Operating Budget and actual expenditures and income provided by the Treasurer quarterly so that the budget can be adjusted, if needed.

9. Expenditures and Reimbursements: (Ref: By-Laws, Art. VI, Sec. 5)

- a. Funds in the Annual Operating Budget shall become available to the Officials responsible for the acquisition of funded goods and services without further approval by the Board of Directors, provided the expenditure will not exceed the funded amount. The Treasurer may however reimburse up to 5% over the funded amount to allow for unexpected price increases during the course of the year.
- b. The President is authorized to approve legitimate and necessary unbudgeted expenditures requested by an Official of the Society up to \$150.00 as an amendment to the Operating budget without additional Board approval and shall report said authorization at the next Board Meeting so that the Operating Budget can be revised accordingly. Funding for nonessential unbudgeted activities will be approved by the Board on a case-by-case basis as an amendment to the Operating Budget.
- c. Expenses incurred by an Official of the Society in the performance of their duties, authorized in the Annual Operating Budget or by the President or the Board, shall be reimbursed upon presentation of receipts for actual costs.
- d. Additional limitations on expenditures are as follows:
 - (1) Annual Orchid Fair: The Fair Chairperson(s) shall select the facility for the Annual Orchid Fair for a rental fee not to exceed \$4,000.00 and shall present this information to the Board at the Board meeting following the Fair. Upon approval from the Board the Chairperson(s) shall sign the contract and pay any preliminary fees. The Chairperson shall prepare a budget for the Fair each year and present this budget to the Board for approval no later than two

months following the last fair. The budget must include planned income, expense and net. Approval of the budget by the Board authorizes the Fair Chairperson(s) to expend approved funds.

- (2) Refreshments for Monthly Meetings: The costs of the food provided by the volunteers shall be reimbursed upon receipt of actual expenses not to exceed \$75.00 per meeting. Beverages, related condiments, and supplies needed to serve the refreshments shall be reimbursed upon receipt of actual expenses not to exceed \$275.00 for the January 1 – December 31 Fiscal Year.
- (3) BCOS library: The purchase of books, publications and videos for the BCOS library, as listed in Article VII, Section 3, of the BCOS By-Laws, will be will be approved by the Board on a case-by-case basis as an amendment to the Operating Budget.
- (4) Sunshine Committee: Sunshine expenditures will be made by the Sunshine Chairman in accordance with the Operating Budget and further 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.
- (5) Raffle Plants: The yearly budget for raffle plants will be incorporated in the Annual Budget. If requested by the Board, an independent committee will seek bids from vendors and make recommendations to the Board for the purchase.
- (6) Study Groups: Reimbursement for refreshments not to exceed \$20.00 per meeting.
- (7) Speaker's fees (Ref: Art. VII, Sec. 2):
 - (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.

10. Monthly Newsletter and Commercial Advertising Rates: A monthly Newsletter shall be distributed no later than the first week of each month. Commercial advertising rates shall be as follows: (Ref: Art. VII, Sec. 8)

	<u>Commercial Non-Member</u>	<u>Member In Good Standing</u>
Whole page	\$120.00	\$60.00
Half page	\$60.00	\$30.00
Quarter page	\$30.00	\$15.00
Business Card	\$100.00	\$50.00
	(12 Mo. Subscription)	(12 Mo. Subscription)

Gratuitous notes will be put in for members upon request.

11. Surety Bond: The value for the surety bond of each of the officers of the Society shall be \$25,000.00, unless a variance is voted by the Board of Directors. (Ref: Article VI, Section 4)

12. Annual Reports:

- a. Annual Report to Membership: 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 April 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. (Ref: BCOS By-Laws, Art. I)
- b. Annual Report to the State. The Treasurer acts as the Registered Agent responsible for filing the Not-For-Profit Corporation Annual Report to the State of Florida. The Annual Report filing includes the list of Officers and two newest Trustees, and the payment of filing fee is completed online in January.

13. Annual Orchid Fair Commercial Vendors: (Ref: Art. II & Art. VII, Sec. 6).

- a. The Board of Directors shall determine the optimum number of orchid vendors for the Annual Orchid Fair. 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, the BCOS Fair Chairperson shall extend invitations to approved 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.

14. Conflicts of Interest: Any member of the Board having an existing or potential ethical, personal and/or financial conflict of interest with respect to a matter before the Board shall so advise the Board and shall remove themselves from the meeting during discussion of that matter.

15. Disposal of Property: Disposal of specific valued property approved by the Board shall not exceed \$500.00. (Ref: Article IX, Section 2)