

**TRI-COUNCIL OF FFGC**  
**RULES AND PROCEDURES**  
**Adopted 2-11-2021 - Effective 4-1-2021**

ARTICLE I - NAME

The name of this organization shall be the TRI-COUNCIL of FFGC (TC). It is formed within the framework of the Florida Federation of Garden Clubs, Inc. (FFGC). FFGC is incorporated in the State of Florida as a non-profit organization and classified by the Internal Revenue Service as a 501©3 organization. The Tri-Council is comprised of the members who have been accredited as a Consultant by National Garden Clubs, Inc. (NGC) in one or more of the following: Environmental Consultant; Gardening Consultant; Landscape Design Consultant.

ARTICLE II - OBJECTIVES

The objectives of the Tri-Council of FFGC are:

- Section 1. To protect the environment, increase knowledge in horticulture, and promote excellence in landscape design.
- Section 2. To advance and continue the study of the environment, gardening, and landscape design by:
- a. Encouraging and promoting sponsorship and attendance of Environmental Schools, Gardening Schools, and Landscape Design Schools and refreshers of National Garden Clubs, Inc. (NGC).
  - b. Serving on local and state committees.
  - c. Continuing study in schools, lectures, workshops, conferences, tours and other methods.
  - d. Furthering the education of the members and the public in the fields of gardening, landscape design, and environmental awareness through the conservation of natural resources.
- Section 3. To handle matters that deal with the collective group of NGC Consultants.

ARTICLE III - MEMBERS

- Section 1. Qualifications for membership are:
- a. Be a member in good standing with FFGC or a NGC affiliated club in another State or Country and
  - b. Achieving NGC Provisional status, or
  - c. Be accredited as a Consultant by NGC, or
  - d. Be accredited as a Master Consultant by NGC, or
  - e. Hold Emeritus Consultant status.

Section 2. Consultant classifications are:

- a. Provisional Consultant – Having successfully completed two courses in NGC Environmental School, or Gardening School, or Landscape Design School achieving NGC Provisional Consultant status.
- b. Consultant – Having successfully completed four (4) courses in NGC Environmental School, Gardening School, or Landscape Design School and being certified by NGC as a Consultant.
- c. Master Consultant – Having completed four (4) recorded Refreshers as a Consultant and being certified by NGC as a Master Consultant.
- d. Emeritus Consultant – Having been granted Emeritus Consultant status by NGC.

Section 3. Admission procedures are:

- a. Qualified members become TC members upon payment of dues to Tri-Council.
- b. A Consultant is entitled to one (1) vote on the Tri-Council regardless of how many Consultant designations from NGC.

#### ARTICLE IV – OFFICERS AND ELECTIONS

Section 1. The elected officers shall be a President, Vice President, Secretary, and Treasurer.

Section 2. The Parliamentarian shall be appointed by the President.

Section 3. At the Fall Meeting in an even-numbered year, a Nominating Committee Chairman shall be appointed by the President and (3) three additional members of the Nominating Committee shall be elected from the floor which must include one consultant each from Environmental, Gardening and Landscape Design.

Section 4. The Nominating Committee shall report at Winter Meeting in odd-numbered year.

Section 5. At the Tri-Council Annual Meeting in an odd-numbered year, a slate of our four (4) Tri-Council officers consisting of President, Vice President, Secretary and Treasurer shall be presented by the Nominating Committee and will serve on the Executive Committee. In addition a slate of three (3) consisting of one Environmental Consultant, one Gardening Consultant and one Landscape Design Consultant shall be presented by the Nominating committee and will serve on the Executive Committee as Representatives providing liaison between their respective Consultants and the Officers. The slates shall be presented by the Nominating Committee. Nominations from the floor will be in order. A majority vote shall elect. Revised 1-7-2022

Section 6. Officers shall serve a two-year term or until their successors are elected or appointed. Officers shall begin their term of office at the close of the Tri-Council Annual Meeting at which they were elected.

- Section 7. If a vacancy occurs in the office of President, the Vice President shall succeed to the office.
- Section 8. In the event of a vacancy in an office other than the President the position shall be filled by the President with the approval of the Executive Committee.
- Section 9. All Consultants and/or Master Consultants in good standing are eligible to be elected to a Tri-Council office.

#### ARTICLE V – DUTIES OF OFFICERS AND REPRESENTATIVES

- Section 1. The President shall:
- a. Preside at all meetings of the Tri-Council.
  - b. Be a member of and preside at all meetings of the Executive Committee.
  - c. Present the Treasurer with the Membership Approved Budget.
  - d. Be a signatory on all bank accounts.
  - e. Coordinate meeting arrangements with the President of FFGC.
  - f. Appoint the Parliamentarian for the Tri-Council.
  - g. Appoint a Program Chairman, a Newsletter Chairman, a Finance Committee Chairman and any other Committee Chairmen for matters pertaining to the Tri-Council, and serve as an Ex-officio member of all committees except the Nominating Committee.
  - h. By appointment of the President of FFGC, the President of the Tri-Council shall serve as a chairman on the FFGC Board of Directors acting as liaison between FFGC and the Council.
- Section 2. The Vice President shall:
- a. Fill the duties of the President in the case of absence.
  - b. Assume the office of the President in the case of vacancy.
  - c. Be a member of the Executive Committee.
  - d. Serve as the Chairman of the Tri-Council Membership Committee.
  - e. Serve as Chairman of the Directory Committee.
- Section 3. The Secretary shall:
- a. Keep minutes of all meetings of the Tri-Council and Executive Board of the Tri-Council.
  - b. Be custodian of all records of the Tri-Council.
  - c. Conduct official correspondence as directed by the President of the Tri-Council
  - d. Collect the Membership Roster from the Membership Chairman.
  - e. Be a member of the Executive Committee.
- Section 4. The Treasurer shall:
- a. Receive all the monies of the Tri-Council.
  - b. Keep a ledger of the funds of the Tri-Council.
  - c. Disburse funds upon request of Tri-Council Financial Committee.

- d. Present a written Financial Report of the Tri-Council at each meeting with copies to members of the Tri-Council Executive Committee.
- e. Present Financial Records to the Tri-Council Executive Committee prior to the Tri-Council Annual Meeting in an odd-numbered year.
- f. Be a member of the Executive Committee.
- g. Be a member of the Finance Committee.
- h. Transfer to the succeeding Treasurer, at the close of the Fiscal Year, custody of all monies, and records pertaining to the office

Section 5. The Representatives shall:

- a. Serve on the Tri-Council Membership Committee, with Tri-Council Vice President as Chairman
- b. Be a member of the Executive Committee
- c. Be in contact with respective FFGC State School Chairmen regarding schools and consultants. Revised 1-7-2022

#### ARTICLE VI – MEETINGS

Section 1. There shall be a meeting at every FFGC Board Meeting and Convention. The Tri-Council Annual Meeting shall be held in conjunction with the FFGC Convention.

Section 2. Special meetings may be called at the direction of the Executive Committee or at the request of ten (10) members.

Section 3. The quorum for meetings shall be one-third (1/3) of qualified Tri-Council members present at the FFGC event, or twenty (20) members in good standing in the case of a meeting held independently from a FFGC event.

#### ARTICLE VII – EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, Parliamentarian, one Environmental Consultant, one Gardening Consultant, one Landscape Design Consultant, and the immediate Tri-Council Past President who shall serve as an advisor.

Section 2. Five (5) members are required for a quorum.

Section 3. The Executive Committee shall transact the business of the Tri-Council of FFGC between regular meetings. Business may be conducted by conference calls, e-mail, electronically, or in person provided a quorum is represented. Minutes will be kept and recorded by the Secretary.

Section 4. The Executive Committee shall:

- a. Coordinate the activities of the Tri-Council.

- b. Call Special Meetings.
- c. Approve appointments of officers made by the President in the case of an emergency.
- d. Work with the Program Chairman to coordinate Programs or Speakers for the Tri-Council Annual Meeting and any other Workshops, Lectures, Conferences and/or Tours of interest to the Tri-Council members.
- e. All programs etc. that occur during the FFGC Annual meeting must be approved by the FFGC Convention Chairman.

#### ARTICLE VIII – COMMITTEES

- Section 1. Committee Chairmen and Committee Members may be appointed by the President.
- Section 2. The term of office for Committee Members shall correspond with that of the officers.
- Section 3. Committee Chairmen shall submit written reports to the President.

#### ARTICLE IX – FISCAL YEAR AND FINANCES

- Section 1. The fiscal year shall be June 1 to May 31.
- Section 2. Biennial dues may be set by membership at a meeting in an odd-numbered year before or at the Tri-Council Annual Meeting.
- Section 3. Dues are payable at the Tri-Council Annual Meeting in an odd-numbered year and due to the Treasurer no later than June 1.
- Section 4. Members with dues unpaid by August 1 in an odd-numbered year shall be dropped from the Membership Rolls.
- Section 5. All funds shall be kept by the Treasurer of the Tri-Council.
- Section 6. There shall be a Finance Committee, appointed by the President, and composed of a Chairman appointed by the President; the Tri-Council Treasurer; the President of the Tri-Council and an Environmental, Gardening, and Landscape Design Consultant appointed by the President.
  - a. The Finance Committee will meet prior to the January meeting of the odd numbered year and prepare a biennial preliminary budget. A final proposed budget shall be attached to the Spring Call Letter. The Treasurer shall present the final proposed budget to the Tri-Council for approval by their members at the Tri-Council Annual Meeting in the odd numbered year
  - b. All local School Chairman shall submit a complete and balanced proposed budget, for each Course, to the State Chairman and Tri-Council Finance Committee Chairman for approval. The approved budget shall be forwarded to the FFGC Finance Committee Chairman for their review. Immediately following each Course, a

financial statement shall be submitted by the local School Chairman to the State Schools Chairman. The Tri-Council Finance Committee shall review the financial statement.

- c. After the completion of all four Courses, a completed Financial Statement must be submitted by the local School Chairman to the State Schools Chairman, who then forwards it to the Tri-Council Finance Committee and the FFGC Finance Committee Chairman for final review.
- d. The net profits are equally divided among the Tri-Council, the Florida Federation of Garden Clubs and the hostess group. Any deficit is divided equally between Tri-Council and FFGC.
- e. All amendments to the Tri- Council budget shall be subject to the approval of the members.
- f. The Tri-Council President may assign other duties to the Finance Committee as deemed necessary.

Section 7. The Treasurer will present all financial records at the end of each administration to the Audit Committee. The Audit Committee is comprised of The Finance Chairman and three other members appointed by the President. The Treasurer does not serve on the audit committee. The audit committee shall conduct an internal review of the Financial Records prior to the Tri-Council Fall Meeting in an odd-numbered year.

#### ARTICLE X – AMENDMENTS

Section 1. These Rules and Procedures may be revised or amended at any regular meeting by two-thirds (2/3) vote of the membership present and voting, provided that the proposed amendment(s) have been sent to each member at least thirty (30) days in advance.

Section 2. A Standing Rule may be added, deleted, or amended at any regular meeting by a majority vote of the membership present and voting with a thirty (30) day notice or a two-thirds vote of those present and voting without notice.

#### ARTICLE XI – PARLIAMENTARY AUTHORITY

The rules contained in “Robert’s Rules of Order Newly Revised” shall govern the Tri-Council in all cases to which they are applicable and in which they are not inconsistent with these Rules and Procedures and Standing Rules which may be adopted.

#### ARTICLE XII – DISSOLUTION

Upon dissolution of this organization, all assets of the Tri-Council remaining after debts have been satisfied shall be distributed to FFGC.

### TRI-COUNCIL STANDING RULES

SR 1 Dues

The biennial dues shall be fifteen dollars (\$15.00) per member. Dues are to be remitted to the

Tri-Council Treasurer during April and May with a completed membership form. Those members joining after April 1 of even years shall pay dues of ten dollars (\$10).

SR2 Tri-Consultant

A Florida Federation of Garden Clubs, Inc. member who is a member of Tri-Council and has been accredited by National Garden Clubs, Inc. as a Consultant in Environmental School, Gardening School, and Landscape Design School and is in good standing may be designated a Tri-Consultant and will be presented a certificate and a pin.

SR3 Master Tri-Consultant

A Florida Federation of Garden Clubs, Inc. member who is a member of Tri-Council and has been accredited by National Garden Clubs, Inc. as a Master Consultant in Environmental School, Gardening School, and Landscape Design School and is in good standing may be designated a Master Tri-Consultant and will be presented a certificate and a "master" pendant to attach to the Tri-Consultant pin.

SR4 Pavers - Tri-Council will purchase a Brick Paver to be placed at FFGC Headquarters grounds, honoring each immediate past President when they complete their term of office.

SR5 Memorial Policies

A memorial of \$50 shall be given in the name of Tri-Council to a chosen Tri-Council Project in the event of the death of the President of Tri-Council, and a former President of Tri-Council. The Tri-Council Executive Committee is responsible for selecting the project.

SR6 Camperships

Tri-Council of FFGC will annually sponsor camperships with whole or partial funding for children, grandchildren, or great grandchildren of a Tri-Council member, in good standing, to attend Wekiva Youth Camp or the SEEK Conference. The Tri-Council Finance Committee will serve as the Campership Committee.

SR7 Landscape Design Unsolicited Landscape Design Award

Tri-Council of FFGC will annually sponsor the Landscape Design Unsolicited Landscape Design Award.

- a. An individual who is a Landscape Design Consultant, serving on the Tri-Council Finance Committee, will serve as Chairperson of the Landscape Design Unsolicited Landscape Design Award Committee. Together with one Landscape Design Consultant from each of the FFGC Districts who wish to participate.
- b. The committee will use LDS Form 14, NGC Landscape Design School Standards to evaluate entries.
- c. Winners will be announced at the Tri-Council Annual Meeting.

SR8 Tri-Council Environmental, Gardening, and Landscape Design Scholarships

The scholarship provides an avenue for Tri-Council Consultants to help defray some of the cost of attending one of the National Garden Clubs, Inc. School to receive their credentials or Refresher to update their credentials.

- a. Scholarship are given to Tri-Council Consultants members who have completed two or more courses of the school they are applying for and must receive a passing grade from the overall written test.
- b. Individuals will receive reimbursement for only one school or refresher registration.
- c. The Tri-Council Finance Committee will serve as the Scholarship Committee.
- d. Recipients of the Scholarship will be asked to serve on a Tri-Council Committee.
- e. Scholarships are approved semiannually: February and October.
- f. Scholarships will be given equally to environmental, gardening, and landscape design Tri-Council Consultant members.

SR9 NGC School Funding

Environmental, Gardening and Landscape Design School Chairmen may submit a request to the Tri-Council Finance Committee for an advance not to exceed \$300.00. When all four courses of the school are completed, the advanced amount shall be returned to Tri-Council before division of the profit.

Added 1-7-2022

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