

BYLAWS
ARTICLE I- NAME

The name of this organization is the Florida Flower Show Judges, hereinafter called "FFSJ".

ARTICLE II – OBJECT

The object of this organization shall be: to maintain the standard of flower show judging; to add to the capability and knowledge of those holding National Garden Clubs Flower Show Judges Certificates; to promote uniform judging by education (schools), exhibit designs and horticulture in flower shows, research, study and practice.

ARTICLE III - MEMBERSHIP

SECTION 1.

The membership of this organization shall be Honorary, Emeritus, and Judges in good standing holding Certificates of Accredited-Master, Accredited-Life, Accredited, Student, or who are actively seeking reinstatement, and are active members of clubs belonging to the Florida Federation of Garden Clubs, Inc. or are active members of a National Garden Club in another state.

- a. Accredited-Master: A judge holding an Accredited-Master Certificate shall have successfully passed two additional symposiums for credit after becoming a life judge.
- b. Accredited-Life: An accredited judge who has renewed her certificate three times.
- c. Accredited: A judge who holds a current National Garden Club Certificate. The judge shall meet the requirements for a National Garden Club refresher course.
- d. Student Judge: A judge who has passed three National Garden Club flower show schools. A student may remain in this category for a period of no more than five (5) years, provided she continues the courses and takes the reading examination. Upon receipt of the National Garden Club Certificate, she automatically becomes accredited.
- e. Inactive: An Accredited, Accredited-Life or Accredited-Master Judge who is temporarily unable to keep his/her "good standing" may apply to the District Judges' Council for the status 'Inactive'. Inactive judges may retain membership in the Council by paying full dues to the District Judges' Council Treasurer annually, but are not eligible to vote. Inactive status will lapse after two years.
- f. Emeritus: To become Emeritus, the judge must hold an Accredited-Master Certificate. The Judge or his/her designated representative writes a letter requesting Emeritus Status to the

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Flower Show School Secretary at NGC Headquarters; Judge Emeritus Certificates will be issued and sent from Headquarters.
g. Honorary: An honorary membership may be conferred upon a member for outstanding contributions to the Florida Flower Show Judges upon recommendation of the Executive Board at any annual meeting by a Two-Thirds (2/3) ballot vote of those present and voting. Honorary members shall be exempt from dues.

SECTION 2.

Accredited-Master, Accredited-Life and Accredited judges who are active members of the FFSJ and in good standing may vote and hold office.

SECTION 3.

To keep in "good standing" Accredited-Master, Accredited-Life, and Accredited Judges must conform to the requirements specified by the National Garden Clubs, Inc.; the "Handbook for Flower Shows"; and such other requirements as may be adopted. The year of good standing will be entered in the yearbook on the line with the judge's name.

ARTICLE IV - OFFICERS

SECTION 1.

The officers of FFSJ shall be president, first vice president, second vice president, recording secretary, corresponding secretary and treasurer.

SECTION 2.

All officers shall be elected in the years of uneven date at the annual meeting. The term of office shall be for two years. No officer shall be eligible for two consecutive terms in the same office, except the treasurer. One-half (1/2) term or more shall be considered a term.

SECTION 3.

To be eligible for the office of president, the members shall have served on the Board of Directors of FFSJ for a minimum of two years.

SECTION 4.

Officers shall begin their term of office at close of the annual meeting at which they are elected.

SECTION 5.

If a vacancy occurs in the office of president, the first vice president shall succeed to the office and the second vice president shall succeed

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to the office of first vice president. All vacancies in other offices shall be filled for the unexpired term by ballot vote of the Executive Committee.

SECTION 6.

The first vice president shall become the president-elect January 1 of the election year. If this officer is unable to serve in this capacity she shall notify the President and the Nominating Committee before January 1 of the election year.

SECTION 7.

In the event the offices of the President and First Vice President shall be vacated concurrently, the Second Vice President shall exercise the duties of the President and First Vice President until the offices are filled. The office of the President shall be filled by ballot vote of the Board of Directors.

ARTICLE V- DUTIES OF OFFICERS

SECTION 1.

The president shall preside at all meetings of the FFSJ and of the Board of Directors. The president shall perform all duties pertaining to the office and shall appoint the parliamentarian and the chairmen of committees. The President shall appoint an auditing committee of three members. The President shall also appoint two members to serve on the Budget-Finance Committee with the First Vice President and Treasurer, and the Treasurer serving as chairman. The president shall be a member, ex officio of all committees except the nominating committee. By appointment of the President of FFGC, Inc., she shall serve as a liaison between the Federation and FFSJ. As such, she shall be responsible for advising the State Flower Show Schools Chairman of all changes of names and/or addresses of judges within FFSJ as they are reported to her by the district treasurers.

SECTION 2.

The first vice president shall perform the duties of the president in the absence of the president, and shall serve as chairman of the program.

SECTION 3.

The second vice president shall, in the absence of the president and first vice president, perform the duties of these officers and shall serve as chairman of the yearbook committee.

SECTION 4.

The recording secretary shall record the minutes of all meetings and shall have charge of all papers pertaining to the office.

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SECTION 5.

The corresponding secretary shall notify members of all meetings. The corresponding secretary shall perform the duties of the office in answering correspondence as desired by the president.

SECTION 6.

The treasurer shall have charge of all monies belonging to the organization. She shall keep a set of books showing accurate records of receipts and disbursements in permanent form. She shall pay by check all bills which have been authorized by the Board of Directors. Bills must be approved by the person incurring them and countersigned by the president. A financial statement shall be presented at the Board of Directors meetings. The Treasurer shall be chairman of the Budget-Finance committee and shall be responsible to the yearbook committee for a correct list of paid members. The proposed budget shall be presented for adoption at the post convention Board of Directors meeting in odd numbered years. At the termination of an administration, the treasurer shall deliver to the incoming treasurer all monies, vouchers, books and papers belonging to FFSJ. An audit report must be presented at the end of the fiscal year in odd numbered years. In the event the treasurer is unable to complete the term of office the books shall be audited before the vacancy is filled.

SECTION 7.

The second vice president shall edit a yearbook at the beginning of each administration and publish corrections in the even year.

ARTICLE VI - BOARD OF DIRECTORS

SECTION 1.

The Board of Directors shall consist of the officers of FFSJ, the District Directors, and the chairmen of committees. All members are expected to attend board meetings.

SECTION 2.

The Board of Directors shall be empowered to transact any and all business of FFSJ between regular meetings.

SECTION 3.

Regular meetings of the Board of Directors shall be held immediately before, and following the Annual Meeting in odd numbered years. Other meetings may be called by the president or upon the written request of five (5) members of the Board.

SECTION 4.

A quorum of the Board of Directors shall be 15. A quorum for the

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annual meeting shall be 50 members.

SECTION 5.

Each officer, director and chairman of each committee shall submit a typewritten report at the annual meeting. Officers, directors and chairman shall deliver to their successors, or to the president, such books and records belonging to the office, immediately following the end of the administration.

ARTICLE VII - MEETINGS

SECTION 1.

An annual meeting shall be held; the place and date shall be decided by the Board of Directors. The quorum shall be twenty.

SECTION 2.

Special meetings may be held at the call of the president and shall be called at the request of twenty (20) members representing at least one-half (1/2) of the districts.

ARTICLE VIII- REPRESENTATION

SECTION 1.

All accredited members in good standing of the Florida Flower Show Judges shall be delegates at the annual meeting, providing they shall have registered (10) days prior to the meeting.

ARTICLE IX- NOMINATIONS

SECTION 1.

The chairman of the nomination committee shall be elected by and from the Board of Directors. She shall set the time and place for the nominating committee meeting which is to be held at least three (3) months prior to the annual meeting.

SECTION 2.

The nominating committee shall be composed of the chairman and one member to be elected from each district. Each district shall elect an alternate. In the event the member and alternate are unable to serve, a representative shall be elected by the District Executive Committee.

SECTION 3.

The committee shall prepare a list of qualified candidates and shall ascertain if the member is willing to serve, if elected. This list of candidates shall be sent to the districts at least thirty (30) days prior to the annual meeting in the election year.

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SECTION 4.

The wishes of the nominee for president shall be considered in presenting the name of nominee for corresponding secretary.

SECTION 5.

Nominations may be made from the floor provided the nominee is qualified and has been endorsed by the district in which the nominee is a member.

ARTICLE X- ELECTION

SECTION 1.

All accredited members of FFSJ in good standing who qualify are entitled to vote. Any individual is entitled to one (1) vote only

SECTION 2.

All elections shall be by ballot, except where there is only one nominee to each office to be elected, the ballot may be omitted and vote taken by voice. A majority of votes cast shall constitute an election.

SECTION 3.

The FFSJ President shall appoint an Election Committee who shall provide the ballots and conduct the election.

ARTICLE XI - COMMITTEES

SECTION 1.

Committees necessary to carry on the work of FFSJ shall be established by the Executive Committee or Board of Directors with the approval of the officers and directors. The chairmen shall be appointed by the president subject to the approval of the Board of Directors and the Executive Committee.

SECTION 2.

With the exception of the Nominating Committee and the Budget-Finance Committee, the Chairmen shall be appointed by the President, subject to the approval of the Executive Committee. Committee chairmen shall report at the Annual Meeting and Board of Directors meetings, as requested by the president

SECTION 3.

The Chairmen shall appoint members to the Committee with the approval of the Executive Committee.

SECTION 4.

The Credentials Chairman shall forward a card from NGC to judges achieving a higher classification, indicating their new status.

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SECTION 5.

Committee Chairmen shall report at the annual meeting and Board of Directors meetings, as requested by the President.

ARTICLE XII- DUES AND FINANCES

SECTION 1.

- a. The fiscal year shall be from May 1st through April 30th.
- b. Emeritus Judges who have served as an active Accredited-Master Judge for a minimum of five years shall pay no dues to FFSJ.

SECTION 2.

The biennial dues shall be five dollars (\$5.00) per member. The dues shall be collected by the district treasurers no later than April 1st in the year of uneven date. Dues are to be remitted to the FCJ treasurer during April of the uneven years and shall be accompanied by a list of all members, including first and last names, status, mailing address, zip code plus four and telephone number.

SECTION 3.

Those members joining during the years of even date shall pay dues of two dollars and fifty cents (\$2.50).

SECTION 4.

The Treasurer shall issue a two (2) year membership card in the years of uneven date and a one (1) year card in the years of even date.

SECTION 5.

The funds of FFSJ shall be derived from the payment of dues and such other sources as the Board of Directors may authorize.

SECTION 6.

FFSJ funds shall be used for flower show schools, symposiums, expenses of FFSJ and “Factual Notes...For Judges”.

ARTICLE XIII- OFFICIAL PUBLICATION

SECTION 1. NAME

The official publication of FFSJ shall be “Factual Notes...For Judges”.

SECTION 2. PURPOSE

The purpose of “Factual Notes ...For Judges” shall be:

- (a) promote the objectives of FFSJ;
- (b) communicate with judges;
- (c) promote uniform judging to NGC standards.

SECTION 3. ISSUES

- a. The “Factual Notes ...For Judges” shall be published in the Fall and the Spring.
- b. A call shall be issued to all members at least six weeks prior to

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the Annual Meeting.

SECTION 4. STAFF

The editorial staff shall consist of editor in chief, design editor, horticulture editor and assistants as deemed necessary.

ARTICLE XIV- DISTRICTS

SECTION 1.

The districts shall conform with those of the Florida Federation of Garden Clubs, Inc.

SECTION 2.

District officers shall be a director, vice director, secretary and treasurer. Other officers may be elected as needed. Only active members in good standing are eligible to hold office.

SECTION 3.

The directors shall guide and extend activities in the districts and shall preside at all meetings in that district. Directors shall attend all meetings of FFSJ BOARD OF DIRECTORS or send a representative.

SECTION 4.

District Treasurers

- (a) In uneven numbered years a complete list of paid members must be mailed on or before April 30.
- (b) The list must be up-to-date, typed (double-spaced), including all members changes (names), deletions (resigned/deceased).
- (c) Reporting Form (status) - Accredited-Master, Emeritus, Accredited-Life, Accredited, Students. Addresses, zip codes plus four, telephone numbers. First names will be used, husband's names added if desired.
- (d) A copy of the list must be mailed to FFSJ president, second vice president, treasurer [enclosing check for per capita dues of five dollars (\$5.00) per member], Editor and Circulation Chairman of "Factual Notes For Judges", FFGC Flower Show Schools Chairman, Credentials Chairman and the District Director.
- (e) Verify proof of membership.
- (f) Report all changes after each district meeting.
- (g) In even-numbered years membership list shall include new members, changes and deletions only. Enclose check for per capita dues of two dollars and fifty cents (\$2.50) per new member with list to FFSJ Treasurer.

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- (h) Follow outlines noted above.

SECTION 5.

- a. The nominating committee shall consist of five (5) members. The Executive Committee shall appoint the chairman and one other member; three (3) members shall be elected at the fall district meeting in the even numbered years.
- b. A district with fewer than thirty (30) members may have a nominating committee of three (3), the Director to appoint the chairman, two (2) to be elected from the floor at the fall district meeting.
- c. The district shall also elect one member and one alternate to serve on the FFSJ nominating committee at this same meeting,
- d. The election shall be by ballot, except as in ARTICLE X.

SECTION 6.

They shall take office at the close of the last meeting of the fiscal year in their own Districts. The New Directors shall be included in the installation ceremony of the FFSJ Officers.

SECTION 7.

All vacancies in office shall be filled for the unexpired term by ballot vote of the Executive Committee.

SECTION 8.

The term of office shall be for two (2) years. One-half term or more shall be considered a term.

SECTION 9.

There shall be at least four (4) meetings in each district annually.

SECTION 10.

A quorum for district meetings shall consist of twenty-five percent (25%) of accredited members.

SECTION 11.

Members of a district council shall attend at least two (2) meetings in a fiscal year, unless a valid reason is given to the director. The district council secretary shall notify a member who has not met this requirement.

SECTION 12.

Each district may establish dues for all classes of members to cover its expenses as approved by its members.

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ARTICLE XV- DISSOLUTION

In the event of dissolution, the residual assets of the Florida Flower Show Judges shall be turned over to the Florida Federation of Garden Clubs, Inc., which is exempt under Section 501(c)(3) of the Internal Revenue Code of 1954, with a request that it be used for educational purposes preferably in flower shows, flower show schools or youth projects. The Florida Council of Judges, notwithstanding any other provisions of these bylaws, agrees not to carry on any other activities not permitted an organization exempt from federal income tax under Section 501 (c)(3) of the Internal Revenue Code of 1954, or any other corresponding provision of any future United States internal revenue law.

ARTICLE XVI- PARLIAMENTARY AUTHORITY

The current edition of Roberts Rules of Order, newly revised, shall govern the proceedings of FFSJ in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE XVII- AMENDMENTS

SECTION 1.

The bylaws may be amended at any annual meeting by a two-thirds (2/3) vote of the members present and voting, provided amendments shall have been presented in writing to the Board of Directors, and to each FFSJ member, at least four (4) weeks prior to the annual meeting.

SECTION 2.

Without such notice, the bylaws may be amended at any annual meeting by a unanimous vote.

ARTICLE XVIII-EXECUTIVE COMMITTEE

SECTION 1.

The Executive Committee shall consist of the President, First Vice President, Second Vice President, Secretary, Corresponding Secretary, Treasurer and the Editor of the official publication of FFSJ. The

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Parliamentarian shall attend meetings in an advisory capacity.

SECTION 2.

The Executive Committee shall:

1. Be responsible for the transaction of necessary business between meetings of the Board of Directors and business referred to it by the Board and shall make a complete report of its actions to the Board.
2. Approve appointments by the President.
3. Determine the amount of bond for personnel for whom coverage is required.
4. Fill vacancies in offices with the exception of the President, and according to Article IV, Section 5 and Section 6.
5. Approve official forms.

SECTION 3.

The Executive Committee shall meet on the call of the President and shall meet upon the written request of three members of the Executive Committee.

STANDING RULES

ANNUAL MEETING.

- Rule 1. The registration fee for the meeting shall not exceed four dollars (\$4.00) and shall go to the hostess group; and any profit from the meeting shall be retained by the hostess group.
- Rule 2. The hostess group shall provide for room and table decorations and any additional courtesies such as corsages, place cards, room favors, etc., extended to officers and special guests.
- Rule 3. The President of FFSJ provides the Order of Business.
- Rule 4. FFSJ shall pay for:
- (a) printing and mailing CALL and the official program for the annual meeting;
 - (b) lodging for FFSJ's president;
 - (c) registration fees for FFSJ elective officers, FFGC president, national elective officers in Florida;
 - (d) all program expenses, including the speaker.
- Rule 5. Meetings shall be scheduled two (2) years in advance.
- STANDING RULES (continued)**
- Rule 6. FFSJ will plan their annual meeting in conjunction with the FFGC Annual Convention, State Flower Show or Symposium.

- Rule 7. (a) Officers, directors and chairmen shall present a concise report for the permanent record.
(b) The report shall be in a theme folder, typed on 8 1/2" X 11" reinforced notebook paper.
- Rule 8. A chronicle shall be written by the president and printed in the yearbook following each administration.

FLOWER SHOW SYMPOSIUM

- Rule 1. Flower Show Symposiums are sponsored jointly by the Florida Flower Show Judges, the Florida Federation of Garden Clubs, Inc., and the hostess group. The net profits are divided equally among the three groups. Any deficit is divided between the FFGC and FFSJ. The hostess group may request an advance as established by the Board of Directors not more than three (3) months before the date of the Symposium.
- Rule 2. Registration fees and lodging for the FFSJ President, FFGC President, FFGC Symposium Chairman and the Judges' Credentials chairman shall be paid by the hostess group. If taking the symposium for credit that person shall pay their registration fees.
- Rule 3. To keep in "Good Standing" All Accredited-Master and Accredited-Life Judges must continue their judging education by auditing a symposium every three (3) years. If a judge allows "Good Standing" to lapse, that judge must audit two (2) symposiums to regain "Good Standing." Judges fulfilling this requirement shall have their year of good standing placed with their names in the FFSJ yearbook
- Rule 4. All Judges attending Symposium for refresher credit MUST bring current, up to date Handbook with member's signature. Those without Handbook cannot receive credit.

EVALUATION PANELS

- Rule 1. The President of FFSJ will appoint 4 Regional Chairmen to select Evaluators for Flower Shows from the Judges invited to judge the show. These Regional Chairman will represent:
Region I: Districts I, II, and III. Region II: Districts IV, V, and VI.

STANDING RULES (continued)

Region III: Districts VII, VIII and IX. Region IV: Districts X,

XI and XII.

- Rule 2. The Flower Show Judges Chairman should invite enough judges so that three (3) judges may be selected for the Evaluation Panel. She must then send the list of invited judges, who have accepted their invitations, to the appointed FFSJ Regional Evaluation Chairman no later than four (4) weeks prior to the date of the Flower Show. The Evaluations Regional Chairman will select the Evaluation Panel from this list and advise the Flower Show Judges Chairman of the names of the Evaluators. The Flower Show Chairman should include a stamped, self-addressed envelope with her request. It is acceptable to use e-mail or fax if both the Regional Chairman and the Flower Show Chairman have it available.
- Rule 3. In the event evaluating judges cannot be secured, master judges in good standing in the area may be asked to evaluate. If time permits, the FFSJ president or the FFGC president should be contacted for approval. In an emergency the district director's approval may be secured.
- Rule 4. The Regional Chairman for the evaluation panels, upon selecting the Evaluation panel for the Flower Show Judges Chairman, must also send the evaluation form with that list. This Regional Chairman must keep a list of the District clubs and mail a list to each District Awards Chairman. (Change 09-13-06)

FLOWER SHOWS.

- Rule 1. FFSJ, if funds are available, will advance a Flower Show School Series a monetary amount not to exceed \$500.00. This request is to be submitted by Series Chairman to FFSJ Board of Directors for approval. A Financial Statement shall be placed on file with FFSJ Treasurer on completion of Series. If a profit is realized over the advanced amount, advanced amount shall be returned.
- Rule 2. For prearranging travel charge to judge a flower show, see 1997 HANDBOOK page 15, VII - F and page 167 I, B-2.
- Rule 3. All design and horticulture entry cards must be initialed by a member of the panel if no award has been won.
- Rule 4. FFSJ president shall invite the judges for the State Flower Show when requested by the State Flower Show Committee, apportioning by districts insofar as possible, and the Evaluation Panel shall be the responsibility of the president of FFGC.
- Rule 5. A top award trophy shall be presented at each State Flower Show

in honor of the past presidents of FFSJ.

MEMBERSHIP LIST

The membership list of the FFSJ shall be retained for the use of this organization only.

FUNDS

Any expenditure over three hundred dollars (\$300.00), not in accordance with the budget, shall require approval of the Board of directors.

GENERAL OPERATING EXPENSES

- Rule 1. The President should be reimbursed expenses incurred pertaining to the office, but those expenses should not exceed the budgeted amount.
- Rule 2. All expenses incurred by officers or chairmen must be substantiated by receipts, which must be submitted to the treasurer no later than 30 days following annual meeting, at end of each administration.

PAVERS

FFSJ will purchase a Brick Paver to be placed at FFGC headquarters building, honoring each immediate past President when she completes her term of office.

FACTUAL NOTES

Emeritus judges must send \$1.50 to the FFSJ Treasurer indicating that it is for Factual Notes in order to receive copies of the Notes.