**BYLAWS & STANDING RULES**

**BOD Report**

**Cissy Richardson, Chairman**

**September 7, 2022**

**On behalf of the Bylaws and Standing Rules Committee, I move -**

**ART V FINANCES Sec 3 General Funds**

**After the sentence, The General Fund of FFGC shall be derived from the payment**

**of dues and other sources as authorized by the Board of Directors.**

**INSERT: A reserve shall be established within the General Fund to support the Penal Garden Therapy Program**

**at the Avon Park Correctional Institution. The source of funding shall be specific donations and specific**

**fund raisers therefor, and the use of the funds shall be exclusively for support of Avon Park Correctional**

**Institution Penal Garden Therapy Program.**

**RATIONALE: The AVPCI Penal Garden Therapy program was an established FFGC project. District IX has coordinated**

**this program. This is an FFGC project and should be included in the FFGC Bylaws including all funding.\**

**DATE: 9/7/22 ADOPTED: yes LOST: COMMITTEE:**

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***ART XXI DISTRICTS Sec 1 Structure a.***

**INSERT: a. (1) Districts form an integral part of the overall FFGC organizational structure.**

**Current a. STRIKE: a. INSERT: (2) If adopted, this will read a. (1) Districts form an integral part of the overall**

**FFGC organizational structure. (2) Districts shall be established with boundaries**

**defined by the FFGC Board of Directors.**

**DATE: 9/7/22 ADOPTED: yes LOST: COMMITTEE:**

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**d. Transfer of a member Club from one District to another may be granted by the FFGC Board of Directors,**

**provided such transfer is approved by the Directors of the respective Districts.**

**INSERT: FFGC STRIKE: is INSERT: was previously INSERT: and their District Board of Directors.**

**If adopted, this will read: d. Transfer of a member Club from one District to another may be granted by the FFGC**

**Board of Directors, provided such transfer was previously approved by the Directors of the respective Districts and**

**their Districts’ Board of Directors.**

**DATE: 9/7/22 ADOPTED: yes LOST: COMMITTEE:**

**INSERT e. Bylaws for Districts are generally not required. Policies and Procedures are usually adequate. However,**

**Articles of Incorporation, Bylaws, Policies and Procedures must conform to FFGC Bylaws. The Articles of**

**Incorporation and/or District Bylaws must be reviewed by the FFGC Bylaws and Standing Rules Committee**

**prior to District approval.**

**DATE: 9/7/22 ADOPTED: yes LOST: COMMITTEE:**

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**INSERT: new Sec 4 Finances Districts are required to obtain individual TIN numbers in order to become unique**

**organizations for IRS tax filing purposes. A 501(c)3 is not required in most instances.**

**RATIONALE: To clarify District requirements that are current Fl Sales Tax Law. *Renumber remaining Sections.***

**DATE: 9/7/22 ADOPTED: yes LOST: COMMITTEE:**

**(Meetings becomes # 5)**

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**STANDING RULES: Many suggested revisions are to conform with current Bylaws or updating procedures.**

**2. FUNDS a. The expenditure of FFGC funds by any member shall be subject to approval of the President**

**and the Board Of Directors. All bills shall be submitted for approval by STRIKE: May 1**

**INSERT: December 31.**

**c. Final fiscal reports shall be made to the Finance Committee prior to STRIKE: May 31**

**INSERT: December 31. Monies remaining in any committee fund except FFGC Wekiva Youth Camp**

**and FFGC SEEK Youth Conference shall be transferred to the STRIKE: FFGC Treasurer**

**INSERT: appropriate fund prior to STRIKE: May 1 INSERT: December 31.**

**STRIKE: e. The Budget shall include a courtesy fund to be used at the discretion of the President.**

**INSERT: e. An FFGC Contingency Fund of approximately 10% of annually collected member dues will**

**be established and maintained.**

**DATE: 9/7/22 ADOPTED: yes LOST: COMMITTEE:**

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

**3. FELLOWSHIPS AND SCHOLARSHIPS a. A named scholarship Scholarships established in perpetuity shall be one**

**thousand Dollars ($1,000.00) or more and shall be subject to approval by the Board of Directors.**

**STRIKE: A named scholarship INSERT: Scholarships STRIKE: In perpetuity shall be one thousand dollars**

**($1,000.00) or more and**

**If adopted this will read: Scholarships established shall be subject to approval by the Board of Directors.**

**b. All checks for fellowships or scholarships awarded by FFGC shall be made payable to the university, college or organization concerned, with the stipulation that if the recipient fails to matriculate, withdraws, is dismissed or fails**

**to maintain a full-time student status, the unused funds, or any portion thereof, shall be returned within thirty (30) days.**

**INSERT: d. Scholarship Funds shall be available for awards to equal 5% of the average value, as of 5/31, of the**

**past three years’ Scholarship Funds.**

**DATE: 9/7/22 ADOPTED: yes LOST: COMMITTEE:**

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**4. HONORS c. Hall of Fame d. Earth Steward f. Pillar of Pride g. FFGC Life Membership**

**INSERT: ( in above c, d, f and g) Recognition will be presented at the appropriate place.**

**DATE: 9/7/22 ADOPTED: yes LOST: COMMITTEE:**

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**5. CONVENTIONS AND MEETING OF THE BOARD OF DIRECTORS**

**a. Invitations for FFGC conventions are requested five (5) years in advance.**

**STRIKE: in entirety**

**INSERT: FFGC Convention contracts are considered and may be executed five (5) years in advance.**

**DATE: 9/7/22 ADOPTED: yes LOST: COMMITTEE:**

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**6. FFGC EDUCATIONAL ACTIVITIES STRIKE: ACTIVITIES INSERT: NGC OPPORTUNITES**

**If adopted, this will read - FFGC/NGC EDUCATIONAL OPPORTUNITIES**

**STRIKE: a. TRI-COUNCIL OF FFGC is comprised of members accredited as a Consultant by National Garden Clubs,**

**Inc. in one or more of the following: Environmental Consultant, Gardening Consultant and Landscape**

**Design Consultant.**

**INSERT:**

**a. Environmental Schools (1) Net income shall be shared equally by FFGC, Tri-Council and the hosting group.**

**(2) Any deficit shall be assumed equally by FFGC and Tri-Council.**

**b. Gardening Schools (1) Net income shall be shared equally by FFGC, Tri-Council and the hosting group.**

**(2) Any deficit shall be assumed equally by FFGC and Tri-Council.**

**c. Landscape Design Schools (1) Net income shall be shared equally by FFGC, Tri-Council and the hosting group.**

**(2) Any deficit shall be assumed equally by FFGC and Tri-Council.**

**DATE: 9/7/22 ADOPTED: yes LOST: COMMITTEE:**

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**STRIKE: red below INSERT: green below**

**d. Flower Show Schools (1) Net income after completion of STRIKE: Course IV INSERT: a series**

**from Flower Show Schools shall be shared equally by FFGC, Fl Flower Show**

**Judges (FFSJ) and the hosting group.**

**e. Flower Show School STRIKE: Symposiums INSERT: Symposia (1). Net income from Flower Show School**

**STRIKE: Symposiums INSERT: Symposia shall be shared equally by FFGC, FFSJ and hosting group.**

**If adopted, this will read: Flower Show School Symposia**

**(1) Net income from Flower Show School Symposia shall be shared equally by FFGC, FFSJ and hosting group.**

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**f. FFGC Biennial State Flower Show**

**(1) FFGC Biennial State Flower Show shall be limited to one (1) during each administration.**

**(2) Net income from the FFGC Biennial State Flower Show shall be shared**

**g. Legislative Day Event (1) Net income from Legislative Day Event shall be….**

**h. INSERT: UF/FFGC Short Course (1) Net income from UF/FFGC Short Course shall be shared……**

**If adopted, the remaining Educational Opportunities will be re-lettered.**

**DATE: 9/7/22 ADOPTED: yes LOST: COMMITTEE:**

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**7. PERMANENT RECORDS STRIKE: Permanent INSERT: Retention ( Paper and Electronic)**

**This will read: RECORDS RETENTION (Paper and Electronic)**

**a. All awards won by FFGC, with the exception of NGC awards INSERT: (see current awards on FFGC website).**

**STRIKE: existing text INSERT: the following text**

**b. Electronic copy of records will be maintained as designated by the Executive Committee. These may be**

**stored on FFGC Google Drive or other approved method. No records may be destroyed without making**

**certain required information is safely stored and available if requested.**

**c. Expense for required records shall be expense of FFGC with Finance Committee approval.**

**d. Copies/originals of all FFGC publications, including books or pamphlets written by FFGC members are the**

**property of FFGC and will be electronically retained at Headquarters.**

**e. The history of FFGC shall be electronically retained at Headquarters and maintained on the FFGC website.**

**f. The FFGC Treasurer shall annually review the IRS requirements, regarding the retention of records. Any needed**

**changes to this Standing Rule shall immediately be forwarded to the FFGC President, the Chairman of H&E**

**Committee, the Chairman of the Bylaws Committee, the Chairman of the Finance Committee, the Chairman of**

**Strategic Planning Committee, the Chairman of Wekiva Youth Camp, the Chairman of SEEK and the office**

**Coordinator. Members of the Board of Directors, staff and volunteers shall adhere to this Standing Rule**

**g. Permanent Records:**

**1. Governance records, including the Charter, Amendments to the Charter, the Bylaws, Amendments to the**

**Bylaws and other organizational documents.**

**2. Board and Committee records, including Minutes and documents presented and acted upon during meetings**

**of the Board of Directors, Bylaws Committee, Finance Committee, Strategic Planning Committee, Headquarters**

**and Endowment Committee, Wekiva Youth Camp Committee and SEEK Committee.**

**3. Tax records, including all tax returns both Federal and State.**

**4. The IRS Letter of Determination and all correspondence related to it.**

**5. Intellectual Property Records, including copyright and trademark registrations.**

**6. Financial Records, consisting of fiscal year-end financial statements, audits, property records and depreciation**

**schedules.**

**7. Legal Documents including liability letters.**

**h. The following records shall be maintained for seven years:**

**1. All other financial records and supporting documentation, including Contracts, Licenses, the Annual Convention**

**Financial Records and FFGC State Biennial Flower Show Financial Records.**

**2. Employee/Employment records for terminated employees, including applications, evaluations, compensation,**

**Worker’s Compensation Claims and W4s.**

**i. General Correspondence shall be maintained for two years.**

**DATE: 9/7/22 ADOPTED: yes LOST: COMMITTEE: Page 4 of 5**

**8. Book of Information Information required for the Book of Information shall be sent to FFGC Headquarters**

**by each Club before STRIKE: June 1 INSERT: May 1 of each year.**

**DATE: 9/7/22 ADOPTED: yes LOST: COMMITTEE:**

**STANDING RULES 9 – 11 WILL BE REVIEWED FOR JANUARY 2023 BOARD MEETING.**

**12. TRI-COUNCIL OF FFGC**

**INSERT: The TRI-COUNCIL OF FFGC organization is comprised of members provisional and/or**

**accredited as a Consultant by National Garden Clubs, in one or more of the following:**

**Environmental, Gardening and Landscape Design.**

**The President of the Tri-Council of FFGC shall serve as a Chairman on the Board of**

**Directors acting as liaison between FFGC and Tri-Council.**

**RATIONALE: Define Tri- Council.**

**DATE: 9/7/22 ADOPTED: yes LOST: COMMITTEE:**

**Several FFGC committees including Bylaws and Standing Rules think it will be helpful to Districts, Clubs etc.**

**to have a guide to use as a tool in developing Bylaws. This basic information will assist in the process and**

**clarify the importance of conforming to FFGC/NGC Bylaws.**

**Although this will not be a Bylaw or Standing Rule, it has been developed by the Bylaws Committee with**

**Input from the Parliamentarian.**

**The Bylaws Committee has been asked to present for approval. It will be available on the FFGC website in**

**the appropriate place.**

**“HOW TO CREATE DISTRICT BYLAWS” will be presented today. In January, “HOW TO CREATE CLUB BYLAWS”**

**Will be presented for adoption.**

**Thank you to the Bylaws Committee who have met throughout the summer. Please stand - President**

**Marge, Arlene Rand, Tina Tuttle, Margaret Chodosh, Rosita Aristoff, Judi Jodoin and our Parliamentarian**

**Carolyn Lowry Nation. These ladies are an amazing team.**

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