

FFSJ BYLAWS

ARTICLE 1: 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 a superior standard of flower show judging by educating judges holding National Garden Clubs, Inc., certificates. Educational opportunities are provided through supporting flower show schools and symposiums and by presenting programs on floral design, horticulture, botanical arts and flower show procedure.

ARTICLE III: MEMBERSHIP

SECTION 1.

Refer to Chapter 12 beginning on page 113 of the *Handbook for Flower Shows*, Revised 2017, for definitions and requirements for levels of flower show judges.

The members of this organization shall be:

- a. Judges in "Good Standing" who pay dues to their District Judges Council and are active members of clubs belonging to the Florida Federation of Garden Clubs, Inc., or a National Garden Club, Inc. affiliated club in another state or country.
 1. Student Judge
 2. Accredited Judge
 3. Accredited- Life Judges
 4. Accredited-Master Judges
 5. Emeritus Master Judges
- b. Lapsed judges who have lapsed less than four (4) years from their "Good Standing" date and who are actively seeking reinstatement may retain membership in FFSJ by paying biennial dues. Lapsed judges are not eligible to vote. A judge who has lapsed more than four (4) years loses all judging status and membership in FFSJ.

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 (2) years. No officer shall be eligible for two (2) consecutive terms in the same office except the Treasurer who may serve two (2) two-year terms. One half (1/2) term or more shall be considered a term.

SECTION 3.

To be eligible for the office of President, the member shall have served on the Board of Directors of FFSJ for a minimum of two (2) years.

SECTION 4.

Officers shall begin their terms of office at close of the annual meeting at which they were 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 to the office of First Vice President. All vacancies in other offices shall be filled for the unexpired term by a 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 office 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 FFSJ Board of Directors and shall perform all other duties pertaining to the office. The FFSJ President shall serve as a liaison between FFSJ and FFGC by appointment of the President of FFGC. The President shall be an ex officio member of all committees except the Nominating Committee. The President shall appoint the following:

- a. The FFSJ Parliamentarian
- b. Two members to serve on the FFSJ Budget-Finance Committee with the treasurer (chairman) and the First Vice President.
- c. An Election Certification Committee of three FFSJ members.
- d. An in-house Financial review Committee of three FFSJ members
- e. Other committee chairmen except the Chairman of the Nominating Committee and Chairman of the Yearbook Committee.

The appointments of committee chairmen are subject to the approval of the Executive Committee.

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 Programs

SECTION 3.

The Second Vice President shall perform the duties of the President or First Vice President in their absence and shall serve as Chairman of the Yearbook Committee. A Yearbook shall be published at the beginning of each administration. An updated FFSJ membership roster shall be maintained in the FFSJ Section of the FFGC website. A list of corrections and changes shall be distributed to the FFSJ Executive Committee and FFSJ Directors in the even numbered year.

SECTION 4.

The recording Secretary shall record the minutes of all meetings and shall have charge of all documents pertaining to the business of the organization.

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:

- a. Be responsible for maintaining the FFSJ financial records in accordance with generally Accepted Accounting Principles (GAAP).
- b. Present a financial report at FFSJ meetings.
- c. Provide a list of paid members to the yearbook Chairman at the end of the fiscal year.
- d. Serve as Chairman of the Budget-Finance committee.
- e. Turn over all financial records to the incoming treasurer at the end of an administration.
- f. If unable to complete their term of office, the Treasurer shall provide all financial records to the in-house Financial Review Committee.

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 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.

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, date and time shall be decided by the Board of Directors.

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.

SECTION 3.

The quorum for the Annual Meeting shall be fifty (50). The quorum for the Board of Directors Meeting shall be twenty (20). The quorum for the District Meetings shall be twenty-five percent (25%) of Accredited members.

SECTION 4.

FFSJ Committees are authorized to meet by telephone conference or through other electronic communications so long as all of the members may simultaneously hear each other and participate during the meeting.

ARTICLE VIII: REPRESENTATION

SECTION 1.

All accredited members in 'good standing' of the Florida Flower Show Judges shall be delegates at the Annual Meeting provided they shall have registered ten (10) days prior to the meeting.

ARTICLE IX: NOMINATIONS

SECTION 1.

The chairman of the Nominating Committee shall be elected by and from the Board of Directors at the September board Meeting in the even numbered years. All nominees shall be entered by December 31st of the even numbered year with a letter of recommendation from the FFSJ District Director. The Chairman shall convene the Nominating Committee at the January Board meeting on the odd numbered year.

SECTION 2.

The nominating Committee shall be composed of the Chairman and one member to be elected from each District at their Fall Meeting in the even numbered year. Each District shall also elect an alternate. If the member and alternate are unable to serve, a representative shall be elected by the District executive Committee.

SECTION 3.

The committee shall select a list of qualified candidates at the January Board Meeting. The list of candidates shall be sent to the membership at least thirty (30) days prior to the annual meeting in the election year.

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.

Accredited Master, Accredited Life and Accredited judges who are in good standing are entitled to one (1) vote.

SECTION 2.

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

SECTION 3.

The Ballot Certification Committee of three (3) members shall distribute the ballots, collect and count the ballots and report the results.

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.

SECTION 2.

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.

ARTICLE XII: DUES AND FINANCES

SECTION 1.

The Budget-Finance Committee shall present a preliminary budget to the incoming officers for review following the January Board meeting of the odd numbered year. The President-Elect shall be a member of this committee. A final proposed budget shall be presented at the Spring Annual Meeting for approval by the membership.

SECTION 2.

The in-house Financial review Committee shall review the financial records of FFSJ at the end of an administration and report their findings at the fall Board of Directors Meeting. In the event of a vacancy in the office of Treasurer, the Committee shall review the financial records of FFSJ before the vacancy is filled.

SECTION 3.

- a. The Fiscal year of FFSJ shall be from June 1st through May 31st.
- b. The funds of FFSJ shall be derived from the payment of biennial dues and such other sources as the Board of Directors may authorize.
- c. FFSJ funds shall be used for flower show schools, symposiums, the publication of "Factual Notes...For Judges" and other expenses of FFSJ.

SECTION XIII: OFFICIAL PUBLICATION

SECTION 1.

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

SECTION 2.

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.

- a. The "Factual Notes...For Judges" shall be published in the Fall and Spring.
- b. A CALL shall be issued to all members at least six (6) weeks prior to the Annual Meeting.

SECTION 4.

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

ARTICLE XIV: DISTRICTS

SECTION 1. District Officers shall be a Director, Vice Director, Secretary and Treasurer. These elected FFSJ Officers make up the FFSJ District Executive Committee. Other officers may be elected as needed. Only active members in 'good standing' are eligible to hold office. The Districts shall conform with those of the Florida Federation of Garden Clubs, Inc.

SECTION 2.

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 3.

District Treasurers shall:

- a. In the year of uneven date, submit a complete list of paid members to the FFSJ Treasurer on or before April 30. Enclose a check for the per capita dues payable to FFSJ. The membership lists must be current, typed (double spaced), first and last names, mailing address (including zip code plus four), telephone number, cell phone (optional), current status, and 'good standing' date. Include status changes and information about resigned, lapsed, deceased judges.
- b. Submit a copy of the membership list and changes, by email or mail, to the FFSJ President, the FFSJ Second Vice President, the FFSJ Recording Secretary and the Editor of "Factual Notes...for Judges" on or before April 30.
- c. In the year of even date, submit a list of new members by mail or email to the FFSJ treasurer on or before April 30. Enclose a check for one half (1/2) of the per capita dues payable to FFSJ. Include status changes and information about resigned, lapsed, deceased judges.
- d. Submit a copy of the new members and changes, by mail or email to the FFSJ President the FFSJ 2nd Vice President, the FFSJ Recording Secretary and the editor of "Factual Notes...For Judges" on or before April 30.

e. After each FFSJ District meeting, submit corrections, updates, new members, deletions and status changes to the FFSJ

President the FFSJ 2nd Vice President, the FFSJ Recording Secretary and the editor of "Factual Notes...For Judges"

SECTION 5.

- a. The Nominating Committee shall consist of five (5) members. The Executive Committee shall appoint the chairman and one (1) 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 specified 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 25 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.

ARTICLE VX: 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 Flower Show Judges, notwithstanding any other provisions of these bylaws, agrees not to carry on any other activities which are 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 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, and Treasurer. The Parliamentarian shall attend meetings in an advisory capacity.

SECTION 2.

The Executive Committee shall:

- a. Be responsible for 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.
- b. Approve appointments by the president.
- c. Fill vacancies in offices with the exception of the President, and according to Article IV, Sections 5 and 6.

SECTION 3

The Executive Committee shall meet at the CALL of the President and shall meet upon the written request of three (3) members of the Executive Committee.

STANDING RULES

DUES

RULE 1. Biennial FFSJ dues payable on or before April 30 in the years of uneven date are \$10.00.

RULE 2. A member with membership in more than one District Judges Council shall pay one FFSJ dues amount.

RULE 3. Members joining during a year of even date shall pay \$5.00- one half (1/2) of the biennial FFSJ dues amount. New member dues are payable on or before April 30 in the year joined.

RULE 4. Emeritus Judges who have served as an active Accredited Master Judge for a minimum of five (5) years shall pay no FFSJ dues.

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 name/title cards for the head table. It is the option of the hostess group to provide favors for attendees and/or any other special courtesies 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 the FFSJ President.
- c. Registration fees for the FFSJ elected Officers, FFGC President, NGC elected Officers residing in Florida.
- d. All program expenses, including the speaker.

RULE 5. Meetings shall be scheduled two (20 years in advance.

RULE 6. FFSJ will plan their annual meeting in conjunction with the FFGC Annual Convention, State Flower Show, or Symposium.

RULE 7. Officers, District Directors and committee chairmen shall present a concise typed report to the FFSJ President and a copy to recording Secretary for the permanent record.

RULE 8. A chronicle shall be written by the President and printed in the yearbook following each administration.

RULE 9. Non-members of the Florida Flower Show judges shall be admitted by invitation only.

RULE 10. The Annual Meeting shall be called to order promptly at the designated time.

RULE 11. Accredited voting members in 'good standing' may make a motion during this Annual Meeting without prior notice.

RULE 12. All motions shall be in writing, in duplicate, signed by the maker and seconded. A copy shall be provided to the recording Secretary and President.

RULE 13. No member shall speak in debate more than once on the same question nor longer than two (2) minutes, without permission by the assembly granted by a two-thirds (2/3) vote. In matters of debate, all questions must be addressed through the Chair.

RULE 14. All cell phones, pagers, etc. must be turned off for the duration of this Annual Meeting.

RULE 15. The rules contained in the current edition of Roberts Rules of Order, newly revised, shall govern this Annual Meeting in all cases to which they are applicable and in which they are not inconsistent with the bylaws of Florida Flower Show Judges and these Standing Rules.

FLOWER SHOW SYMPOSIUMS

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 FFSJ and FFGC.

RULE 2. Registration fees and lodging for the FFGC President and the FFSJ President FFGC Symposium Chairman and the Judges' Credentials Chairman shall be paid by FFSJ. If taking the symposium for credit, that person shall pay their registration fees.

RULE 3. All judges attending Symposium for refresher credit MUST bring current, up-to-date handbook with member's signature. Those without handbook cannot receive credit.

RULE 4. At least four (4) months prior to the Symposium, the Symposium Chairman shall submit a complete and balanced proposed budget to the FFSJ Budget-Finance Committee for approval. The approved budget shall be forwarded to the FFSJ President and the FFGC Finance Committee.

RULE 5. The Symposium Chairman may submit a request to the FFSJ Budget-Finance Committee for an advance of \$500.00

RULE 6. Following completion of the Symposium, a financial statement shall be submitted to the FFSJ Budget-Finance Committee for review. The reviewed financial statement will then be forwarded to the FFSJ President and the FFGC Finance Committee. If a net profit is realized over the advanced amount, the advanced amount shall be returned to FFSJ.

EVALUATION PANELS

RULE 1. The President of FFSJ will appoint up to six (6) Regional Chairmen to select Evaluators for Flower Shows from the Judges invited to judge the show. These Regional Chairmen will represent the regions set by the President.

RULE 2. The local Flower Show Judges Chairman is to invite enough judges so that three (3) may be selected for the Evaluation panel. S/he is to send the list of Judges who have accepted their invitations, to the Regional Area Evaluating Chairman who will select the evaluators from this list. S/he will first confirm that they will serve, then send their names to the Flower Show Chairman and to the FFGC NGC Flower Show Evaluations Chairman, including the name of the Flower Show. This may be done electronically or by hard copy. The Regional Area Evaluating Chairman will then send the chosen judges two (2) copies of the NGC Standard Flower Show Evaluation Scale of Points form and a stamped envelope addressed to the FFGC NGC Flower Show Evaluations Chairman.

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 President should be contacted for approval. In an emergency, the District Director's approval may be secured.

FLOWER SHOW SCHOOLS

RULE 1. At least five (5) months prior to the first Flower Show School course, the Flower Show Series Chairman shall submit a complete and balanced budget for all four courses to the Flower Show Schools Chairman for approval. After approval, the budget shall be forwarded to the FFSJ Budget-Finance Committee for approval, the approved budget shall be forwarded to the FFSJ President and the FFGC Finance Committee.

RULE 2. The Flower Show Series Chairman may submit a request to the FFSJ Budget-Finance Committee for an advance of up to \$500.

RULE 3. Following completion of each Flower Show School course, a financial statement shall be submitted to the Flower Show Schools Chairman for review. The reviewed financial statement will then be forwarded to the FFSJ President and the FFGC Finance Committee. If a profit is realized over the advanced amount when all courses are completed, the advanced amount shall be returned to FFSJ.

FLOWER SHOWS

RULE 1. An accredited Judge must sign and date the entry cards for all blue ribbon and 90+ exhibits. All other entry cards maybe initialed or marked with a check, hole punch or other mark to note the exhibit was judged. An Accredited Judge must sign and date all Top Exhibitor Award ribbons.

RULE 2. 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.

MEMBERSHIP LIST

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

FUNDS

Any expenditure over three hundred (\$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 amounts.

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 the Annual meeting, at the end of each administration.

PAVERS

FFSJ will purchase a Brick paver to be placed at FFGC Headquarters building, honoring each immediate past President when s/he completes his/her term of office.