

# TRI-COUNCIL OF FFGC BYLAWS

(revisions thru 1/18/2018)

## 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 of FFGC is comprised of the members of the three Consultant Councils: Environmental Consultants Council (ECC), Gardening Consultants Council (GCC), and Landscape Design Consultants Council (LDCC).

## ARTICLE II - OBJECTIVES

The objectives of the Tri-Council 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. Matters specific to Environmental, Gardening, or Landscape Design shall be handled by the appropriate individual Consultants Council.

## ARTICLE III - MEMBERS

- Section 1.** Qualifications for membership are to be a member in good standing of the ECC, GCC, or LDCC; which means to:
- a. Be a member in good standing with FFGC; 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 ECC, GCC, or LDCC.
- b. Member shall be listed on the membership rolls of the Consultants Council to which they have paid dues and are a member.

**Section 4.** 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 one (1) additional member of the Nominating Committee shall be elected from the floor. The Chairmen of the ECC, GCC, and LDCC Nominating Committees shall also serve on the TC Nominating Committee which is comprised of five (5) members. The Presidents of Tri-Council and the three Consultants Councils are not eligible to serve on the Tri-Council Nominating Committee.

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

**Section 5.** At the Annual Meeting in an odd-numbered year, a slate of officers shall be presented by the Nominating Committee. Nominations from the floor will be in order. A majority vote shall elect.

- 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 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.** Consultants Council members who are Consultants and/or Master Consultants in good Standing, including Consultants Council President and Vice President, are eligible to be elected to a Tri-Council office.

#### **ARTICLE V – DUTIES OF OFFICERS**

- 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. Coordinate meeting arrangements with the President of FFGC.
  - e. Appoint the Parliamentarian for the Tri-Council.
  - f. Appoint Committees and Committee Chairmen for matters pertaining to the Tri-Council, and serve as an Ex-officio member of all committees except the Nominating Committee.
  - g. By appointment of the President of FFGC, the President of the Tri-Council of FFGC 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 Yearbook Committee.
- Section 3.** The Secretary shall:
- a. Keep minutes of all meetings of the Tri-Council, Executive Board of the Tri-Council, and the individual Consultant Councils.
  - b. Be custodian of all records of the Tri-Council and the individual Consultants Councils.
  - 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 and the individual Consultants Councils.
- b. Keep a ledger of the funds of the Tri-Council and the individual Consultants Councils.
- c. Disburse funds upon request of Tri-Council and Consultants Councils Presidents.
- d. Present a written Financial Report of the Tri-Council and each individual Consultants 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 Annual Meeting in an odd-numbered year.
- f. Be a member of the Executive Committee.
- g. Be chairman of the Budget-Finance Committee.

**ARTICLE VI – MEETINGS**

**Section 1.** There shall be a meeting at every FFGC Board Meeting and Convention. The 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, the Presidents of the ECC, GCC, and LDCC, 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 between regular meetings. Business may be conducted by conference calls, e-mail, 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 individual Consultants Councils.

- b. Call Special Meetings.
- c. Approve appointments of officers made by the President in the case of an emergency.
- d. Arrange for Programs or Speakers for the Annual Meeting.
- e. Coordinate Workshops, Lectures, Conferences and Tours of interest to the Tri-Council members.

### **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 Annual Meeting.
- Section 3.** Dues are payable at the 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. The Tri-Council Treasurer shall:
  - a. Keep a ledger for the fund of the Tri-Council and each of the individual Consultants Councils.
  - b. Present a written report at every regular meeting of the Tri-Council.
  - c. Disburse funds upon approval and request of the TC President or a Consultants Council President.
  - d. Present financial records to the Executive Committee prior to the Annual Meeting in an odd-numbered year.
- Section 6.** There shall be a Finance Committee composed of the Tri-Council Treasurer, who will serve as the Chairman; and the Presidents of the Tri-Council and the Environmental Gardening, and Landscape Design Consultants Councils.
  - a. The Finance Committee will meet prior to the January meeting of the odd numbered year and prepare a biennial preliminary budget. The budget shall be

presented for review to the President nominees of the four Councils. A final proposed budget shall be attached to the Spring Call Letter. The Treasurer shall present the final proposed budget to all Councils for approval by their members at the Convention Annual Meeting.

- b. All amendments to a Council budget shall be subject to the approval of the members of that Council.
- c. The Treasurer will present the financial records to the Finance Committee who shall conduct an internal review of the Financial Records prior to the Annual Meeting in an odd-numbered year.
- d. The Tri-Council President may assign other duties to the Finance Committee as deemed necessary.

#### **ARTICLE X – AMENDMENTS**

**Section 1.** These Bylaws 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 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 Bylaws and Standing Rules which may be adopted.

#### **ARTICLE XII – DISSOLUTION**

Upon dissolution of this organization, all assets of the Tri-Council of FFGC remaining after debts have been satisfied shall be distributed equally between the Environmental Consultants Council, Gardening Consultants Council, and Landscape Design Consultants Council.

