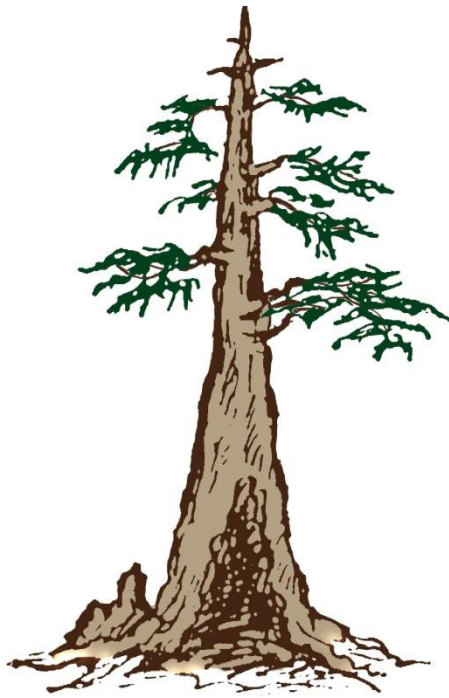


Guidelines & Procedures Manual



**Central Florida
Bonsai Club**

October 2017

Introduction

The policies and guidelines established in this manual are intended to serve as the operating parameters of the Central Florida Bonsai Club (CFBC). They are based on the current By-laws and the historical information contained in the Duties of Officers and Committees and procedures manuals from the archives of the organization.

The club shall be governed by a Board of Directors which shall comprise a President, Vice President, Treasurer, Recording Secretary, and Corresponding Secretary.

These guidelines are designed to be flexible within the structures of the adopted by-laws and can be modified by the vote of the membership upon a recommendation from the Board of Directors or membership with appropriate discussion and approval by a majority of the Board of Directors or membership as described in the By-laws.

Membership

Membership is open to any individual or Family interested in the horticultural development of Bonsai, their origin and place in the world. The primary function of the club is to share ideas and knowledge about the art of bonsai to the mutual benefit of the membership.

The CFBC shall maintain a membership relationship with the Bonsai Societies of Florida (BSF), and a portion of each individual or family membership annual dues shall be remitted to the BSF to provide for individual membership in the statewide organization.

The CFBC shall consider club memberships in the following National and International Organizations on an annual basis:

- The American Bonsai Society
- Bonsai Clubs International
- World Bonsai Friendship Federation

The Board of Directors will review the status of these memberships and present a recommendation to the club as part of its annual planning process.

Dues:

The annual dues of the CFBC are due on September 1st of each year and cover the membership period of September 1st through August 31st of the subsequent year. The dues schedule shall be reviewed in relation to the operating budget of the club and any changes must be approved by the membership in accordance with the By-laws. Dues are considered delinquent as of October 31st of each year. After February 1st, Membership dues for new members shall be 50% of the annual dues schedule.

Individual memberships in the BSF are governed by the policies and By-laws of that organization. The dues for individual memberships in BSF are due by the 31st of December of each year.

Meetings:

The CFBC shall meet twice a month, on the second and fourth Saturday unless otherwise approved by the membership or the Board of Directors. The first meeting each month shall be a program meeting and the second meeting date of the month shall be a workshop.

The regular meeting place for the CFBC shall be established at the discretion of the Board of Directors.

Other meeting locations may be utilized upon approval of the Board of Directors or the membership provided adequate notice can be given to ensure the opportunity for attendance by the membership. The May meeting shall be designated as the Annual General Meeting

Officers:

The officers of the CFBC shall be as required in the bylaws with a term of office of one year. There shall be no limit as to number of year terms served. No Board Member shall receive any compensation other than approved expenses incurred during service to the club.

The Board of Directors shall meet monthly, unless advised otherwise, and will hold said meetings preceding the regular monthly membership meeting.

The officers required by the Bylaws include:

- President
- Vice President
- Recording Secretary
- Corresponding Secretary
- Treasurer

Duties of the Officers:

PRESIDENT

The president shall preside at all meetings. The president shall appoint chairs of such committees as deemed necessary for the good of the organization, with the approval of the Board of Directors. The president shall be a member ex officio of all committees with the exception of the nominating committee. The president or his designee shall serve as the club's delegate to state and national conventions. The president shall share responsibilities with the vice president for visiting artists. The President shall be one of 3 officers authorized to sign checks.

VICE PRESIDENT

The vice president shall assume the duties of the president in the president's absence. The vice president shall be responsible for coordinating programs and workshops and shall serve as chairperson of any committees established to accomplish this responsibility. The vice president shall also serve as liaison with the Bonsai Society of Florida in coordinating logistics of visiting artist travel, lodging and meals associated with visits to the CFBC. The Vice President shall be one of 3 officers authorized to sign checks.

RECORDING SECRETARY

The recording secretary shall keep minutes of all meetings of the CFBC including business meetings during regularly scheduled programs, Board of Directors meetings and any other meetings called by the President or Board of Directors. A record of attendance at all such meetings shall be recorded and kept as part of the record of the meeting. A summary of official meetings shall be provided to the corresponding secretary for inclusion in the monthly newsletter and website of the CFBC as appropriate.

CORRESPONDING SECRETARY

The corresponding secretary shall keep and maintain the official roster of club membership, including names, physical addresses, email addresses and telephone numbers of all members. The corresponding secretary shall also be responsible for coordination of the monthly newsletter, serve as webmaster to club website, and for conducting all official correspondence of the CFBC as directed by the president, Board of Directors or the membership

TREASURER

The treasurer shall be responsible for handling all funds collected and disbursed by the club. The treasurer shall be responsible for establishing and maintaining appropriate checking and savings accounts and maintaining the financial records of the CFBC. The treasurer shall be responsible for paying all bills as approved and directed by the membership and Board of Directors. The treasurer shall make a status report of club finances at each program meeting. The treasurer will coordinate, with input of the Board of Directors, development of an annual budget in support of ongoing activities of the club, to be presented and approved at the start of each club year. The treasurer will be responsible for preparation of a balance sheet and financial statement at the end of the club year. The Treasurer shall be one of 3 officers authorized to sign checks.

Nomination and Election of Officers:

The nomination and election of officers for the CFBC shall follow the schedule and process as outlined below:

March

The Board of Directors appoints the chairperson of the nomination committee which is to be made up of three members in good standing of the CFBC. The sitting president cannot serve on the nominating committee. The other 2 members of the nominating committee are to be elected by the membership at the clubs program meeting in March. The Nominating committee will recruit and prepare a slate of nomination for the following officers: President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer.

April

The nominating committee will present the slate of officers for consideration by the membership at the program meeting in April. The membership will have the opportunity to nominate additional candidates for any or all offices at the April Meeting. The resulting nominations will be published in the May Newsletter.

May

Election of officers will take place at the regularly scheduled program meeting in May.

June

Duly elected officers will be installed at the annual Picnic in June and will serve a one year term that will run through the following June meeting.

Committees:

BOARD OF DIRECTORS

The Board of Directors serves as the planning committee and acts on behalf of the membership to transact the business of the CFBC. It shall operate according to the procedures and criteria defined by the bylaws and with the authority duly delegated through the vote of the membership. The chairperson of the committee is the president of the CFBC.

The Board of Directors shall meet, subject to the call of the president of the CFBC, during the month of July as the planning committee to establish the program schedule, and to develop for approval the annual operating budget for the club. The Board of Directors will meet during the year as needed, also subject to the call of the president or a quorum of the members of the committee as described in the by-laws.

The president and Board of Directors may establish committees to assist with the administration and operation of the CFBC as appropriate.

Operating Policies:

FINANCIAL

Expenditures and commitment of Club resources in amounts over \$200.00 must be approved by the membership or Board of Directors. Any such action must be reflected in the minutes of the meeting where such approval took place.

The vice president and appropriate committees will be provided with a budget for ongoing activities of the club at the first meeting in the fall each year and will be expected to operate within those budgets unless specific authorization is approved. This budget should allow for normal operation of the visiting artist program, the newsletter, the annual Christmas party and the spring picnic, routine correspondence and other typical historical expenditures of the CFBC. All expenses shall be documented through receipts (any amount over) \$10.00 and presented to the treasurer for reimbursement or payment. All such expenses shall be reported in the monthly report to the club and associated documentation provided to the corresponding secretary for archiving.

Purchases of plant material for use by visiting artists shall be approved as part of the annual budget and documented and inventoried to allow the club to track such material.

The club shall not serve as an agent for commercial entities in the advertisement or sale of goods or services. However the club welcomes the opportunity for purchase of plant material or Bonsai supplies as an integral part of any program or workshop regularly scheduled by the Club. Club members are encouraged to make such products available and space will be made available to accommodate such materials.