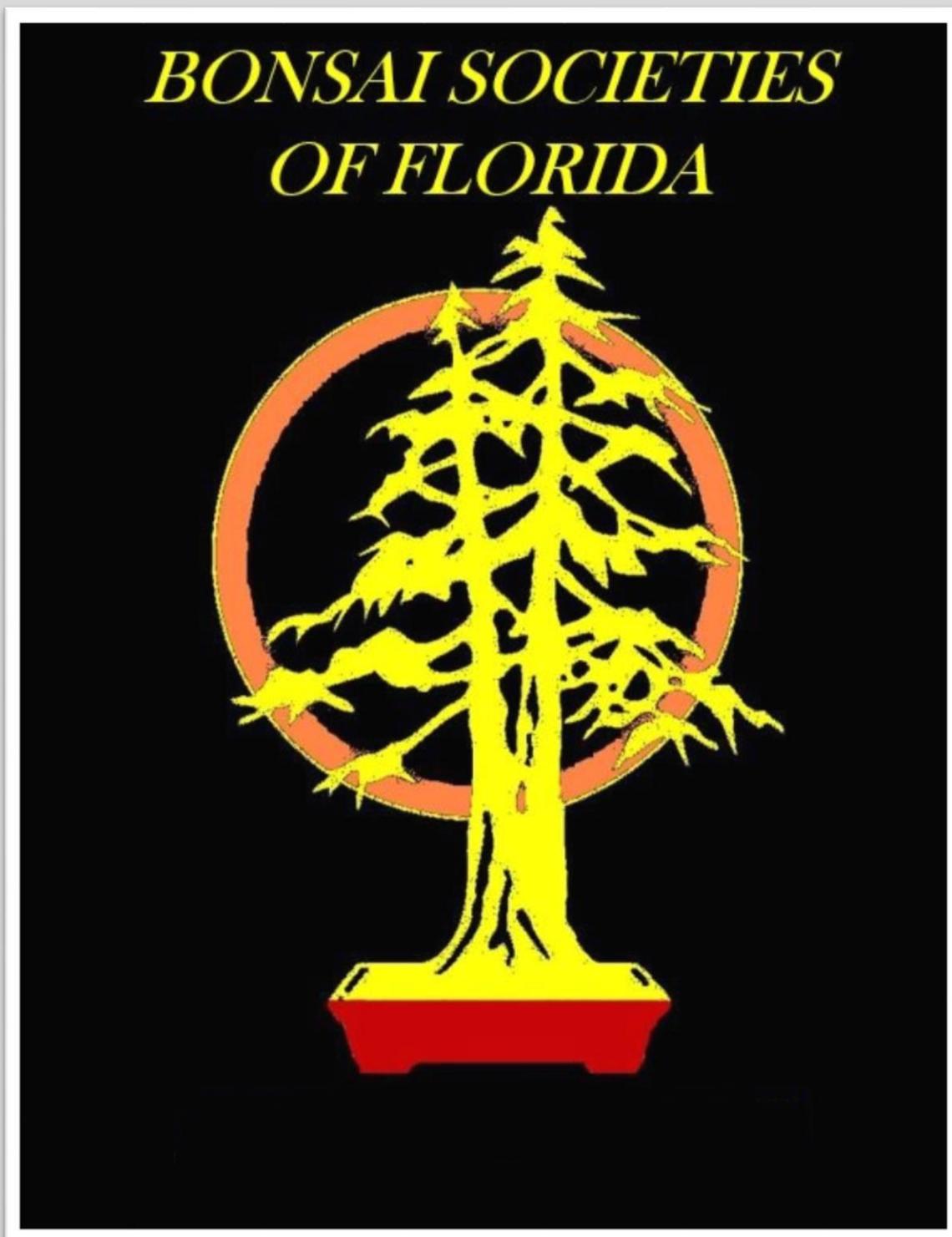


BONSAI SOCIETIES OF FLORIDA
GUIDELINES AND PROCEDURES MANUAL



Bonsai Societies of Florida

Guidelines and Procedures Manual

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Note – Any reference to one gender includes both genders

Bonsai Societies of Florida

Introduction

In accordance with the Bylaws of BSF, the Board of Trustees establishes the following Policies that articulate details about how BSF will be governed. It is the sum of the Policies that make up the Guidelines and Procedures of operation.

These Policies allow for BSF to adapt how to implement the governance of BSF by amending the policies as required by a changing environment. If these details were formulated in the Bylaws it would require amending and coordinating with the membership as well as going through the Bylaws amendment procedure for minor operational details. Likewise, the Bylaws would be large and complex making them more difficult to understand.

The Guidelines and Procedures policies contained herein can be revised by a majority of the Board of Trustees of BSF as long as they conform to the letter and intent of the Bylaws.

Policy # 1

Membership of Persons Within BSF

The purpose of this policy is to define membership of persons within BSF.

Each Member Society is required to forward annual dues to BSF for each primary member for whom that Member Society is their “home” or “primary” organization as described in the Bylaws. Every “primary” member of each Member Society shall be a member of BSF.

If, as an example, a husband and a wife (father and son, mother and daughter, etc.) both pay full dues to a Member Society, and that organization is their home(primary)organization, they are both, therefore primary members, they both are to be reported to BSF, and dues should be sent by that home(primary) Member Society to BSF for both people.

However, if a Member Society has a family membership category, charging full dues for one member (the primary member), and reduced dues for additional family members, then that Member Society should classify the family member who paid full dues as a “primary” member and send only that primary member’s name along with membership dues for that one primary member.

An individual may be a member of more than one Member Society. It is only necessary that one of those Member Societies report that individual to BSF and forward annual membership dues to BSF for that individual. It is the individual’s responsibility to inform the officers of his non-primary Member Society that his name and BSF dues are sent to BSF by his primary organization. The individual may, of course, elect to have more than one primary membership. If this is the case, each of the Member Societies to which he belongs is responsible for sending his name and membership dues to BSF.

Each Member Society is expected to make its own fair and equitable judgments within these guidelines.

Authority: Bylaws, Minutes of Meeting, Board of Trustees, May 27, 1994, Sept. 1, 1995, July 3, 2002, October, 2013.

Policy # 2

Board of Directors Meetings

The Board of Directors consists of the elected officers, the district trustees, the immediate past president and the chairmen of the standing committees.

Any member of a Member Society is welcome to attend the meetings but may not vote. They may address the Board if they have made prior arrangements in accordance with the Bylaws.

In accordance with the Bylaws the Board shall hold at least two meetings a year. One meeting shall be held in conjunction with the Annual Meeting to complete business and assure preparation for the Annual Meeting. Other sessions can be called as needed. There will be one short session after installation of Trustees to orient and meet with the new members of the Board.

Board meetings will usually be scheduled to begin mid-morning, break for lunch and continue in the early afternoon. BSF will pay for the cost of lunch for Board members in attendance.

The Board meeting held in conjunction with the Annual Meeting will normally be scheduled early in the convention to avoid conflicting with other scheduled activities.

The mid-year Board Meeting may be held at the site of the next Annual Meeting or at another site within the state as selected by the President.

Authority: Bylaws Revision December Board Meeting 2008, October, 2013, Revised May 2018

Policy # 3

Code of Conduct and Ethics

A Board member's (trustees, committee chairs and officers) character and actions reflect the reputation of the Bonsai Societies of Florida. Board members of the Bonsai Societies of Florida are expected to be committed to an inclusive organization based on mutual respect and the promotion of the art of Bonsai.

Expectations – Every Board member shall

Treat each other and all others with respect and dignity – avoiding demeaning, negative, harassing, threatening or otherwise inappropriate personal comments, conversations, emails, social media postings, etc.

Not disclose any confidential information about BSF matters to anyone outside of the Board in any form, as indicated above.

Report any inappropriate behavior of another board member to the BSF Board of Directors for action and follow up.

Abide by and uphold BSF By-laws and the Guidelines and Procedure manual as well as all state and federal laws

Breaches of this Code of Conduct

The inappropriate behavior of any Board member will be investigated, discussed and an appropriate course of action will be taken by the Board of Directors in accordance with the BSF By-laws which may include a warning, suspension or removal from the Board.

Authority: Minutes of Meeting, January 12, 2019,

Policy # 4

Speakers Bureau

Methodology and Procedures for Speaker Selection

The chair of the Speakers Bureau is responsible for planning and coordinating the visiting artist tours. This requires significant advance planning. BSF Board members will be notified of artists who have been selected to participate in the visiting artist tours for the year. Such notification shall occur no later than the annual Winter meeting of the Board of Trustees. Each member society will then be notified of the slate of visiting artists for the year.

Scheduling the artists must consider being able to provide to the membership various artists spread throughout the year for optimum participation by individual members and member clubs (normally March, June and September).

An email shall be created by the Chairman of the Speakers Bureau which will include a brief introduction of the speaker, his/her biography and accomplishments, photographs of the speaker's works and the timeframe for the speaker's visit. Included in the letter will be the deadline for Member Societies and Individuals to file forms through the BSF Website.

All visiting artist requests made individually or by member clubs must be requested through the BSF Website. An e-mail notification will be created by the Chair of the Speakers Bureau which will include the name and timeframe of the visiting artist.

The Speakers Bureau will coordinate through the Trustees. Each Trustee will assist in communicating with member societies and individuals. They will also help with participation projections, scheduling – both initial and final, notifying their societies of schedule reminders and changes.

Each web form request must be filled out in its entirety and received by the Speakers Bureau Chair before the deadline. Confirmations of all speaker requests are automatically generated after data entry on the website and can be printed by the person requesting the speaker. Any forms not received through the BSF Website will not be considered valid and will not be included on the Visiting Artist Tour schedule.

SETTING ITINERARY

An itinerary will be constructed for the visiting artist based on the commitments received from the Member Societies and Individuals and based on the transportation facilities available. Requests for programs on specific dates will be considered when formatting the schedule, but cannot be guaranteed, and should not be expected. A copy of the itinerary will be sent to the contact person for each scheduled program on the tour and also be posted on the BSF Website. Members of non-participating societies may wish to travel to another Member Society location to observe the presentation. Please check with the society for permission to attend their event.

CANCELLATIONS

A visiting artist cannot be cancelled within 30 days prior to the beginning of their tour. If a visit to a Member Society must be cancelled for any reason, the speaker must be paid the fee for all scheduled sessions with that Member Society and/or Individual. That society or person is also responsible for the pro rata travel share as well.

PRIVATE SESSIONS

Any active BSF member, whether a member-at-large or an active member of a Member Society, may request one or more private sessions with any visiting artist on tour. You must complete the online request on the website. Travel fees will be prorated and billed at the time that the air travel is booked.

Use of the Speakers Bureau is a benefit of BSF membership. It is only available to members of BSF. The one exception is that of a commercial concern. A required recommendation from a Member Society President may be scheduled for one or more sessions.

COMMERCIAL SESSIONS

Commercial concerns such as Marie Selby Gardens, Morikami Museum, Walt Disney World, or a commercial venue, including retail/wholesale nurseries may request speaker sessions. Those requests, if not routed through a Member Society, will be handled on a case-by-case basis between the requestor and the Speakers Bureau. The

commercial concern will be responsible for the speaker's housing, meals and local travel the same as applies for a Member Society.

SCHEDULING SESSIONS

Visiting artists will be scheduled for at least one session, but not more than two sessions. On rare occasions three sessions may be scheduled with the approval of the guest speaker. If the speaker has free time, efforts should be made to accommodate the speaker's desires concerning local activities during that time. The speaker is a guest and as such, his welfare, comfort and pleasure should be foremost.

TIME OF DAY

Private Sessions will be scheduled in the daytime unless otherwise requested. Public sessions for Member Societies will be scheduled in the evening on weekdays and in the daytime on weekends, unless otherwise requested.

Sundays can be days of travel and work for the visiting artist

ROOM, BOARD and LOCAL TRANSPORTATION

When transferring speakers, society volunteers must be willing to meet the next participant halfway between events for delivery/pick up of the artist. In a continuing effort to save on travel costs, BSF will fly artists within the state only once during an artist's tour. Membership societies and individuals requesting private sessions must include travel contacts (name, address, phone and e-mail) with your application on the BSF Website.

Societies are responsible for feeding and housing guest artists. If a society has a speaker for the entire day, they are responsible for his meals. If there is a split day between societies, then each society is responsible for the appropriate meals. If a society has the speaker for the last session of the day, they are also responsible for the artist's housing. Artists will decide if they are willing to stay with members in their homes or in a hotel. Any hotel costs will be at the society's expense.

Visiting artists are guests, so they must be treated appropriately. If the visiting artist is staying in a member's home, then the host must give the visiting artist space to unwind and have some privacy. It is not appropriate to "pick their brains" after sessions. An artist must be allowed to rest and regroup for the next day's events. Artists must be housed in clean, comfortable and safe surroundings. Most speakers desire a smoke-free environment. Hosts will be notified if there are any pet or food allergies involved.

PAYMENTS

Payment for the pro rata airfare is due within 15 days of receipt of the invoice which will be sent via e-mail through the BSF accounting system.

The speaker's itinerary will list the fee per session. A check, unless other payment is requested, should be prepared in advance and made payable to the speaker. It should be presented in a low key, courteous manner and settled at the completion of the session. Sending checks to a speaker's home or place of work after the tour is prohibited.

Information about Bonsai Societies of Florida -Visiting Artist Tours

Clubs and club members that want to take advantage of the BSF Visiting Artist Program need to make certain commitments in order for them to have success in the Program.

1. Understand that it will be **unlikely** to have the visiting artist scheduled on the normal meeting dates and times. Tours typically include between 8 and 18 sessions, and obviously visiting artists' dates cannot all be scheduled on a preferred day and time (Saturday morning). Attempts are made to distribute Saturdays to various clubs, but it is important to have a backup facility, if necessary, to schedule meetings or workshops for visiting artists on days and times other than normal days and times.
2. The visiting artist contact person for clubs plays a critically important role in helping to make the tours successful. First, the contact person needs to be conscientious in prompt response to emails from the BSF Speakers' Bureau Chair so that tours can be finalized and to emails from other club contact people. Also, the designated pick up and drop off people need to be conscientious in communicating with contacts from other clubs regarding times and locations for picking up and dropping off visiting artists. **Sometimes this involves long drives** between clubs so regular cell phone and texting communication is important as a courtesy to others. Understand that

the visiting artist tours involve a lot of people who need to work together. One person in the chain who lets others down can adversely affect the entire tour.

3. The common-sense principle that will make visiting artist tours successful is to 'treat others as you would like to be treated'. If you are housing the artist in a hotel or motel, make sure that it is one in which you would be happy to stay in. If you are housing the artist in a home, make sure that the artist has a clean private room and bathroom and that he/she has some private down time. Do not try to get the artist's time and talent on the cheap by asking for advice or help on bonsai trees without paying for a session. Make sure that you nicely take care of the artist's meals with enough time for a relaxing meal. Remember that they are our guests, and that we are privileged to have them.
4. Important - Make certain that the visiting artist is paid immediately after the session. Avoid embarrassing situations and wasted time on the part of others to track down which club did not pay the visiting artist.
5. Clubs will be billed by the BSF Treasurer for a prorated share of the visiting artist's transportation costs. Make sure that the bill is paid to BSF on a timely basis. Again, avoid wasted time on the part of others trying to track down unpaid transportation bills.

This may all sound burdensome to some clubs or club members. However, those that have participated successfully in the past will attest to the importance of having the opportunity for nationally and internationally known and respected bonsai artists to visit local clubs and share their time, talent and knowledge. This program goes to the heart of the mission of virtually every bonsai club affiliated with BSF - to further the knowledge and understanding of the art of bonsai among members.

Authority: Minutes of Meeting, Board of Trustees, May 27, 1994, September 1, 1995, February 15, 1997, July 3, 2002, December, 2008, October, 2013.

Policy #5

Annual Meeting Procedures

The annual meeting for the general membership of BSF shall take place at the annual convention and is chaired by the BSF President. The BSF 1st Vice President will summarize the activities of the most recent BSF Board of Directors Meeting.

Each member of the BSF Board of Directors is encouraged to attend the Annual Meeting and to present an abbreviated report. A planned agenda should be available to assist in the conduction of an orderly meeting.

Each Member Society is authorized to have one delegate in attendance. That delegate will be logged into the meeting by the Recording Secretary. The Recording Secretary will ensure that a delegate from each Member Society will be recognized and duly noted as a voting member.

Any member of BSF may attend the Annual Meeting, but only the delegates may vote.

Authority: Minutes of Meeting of Board of Trustees, May 27, 1994, July 3, 2002, December, 2008, October, 2013.

Policy #6

The Florida Bonsai Magazine

The Board of Trustee Meeting Minutes and BSF Financial Statements will not be included in posts of The Florida Bonsai Magazine. Rather, the fiscal year-end financial statements will be posted on the BSF Website within 30 days after the close of business, December 31 each year.

Authority: Minutes of Meeting, Board of Trustees, September 2, 1992, May 27, 1994, July 3, 2002, December, 2008, October, 2013, Revised May 2018

Policy # 7

Morikami Museum

BSF agrees to provide technical expertise to the Morikami Museum concerning their bonsai collection. If asked, BSF will provide a member to serve on a bonsai advisory committee.

The BSF President will appoint a member of BSF to be the liaison between BSF and the Morikami Museum.

*Authority: Minutes of Meeting, Board of Trustees, May 27, 1994, May 30, 1999, January 8, 2000, July 3, 2002, December, 2008
Correspondence between President, BSF and Director, Morikami Museum*

Policy #8

Districts

Membership within the State of Florida is divided into eight districts. Districts are divided by number. Districts and member organizations are listed below.

- District #1:** Pensacola Gulf Coast Bonsai Society; Hama Matsu Bonsai Study Group; Fort Walton Beach Bonsai Society; Tallahassee Bonsai Society; Azalea City Bonsai Society; Mississippi Gulf Coast Bonsai Society; Bonsai Society of Acadiana; Louisiana Bonsai Society; Greater New Orleans Bonsai Society; Lake Charles Bonsai Society; Shreveport Bonsai Society
- District #2:** North Florida Bonsai Club; Kawa Bonsai Society
- District #3:** Gainesville Bonsai Society; Marion Bonsai Society; Hayashi Study Group, Forest Bonsai Society of Ocala.
- District #4:** Central Florida Bonsai Club; Bonsai Society of Brevard
- District #5:** Hukyu Bonsai Society; Suncoast Bonsai Society
- District #6:** Bonsai Society of the Palm Beaches; Lighthouse Bonsai Society; Treasure Coast Bonsai Society
- District #7:** Sho Fu Bonsai Society; Ichiban Bonsai Kai; Bonsai Society of Southwest Florida
- District #8:** Broward Bonsai Society; Gold Coast Bonsai Society; Bonsai Society of Miami, **Emblem Bonsai Society**

Note: Some clubs or societies listed may not belong to BSF at present; however, they are included since the district trustee will try to encourage renewal.

Revised 11/10/09, Revised December 4, 2010, October, 2013, January 2019

Policy #9

Duties of the Members of the Board

DUTIES COMMON TO ALL OFFICES

1. Attend the Annual Meeting and all Board Meetings.
2. Perform duties and accomplish special tasks as requested by the President or Board of Trustees.
3. Assist your replacement in a smooth transition of information and duties. This transition should include but not be limited to:
 - a. Creating a list of pending actions which your replacement should accomplish.
 - b. Passing all files and supplies to your replacement in a timely manner.
 - c. Be available to advise your replacement, especially during the first few months after the transition.
4. Keep a record of all properties that are a part of your office/committee.

DUTIES OF THE PRESIDENT

1. Preside at all regular and special meetings of BSF and the Board of Trustees.
2. Appoint such committees as necessary.
3. Be a member ex-officio of all committees except the Nominating Committee.
4. Appoint in order to fill a vacancy in an elected office, except as otherwise provided in the Bylaws.
5. Shall co-sign checks with the Treasurer, or if absent the first Vice President, ensuring co-signatures on all checks.
6. Attend and preside at the Annual Meeting.
7. Attend and preside at all Board Meetings.
8. Establish the agenda for all Board Meetings.
9. When the need arises, cause a vote by e-mail or by teleconference to be submitted to the Board. Cast an "Aye" response for any non- response if there is not a majority vote.
10. Upon receipt of a request from a member for an expulsion hearing, conduct a hearing in accordance with the Bylaws.
11. Oversee the replacement of a Board Member in accordance with the Bylaws.
12. Biennially appoint a Nominating Committee consisting of a Chairman and one member. Ensure that the remaining three members of the Nominating Committee are appointed by the Board from a list submitted by Member Societies. Appointment is to occur no later than six months prior to the Annual Meeting of an election year.
 - a. Ensure that Member Societies are asked to submit names of members to serve on the Nominating Committee and that the names are received six months prior to the Annual Meeting of an election year.
 - b. Ensure that a slate of candidates for elective offices of BSF is submitted by the Nominating Committee to the membership, in ballot form, on the BSF Website, not later than three months prior to the Annual Meeting, coincidental with the approximate expiration of the two-year term of elected officers.
13. Install the newly elected officers at the Annual Meeting in which their election is reported.
14. Appoint the following Standing Committees:
 - a. Archives Committee
 - b. Education Committee
 - c. Membership Committee
 - d. Publications Committee
 - e. Speakers Bureau
15. Appoint special committees as needed.
16. Ensure that the Recording Secretary sends notice of the Annual Meeting to all Board Members and to all Member Societies. This notice will also request said societies to reply and send the names of Delegates and Alternates who will attend the Annual Meeting.

DUTIES OF THE FIRST VICE PRESIDENT

1. Assist the President in the functions of that office and preside in the absence of the President.
2. Remain informed of all current BSF business and the District Trustees.
3. Will be the primary liaison between the Board and the District Trustees.
4. Assume the duties and responsibilities of the Second Vice President in his absence.
5. Will co-sign checks with the Treasurer or President to maintain dual signatures on checks.
6. Help coordinate movement of visiting artists with Trustees.
7. Help coordinate the submission of membership data on a timely basis

DUTIES OF THE SECOND VICE PRESIDENT

1. In accordance with BSF Board guidance, schedule all state, national and international exhibits, shows, programs and conventions hosted by BSF.
2. Have general supervision over all state, national and international exhibits, shows, programs and conventions hosted by BSF, keeping the BSF Board informed.
3. Coordinate the BSF "Host Society Contract" with the host society for BSF Annual Meetings, keeping the BSF Board informed.
4. Maintain an updated master copy of the BSF Convention Procedural Guide and provide updated copies to Board members and Member Societies as needed.
5. Remain informed of all current BSF business and activities.
6. Function as the BSF Property Manager to assure accountability and proper maintenance of BSF property.
7. Preside in the absence of the President and First Vice President.
8. Assume the duties of the First Vice President in his absence.
9. Solicit bids from Member Societies to host the Annual Meetings and/or conventions. It is essential that the host society for a convention be determined as early as possible prior to the scheduled meeting date, a minimum of three years being preferred.
10. Once a Member Society has expressed a strong desire to host a convention, coordinate the proposed dates and assist them in preparing their bid to be presented to the BSF Board.
11. Once the BSF Board has accepted a Member Societies' bid to host a convention, meet with the host's steering committee. Inspect the facility to be used and review the provisions of the host society/facility PRIOR to it being signed. Review with them their plans for the following: committee chair people and numbers of workers, facilities available at the proposed site, featured artists and the process of acquiring them through the Speakers Bureau, budget and fiscal accounting requirements, daily activity schedule, vendor area, fees and contracts, raffle and auction activities, registration and publicity.
12. Maintain contact with the host society during the planning and preparation stages to assist and needed. As appropriate, along with a committee from BSF, visit the host society to review, to instruct and to assist the host society in their preparation and execution. With the advent of free teleconference capability, it is easy to keep in touch with the host society and committee chairs.
13. Be the primary liaison between the host society convention chairman and the BSF Board.
14. Receive from the host society, upon completion of the convention, comments and recommendations for updating the BSF Convention Procedural Guide.
15. Prepare and send thank you letters to a host society upon completion of a convention.

DUTIES OF THE RECORDING SECRETARY

1. Record the minutes of all meetings.
2. Submit a copy of the minutes to the President (or to whomever presided) for their approval prior to publishing.
3. Ensure that the minutes of the Annual Meeting of the general membership are published and sent to each Board Member and to each Member Society president.
4. Ensure that the minutes of each Board Meeting, after being approved, are sent to each Board Member.

DUTIES OF THE TREASURER

1. Receive and deposit the funds of BSF in an account established in the name of BSF for such purpose.
2. Pay all BSF expenses.
3. Maintain accurate records of all income and expenditures.
4. Coordinate with the Second Vice President and BSF Host Society on all Annual Meeting finances in accordance with the Host Society Contract.
5. Submit a financial statement for the previous fiscal year to the Annual Meeting of BSF. Copies of the financial statement will be provided to each member of the Board and to each Member Society president.
6. Submit interim financial reports as requested by the President or Board.
7. Be bonded.
8. Complete the State of Florida Corporate Annual Report and pay the filing fee before the deadline.
9. File the FDACS form and pay the necessary fee for BSF to solicit funds in the State of Florida.
10. Pay the fees for the Liability and Indemnity requirements as specified in the Bylaws.
11. Prepare, using tax software, sign and mail appropriate Income Tax forms (990EZ) to the IRS.

12. In reference to the Annual Meeting and convention, ensure receipt of:
 - a. A copy of Host Society/BSF Contract.
 - b. Copies of contracts with vendors.
 - c. Copies of contracts with those being paid to present programs.
 - d. A copy of the Host Society/Hotel Contract.
 - e. Copies of all receipts for donations (raffles, auctions, cash, etc.) made toward the meeting/convention.
13. In the absence of the Treasurer, checks will be co-signed by the President and First Vice President.

DUTIES OF THE CORRESPONDING SECRETARY (Inactive, included with Recording Secretary duties)

1. Notify the membership of all meetings including date, time, place and agenda of the meeting.
2. Conduct all other correspondence as directed by the President.
3. Maintain a current list of all elected officers, committee chairmen and trustees including their full name, e-mail address and phone number(s).
4. Send notice of the Annual Meeting to all Member Societies, advising them that if they desire to bring any items of business before the Annual Meeting, they are requested to submit such items, by e-mail 60 days prior to the Annual Meeting. This notice shall also request the names of Primary and Alternate Delegates who will attend the Annual Meeting.
5. Notify each Board Member 30-45 days in advance of each Board Meeting, including the time, date and place of the meeting.
6. Coordinate with the Chairman of the Nominating Committee to assist with ballot distribution.
7. Notify newly elected officers that they will be installed at the Annual Meeting and encourage attendance.
8. Maintain a suspense file for items pending initiation or completion.

DUTIES OF THE DISTRICT TRUSTEE

1. Provide coordination and communication between the Board and all of the Member Societies in his district.
2. Attend the Annual Meeting and represent Member Societies in his district.
3. Attend all Board Meetings and represent Member Societies in his district.
4. Attend at least 2 meetings a year at each Member Society in his district.
5. Contact member societies in his district to encourage submission of articles and items of interest to The Florida Bonsai Magazine.
6. Aid any Member Society in his district that is experiencing difficulties of any type.
7. Promote BSF activities and services.
8. Encourage the formation of new Member Societies in areas where the need exists.
6. Assist the membership chair by requesting Member Societies to submit rosters on a timely basis.
7. Assist and coordinate the movement of visiting artists within their districts.

DUTIES OF THE ARCHIVE COMMITTEE

1. Maintain a documented history of BSF activities by actively collecting, preserving and safeguarding all written documents pertaining to the establishment, status, and activities of BSF.
 - a. Classify written records in categories by type of document
 - b. File documents in each category chronologically.
 - c. Create any sub-classifications, index, cross-index, etc. deemed necessary for the proper maintenance and retrieval of the documents.
2. Safeguard valuable documents in a safe deposit box. This would include the original documents essential for the operation of The Organization:
 - a. BSF Articles of Incorporation in the State of Florida.
 - b. The 501 (C) 3 filing with the IRS for non-profit status.
3. Keep the Assistant Archivist informed of archive activities and that he has full access to the Archives.
4. Maintain the following documents essential for the operation of the Organization:
 - a. All editions of the Bylaws.
 - b. A record set of all issues of Florida Bonsai.
5. Maintain a current chronological history of BSF and its Member Societies.
6. Perform record searches as needed by officers or Member Societies.

DUTIES OF THE EDUCATION COMMITTEE

1. Contribute toward the improvement of the members' bonsai knowledge by providing educational materials.
2. Further the educational purposes of BSF as set forth in the Bylaws.
3. Maintain and disseminate the Guidelines and Procedures Manual to each Board member and to each Member Society.

DUTIES OF THE EPCOT COMMITTEE

1. Selects trees for participation in the annual Epcot Flower & Garden Show.
2. Committee consists of the Committee Chairman, BSF President, and the current presidents of Bonsai Societies of Brevard, Central Florida Bonsai Club, Kawa Bonsai Society or a representative appointed by said presidents.
3. The chairman shall act as liaison with the Epcot managers concerning the size, type, number and suitability of those trees on display.
4. The chairman shall be the contact for exhibit submissions and shall be responsible for informing the participants as to their acceptance or denial.
5. The chairman shall act as the contact and collator for room nights, expenses, etc. between the exhibitors and Disney.
6. The chairman will forward the expense sheets to the BSF treasurer for payment to the exhibitors/committee members/maintenance crew for expenses incurred during the install/strike/maintenance events.
7. The chairman shall be responsible for the disbursement of additional amenities such as park tickets/meal tickets.
8. The chairman shall create the maintenance crew schedule and fill spaces as needed.
9. It is at the discretion of the chairman to delegate such duties as needed.
10. There shall be a procedure in place for reimbursement of any expenses incurred in the collection of submissions for the committee to view (printing/binding/time/etc.) and all expenses shall be submitted to the treasurer for reimbursement.

DUTIES OF THE MEMBERSHIP COMMITTEE (See Policy #12)

DUTIES OF THE PUBLICATIONS COMMITTEE

1. Chairman's duties:
 - a. The Chairman of the Publications Committee is the Editor of The Florida Bonsai Magazine.
 - b. Provide day-to-day management of The Florida Bonsai Magazine. Such management will be conducted as a normal separate business but within the structure of BSF with the guidance of the Board and under financial supervision of the Treasurer.
 - c. Solicit advertising for The Florida Bonsai Magazine.
 - d. Coordinate with the Membership Chairman regarding address changes, problems and reports from the current mass merchandiser.

DUTIES OF THE SPEAKERS BUREAU (See Policy #4)

Authority: Bylaws, Minutes of Meetings, BOT, October 20, 1988, September 4, 1995, July 3, 2002, Bonsai Convention Procedure Guide, December, 2008, October, 2013. Revised May 2018

Policy # 10

Amenities for BSF Board

Certain amenities are tendered for the work which members of the BSF Board of Trustees do for BSF as follows:

Position	Amenity	Paid by
Each member of the Board of Trustees	1 full registration (Including Luncheon & Banquet)	BSF Treasurer
President of BSF	Suite in convention hotel	Convention Treasurer
Convention Chair	Room in convention hotel & 1 full convention registration	Convention Treasurer
First Vice President	Room in convention hotel	BSF Treasurer
Second Vice President*	Room in convention hotel	BSF Treasurer
Treasurer	Room in convention hotel	BSF Treasurer
Membership Chair	Room in convention hotel	BSF Treasurer
Publications Chair	Room in convention hotel	BSF Treasurer
Speakers Bureau	Room in convention hotel	BSF Treasurer
Website	Room in Convention hotel	BSF Treasurer
Epcot Committee Chair	Room in convention hotel	BSF Treasurer
Exhibit Committee Chair	Room in Convention hotel	BSF Treasurer

*During years when the Second Vice President is not Convention Chair.

Board members will submit convention registration forms to the BSF Treasurer with registration, luncheon and banquet costs marked 0. Board members will be responsible for all other convention costs such as workshops and merchandise.

Those Board members who receive a Room Amenity will be entitled to up to four nights (five nights if set up is required very early on Thursday morning) at the convention hotel. Such rooms will be reserved at the convention hotel by the BSF Treasurer. Such Board members are responsible for all personal expenses in addition to the basic suite/room costs.

Those board members who receive a Room Amenity and who live in the metropolitan area of the host hotel, may, at their choice, opt to receive the equivalent of the Room Amenity in the form of miscellaneous convention expenses and /or cash payment.

Authority: Board of Trustees, May 27, 1994, January 8, 2000 May 27, 2000, July 3, 2002, Dec. 2008. Revised May 2018, Jan 2019

Policy # 11

Bonsai Societies of Florida Convention Manual

Manual available upon request

Policy # 12

Membership Committee

INTRODUCTION

Basic information concerning membership of persons within BSF is contained in **BSF Policy #1**. This **Policy (#11)** defines the Membership Committee and its procedures as they relate to both membership of persons and membership of organizations within BSF.

PURPOSE OF COMMITTEE

The Membership Committee compiles and maintains a list of all members, Member Societies, officers of each Member Society and addresses for each, as well as collects and keeps a record of all dues paid, and forwards dues to the BSF Treasurer on a timely basis.

RENEWAL OF SUBSCRIPTION HOLDERS AND DONOR MEMBERSHIPS

The Committee Chairman will send a renewal notice to all subscription holders and donor members in a timely manner.

REQUEST FOR SUBMISSION OF DUES, ROSTERS AND ORGANIZATION DATA

In September of each year the Committee Chairman will send a letter to each Member Society requesting submission of BSF membership dues and a roster of members for whom BSF dues are submitted. The roster is to include the individual member's name, complete street or box address, city, state, and the complete 9-digit zip code. The individual member's phone number may be included. In addition to the membership dues and roster, Member Societies will be requested to send administrative information about their organization. Deadline for submission will be 31 December for the ensuing year.

Dues and Roster

Member Societies need to send BSF dues to BSF for each primary member in their organization who is listed on the roster accompanying the dues; one name per dues. "example", If Mr. and Mrs. Doe are family members of a society, but BSF single dues is sent for only one of them who is to be a BSF member, the Member Society must send in **ONLY THAT ONE PERSON'S NAME** with the dues. One dues, one name.

Organization Data

The letter sent to each Member Society will include a form to be completed listing data about that organization which will be published on the BSF website. The data requested will include:

1. The address which the organization wants published and used as their official mailing address.
2. The use of post office boxes is encouraged.
3. The email address of the organization's email contact.
4. The name, phone number, and email address of the organization's president (or coordinator in the case of bonsai study groups), vice-president, secretary, and treasurer, all of whom should be members of BSF.

BSF MEMBERSHIP DATABASE

The BSF Membership Database for the ensuing year will be created and maintained based with information received from Member Societies, members-at-large, donor members and life members.

Roster of Organizations

Any Member Society which did not report a minimum membership (5 or more primary members) in the current year, will be dropped from the database. If such an organization wishes reinstatement, they will be required to follow procedures for admission as a new organization.

Roster of Members

A roster for each Member Society will be created from the database and will be sent to the organization with a request that it be reviewed and that any changes be submitted. Rosters, mailing lists and labels will not be made available to the public and obsolete ones will be shredded.

Mailing

Mailing of relevant information to the few members who do not have, or do not provide an electronic address, will be addressed as needed.

Member Society Data

A report of Member Societies based on information submitted by the organizations will be prepared by the Membership Committee and will be forwarded, upon request, to the Editor, The Florida Bonsai Magazine.

Member Societies' data, including only the organization's logo, name, mailing address, email address, their meeting(s) time, place and day(s) of the month, along with contact phone numbers(s) and district trustee contact information will be published on the BSF Website on the Internet.

UPDATING DATABASE INFORMATION

New Late Joining Members

Member Societies should send the name, mailing address and phone number of each new member, along with BSF dues for that member, on a timely basis.

Changes to Previously Reported Members

Member Societies should submit change of electronic addresses as soon as known.

The Editor of The Florida Bonsai Magazine will periodically inform the Membership Chairman of e-mail address changes/problems. The Membership Chairman will make corrections as appropriate in the BSF Membership Database. If a problem persist and an accurate e-mail address cannot be obtained, the member's name will be deactivated in the database pending receipt of a deliverable address.

*Authority: Bylaws, Minutes of Meeting, Board of Trustees, Sept. 1, 1995, Feb. 15, 1997, May 27, 1999, July 3, 2002, Feb. 29, 2004.
Revised May 2018*

Policy # 13 **Special Memberships**

Life Member

The BSF Bylaws provide for special recognition of members with the award of Life Member.

It shall be the Board's policy that only Member Societies can nominate individuals for Life Membership. Nominations shall be made in writing with an indication of the vote of the candidates Primary Member Society. Only one Life Membership shall be awarded per year. Recognition and the award shall be conducted at the next Annual Convention Meeting.

Nominations for Life Membership shall include a resume of the individual listing life time accomplishments and why the BSF should award this honor.

If the Board is inclined to propose anyone for this award they shall appeal to the person's Primary Society as a sponsor. The Board shall not award the Life Membership without the sponsorship and majority vote of that Member Society.

The Board shall endeavor to obtain comments from every Board Member. A questionnaire shall be sent with the request to every Board Member to attest to the qualifications of the candidate.

Life Membership shall extend from the date of award until that person requests otherwise or is deceased. The honor may not be taken away except for unlawful acts committed by the member.

Donor Member - The BSF Bylaws provide for Donor Memberships.

Donor Membership criteria shall from time to time be reviewed and adjusted. Donor members in addition to the rights and privileges of Members-at-Large, shall receive a certificate recognizing their contribution, free registration and recognition at the annual Society Conventions.

For consideration as a Donor Member, the person shall comply with the following:

1. Be a reputable person sponsored by a BSF Organization.
2. Contribute cash or the equivalent of \$1,000 to BSF in one year.
 - a. Donor membership shall be for 2 years.
3. Contribute cash or the equivalent of \$5,000 to BSF in one year.
 - a. Donor membership shall be for 10 years.
4. Contribute cash or the equivalent of \$10,000 to BSF in one year.
 - a. Donor membership shall be for 20 years.

Special donations and sponsorships will be considered as opportunities occur. The Donor program can be changed or terminated by the Board at any time

Authority: Bylaws, Minutes of Meeting, Board of Trustees, July 3, 2000

Policy # 14

Mission of the BSF Website

<http://www.bonsai-bsf.com/>

The BSF website has a two-fold mission:

1. To provide information about BSF and about BSF Member Societies.
2. To be a source of bonsai information for the bonsai community.

To accomplish its mission, the website includes:

1. An introduction to BSF.
2. BSF Convention information.
3. A calendar of bonsai events
4. Membership information
5. A listing of other bonsai websites mutually linked.
6. A listing of BSF member societies.
7. A listing of bonsai resources (nurseries, tool suppliers, etc.)
8. Other pages as appropriate

Authority: Minutes of Meeting, Board of Trustees, July 3, 2002. Revised May 2018

Policy # 15

Awards

The following awards may be presented by the Bonsai Societies of Florida.

1. DISTRICT TRUSTEE'S AWARDS

This award is selected and proposed by each District Trustee. The recipient maybe an individual or club. The award shall be proposed for an individual or club who has excelled in furthering the art or education of bonsai while furthering the mission of BSF. The award shall be approved by a simple majority of the BSF Board.

Frequency. This award may be awarded annually at the discretion of each District Trustee. One award will be presented annually by each District Trustee.

Award. The award shall be a paperweight etched plaque and certificate.

Commencement. This award shall commence with the 2002-2003 BSF Convention year and continue each year.

Presentation. The award shall be presented at the BSF Convention Banquet.

2. BSF T. MORRIS LIFETIME ACHIEVEMENT AWARD

This award will be presented to an individual who has provided a lifetime of service to BSF in furthering the art form and education of Bonsai. The nomination shall be made to the BSF Board by memorandum documenting the requirements and the individual service to BSF over a minimum of 20 years continuous membership in BSF and a local club. The BSF Board shall approve the award by a 2/3 vote of the voting members. The recipient will receive a lifetime membership in BSF. The requirements are as follows:

- a. Current Membership in BSF and a local club.
- b. Minimum of 20 years of continuous service to BSF and a local club.
- c. Service shall include serving as an officer in a local club, and/or state club officer and/or national club officer.
- d. Rendered service to BSF as an unpaid volunteer, in furthering the art and education of bonsai.
- e. Must agree to accept the award in person at the BSF annual Convention banquet. The BSF Board will incur the cost of the banquet ticket if requested.
- f. All requirements must be met at a minimum.

Frequency. The award will only be given when an individual meets the requirements and is approved by the board. This is not to be considered an annual award.

Award. The award shall be a clock with an engraved plaque and a certificate. The recipient shall also be afforded lifetime membership in BSF.

Commencement. This award shall commence with the 2002-2003 BSF Convention year and continue each year or as authorized.

Presentation. The President Choice Award shall be presented at the annual BSF Convention Banquet.

3. BSF PAST PRESIDENT'S AWARD

This award is presented to any elected BSF President who has successfully completed his/her term of office. The award will be approved by a simple majority of the BSF Board.

Frequency. This award shall be made at the conclusion of each President's two-year term of office.

Award. The award shall be a perpetual Banner plaque that will hang at all Conventions and official functions of BSF. In addition, the president shall receive a framed BSF Certificate of appreciation and a personal gift valued at approximately \$100.00.

Commencement. This Award shall commence at the 2002-2003 BSF Convention year. A banner perpetual trophy shall be purchased and the names of all previous presidents' name shall be placed on it. The banner trophy shall be updated as appropriate. The perpetual trophy shall be exhibited at all conventions and official functions of BSF.

Presentation. The presentation shall be made at the BSF Annual Convention Banquet.

4. BSF PRESIDENT'S CHOICE AWARD

The BSF President for the purpose of honoring those individuals or organizations who have helped the BSF President in the furtherance of the BSF Mission, education and art form during the Convention year. The BSF President shall select this award(s). The honorees shall not be required to be individual BSF members or BSF Clubs. The honorees may be from the public or private sector. The BSF Board shall approve this award by a majority vote.

Frequency. The BSF President shall make as many selections as he sees fit.

Award. The award shall be a clock with an engraved plaque and a certificate.

Commencement. This award shall commence with the 2002-2003 BSF Convention year and continue each year.

Presentation. The President Choice Award shall be presented at the annual BSF Convention Banquet.

5. PRESIDENT'S BONSAI EXHIBIT AWARD

This is a name change of an existing award and establishes a perpetual physical award. This award is selected and awarded by the BSF President for the best tree in the BSF Convention Exhibit.

Frequency. This award shall be selected by the BSF President and presented at the annual BSF Convention Banquet. One award shall be presented annually.

Award. The award shall be a plaque and BSF certificate.

Commencement. Already in existence.

Presentation. This award shall be presented at the BSF Annual Convention Banquet.

6. BSF VOLUNTEER AWARD

This award may be presented to any individual who has volunteered in furthering the BSF Mission. Any BSF member in good standing may, by memorandum to the BSF Board, nominate an individual or club in good standing for this award. The BSF Board by a simple majority vote shall approve this award.

Frequency. As many awards as approved by the board shall be awarded for each Convention year.

Award. Each recipient of this award shall receive a framed BSF Certificate of Appreciation.

Commencement. This award shall commence with the 2002-2003 BSF Convention year and continue each year.

Presentation. This award shall be represented at the BSF Annual Convention Banquet.

7. EDITOR'S AWARD

This award may be presented to any individual who has furthered the BSF Mission as a result of written material in The Florida Bonsai Magazine. Any BSF member in good standing may, by memorandum to The Florida Bonsai Magazine Editor, nominate an individual who should be considered for this award. The Editor will select persons who, compared to other writers, he/she considers to be deserving of this award.

Frequency. As many awards as approved by the editor shall be awarded each year.

Award. Each recipient of this award shall receive a framed BSF Certificate of appreciation, and/or gift if appropriate and an engraved plaque.

Criteria. The criteria for recognition shall be based upon the subject, quality, and quantity of what the person has written. Consideration shall be given to present or past contributions. Persons who write upon request, and/or under unique circumstances will be considered.

Commencement. This award shall commence with the 2003-2004 BSF Convention year and continue each year.

Presentation. This award shall be presented to the recipient at the BSF Annual Convention Banquet.

8. LEGACY AWARD

This award may be presented to any individual who has been a vital part of the Florida Bonsai World and who has left an identifiable legacy, one who is helping to bring Florida bonsai into the future for continued enjoyment. Recommendations for the award shall be submitted to the Board for approval by board members.

Frequency. The award is given to no more than three individuals every calendar year.

Award. Each recipient of this award shall receive a framed BSF Certificate of appreciation, and/or gift if appropriate, to be determined by the awards chairman for that year.

Criteria. The criteria for recognition shall be based upon a lifetime of dedication to the teaching and improvement of bonsai in Florida. The individual should have held office in a local club and/or at BSF level where he or she improved the art of bonsai in an appreciable way. This award is given to honor those people who are always reaching to improve the art and have done so through education in Florida.

Commencement. This award shall commence with the 2003-2004 BSF Convention and continue each year.

Presentation. This shall be presented to the recipient at the BSF Annual Convention Banquet.

Authority: Minutes of Meeting, Board of Trustees, May 30, 2003, February 29, 2004. December 2010, January 2019

Policy #16

Document Retention

ARTICLE I

PURPOSE

The purpose of this document retention policy is for Bonsai Societies of Florida, Inc. (the (“Organization”) to enhance compliance with the Sarbanes-Oxley Act and to promote the proper treatment of corporate records of the Organization.

ARTICLE II

POLICY

Section 1. General Guidelines. Records should not be kept if they are no longer needed for the operation of the business or required by law. Unnecessary records should be eliminated from the files. The cost of maintaining records is an expense that can grow unreasonably if good housekeeping is not performed. A mass of records also makes it more difficult to find pertinent records.

From time to time, the Organization may establish retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as preserving intellectual property and cost management. Several categories of documents that warrant special consideration are identified below. While minimum retention periods are established, the retention of the documents identified below and of documents not included in the identified categories should be determined primarily by the application of the general guidelines affecting document retention, as well as the exception for litigation relevant documents and any other pertinent factors.

Section 2. Exception for Litigation Relevant Documents. The Organization expects all officers, directors and employees to comply fully with any published records retention or destruction policies and schedules, provided that all officers, directors and employees should note the following general exception to any stated destruction schedule: If you believe, or the Organization informs you, that Organization records are relevant to litigation, or potential litigation (i.e., a dispute that could result in litigation), then you must preserve those records until it is determined that the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records.

Section 3. Minimum Retention Periods for Specific Categories.

- (a) Organizational Documents. Organizational records include the Organization’s articles of incorporation, by-laws and IRS Form 1023, Application for Exemption. Organizational records should be retained permanently. IRS regulations require that the Form 1023 be available for public inspection upon request.
- (b) Tax Records. Tax records include, but may not be limited to, documents concerning payroll, expenses, proof of contributions made by donors, accounting procedures and other documents concerning the Organization’s revenues. Tax records should be retained for at least seven years from the date of filing the applicable return.
- (c) Employment Records are not relevant at this time and will be established according to law when it becomes necessary.
- (d) Board and Committee Materials. Meeting minutes should be retained in perpetuity in the Organization’s minute book. A clean copy of all other Board and Board Committee materials should be kept for no less than three years by the Organization.
- (e) Press Releases/Public Filings. The Organization should retain permanent copies of all press releases and publicly filed documents under the theory that the Organization should have its own copy to test the accuracy of any document a member of the public can theoretically produce against the Organization.

- (f) Legal Files. Legal counsel should be consulted to determine the retention period of particular documents, but legal documents should generally be maintained for a period of ten years.
- (g) Marketing and Sales Documents. The Organization should keep final copies of marketing and sales documents for the same period of time it keeps other corporate files, generally three years.

An exception to the three-year policy may be sales invoices, contracts, leases, licenses and other legal documentation. These documents should be kept for at least three years beyond the life of the agreement.

- (h) Development/Intellectual Property and Trade Secrets. Development documents are often subject to intellectual property protection in their final form (e.g., patents and copyrights). The documents detailing the development process are often also of value to the Organization and are protected as a trade secret where the Organization:
 - (i) Derives independent economic value from the secrecy of the information; and
 - (ii) Has taken affirmative steps to keep the information confidential.
- (i) Contracts. Final, executed copies of all contracts entered into by the Organization should be retained. The Organization should retain copies of the final contracts for at least three years beyond the life of the agreement, and longer in the case of publicly filed contracts.
- (j) Correspondence. Unless correspondence falls under another category listed elsewhere in this policy, correspondence should generally be saved for two years.
- (k) Banking and Accounting. Accounts payable ledgers and schedules should be kept for seven years. Bank reconciliations, bank statements, deposit slips and checks (unless for important payment and purchases) should be kept for three years. Any inventories of products, materials and supplies and any invoices should be kept for seven years.
- (l) Insurance. Expired insurance policies, insurance records, accident reports, claims, etc. should be kept permanently.
- (m) Audit Records. External audit reports should be kept permanently. Internal audit reports should be kept for three years.

Section 4. Electronic mail. E-mail that needs to be saved should be either:

- (a) Printed in hard copy and kept in the appropriate file; or
- (b) Saved to a computer file and kept in a hard drive or on an external storage disk as a separate file.

The retention period depends upon the subject matter of the e-mail, as covered elsewhere in this policy.

Authority: Minutes of Meeting, Board of Trustees, December 2013