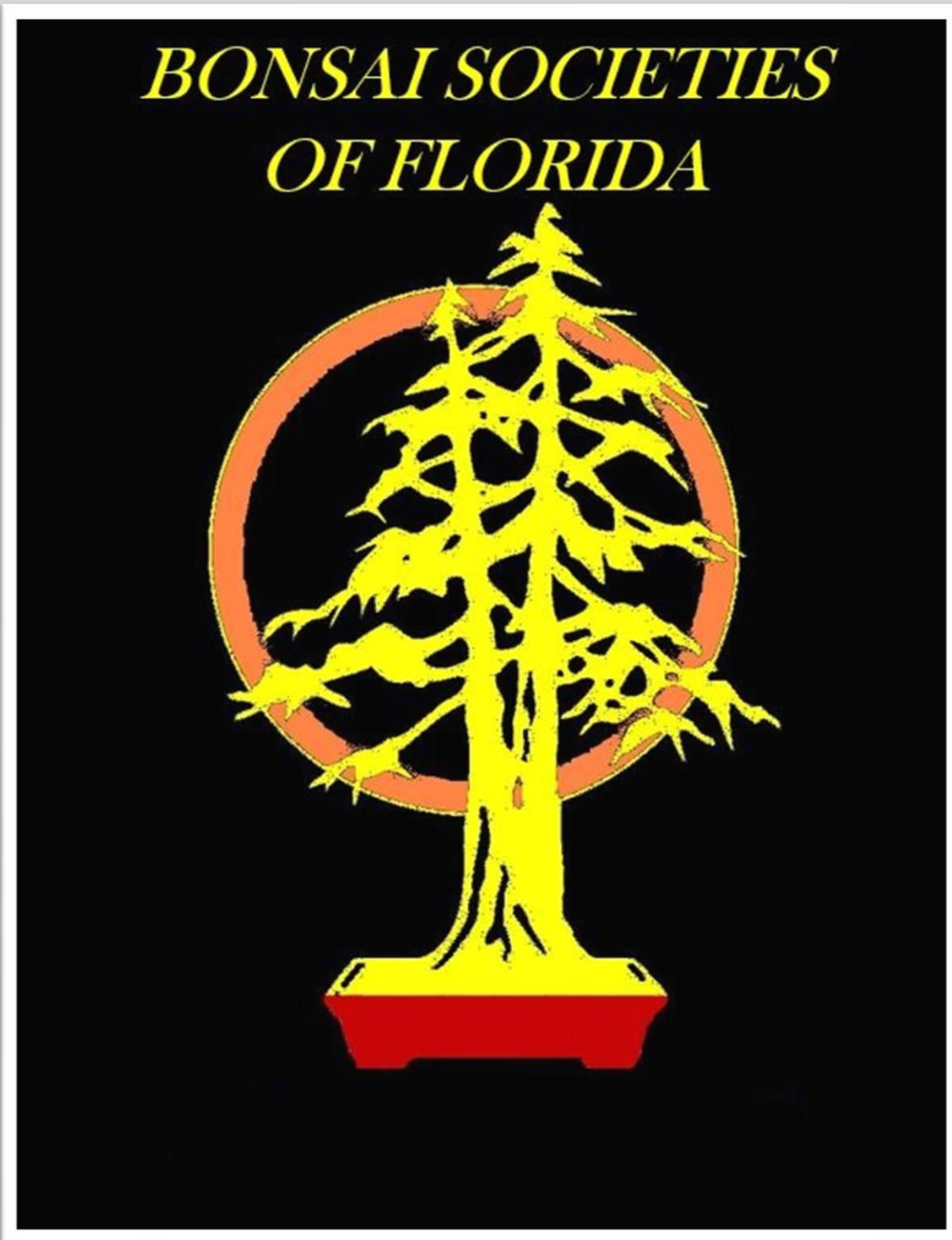


BONSAI SOCIETIES OF FLORIDA  
GUIDELINES AND PROCEDURES



Revised May 2022

Bonsai Societies of Florida

# Guidelines and Procedures Manual

## Table of Contents

### Introduction

Policy #1 - Membership of Persons Within BSF

Policy #2 - Board of Directors Meetings

Policy #3 - Code of Conduct and Ethics

Policy #4 - Speakers Bureau

Policy #5 - Annual Meeting Procedures

Policy #6 - The Florida Bonsai Magazine

Policy #7 - Public Bonsai Collections

Policy #8 - Districts

Policy #9 - Duties of the Members of Board of Directors

Policy #10 - Amenities for BSF Convention Chairmen

Policy #11 - BSF Convention Procedural Manual (Manual upon request)

Policy #12 - Membership Committee

Policy #13 - Special Memberships

Policy #14 - Mission for the BSF Website

Policy #15 - Awards

Policy #16 - Document Retention Policy

Note – Any reference to one gender includes both genders

*Prepared by the BSF Education Committee, September 1994. Revised by the BSF Board March 1997, November 1997, June 12, 1999, July 3, 2002, May 22, 2003, February 29, 2004, December 2008, November 2009, May 2018, January 2019, January 2021, May 2022*

# Bonsai Societies of Florida

## Introduction

In accordance with the Bylaws of BSF, the Board of Directors 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 Directors 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.

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.

The current BSF membership fee is \$15.00 per individual.

*Authority: Bylaws, Minutes of Meeting, Board of Directors, May 27, 1994, Sept. 1, 1995, July 3, 2002, October 2013, Revised May 2022.*

## 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 meetings. They may not vote but 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 directors to orient and meet with the new members of the Board.

Board meetings will usually be scheduled to begin mid-morning. 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, Revised May 2022*

## 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.

#### **Breeches 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 Speakers Bureau Chair (SB) 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 Directors. 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 SB Chair 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 requesting participation 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 SB Chair which will include the name and timeframe of the visiting artist.

The SB Chair 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), and notifying their societies of schedule reminders and changes.

Each web form request must be filled out in its entirety and received by the SB 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 per day. 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 all 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.

## **Additional and Detailed 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:

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 meeting times.

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 both from the SB Chair (so that tours can be finalized) and from other club contact people. Also, the designated pick-up and drop-off person needs 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.

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.

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. 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.

### **BSF CONVENTION DUTIES**

The SB Chair is liaison between the Headline Artists and Convention Chair, responsible for initializing communications with prospective headliners and ancillary presenters to begin the process of asking for availability and fees. The SB Chair will finalize agreements, providing email copy to the Convention Chair. The SB Chair will be responsible for keeping up to date with all convention artists’ travel arrangements by either arranging specific travel or assuring any artist-made arrangements are proper for BSF and Convention purposes. The SB Chair will arrange for picking up artists at the airport and delivering them back to airport after the Convention. The SB Chair will arrange artists’ rooms (accommodations) are taken care of at the hotel and arrange that each Headline artist has a BSF gift basket waiting for them in their room. The SB Chair will be given a BSF credit card for use with the express purpose of providing the headline artists three (3) meals each day.

*Authority: Bylaws, Minutes of Meetings, BOD, October 1988, May 1994, September 1995, February 1997, July 2002, Bonsai Convention Procedure Guide, December 2008, October 2013. Revised May 2018, January 2021*

## Policy #5

### Annual Meeting Procedures

The annual meeting for the general membership of BSF shall take place at the annual convention and be chaired by the BSF President. The BSF 1<sup>st</sup> 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 shall 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 Secretary, who 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 Directors, May 27, 1994, July 3, 2002, December 2008, October 2013.*

## Policy #6

### The Florida Bonsai Magazine

The Board of Directors 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 Directors, September 2, 1992, May 27, 1994, July 3, 2002, December 2008, October 2013, Revised May 2018*

## Policy # 7

### Public Bonsai Collections

BSF agrees to provide technical expertise to Florida public bonsai collections such as the Morikami Museum, Heathcote Botanical Gardens, and Selby Botanical Gardens. 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 collection

*Authority: Minutes of Meeting, Board of Directors, May 27, 1994, May 30, 1999, January 8, 2000, July 3, 2002, December 2008, May 2022*



## Policy #8

### Districts

Membership within the State of Florida is divided into nine districts. Districts are divided by number. Districts and member societies at the time of this revision are as follows, but can be revised as societies form, join BSF or dissolve.

**District #1:** Fort Walton Beach Bonsai Society

**District #2:** Tallahassee Bonsai Club

**District #3:** North Florida Bonsai Club

**District #4:** Gainesville Bonsai Society; Forest Bonsai Society of Ocala. The Villages Bonsai Club

**District #5:** Hukyu Bonsai Society; Suncoast Bonsai Society

**District #6:** Central Florida Bonsai Club; Bonsai Society of Brevard; Kawa Bonsai Society

**District #7:** Sho Fu Bonsai Society; Ichiban Bonsai Kai; Bonsai Society of Southwest Florida

**District #8:** Bonsai Society of the Palm Beaches; Lighthouse Bonsai Society; Treasure Coast Bonsai Society; Heathcote Botanical Gardens Study Group

**District #9:** Broward Bonsai Society; Gold Coast Bonsai Society; Bonsai Society of Miami

*Revised 11/10/09, Revised December 4, 2010, October 2013, January 2019, January 2020, May 2022*

## 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 Directors.
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 Directors.
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. Co-sign checks with the Treasurer (or if absent, the first Vice President) to ensure 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. Cause a vote by e-mail or by teleconference, when the need arises, to be submitted to the Board. Cast an "Aye" response for any non- response if there is not a majority vote.
10. Conduct a hearing, in accordance with the Bylaws, upon receipt of a request from a member for an expulsion hearing,
11. Oversee the replacement of a Board Member in accordance with the Bylaws.
12. Biennially appoint a Nominating Committee consisting of a chairman and at minimum one member. Ensure that up to three additional 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 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. Finance Committee
  - b. Membership Committee
  - b. Publications Committee
  - c. Speakers Bureau
15. Appoint special committees as needed.
16. Ensure that the 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. Be primary liaison between the Board and the District Trustees.
4. Assume the duties and responsibilities of the Second Vice President in his/her absence.
5. Co-sign checks with the Treasurer or President to maintain dual signatures on checks.
6. Help coordinate movement of visiting artists with District Trustees.
7. Help coordinate the submission of membership data on a timely basis.
8. Be responsible for the formation and execution of a "fundraising committee" for grants, donations. etc. from outside normal membership sources.

## **DUTIES OF THE SECOND VICE PRESIDENT**

1. In accordance with BSF Board guidance, schedule and have general supervision all state, national and international exhibits, shows, programs and conventions hosted by BSF.
2. Maintain an updated master copy of the BSF Convention Procedural Guide and provide updated copies to Board members and Member Societies as needed.
3. Remain informed of all current BSF business and activities.
4. Function as the BSF Property Manager to assure accountability and proper maintenance of BSF property.
5. Preside in the absence of the President and First Vice President.
6. Assume the duties of the First Vice President in his/her absence.
7. Inspect the site for the upcoming BSF Convention and review the provisions of the facility prior to contract signature.
8. Review, with the Convention Chair, plans for the following:
  - a. committee chairpersons and numbers of workers,
  - b. facilities available at the proposed site,
  - c. featured artists and the process of acquiring them through the Speakers Bureau,
  - d. budget and fiscal accounting requirements,
  - e. daily activity schedule,
  - f. vendor area, including fees and contracts,
  - g. raffle and auction activities,
  - h. registration and publicity.
9. Be the primary liaison between convention chairman and the BSF Board.
10. Receive from the convention chairman, upon completion of the convention, comments and recommendations for updating the BSF Convention Procedural Guide.

## **DUTIES OF THE SECRETARY**

1. Record the minutes of all meetings.
2. Submit a draft copy of the minutes to the President (or to whomever presided) for review asap after the meeting.
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.
5. Notify the membership of all meetings including date, time, place and agenda of the meeting.
6. Conduct all other correspondence as directed by the President.
7. Maintain a current list of all elected officers, committee chairs, and Trustees, including full name, e-mail address and phone number(s).
8. 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.
9. Notify each Board Member 30-45 days in advance of each Board Meeting, including the time, date and place of the meeting.
10. Coordinate with the Chairman of the Nominating Committee to assist with ballot distribution.
11. Notify newly elected officers that they will be installed at the Annual Meeting and encourage attendance.
12. Maintain a suspense file for items pending initiation or completion.

## **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 on all Annual Meeting finances
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 submit appropriate Income Tax forms (990EZ) to the IRS.
12. In reference to the Annual Meeting and convention, ensure receipt of:
  - a. Copies of contracts with vendors.
  - b. Copies of contracts with those being paid to present programs.
  - c. A copy of the Hotel Contract.
  - d. 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 DISTRICT TRUSTEE**

1. Provide coordination and communication between the Board and all of the Member Societies in district.
2. Attend the Annual Meeting and represent Member Societies in district.
3. Attend all Board Meetings and represent Member Societies in district.
4. Attend at least 2 meetings a year at each Member Society within district.
5. Attend Special Events conducted by Member Societies in district
6. Become part of any and all newsletter mailing lists from Member Societies in district
7. Remind all Member Societies in district to begin Membership Drive in September for submittal in late December.
8. Assist the Membership Chair from all Member Societies in District with submission of rosters thru BSF website. Coordinate with BSF Membership Chair if necessary.
9. Disseminate all non-private information from BSF Board Meetings with all Member Societies in district.
10. Immediately Inform BSF of any and all changes of all Member Society boards.
11. Beginning in September thru December, encourage participation in Epcot Program by all members of Member Societies in district.
12. Encourage participation in Club Night and Club Exhibit of all Member Societies in district.
13. Encourage timely participation of all district society members in Convention Main Exhibit.
14. Coordinate with all Member Societies in district the Club-Level scholarship competitions beginning in September of every year.
15. Coordinate with all Member Societies in district and with Convention Committee Chairperson concerning District-level scholarship competition beginning in January of every year.
16. Contact member societies in district to encourage submission of articles and items of interest to The Florida Bonsai Magazine.
17. Aid any Member Society in district that is experiencing difficulties of any type.
18. Promote BSF activities and services.
19. Encourage the formation of new Member Societies in areas where the need exists.
20. Assist and coordinate the movement of visiting artists within their districts.

#### **DUTIES OF THE EPCOT COMMITTEE**

1. Selects trees for participation in the annual Epcot Flower & Garden Show.
2. Committee consists of the Committee Chair, BSF President, and the current presidents of Bonsai Societies of Brevard, Central Florida Bonsai Club, and Kawa Bonsai Society, or a representative appointed by said presidents.
3. The Chair shall act as liaison with the Epcot managers concerning the size, type, number, and suitability of those trees on display.
4. The Chair shall be the contact for exhibit submissions and shall be responsible for informing the participants as to their acceptance or denial.
5. The Chair shall act as the contact and collator for room nights, etc. between the exhibitors and Disney.
6. The Chair shall be responsible for the disbursement of additional amenities such as park tickets The Chair shall create the maintenance crew schedule and fill spaces as needed.

7. The Chair has discretion to delegate such duties as needed.
8. 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.
9. No member of the Epcot Committee will be allowed to submit a tree for consideration into the Epcot Exhibit.

## **DUTIES OF THE MEMBERSHIP COMMITTEE (See Policy #12)**

### **DUTIES OF THE PUBLICATIONS COMMITTEE**

The Chair of the Publications Committee is the Editor of The Florida Bonsai Magazine.

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.

Solicit advertising for The Florida Bonsai Magazine.

Coordinate with the Membership Chair regarding email address changes.

### **DUTIES OF THE FINANCE COMMITTEE**

**Purpose:** The role of the Finance Committee is primarily to monitor the performance of financial activities of Bonsai Societies of Florida (BSF), and to make recommendations for resource utilization or resource management in a manner that complies with Florida statutes, BSF guidelines, and other applicable industry standards. In addition to developing an annual budget, the committee will set long-term financial goals. It's important that the Finance Committee anticipate costs that may not be mission related, but be necessary for operations, and plan accordingly. The Finance Committee will further be responsible for making sure all reporting requirements are met. These requirements can affect the organization's tax status, eligibility for grants and contributions or have other legal and financial implications

**Membership:** The Committee will consist of the BSF President, Treasurer, 1<sup>st</sup> Vice-President and 2<sup>nd</sup> Vice President. The committee, at its option, may seek additional resources or expertise to assist on a specifically named assignment as may be defined by any of the functions described below. The President will appoint new members to the committee as recommended by the Treasurer.

**Structure:** The Committee shall appoint its Chair. The Chair will prepare agenda items and facilitate meetings. Minutes shall be prepared and distributed to the Board. Ultimately, the Committee works on behalf of BSF and reports to the Board via its Chair, who will bring recommendations for action to the Board for vote if warranted.

#### **Functions:**

##### **Budgeting and Financial Planning**

- Document and maintain the BSF's financial history, including accounting and financial policies adopted and applied.
- Create, approve, and update (as necessary) policies that help ensure BSF assets are protected.
- Develop an annual operating budget for the ensuing year.
- Present all financial goals, proposals, and budget to the Board for approval.
- Monitor adherence to the budget.
- Set long-range financial goals along with funding strategies to achieve them.
- Develop multi-year operating budgets that integrate strategic plan objectives and initiatives.
- Assist the treasurer with presenting of financial reports to the full Board.

##### **Internal Controls and Accountability Policies**

- Periodically review record retention practices and recommend records for permanent or temporary retention and destruction as needed. Assist the Treasurer or Board, at its pleasure, with any other activities or concerns with financial implications.
- Assist the Treasurer as needed in evaluating internal records for acceptable accounting practices and accuracy, and make any recommendations for improvement
- Ensure approved financial policies and procedures are being followed.

**Reporting Requirements:** The Committee shall provide minutes to the Board after each meeting. The Committee Chair, or an appointed Committee member will be present at a Board meeting where Committee recommendations

are being considered. Upon request of the Board, the Committee will provide input related to the budgeting process as well as the annual financial reporting process.

**Authority:** The Committee will not have authority to enter into contracts or agreements with any third parties on behalf of BSF or the Board. Authorization for expenses rests solely with the President or the Board.

**DUTIES OF THE SPEAKER’S BUREAU (See Policy #4)**

*Authority: Bylaws, Minutes of Meetings, BOD, October 1988, May 1994, September 1995, February 1997, July 2002, Bonsai Convention Procedure Guide, December 2008, October 2013. Revised May 2018, January 2021, Revised May 2022.*

**Policy # 10**  
**Amenities for BSF Board**

Certain amenities are tendered for the work which members of the BSF Board of Directors and Convention Chairpersons do for BSF, they are as follows:

<b>Position</b>	<b>Amenity -- registrations</b>	<b>Paid by</b>
Each member of the Board of Directors	1 full registration	BSF Treasurer
Convention Chair	1 full registration	Convention Treasurer
Exhibit Chair	1 full registration	Convention Treasurer
Registration Chair	1 Full registration	Convention Treasurer
Vendor Chair	1 full registration	Convention Treasurer
Volunteer Coordinator	1 full registration	Convention Treasurer
Convention Treasurer	1 full registration	Convention Treasurer

<b>Position</b>	<b>Amenity – Room nights*</b>	<b>Paid by</b>
President of BSF	4 nights	Convention Treasurer
1 <sup>st</sup> Vice President	2 nights	BSF Treasurer
2 <sup>nd</sup> Vice President	2 nights	BSF Treasurer
Treasurer of BSF	4 nights	BSF Treasurer
Convention Chairperson	4 nights	Convention Treasurer
BSF Membership	1-night	BSF Treasurer
Publications Chairperson	1-night	BSF Treasurer
Webmaster	1 night	Convention Treasurer
Speaker’s Bureau	4 nights	Convention Treasurer
Exhibit Chairperson	4 nights	Convention Treasurer
Registration Chairperson	4 nights	Convention Treasurer
Vendor Chairperson	4 nights	Convention Treasurer
Volunteer Coordinator	4 nights	Convention Treasurer

\*Room nights in convention hotel. A complimentary suite for each headliner will be negotiated with the hotel by the Convention Chair. If complimentary accommodations cannot be obtained, the expense will be treated as a regular convention expense.

All individuals receiving an amenity will remit payment with the registration for those items over and above one full registration such as workshops, tours, extra meals, etc. They will pay the hotel directly for any meals or incidentals charged to their rooms.

Additional convention registrations or hotel nights may be awarded by the Board of Directors to person(s) for service rendered throughout the year as recommended by the Convention Chair or the BSF President. Value of acknowledged amenities may be exchanged subject to approval by the President of BSF.

All hotel reservations are to be made with the BSF Treasurer. Names will be placed on a Master List and will not be charged any tax. Payment must be made at the time of registration.

Authority: Board of Directors, May 27, 1994; January 8, 2000; May 27, 2000; July 3, 2002; Dec. 2008.  
January 11, 2019; January 9, 2021; Revised May 2022

## 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 (#12) 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 Chair will send a letter to each Member Society requesting submission, by December 31, of BSF membership dues along with a roster of members for whom BSF dues are submitted. The roster spreadsheet is to be completed and submitted in full. Deadline for submission will be 31 December for the ensuing year.

#### **DUES AND ROSTER**

Member Societies need to send BSF dues by December 31 to the BSF Membership Chairperson for each *Primary Member* in their organization, and provide a roster listing all primary and secondary members along with the dues payment. BSF has established a roster spreadsheet which provides a column for Member Societies to distinguish between Member Type [Single, Family (Head), Family (Member)] and Membership Type (Primary or Secondary)

#### **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 deleted.

## **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 of 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 or Late-Joining Members**

Member Societies, are to submit a modified roster along with BSF dues for those members, 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 Directors, Sept. 1, 1995, Feb. 15, 1997, May 27, 1999, July 3, 2002, Feb. 29, 2004. Revised May 2018, January 2021; Revised May 2022*

## 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 lifetime 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 BSF Convention.

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 Directors, July 3, 2000*

## Policy # 14 Mission of the BSF Website <http://www.bonsai-BSF.com/>

The BSF website has a two-fold mission:

To provide information about BSF and about BSF Member Societies.

To be a source of bonsai information for the bonsai community.

To accomplish its mission, the website includes:

An introduction to BSF.

BSF Convention information.

A calendar of bonsai events

Membership information

A listing of other bonsai websites mutually linked.

A listing of BSF member societies.

A listing of bonsai resources (nurseries, tool suppliers, etc.)

Other pages as appropriate

*Authority: Minutes of Meeting, Board of Directors, 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 an 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:

1. Current Membership in BSF and a local club.
2. Minimum of 20 years of continuous service to BSF and a local club.
3. Service shall include serving as an officer in a local club, and/or state club officer and/or national club officer.
4. Rendered service to BSF as an unpaid volunteer, in furthering the art and education of bonsai.
5. 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.
6. 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 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 plaque. 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 perpetual trophy shall be purchased, and the names of all previous presidents' name shall be placed on it. The 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 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 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 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. **THOMAS ZANE - 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 has helped to bring Florida Bonsai into the future and has worked to improve knowledge, material, and the culture of Florida Bonsai.

Recommendations 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's BSF convention

**Criteria:**

The criteria for recognition shall be based upon a minimum of 15 years of dedication to the teaching and improvement of bonsai in Florida. This award is given to honor those people who are always reaching to improve the art and have done so through teaching, horticulture, promotion, or support of the Art of Bonsai in Florida

**Nomination procedure:**

An individual shall be nominated by any BSF member in good standing, presented to the BSF Board for review and subject to approval by a 2/3 majority vote of the BSF board, either at an official BSF board meeting or through electronic mail correspondence.

**Presentation:**

The award shall be presented to the recipient at the BSF Annual Convention Banquet

*Authority: Minutes of Meeting, Board of Directors, May 30, 2003, February 29, 2004. December 2010, January 2019, January 2020, Revised May 2022*

## 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 Directors, December 2013*