

**GOLD COAST
SUCCULENT
AND
BROMELIAD
SOCIETY INCORPORATED**

BY-LAWS



Unless otherwise stamped this is a controlled copy of the By-Laws.

INTRODUCTION

This Manual specifies the By-Laws applied to the control and general functioning of the Gold Coast Succulent & Bromeliad Society Incorporated, (GCSBS)

It is intended that the By-Laws be in addition to but not to override the requirements of the current Incorporated Associations Manual and Model Rules. Such rules can be found at the Office of Fair Trading Queensland website.

GOLD COAST SUCCULENT AND BROMELIAD SOCIETY INC.

DISTRIBUTION

Copy 1	President
Copy 2	Vice President
Copy 3	Secretary
Copy 4	Treasurer
Copy 5	Editor
Copy 6	Library
Copy 7	Library
Copy 8	Library
Copies	All management committee
Copies	Sales Coordinators

GOLD COAST SUCCULENT AND BROMELIAD SOCIETY INC.

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AMENDMENTS

Amendments to the By-Laws shall be carried out by the management committee.
A By-Law may be set aside by a vote at a General Meeting of the Society.

- Revision No 3 Date of Issue 01-01-2014
- Revision No 4 Date of Issue 11-07-2018
- Revision No 5 Date of Issue 10-01-2019

1. MEETINGS

General Meetings.

Unless decided otherwise by the management committee, all General Meetings shall be held at the nominated venue on the 4th Saturday of the month commencing at 12 midday. There is no General Meeting in December.

Refer Constitution - paragraph 34 - 36 inclusive.

Management Committee Meetings.

Meetings shall be held on the first Thursday of each month at a venue decided by the members of the management committee. The management committee may change the time and venue but must meet at least once per month during the active period.

Annual General Meeting.

The Annual General Meeting shall be held in September each year and in addition to the normal meeting agenda the election of office bearers shall take place. Refer Constitution - paragraph 29 - 33 inclusive.

All serving management committee officers must stand down at the AGM.

The consecutive terms of office for the position of president, treasurer and secretary are limited to a maximum of three consecutive years in the same position.

The consecutive terms of office for all other management committee office bearers, elected or appointed, is unlimited.

(Appendix A - Management Committee Nomination Form)

Special General Meetings.

Refer Constitution - paragraph 37

2. MEMBERSHIP

Application for membership shall be on the approved form.

See - Appendix B and as per the requirements of the Constitution - paragraph 6.

Classes

- (a) **Ordinary Member** - refers to a single person.
- (b) **Family Member** - refers to a couple/individual and immediate dependent members of their family.
- (c) **Associate Member** - refers to fellow societies which share journals.
- (d) **Honorary Member** - appointed annually & reserved for individuals or companies who contribute to the society but do not always attend meetings.
- (e) **Life Member** - proposed by members, subject to the criteria as outlined in the Constitution - paragraph 5 (1) (e).
- (f) **Patron** – a noted member of the society appointed to the position by the management committee.

Membership entitles a member to -

- access the society library (see Guidelines for Lending Section 5, page 2),
- one of each society magazine produced during the annual subscription period,
- participation in member-only bus & field trips and
- the purchase of sales plants.

Members are entitled to sell their excess plants at society meetings and other sales events subject to Conditions of Sales rules. (Appendices C and D.)

3. SUBSCRIPTIONS

Cost of Subscriptions shall be decided by the members at a general meeting.
Fees are payable on joining and are due for renewal on October 1st each year.

Members joining after 31st March shall pay a reduced yearly fee which is 48% of the ordinary membership fee & 50% of the family membership fee.

Renewal of membership is to be paid by 31st December otherwise such membership will be considered lapsed.

Renewal of membership must include a completed membership application form.

A lapsed membership of 12 months or more must apply as a new member.

The Patron, Life, Honorary and Associate members are exempt from subscription fees.

The fee structure is outlined on the Membership Application Form. (Appendix B.)

4. SALES

All sales of goods or plants shall take place within the confines of the meeting venue or the allocated area within the confines of the offsite venue.

The management committee shall determine the commission % to be deducted from all goods and plant sales. This commission is calculated on the sale price of all goods or plants being sold at monthly meetings, annual events and all off-site venues controlled by the society.

The sales of goods or plants at monthly meetings shall commence at 12 noon and cease at the completion of afternoon tea. Members are to vacate the sales areas during the meeting.

Plants sold at monthly meetings and annual events are to be clearly labelled with the society's barcode label. All plants must also be identified by their genus and species, cultivar or hybrid name.

At offsite venues, the Convenor has the option to specify whether plastic tags with the sales price and sellers name or barcodes are used on plants for sale.

Plant sellers are required to provide black plastic waterproof table covers for all tables used for the display &/or sale of any goods &/or plants.

Plant sellers are required to sign annual 'Seller's Agency Agreement' (Appendix H). Plant Sellers are also required to sign the 'Selling Registration and Results' form prior to selling at any event. See Appendix D for On Site events and Appendix F for Off Site Events. Signing this form implies acceptance of and agreement to comply with the 'Selling Guidelines - Onsite Events' (Appendix C) and the 'Selling Guidelines – Offsite Events' (Appendix E).

Plants / Health / Controls: Plant Stewards/Offsite Venue Plant Sales Coordinators and Offsite Convenors are responsible for the control of plants at monthly meetings, annual events and offsite events.

All plants offered for sale must be clean and free of water, disease and be free of infestation by pests and Fire Ants.

4. SALES (Continued)

Where sale plants have been grown or stored in a fire ant biosecurity zone, the seller must have an Approved Risk Management Plan for the control of fire ants as detailed in the form 'Managing potted plants in a fire ant biosecurity zone' (Department of Agriculture and Fisheries QLD) – Appendix I. Sellers must declare this status to the Gold Coast Succulent and Bromeliad Society Inc. and provide evidence of compliance.

If you are unable to fulfil these conditions, you must request a biosecurity instrument permit from Biosecurity Queensland by calling 13 25 23 or request online at www.daf.qld.au/fireants.

Any affected member who does not comply with these requirements or the applicable and current QLD State Government Act for the control of Fire Ants will be banned from selling plants.

The plant stewards or offsite convenors may remove any plants or goods that do not comply. The member may appeal to the president and the president's decision is final.

Goods: Any goods offered for sale must have the prior approval of the management committee of the society. Additional sales conditions may apply and the management committee's decision is final.

5. LIBRARY

The Librarian and their assistant are responsible for the presentation of library items for loan at general meetings. All items offered for loan must be clearly identified as property of the Society.

All library items must be registered in the card catalogue system with a unique alpha numeric identifier e.g. A 25.

Each card within the card system must have provision for and display:

- a) the alpha numeric identifier
- b) the title
- c) the author
- d) date taken out (month/year) e.g. 8/13
- e) date returned
- f) borrowers name (printed) and membership number
- g) signature
- h) telephone number

Journals and newsletters from other societies which are received by the society are to be registered in the library card system.

Some items are retained as reference materials only for a period determined by the management committee. These items must be available at general meetings for reference but can be lent out on special occasions with the approval from the society president.

The Librarian is responsible for the sale of any books or items that may be supplied from time to time. All moneys collected will be handed to the treasurer at the end of the meeting.

Guidelines for lending

- New members must be financial for three months
- Books are on loan for one (1) month only.
- Members are responsible for replacement of lost or damaged books

6. MAGAZINE AND INTERNET

Magazine:

The society magazine "Bromlink" will be published six (6) times per year.

The editor is responsible for producing the magazine. Material offered for inclusion shall be published at the discretion of the editor. Such material is to be relevant to the society's activities and aims.

Members may elect to have their Bromlink posted or emailed.

Internet Administrator:

The internet administrator is to keep the society web page up to date and relevant to the society's activities and aims.

They are also to publish information as directed by the management committee.

7. SETUP AND CLEAN-UP

There is no specific roster for these activities, however a notice designed to stimulate member participation in these tasks will appear regularly in the society magazine (Bromlink) and on our website.

All members are encouraged to assist with the setup and clean-up. Plant sellers are required to participate in the set up and clean-up of the plant sales areas.

Any clean-up must be carried out in a professional manner and to a standard demanded by the Helensvale Community Centre and other hired venue managers' hire rules and as befitting our society. Extra charges will be incurred by the society if the venue is left untidy.

Plant sellers are to provide their own tables when required and black waterproof table covers for all sales events in which they are participating.

Limited sales table space will be made available by the society for members who may only have 5 or less plants to sell. The society will endeavour to provide this society space at all general monthly meetings and annual events.

8. SHOW AND TELL PLANTS

All members are responsible for the control of plants which they present for the show and tell table.

All plants shall be free from excess water and pest or disease - unless presented to demonstrate a particular failing.

Plants or materials containing or infected by Fire Ants are not permitted to be included in Show and Tell Plants under any circumstances.

9. HEALTH AND SAFETY

Hazard analysis and risk assessment shall be carried out at all facilities and activities associated with the functioning of the society. Appropriate steps shall be taken to minimize all potential risks.

All risks identified should immediately be brought to the attention of the President or management committee members or the nominated Health and Safety Officer.

Any member with any issues concerning health and safety should approach the Health and Safety Officer or the President.

Any qualifications required by the Health and Safety officer to carry out this role shall be at the cost of the society.

10. POSITION DESCRIPTIONS

PRESIDENT

The president is the figure head of the society. While there is no one model for the successful attributes of a president some desirable ideals are described below;

The president:

- should chair all society meetings.
- is the representative of the society at all public occasions.
- is the host of all social functions.
- is responsible for maintaining a convivial atmosphere on all occasions.
- should promote team work among the members and use the attributes of the members to the benefit of the society.
- shall try to discover hidden talents of the members and encourage their development.
- should keep harmony among the members and be unbiased in all actions.

Legal Obligations

- forms part of the management committee.
- presides at all meetings of the management committee and general meetings as chairperson.
- maintains meeting order.

VICE PRESIDENT

The vice president assists the president with his/her duties and stands in for the president at all functions if the president is unavailable.

In such cases the vice president will assume all powers granted by the members to the president

SECRETARY

The secretary is the key person in the success of the society. They have written and unwritten obligations and must be a resident of Queensland or live within 65 kilometres from the Queensland border.

Legal Obligations

The secretary is responsible for ensuring the changes of records of any land owned by the society.

Provide members with access to a copy of the constitution on request and payment of reasonable charges for same.

- Ensure the Constitution is in a legible state.
- Lodge financial statements to the Chief Executive (CE) of the Office of Fair Trading.
- Notify the CE - Office of Fair Trading of change of officers.
- Notify the CE - Office of Fair Trading of the secretary's change of address.
- Notify the Chief Executive of the society's insurance.
- Submit the secretary's Statutory Declaration on amendments to the Constitution.
- Responsible for the minutes of the society.
- May countersign the fixing of the society seal.
- Give fourteen (14) days' notice of any special management committee meeting.
- Call and convene a special general meeting.
- Give notice of the convening of all general meetings and special general meetings to hear membership appeals.

Customary Duties

Before each meeting:

- Prepare the agenda.
- Check the minutes of the last meeting for business arising.
- Confirm arrangements for visitors and guest speakers.
- Arrange for the management committee members to meet and welcome guests and provide the president with a suitable introduction.
- Arrange a suitable vote of thanks and gift, if required, for guest speaker.
- Bring the minute book, reports, documents, correspondence, copy of the Associations Incorporation Act, a copy of the society Constitution and By-Laws.
- Provide paper and pencils for ballot if required.

SECRETARY

Customary Duties (Continued)

At each meeting:

- Maintain an attendance book.
- Read or report on minutes and correspondence.
- Keep the minutes of the meeting.
- Assist with vote counts.

After each meeting:

- Write up the minutes.
- Do all tasks and write all letters as per the meeting.
- Keep the president and management committee members informed of correspondence that may need their attention.

MEMBERSHIP SECRETARY

- Prepare the attendance register.
- Update the membership register.
- Maintain the membership register in an accessible format to be decided by the management committee.
- Provide information from the membership register to the President, Secretary and Treasurer on request to conduct the business of the society.

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TREASURER

The management committee is responsible for the financial recording & the reporting integrity of the society. The management committee delegates these tasks to the officer designated as Treasurer.

The following records must be kept by the treasurer:

- A cash book or statement of all amounts received and paid
- A duplicate receipt book
- A cheque book
- Bank statements
- Bank deposit book
- Petty cash book, and
- A register of assets

The treasurer must ensure that:

- All records are kept in English.
- All records are kept correctly and explain the financial position of the society.
- The accounts and affairs can be conveniently audited.
- Statements containing the following are maintained:
 - Income and expenditure of the society for the financial year
 - Assets and liabilities of the society as at the close of the said year

Accounting Requirements

The treasurer must:

- Receive all amounts paid to the society and issue a receipt for these amounts.
- As soon as practical deposit received amounts into the society's bank account.
- Enter the particulars of receipts and payments into the society cash book.

Payments of less than one hundred dollars (\$100) may be paid from a petty cash account kept on the imprest (??) system.

Payments of one hundred dollars (\$100) or more must be paid by cheque.

Particulars of all payments from reimbursements must be recorded in the Petty Cash Book.

The treasurer must ensure the society management committee:

- Approves and ratifies expenditure.
- Records the approvals in the committee minutes.

GOLD COAST SUCCULENT AND BROMELIAD SOCIETY INC.

TREASURER

Accounting Requirements. (Continued)

The treasurer must ensure all expenditure is supported by adequate documentation filed in chronological order and kept in the cash book.

All negotiable instruments (cheques) issued must be signed by any two of the approved signatories.

The treasurer must, on a monthly basis:

- balance the cash book;
- make a reconciliation between the cash book and the balance of the society account with the financial institution;
- prepare a statement of receipts and payment;
- prepare floats as per management committee requirements for plant and goods sales areas; and
- provide a monthly report to the management committee on the state of the society's finances.

The treasurer must keep financial records in the state of Queensland and for a minimum of five (5) years.

EDITOR

The editor is responsible for producing the society magazine namely the "BROMLINK" which will be published six (6) times per year.

All material used in the magazine shall be at the discretion of the editor.

The editor is to ensure material used does not breach any copyright and that all content of the magazine is to reflect the aims and values of the society.

INTERNET ADMINISTRATOR

The internet administrator is to keep the society web page and Facebook page up to date at all times.

All content on the website to be authorized by the management committee, and to reflect the aims and values of the society.

PLANT SALES COORDINATOR (MEETINGS)

The plant sales coordinator (meetings) is responsible for the plant sales team, obtaining cash register float(s) from the treasurer, distributing the proceeds from plant sales to the plant sellers, and forwarding on to the treasurer the plant sales commission and float(s).

PLANT SALES STEWARD

The plant sales steward(s) is responsible for the control of plants in the sales area at monthly meetings and annual events.

The steward(s) may, at any GCSBS event, remove from the sales area any plants that do not comply with 'Selling Guidelines for Onsite & Offsite Events' (Appendices C & D.)

SECURITY COORDINATOR

The security coordinator at society meetings is responsible for organizing security personnel around plant sales areas and the cashier tables from 11am until plant sales are completed. At least three (3) security personnel may be required.

Plant sales will not commence unless security personnel are in place.

Security personnel are to be in attendance during general meetings and have the president's permission to request persons disturbing the meeting to leave the venue.

PLANT SALES COORDINATOR (OFFSITE EVENTS)

The plant sales coordinator (offsite venues) is responsible for liaising with venue management and coordinating venue setup in conjunction with the plant sales convenors.

SHOPPING CENTRE/OFFSITE VENUE CONVENOR

The offsite convenor is responsible for:

- liaising with the shopping centre/offsite venue representative and coordinating the set up and any special requirements for the site.
- Registering sellers (–'Selling Registration – Appendix F) and providing a copy of the 'Selling Guidelines – Offsite Events' (Appendix E) to each attending plant seller
- removing plants that do not comply with the 'Selling Guidelines – Offsite Events' (Appendix E).
- distributing the proceeds from plant sales, less applicable society commission, to the plant sellers

SHOPPING CENTRE/OFFSITE VENUE CONVENOR

The convenor is responsible for forwarding to the treasurer:

- the plant sales summary report (Appendix H);
- commission from plant sales;
- float and
- proceeds from book sales.

Monies for forwarding to the treasurer in the care of the Convenor shall always be at the risk of the society. This excludes monies payable to the sellers.

Additional convenor duties as outlined in the 'Selling Guidelines - Shopping Centres & Offsite Venues' - Appendix D.

GOODS SALES COORDINATOR

The goods sales coordinator is responsible for the control of goods and the sales area.

The coordinator is also responsible for the procurement of items relevant to the charter of the society that will be offered for resale to members at prices determined by the management committee.

Accurate records of sales must be maintained. A float prepared by the treasurer shall be obtained prior to the meeting and returned to the treasurer with a complete list of sales at the completion of trading.

LIBRARIAN

The librarian is responsible for the maintenance and security of all items contained in the library register.

The librarian is also responsible for seeking out new material, review of new acquisitions and, an annual stock take and valuation of library contents. A card register system as described in Section 5 must be maintained.

The librarian must also ensure that archived material is stored in a way that will ensure the integrity of the material is maintained.

GUEST SPEAKER COORDINATOR

The guest speaker coordinator is responsible for securing appropriate guest speakers and seeking agreement of the management committee.

A guest speaker, who is not a member, is invited to sell their products/plants at the meeting. The current society sales commission will **not** be deducted from their product/plant sales.

The society will supply barcode labels free of charge to the non-member guest speaker to facilitate such sales.

MEETER AND GREETER

The meeter and greeter is responsible for greeting people as they arrive at society events and facilitating their smooth transition into the society.

They are also responsible for ensuring all members or guests sign the attendance book and forwarding to the treasurer the proceeds of the gold coin donation or any entrance fee levied by the management committee.

REFRESHMENT COORDINATOR

The refreshment coordinator is responsible for ensuring refreshments in the form of non- alcoholic drinks and snacks are made available and ready at a time agreed to by the management committee.

The coordinator is also responsible for ensuring the catering facilities are left clean and tidy and all crockery and utensils are returned to their respective storage areas.

Reimbursement for costs associated with the supply of refreshments shall be through the society treasurer on presentation of receipts.

PUBLICITY OFFICER

The publicity officer, as requested by the management committee, is responsible for liaising with public organizations and media outlets in order to promote the society, bearing in mind the objectives of the society at all times.

Any promotional activity is at the direction of the management committee.

RAFFLE COORDINATOR

The raffle coordinator is responsible for collecting the float and tickets from the treasurer.

The coordinator is also responsible for displaying the prizes and organizing the draw. All moneys including the float are returned to the treasurer who will issue a receipt for the proceeds. The raffle coordinator is also responsible for the sale of tickets and coordination of the cent auction.

The raffle coordinator will assist with the supply or purchase of the prizes.

BUS TRIP & FIELD DAY COORDINATOR

The bus trip & field day coordinator is responsible for arranging such events for the benefit of society members, subject to approval by the management committee.

11. GRIEVANCES

All complaints or grievances shall be submitted signed and in writing to the management committee, addressed to the president.

A grievance refers to concerns or complaints about unfair treatment, discrimination, harassment, vilification and/or bullying which are not otherwise managed under a separate review, appeal, and resolution or complaint process.

The management committee must address all complaints or grievances at the next management committee meeting and reply in writing to the person or persons responsible for the submission. In addition, if requested and or if deemed necessary by the management committee, the issue and proposed solution will be made public by a management committee representative at the next convenient general meeting.

All grievances shall be initially addressed at the management committee level. If the person making the complaint or grievance challenges the management committee decision, they may take the complaint to a general meeting with the president outlining the complaint and the member given equal time to make their case to the general membership, to be voted upon by secret ballot to resolve the grievance.

12 APPENDICES

- Appendix A: Management Committee Nomination Form
- Appendix B: Membership Application
- Appendix C: Selling Guidelines - Onsite Events
- Appendix D: Selling Registration & Results - Onsite Events
- Appendix E: Selling Guidelines - Offsite Events
- Appendix F: Selling Registration & Results - Offsite Events
- Appendix G: Proxy Form
- Appendix H: Seller's Agency Agreement
- Appendix I: Potted Plant Management in Fire Ant Biosecurity Zones