

**The Bromeliad Society of Queensland**



# **BSQ Policy and Procedures**

**The Operations Manual**

**2021**

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# Introduction

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The Bromeliad Society of Queensland Inc. (BSQ) is an incorporated association as defined the Incorporated Associations Act (1981).

The Society was formed in 1967 and has approximately 240 members (January 2019) – counting Family Memberships as two (2) Ordinary Members as listed later.

The Constitution of the Society is the document that governs how the Society functions. It is based on the Model Rules published by the Office of Fair Trading, Queensland.

It states the name of the Society, its aims and objectives, its method of governance, its office bearers, their duties and responsibilities, and its committee.

The Constitution provides for its own amendment, which may occur only at an Annual General Meeting or at a Special General Meeting called for that purpose.

The Constitution of the Society should be deferred to when contentious issues are being discussed, or at times when doubt exists, to ensure that the resolution will be in accordance with the Constitution.

No decision may be made at any meeting of the Society that is not in accord with the Constitution and Rules of the Society.

This manual is designed to provide the policies and operational guidance required to manage the Society on a daily basis. It includes information of roles of key committee members along with guidelines and checklists to support activities. These may be changed from time to time to reflect current practices.

The governing body for management of this manual is the Management Committee.

# Section 1 – Policies of the Bromeliad Society of Queensland

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The following are policies of the Bromeliad Society of Queensland:

- Meetings
- Voting at Meetings
- Membership
- Membership fees
- Code of Conduct
- Privacy Policy



## **1 Meetings**

1. The Constitution and Rules of the Society provides for four types of meeting which may be held at all levels of the Society, each serving a different purpose and having slightly different requirements.

### **1.2 General Meetings**

1. These meetings are held on a regular basis in order to manage the affairs of the Society. While these are generally held monthly, there is no specific requirement that the meetings be held monthly.

### **1.3 Management Committee Meetings**

1. Management committee meetings are formal meetings of the elected office bearers and other executive committee members (as determined at the relevant AGM) held between general meetings for the purpose of conducting any business necessary to ensure that the Society's functions are managed efficiently.
2. These meetings are usually held each month except for December.
3. Minutes of all Management Committee meetings are presented in summary form to the next general meeting of the Society to inform members of actions taken.

### **1.4 Special General Meetings**

1. Special General Meetings are held to deal with specific motions or business.
2. No other business, other than that disclosed on the notice of meeting sent to all members, can be conducted at a Special General Meeting.
3. Article 9.4 of the Constitution and Rules of the Society describes the processes by which a Special General Meeting can be called.

### **1.5 Annual General Meetings**

1. The Annual General Meeting is the central part of the Society's governance structure, as it holds the Society accountable to its members. It is the only Society meeting specifically provided for in the Act (Part 69, Society's Incorporation Act 1991 [ACT]).
2. The Annual General Meetings of the Society must be held each year within five months after the end of the most recent financial year (e.g. between 1 January and 31 May)
3. The Act requires the annual audited financial statement for the preceding financial year to be presented to the members at the Annual General Meeting. This is an important obligatory provision in the Act (Part 73 Society's Incorporation Act 1991 [ACT]).
4. The business of the Annual General Meeting is generally restricted to the receiving of the annual reports of the President and Treasurer, the election of executive office bearers and other Executive committee members, to set membership fees and other charges, and to debate any proposals to change Articles of the Constitution and Rules of the Society that have been included as notices of motion on the notice of meeting sent to members.

## 1.6 Meeting Agenda

1. The business to be dealt with at any meeting of the Society is set out in the agenda, sent out prior to the meeting, by the secretary, to every member eligible to attend the proposed meeting. The agenda should be prepared by the Secretary in consultation with the Chairperson.
2. The preparation of the agenda has two objects:
  - to ensure that all items of importance will be dealt with and considered in their proper order, and
  - to give notice to members of what business has to be discussed so that they will not be taken by surprise.
3. The agenda will be prepared to reflect the type of meeting being held. A typical meeting agenda might be:
  - Chairperson opens the meeting.
  - Apologies (read by Secretary – any proxies identified at this time, also).
  - Minutes of the previous meeting (read by Secretary – may be “*taken as read*”).
  - Confirmation of minutes.
  - Business arising from minutes.
  - Outward and inward correspondence (read by Secretary). Correspondence received and endorsed. (Not all meetings.)
  - Business arising from correspondence. (Not all meetings.)
  - Treasurer’s report (adoption moved by treasurer). Accounts passed for payment. (Not all meetings.)
  - Reports from subcommittees. Motion for adoption. (Not all meetings.)
  - Adjourned business (if any). (Not all meetings.)
  - Special business (including any notices of motion). (Not all meetings.)
  - General business. (Not all meetings.)
  - Date of the next meeting. Chairperson closes the meeting.
4. If members wish to discuss a matter that does not appear on the agenda, they will be given an opportunity, time permitting, to bring it forward during “*general business*”.
5. The quorum for all meetings of the Society, the minimum number of eligible members required to be present to permit the meeting to proceed and for the business transacted to be valid and binding, is stated in Article 24 (Committee) and Article 33 (General Meeting) of the Constitution and Rule of the Society.

## 1.7 Meeting Minutes

1. The minutes are a brief record of the business conducted at a meeting of the Society. They must be clear and accurate, since they constitute an official report of the proceedings, and once signed by the Chairperson they can never be changed on any pretext whatsoever.
2. There are certain items which should be recorded whenever they arise. These are:
  - Type of meeting (whether general, special or annual).

- Time, place and date of meeting.
  - Name of Chairperson.
  - Names of those present.
  - Apologies for absences (and of proxies – where this is permitted)
  - Confirmation of minutes.
  - List of correspondence received and action taken – if any.
  - Financial statement.
  - Accounts for payment.
  - Reports and action taken.
  - Resolutions adopted, defeated and/or withdrawn.
  - Notices of motion – if any.
  - Date of next meeting.
  - Time at which the meeting closed.
3. It is a good idea to keep the minutes as brief as possible.
  4. All motions and amendments to motions should be recorded, as well as the names of movers and seconders of those motions and/or amendments, brief details of the discussion that occurred may be kept for record purposes.
  5. After each motion and/or amendment the word “Carried”, if passed, should appear. If the motion or amendment has not passed then the words “Not resolved”, or “Not carried”, should appear.
  6. Details of voting should not be recorded unless a member, or members, request that this be done (when a member, or members wish their opposition to the motion to be entered into the minutes, or when they abstain from voting).
  7. Minutes are read a subsequent meeting only to ensure their accuracy, and the Chairperson should not allow discussion to be reopened on decisions previously taken.
  8. Should any member request a correction to the minutes of the previous meeting she/he should state the reasons for the request. It is usual to move a motion to amend the minutes to replace the words objected to. If this motion is passed, the motion to confirm the minutes would read: “that the minutes as amended be agreed to”.
  9. After the meeting has agreed to their accuracy, and the Chairperson has signed them, they must never be altered.

## 2 Voting at Meetings

1. When questions are put to the vote, members will indicate their support or opposition to the question by raising a hand.
2. The result of a vote declared on the count of hands is far less likely to be challenged than a vote taken on the voices.
3. When the chairperson decides that effective debate is at an end the question may be put by the chairperson reading the motion and then saying: "*All those in favour please raise a hand*". The hands are counted. "*All those against*". Another count is taken.
4. The chairperson declares the result by announcing: "*The motion is carried (defeated)*" depending on the result of the count.
5. It is not compulsory for members to vote on a question and a member (or members) may choose not to vote on any question (abstaining from voting). Members who chose to abstain do not escape responsibility for the decisions made by the meeting.
6. Where it is stipulated in the Constitution and Rules of the Society that a resolution must be passed by a certain percentage the percentage is calculated on the total members present (including the chairperson) by rounding any fractional part upwards and increasing whole numbers by one.
7. The Constitution and Rules of the Society permits the chairperson a deliberative vote only, as is the case for all other members, but the chairperson must take extreme care to ensure that her/his vote is exercised at the same time as all other members.
8. If voting is equal, and the chairperson has not used her/his deliberative vote, it cannot be used at that stage because it would have the force of a casting vote. In this case, the chairperson should declare the motion "not carried".
9. Where there is a tied vote on an important issue the chairperson would be wise not to vote but to declare the motion "not carried".
10. The one time that voting should be conducted in a manner other than by hands is at an Annual General Meeting when the election of office bearers is being undertaken.

### 3 Membership

1. The Constitution defines the levels of membership as:
  - Ordinary Members – refers to an individual person.
  - Life Members – refers to individual members of the society who are granted the title of ‘Life Member’.
  - Associate Members – refers to other societies which share journals with the society.
2. Ordinary Members are individual persons who have requested membership of the society. Ordinary Members may be classified from Single or Family Membership i.e. a Family Membership is made up of a number of Ordinary Members. The difference is the fees charged for each membership – see [Section 4](#) for further information. This membership affords them a number of privileges. Each ordinary member will be entitled to vote at meetings, participate at society events such as shows and sales, and be entitled to receive a copy of the Society journal when published.
3. Life Members are individual members of the society who have been granted the title of Life Membership as recognition for significant contribution to the society over an extended period of time. The number of Life Members is limited to seven (7) or 2.5% (rounded up), whichever is the lesser, of the number of Ordinary Members as listed in the membership register in the December of the previous year of the nomination being made. The process for nominating Ordinary Members for Life Membership is defined in [Attachment 1](#). Life Members will have the rights and privileges of an Ordinary Member.
4. Associate Members are other societies (or businesses) who share journals with the society. In the case of businesses, they may contribute to the functioning of the society through donations or other contributions on a regular basis.
5. Only those members over the age of 18 years will be entitled to vote at general meetings of the Society.

### **3.1 Attachment 1 – Procedure for Nominating Individuals for Life Membership**

1. Nominations for Life Membership are to be in written format and submitted to the Management Committee for approval.
2. The nomination shall be proposed by a “sponsor”, supported by a seconder and three other members, all of whom must be financial members of the BSQ.
3. The sponsor is responsible for ensuring the nomination provides evidence of the nominee’s long and meritorious service, dedication to the aims of the society and active involvement in the society function.
4. Election shall be by approval of the motion at the annual general meeting. Candidates must have a majority vote to be accepted.
5. A Nomination Form is on the following pages.

*Nomination for Life Membership of the Bromeliad Society of Queensland Inc*

I, (First Name, Last Name): .....  
a member of BSQ wish to nominate (First Name, Last Name): .....  
for Life Membership of the Bromeliad Society of Queensland effective from the next Annual General Meeting of the Society.

Signature: ..... (Sponsor)                      Date    /    /

Seconder: ..... (Print Name) Signature: .....

Supporter: ..... (Print Name) Signature: .....

Supporter: ..... (Print Name) Signature: .....

Supporter: ..... (Print Name) Signature: .....

I have read the criteria and believe that this nominee complies with the criteria and has made a meritorious contribution to the Society as detailed below.

As such we would like the BSQ to accept this nomination and consider the person stated above for the award.

*To help in considering the nomination, please tell us a bit about the nominee under the following headings (where applicable):*

1. Detail the ways in which the nominee has made a significant contribution to the management of the organisation of BSQ over an extensive period of time (perhaps 10 years) in an administrative capacity. As accurately as you can please list titles of positions held and the period and the nominee’s achievements.

Titles:

- .....
- .....
- .....

- .....
- .....
- .....

Achievements:

- .....
- .....
- .....
- .....
- .....

2. Detail the ways in which the nominee has made a significant contribution to growing bromeliads over an extensive period of time in an individual or team capacity (perhaps 10 years). Detail any significant achievements where possible.

- .....
- .....
- .....
- .....
- .....

3. Detail the ways in which the nominee has made a significant contribution to the growing of bromeliads through an association such as a Sponsorship, importation of plants, judging or government bodies (perhaps 10 years).

- .....
- .....
- .....
- .....
- .....

4. Outline any other contributions that they have brought to the Society in QLD, Australia or internationally.

- .....
- .....



- .....
- .....
- .....

A life member is usually someone who has dedicated at least ten years meritorious service to bromeliads. If your nominee has contributed over a shorter period, what do you think sets their contribution apart? – What makes them special?

Please add a separate sheet if required with any other details about the nominee.

Please return to: Management Committee, BSQ, PO Box 565 Fortitude Valley, QLD 4006 or email to the Secretary at [secretary@bromsqueensland.com.au](mailto:secretary@bromsqueensland.com.au)

## 4 Membership Fees

1. The Constitution indicates that the membership for each class of membership is decided by the members of the Society at a general meeting and is payable when the Management Committee decides.
2. Membership fees are generally set annually. (NOTE: As the membership year extends from January to December, this should occur at the September General Meeting in order to allow members to be advised of fees with renewal notices.)
3. Membership fees paid after 30 September each year provide membership for the following year.
4. Membership fees are also used to provide cost effective membership for family groups. Family Memberships are defined as a group living at a single household and comprising two adults plus an unlimited number of children under the age of 18 years. Each family member will be referred to as an ordinary member and have the same rights to participate in society activities as an ordinary member except that only those members over the age of 18 years will be entitled to vote at general meetings. Family memberships will only receive one copy of the society journal.
5. Life members are not required to pay a membership fee. Partners of life members are not entitled to any privileges under Life membership.
6. Associate members are not required to pay a membership fee. Exchange of newsletters and/or journals is the general condition where associate members are clubs or societies.
7. Membership fees (set annually) are:
  - Individual fee - \$35.00 per annum
  - Family fee - \$40.00
  - Life Member fee – Nil
  - Associate Member fee – Nil
  - International fees - \$50.00 for all Individual and Family classes of membership
  - Pro-Rata Fees Apply to those members joining after 31st March each year as follows:
    - If joining from 1st April – 30th June – Single \$25 - Family \$30
    - If joining from 1st July – 30th September – Single \$15 – Family \$20
    - From 1st October – 31st December – Single \$45\* – Family \$50 \*

**NOTE:** \* Includes membership for the following year

## **5 Patron**

### **5.1 Role of Patron**

8. The role of The Bromeliad Society of Queensland Incorporated (BSQ) Patrons includes one or more of the following:
  - Enhance the status of BSQ by their willingness to be publicly associated with our objects and activities;
  - Provide advice and counsel on general directions or specific activities of BSQ;
  - Attend public events of BSQ and participate in significant events;
  - Host or attend fundraising events of BSQ.

### **5.2 Nomination**

9. A person may be nominated to the position of Patron by any member of the society when a vacancy occurs. The nomination should be submitted to the management committee for approval. Nominations should identify why the person is a suitable candidate for the appointment as Patron.

### **5.3 Election**

10. The Bromeliad Society of Queensland may elect a person/s to be Patron/Joint Patron. The person/s may be elected at any Annual or Special General Meeting of the Society on the recommendation of the management committee.

### **5.4 Term of Appointment**

11. The appointment of Patron shall be for a period of three (3) years, with a review at the end of this time. This provides BSQ and the Patron the opportunity to decide if they wish to continue the association.

### **5.5 Privileges**

12. The Patron/Joint Patron is entitled to membership privileges for the term of their appointment. The Patron/Joint Patron is not required to pay membership fees.

## 6 Code of Conduct

1. Members' obligations include:
  - behaving in a civil and courteous manner to other Society members;
  - accepting the General Meeting's decision on issues brought before the meeting;
  - complying with any conditions which may apply to participation in particular Society activities;
  - paying their membership subscription by the due date, if they wish to enjoy financial membership privileges;
  - not distributing letters, posters and other printed material at general meetings without the prior permission of either the meeting, the Management Committee or the President and Secretary; and
  - not using information from the Society's membership database to solicit support or otherwise in regards to Society business.
2. Members who do not meet these standards of behaviour may face disciplinary action, such as a reprimand from the Management Committee or General Meeting or, in serious cases, termination of membership.

## **7 Society's Privacy Policy**

1. Under the Society's Constitution, members may inspect a register containing details of all members, upon request to the Secretary. Printed copies of the register are given to Management Committee members and other persons who need this information to undertake activities on behalf of the Society.
2. Copies of the register will not be supplied to other organisations or people, unless there is a legal requirement to do so, or the Management Committee considers it is reasonable to provide it, given the proposed use.

# Section 2 – Procedures of the Bromeliad Society of Queensland

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The following are procedures of the Bromeliad Society of Queensland:

- Election of Office Bearers
- Roles and Responsibilities of the Management Committee and its Executive
- Additional Society positions
- Subcommittees
- Legislation, Policy and Forms
- BSQ Operations
  - Meetings
  - Field Days
  - Special Events
  - Journal
  - Newsletter
  - Plant sales
- Legal and Financial Responsibilities
- Insurance
- Risk Management
- Volunteers
- Workplace Health and Safety
- Contacts, Acronyms and Glossary of Terms

## 9 Election of Committee

The Management Committee is defined in the Constitution and consists of the following members:

- President
- Secretary
- Treasurer
- Vice-President
- Members (numbers as agreed by the Management Committee)

## 10 Planning - Commencement of Term

1. Each term of the Management Committee commences immediately following the election of office bearers at the Annual General Meeting. Generally, a plan will have been developed by the outgoing committee. However, this should be reviewed to identify and changes required following the Annual General Meeting.
2. Planning should include the following activities:
  - Developing a plan for the year that includes a calendar of events/activities;
  - Developing a budget;
  - Meeting as a Management Committee and sub-committees to determine goals and expectations for the year;
  - Ensuring that the insurance premium is current and is paid in accordance with current policy timeframes.

## 11 Management Committee limits

### 11.1 Financial limits

The Management Committee is authorised to approve Bromeliaceae printing and postage costs, all normal costs of actions approved by General Meetings and up to \$2,500.00 for other items.

## 12 Roles and Responsibilities of the Management Committee and its Executive

### 12.1 President

1. The President shall:
  - Chair all society meetings at which he/she is present;
  - Be a signatory on Society accounts;
  - NOT hold the office of Treasurer;
  - Be empowered to sign any agreement for and on behalf of the society upon resolution of the society to enter into such an agreement.
2. The President should:

- Provide leadership;
  - Act as a representative of the Society;
  - Ensure communication between the Management Committee and the Society members; and
  - Encourage participation.
3. At meetings:
- ensure that members are aware of the contents of the minutes of the previous meeting;
  - obtain confirmation of the minutes and to sign the master copy for the records;
  - announce business in accordance with the agenda;
  - give firm rulings and guidance to the meeting;
  - assist the discussion by guiding debate along relevant lines;
  - give all members the opportunity to speak but also to confine speakers to the matters under discussion;
  - put to the vote, motions and amendments and to announce the result;
  - determine points of order;
  - provide explanations to those in doubt about procedure or the subject matter under discussion;
  - introduce guest speakers and to arrange for movers of votes of thanks;
  - ensure that priority items on the agenda are dealt with accordingly; and
  - establish the next meeting date and time and to close the meeting.
4. Between meetings:
- sign and date the minutes of the last meeting;
  - sign and date the Treasurer's report and bank statement;
  - sign and date the Certification of Accounts that is submitted with the audit; and
  - ensure that over the year, the Management Committee reviews and endorses:
    - Society budget;
    - Events Calendar; and
    - Policies and procedures as required.

## 12.2 Vice-President

1. The Vice-President should:
- consider this position as the President's understudy;
  - become familiar with the Society's operations, rules and meeting procedures;
  - provide support and assistance to the President;
  - act as Chair for any subcommittees established by the Society;
  - look on the role as a means of gaining an understanding of the various executive roles.
2. At meetings:
- Chair those meetings from which the President is absent;
  - Carry out any duties that have been delegated by the President; and



- Provide essential support for the President and possibly assist the Secretary or the Treasurer in some of their tasks.

## 12.3 Treasurer

1. Management Committee is responsible for the financial recording and integrity of the society. The Treasurer has overall responsibility for the financial management of the Society including all sub-committees.
2. It is the Treasurer's responsibility to:
  - keep accurate accounts of receipts and expenditure;
  - supply a statement of finance to every meeting;
  - prepare an annual statement, which must be audited;
  - ensure that all monies received are banked promptly in the appropriate account.
3. 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.
4. Electronic forms of the above records are an acceptable method of accounting.
5. The Treasurer should:
  - pay all accounts promptly when authorised by a meeting;
  - issue receipts for all monies received;
  - ensure all cheques are correctly filled out and signed by the appropriate people;
  - ensure cheque butts are filled out in detail, as they are a record of payments made follow the guidelines in regard to electronic banking including EFT payments and Internet banking and keep accurate records and effective processes in place;
  - ask the auditor for advice regarding the preparation of an annual statement;
  - make available to the auditor all chequebooks, deposit books and receipt books together with books of account;
  - ensure that the Secretary is given a copy of the financial statements prepared for each meeting, to be inserted into the minutes;
  - ensure a copy of the audited annual financial statement is attached to the minutes of the AGM. It assists the progress of the AGM if each member has a copy of the financial statement.
  - after the AGM, a copy of the audited annual financial statements and fully completed and signed report should be given to the Secretary to be included in the AGM minutes.
6. When first appointed, the Treasurer should:

- obtain the records from the previous Treasurer;
  - find out how subcommittees keep their books;
  - ensure that you have an accountability forms register that includes the chequebooks (listing cheque numbers), order books and receipt books;
  - have signatories for cheque account operation changed at the bank as quickly as possible; and
  - begin recording the transactions of the Society as they occur during the month.
7. At meetings, the Treasurer should:
- Present a financial statement to each general meeting, ensuring sub-committee accounts are included. All statements should give a true picture of how things have gone, in the past month, and the year to date. Annual statements, by tradition, have the previous years' figures on the left-hand column.
  - Provide advice to the meeting on the financial position of the Association in relation to any discussions on expenditure.
  - Ensure that appropriate approval is given by the association for proposed expenditure.
8. See [Attachment 3](#) for “Tips for the Treasurer”.

## 12.4 Secretary

1. The Secretary is the key person in the success of the Society, has written and unwritten obligations and must be a resident of Queensland or live within sixty-five kilometres of the State border.
2. The Secretary:
  - may be a signatory on the accounts;
  - cannot hold the office of Treasurer;
  - will receive written resignations from members;
  - will receive nominations for election prior to the AGM;
  - will record all proceedings of any meeting of the Society by way of full and accurate minutes;
  - receive agenda items prior to the meeting and assist the President in preparing an agenda for each meeting;
  - shall collate agenda papers for each meeting - including subcommittee reports;
  - will call a Special Meeting within fourteen days after the conditions stated in the Constitution;
  - will give fourteen days' notice of intention to convene the AGM;
  - is responsible for the collection and disbursement of money along with the President and Treasurer;
  - will ensure that the Audit report is completed and signed by all parties and attached to the adopted audited annual financial;
  - shall maintain attendance records and a register of members including life members;
  - shall prepare and present minutes of the Society at each general meeting;
  - shall record and deal with correspondence in/out as directed by the Society;

- will generally organise, record and maintain information pertaining to the activities of the Society;
  - will complete the annual checklist for the Risk Management strategy and present it to the AGM along with the strategy for endorsement; and
  - will maintain custody of Society documents.
3. At meetings, the Secretary should:
- maintain the attendance book and register of members;
  - be familiar with, and have a copy of, the constitution available for easy reference;
  - present the minutes of the previous meeting for confirmation and then signing by the Chairperson;
  - take notes of the meeting that indicate the main points of the discussion;
  - accurately record motions by checking with the mover and members;
  - present the inward correspondence for reception and the outward for endorsement;
  - assist the progress of the meeting by formulating motions from the discussion points;
  - sit close to the Chair to provide advice, if needed.
4. Between meetings, the secretary should:
- deal with correspondence - write any letters as instructed, pass incoming correspondence directly to appropriate members or sub-committees;
  - ensure that the business of the association is carried out as directed by the Society;
  - write up the minutes of the last meeting clearly, ensuring that all instructions from the meeting are accurate and that enough information on the discussion is recorded to identify the reasoning behind the decision;
  - ensure that members are notified of the next meeting - date, time, venue and agenda;
  - prepare the agenda for the next meeting in consultation with the President/Chairperson; and
  - prepare any materials required for the next meeting or for distribution to members.
5. See [Attachment 4](#) for “Tips for the Secretary”.
6. Assistants to the Secretary may be appointed by the Committee to facilitate the Secretary meeting obligations.
7. Guidance templates for Agenda and Minutes of Meeting are provided at [Attachment 5](#) and [Attachment 6](#) respectively.

## 12.5 Management Committee Members

1. Management Committee members can greatly assist the chairperson by being attentive to the issues being discussed, putting their point of view clearly during debate and providing direction to the meeting through the careful wording of motions.
2. If you wish to raise an issue at a Management Committee/General meeting, you should prepare yourself. A prepared and organised speaker, who is respectful to Society members

and presents his or her concerns or ideas in an organised, informed manner is likely to come away with a positive outcome.

3. Every member of the Management Committee should be familiar with the Society's constitution, any meeting procedures adopted by the Society and the financial and legal responsibilities of the Society.
4. Except in matters of urgency, Management Committee members make all decisions (including those recommended by subcommittees) and direct the actions to be taken, at a duly constituted meeting of the Management Committee.

## **12.6 Resignations/Vacating of Committee Positions**

1. A member may resign from the Society at any time by giving notice in writing to the Secretary of the Society.
2. The President gives his/her signed resignation to a Vice-President, Secretary or Treasurer. Other officers give their signed resignation to the President.
3. Although the letter of resignation is tabled at the next general meeting, the position becomes vacant from the date stated on the letter. Nominations are taken to fill the position as business arising from the correspondence.
4. The Society (Management Committee) may fill any vacant office at a Management Committee meeting of the Society. That person will hold office until the next AGM.
5. This rule applies, also, if a position becomes vacant due to death of an officer or an officer is absent from three (3) consecutive meetings of the Association, of which the member has been given notice, without the Association's leave and without reasonable excuse.
6. When key positions are changed, the Office of Fair Trading is required to be notified. Forms are available from the department's web site.

## **12.7 Outgoing Executive Responsibilities**

1. AGMs can mean a change of all or some of the executive committee. It is important to ensure that an efficient and effective change-over period is implemented for the benefit of the Society.
2. It is good corporate governance to ensure that the outgoing officer, like any business executive, ensures that the incoming officer is trained in the role they are undertaking and is provided with all the information they require to undertake that role for the good of the Society.
3. Allow a period of time for the transition to take place (up to a month), as there are many items of business to discuss and handover as well as bank signatories to finalise and bills still to be paid.
4. Society Executives should each have an executive folder that contains documents and information relevant to each executive role.

5. Maintaining and passing on records is one way that societies continually improve their operations, reducing time spent in meetings and spending more time getting on with the job.
6. A checklist for handovers of key positions is contained in Attachments 5, 6 and 7.
  - [Attachment 7](#) – President Handover (to be developed)
  - [Attachment 8](#) – Treasurer Handover (to be developed)
  - [Attachment 9](#) – Secretary Handover (to be developed)

## **13 Attachment 7 – President Handover Checklist**

(To be written)

## **14 Attachment 8 – Treasurer Handover Checklist**

(To be written)

## **15 Attachment 9 – Secretary Handover Checklist**

(To be written)



## 16 Additional Society Positions

### 16.1 Editor

1. The Editor is responsible for publishing the quarterly journal – Bromeliaceae. Bromeliaceae is to be published and ready for distribution by:
  - 31 March,
  - 30 June,
  - 30 September, and
  - 15 December (to enable delivery prior to Christmas).
2. Articles for Bromeliaceae may be provided from a variety of sources. However, material must be relevant to bromeliad growers and enthusiasts.
3. The Editor may be assisted by a small team. This team will assist with gathering material, preparation of draft journal, proof reading final text and mailing of the journal (usually completed by the Membership Secretary).
4. The duties of the Editor include:
  - Obtaining suitable material for publishing in Bromeliaceae.
  - Coordinating editorial team activities.
  - Approving articles for publishing in Bromeliaceae.
  - Managing copyright approval as necessary.
  - Providing the Treasurer with a list of advertisers for invoicing.
  - Preparing the draft copy.
  - Seeking review and proof reading of content.
  - Printing of the final copy.
  - Passing the printed copy to the Membership Secretary for posting.
5. A checklist for the Editor is provided at [Attachment 10](#).

### 16.2 Publicity Officer

1. The Publicity Officer is responsible for promoting the society to the broader community and other societies. The role involves ensuring that society events are widely published, members are informed of special events and general information on the society is kept widely available.
2. Key tasks include:
  - developing a promotional plan to promote BSQ,
  - create an annual calendar for use by committee and members,
  - publishing the monthly Newsletter,
  - preparing and publishing special event notices (flyers, handouts and posters),
  - communication with other societies to share information in relation to events,
  - providing support to the webmaster,

- keeping a record of all promotional activities and providing a copy electronically for storing on the society's computer.
3. A checklist for the Publicity Officer is provided at [Attachment 11](#).

### 16.3 Webmaster

1. The Webmaster is responsible for managing the BSQ web site. The role includes the following duties:
  - Maintenance of activities and events on the web site.
  - Updating and correcting editorial information such as key committee members.
  - Uploading society information such as Bromeliaceae, Newsletters and other material located on the site.
  - Checking lists of current users and issuing User ID and Passwords when required.
  - Liaising with the web site hosting organisation as required.
2. A checklist for use is provided as [Attachment 12](#).

### 16.4 Show Coordinator

1. The Show Coordinator is responsible for managing major shows and sales held by the society. The duties of the role include:
  - Gaining approval of proposed show dates.
  - Arranging bookings of venue.
  - Liaising with sellers in relation to space required and plants for sale.
  - Coordinating hire of additional equipment requirements (table etc).
  - Coordinating publicity with the Publicity Officer.
  - Coordinating show requirements with the Chief Judge.
  - Managing set up and pull down of show activities during shows.
  - Acting as a point of contact for all show related matters.
2. The Show Coordinator will generally be assisted by society members who will be responsible for completing a number of activities associated with running the show.
3. A checklist for use is provided as [Attachment 13](#).

### 16.5 Chief Judge

1. The Chief Judge is the person nominated by the Management Committee to undertake responsibilities of managing judging at all BSQ shows. This person will preferably be a Bromeliad Society International (BSI) accredited judge.
2. The duties of the Chief Judge include:
  - Conducting judge training in accordance with existing accreditation requirements (BSI or others which may be included from time to time).
  - Coordinate judging panels for major shows (Autumn and Spring).
  - Coordinate judging panels for mini-shows conducted at monthly meetings.

- Coordinate judges or trainee judges to provide comments on show plants at monthly meetings.
  - Coordinate and conduct training for BSQ judges.
3. A checklist for use is provided as [Attachment 14](#).

## 16.6 Competition Steward

1. The responsibilities of the Competition Steward relate to the conduct of shows at the monthly meetings as well as major events.
2. The duties of the Competition Steward include:
  - Registering plants provided for show.
  - Checking the classification for each entry as per the Schedule. (NOTE: For major shows a separate classification steward may be appointed.)
  - Advising members on correct entry procedures and classification.
  - Providing support to the judging panel during judging.
  - Consolidating scores at Popular Vote shows (monthly meetings).
  - Recording results in the annual show database.
  - Providing regular updates to the Publicity Officer for inclusion in Newsletters.
  - Providing results of major shows to the Editor for inclusion in Bromeliaceae.
3. A checklist for use is provided as [Attachment 15](#).

## 16.7 Plant Sales Coordinator

1. The Plant Sales Coordinator is responsible for the quality of plants provided for sale at all BSQ events. This included monthly meetings and major shows.
2. The duties of the Plant Sales Coordinator include:
  - Checking the quality of plants presented for sale.
  - Monitoring members for Fire Ant management in accordance with the FAMP.
  - Removing plants which do not meet the required quality for sale at events and advising sellers of areas for improvement.
  - Collecting monies for sales.
  - Making payments to sellers at monthly meetings. (NOTE: Payments are made by the Treasurer at major events.)
  - Working with the Show Coordinator to develop a roster for staffing the sales points at major events.
  - Ensuring rostered members are aware of equipment operations.
  - With the Treasurer, preparation of cash registers and other point of sale equipment (such as credit card facilities and bar code readers).
3. The Plant Sales Coordinator will be assisted by a Sales Area Steward who has responsibility for assisting at monthly meetings and distributing cash from sales.
4. A checklist for this role is provided at [Attachment 16](#).

## 16.8 Membership Secretary

1. The Membership Secretary is required to manage membership applications and the membership database. The role is key to overall club management and growth from a member perspective.
2. The duties include:
  - Receipt of membership applications.
  - Processing of applications including presentation to the Management Committee for approval.
  - Collection of membership fees and issuing receipts.
  - Transfer of membership fees to the Treasurer or direct banking.
  - Maintaining the database of members (updating as required).
  - Provision of lists of current members to the Management Committee.
  - Posting the Society journal to members following printing by the Editor.
3. A checklist for this role is provided at [Attachment 17](#).

## 16.9 Librarian

1. The Librarian is responsible for the efficient running of the BSQ Library. The duties of the Librarian include:
  - Establishing and maintaining a register of all BSQ Library assets.
  - Seeking new material for inclusion in the library.
  - Obtaining reviews of new acquisitions. (NOTE: These may be published in Bromeliaceae or on the web site.)
  - Managing loan facilities for all members including keeping a register of items on loan, items overdue and items written off.
  - Conducting an annual stocktake and providing results to the Treasurer at the close of each financial year.
  - Ensuring library items for sale have an appropriate bar code sales sticker applied.
  - Management of BSQ archival material.
2. A checklist for this role is provided at [Attachment 18](#).

## 16.10 Attendance Host

1. The Attendance Host is responsible for meeting and greeting members, and visitors to monthly meetings.
2. The duties include:
  - Having meeting attendees sign the meeting register.
  - Identifying and greeting visitors and new members.
  - Collecting funds for special events.
  - Maintaining a register of attendances at special events such as society shows or trips.

### **16.11 Refreshment Coordinator**

1. The Refreshment Coordinator is responsible for ensuring refreshments in the form of non-alcoholic drinks and snacks are made available and ready at monthly meetings. The time may vary depending on the structure of the meeting.
2. The Refreshment 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.
3. Reimbursement for costs associated with the supply of refreshments is through the Treasurer on presentation of receipts.
4. The Refreshment Coordinator may be asked to support other activities such as field days or workshops.

### **16.12 Raffle Coordinator**

1. The Raffle Coordinator is responsible for the running of the Monthly Meeting, major event (Show) and the Christmas Party raffles.
2. The duties of the Raffle Coordinator include:
  - Purchasing plants for raffle prizes. (NOTE: Two “Plant of the Month” plants are purchased for a special draw at the conclusion of each monthly raffle. These will normally be organised by the Management Committee. At major shows the Show Coordinator will arrange raffle prizes.)
  - Displaying the prizes, selling tickets and organising the draw.
  - Preparation of an income summary for the Treasurer following each meeting or event.
  - Providing funds to the Treasurer for banking.

### **16.13 Hall Coordinator**

1. The Hall Coordinator is responsible for setting up the hall on meeting nights.

### **16.14 Fire Ant Coordinator**

1. The Fire Ant Coordinator is responsible for managing the BSQ Fire Ant Management Plan (FAMP). Liaison with the relevant state government department may be necessary.

### **16.15 Field Day Coordinator**

1. The Field Day Coordinator is responsible for arranging trips to member’s gardens or wider reaching trips to other societies and their member’s gardens.
2. The duties include:
  - Determining in consultation with the Management Committee dates for activities.
  - Planning activities for the day such as speakers, morning/afternoon teas.
  - Arranging transport if required.
  - Arranging accommodation if required.
  - Managing an attendance book for activities.
  - Coordinating sales activities if required.
  - Providing a report to the Management Committee following the activity.

3. A checklist for this role is provided at [Attachment 19](#).

### **16.16 Health and Safety Coordinator**

This position has not been finalised at this stage. The role is performed by each coordinator on an as required basis.

## 17 Corporate Governance

This section has been produced to raise your awareness of corporate governance. It is not intended that this information replace the need to obtain appropriate professional advice on any specific governance issues that may arise for the Society.

1. Corporate governance is a term that describes the way in which associations conduct their business, understanding all legal, financial and ethical obligations.
2. Officer bearers of the Society are, like their equivalents in other legal structures, placed in a fiduciary relationship, a position of trust within the Society and have a fiduciary obligation to act honestly and in the best interests of those they represent.

### 17.1 Fiduciary obligation

1. High Court definition: 'The duty to act with fidelity and trust to one another and to act in good faith for the benefit of others'.
2. In practical terms this means:
  - acting honestly;
  - acting in the best interests of the persons to whom the fiduciary duty is owed;
  - avoiding conflicts of interests between fiduciary and personal duties;
  - accounting for any benefit or gain received arising from the fiduciary relationship.

### 17.2 Duty of care

1. Society officers and members must exercise their powers and discharge their duties with a degree of care and diligence that a reasonable person would exercise if they:
  - were a director or officer of a corporation;
  - occupied the office held by, and had the same responsibilities within the corporation, as the director or officer.
2. The test of the reasonable person is a basic principle of common law and is a way to assess what the community expects.

### 17.3 Decisions made honestly and with integrity can always be defended.

1. Relief from a breach is possible where it can be demonstrated that:
  - the decision of the office bearer was made in good faith for a proper purpose, and
  - the officer did not have a material interest in the subject matter, and
  - the officer had informed themselves about the subject to the extent they believed appropriate, and
  - the officer rationally believed the judgment was in the best interests of the association.
2. The duty to act in good faith tries to assess what was the expected outcome of the actions taken. This duty implies that actions are always in the best interests of the association and for a proper purpose. Care always needs to be exercised to ensure that actions fall within the law e.g.:

- those who steal from or commit fraud against the association will attract the full rigor of the criminal law;
  - legislation relating to liquor sales, art unions, gaming, copyright, defamation, environment and local government regulations apply;
  - the reasonable person test is used to assess duty of care, skill and diligence;
  - no discrimination against others on the grounds of sex, impairment, age, race, marital or parental status.
3. It is interesting to note the following ruling involving the National Safety Council of Victoria, a large not for profit organisation. The court commented that when considering application of the Corporation Law that:
  4. “There is nothing in the code to suggest that the standard to be expected of a part time non-executive director of a not for profit company is different from the standard expected of any other director of a profit making company. Both are required to exercise a reasonable degree of care and diligence in the exercise of their powers and discharge of their duties.”

## 17.4 Practical issues

- Ensure financial reporting is accurate and correct processes adopted.
- Read legal documents before signing. If you don't understand, seek guidance.
- Never sign blank cheques.
- Ensure cheques have a supporting invoice, account and meeting resolution.
- Ensure you have good communication with others on the Executive team.
- Do not engage in discussions where you may have a financial or personal interest.
- Do not promote secret meetings. Keep accurate minutes. Be open, transparent and accountable.
- Have two (2) or more persons oversee the collection of cash.
- Ask for assistance if necessary.

## 17.5 Defamation

1. There are three key elements of defamation:
  1. There must be a defamatory matter, that is, the matter must meet the definition of 'defamation' i.e. material which *'tends to injure the personal, professional, trade or business reputation of an individual or company, or expose them to ridicule or to cause people to avoid them'*.
  2. The defamatory matter must be published i.e. passed on to a third party, orally or in print.
  3. The publication must either adequately identify an individual as the subject of the publication or refer to a class leading to the identification of an individual or individuals.

## 17.6 How can Society members make corporate governance work?

- Pass on key information to your successor.
- Implement skilling so all office bearers are aware of their responsibilities.
- Communicate with members and let them know what is expected.
- Remember the 'big picture' – what and who we are here for.
- Commit to act quickly on issues of poor practice.
- Employ ethical standards to all actions.



- Reflect on your performance and that of your fellow members.
- Look at the performance of subcommittees to ensure they are working effectively.
- Adhere to legislation.
- Remember, everyone is different but is part of the team.
- Speak up if you have a point of view.

### 17.7 Summary

- Know your governing constitution, procedures and by-laws.
- Remember the Reasonable Person Test.
- Lead by example and set appropriate standards.
- Beware of defamation.

## 18 Meeting Procedures

1. This section provides the procedure for the conduct of meetings including motions and amendments.

### 18.1 General

1. The important business of any meeting is embodied in a series of motions, which are proposals put to the meeting in a formal manner for the purpose of obtaining decisions to questions under discussion.
2. Motions should be expressed in an affirmative (positive) form, and begin with the word “that”. They must be seconded and both mover and seconder must be present.
3. Motions that the chairperson considers frivolous or obstructive need not be accepted.

### 18.2 Original and Substantive Motions

1. An original motion is the proposition first put before the meeting. After it is amended it is called the substantive motion, and when finally passed by the meeting it becomes the resolution.
2. Each item on the agenda is dealt with in a motion, and each one is debated separately.
3. A motion should be clearly and concisely expressed, and the exact wording should be handed to the chairperson in writing, unless it appears on the agenda as a notice of motion. When a motion is written down, the value of each word can be considered, and there is less chance of making errors of logic or fact.
4. Should the chairperson accept an oral motion, the secretary should write it out at the mover’s dictation, and the chairperson should then read it aloud and ask the mover to confirm that it is correctly worded.
5. All routine business on the agenda is handled with a series of motions: “*that the minutes be signed as a correct record*”, “*that the inward correspondence be received and the outward endorsed*”, “*that the reports be received and adopted*”. All special and general business must be dealt with in motions.

### 18.3 Speaking to Motions

1. The mover of a motion may speak in support of it immediately after a seconder is found.
2. The seconder of a motion may speak immediately or wait till a later stage of the discussion.
3. It is not necessary for the seconder to vote for the motion. To prevent a motion from lapsing it may be seconded “*pro forma*”.
4. No discussion can be allowed till a motion is seconded. The mover of a motion may vote against it, although it means admitting a change of heart.
5. After the motion has been moved and seconded the chairperson reads out the wording of the motion and asks if that is the exact intention of the mover. Rather than being an

unnecessary precaution it can save tedious discussion later on as to what the mover really meant to say.

6. The chairperson then states that the motion is open for discussion.
7. If several speakers raise their hands at once to speak it wise from the chairperson to ask if there is any opposition to the motion. Anyone, at this stage, who wishes to speak against, should be given preference.
8. No purpose is gained by allowing a string of speeches for a motion if nobody is opposed to it. In this instance the vote should be taken at once.
9. Throughout the debate the chairperson should try to select speakers alternatively for and against the motion. This is the parliamentary practice, and it makes the discussion more interesting and prevents the opposition from being swamped.

### **18.4 Right of Reply**

1. The right of reply for the mover of the original motion is not a legal right but a courtesy that has become a custom. If opposition has been expressed to a motion, the mover has a right of reply before of the original motion is put to the vote, if no amendments have been moved, and this speech concludes the debate. If there is no opposition there is no need for the chairperson to offer the right of reply.
2. In replying to the discussion the mover must not introduce any new matter, since no member will be allowed to speak in rebuttal. The mover should only answer the arguments raised, and should be called to order by the chairperson if this rule is broken.
3. When an amendment to a motion is moved, the usual practice is for the mover of the original motion to reply before the first amendment is put, but this is not obligatory. The mover of the original motion may wish to reserve the right of reply until later, when a more contentious issue is likely to come up.
4. No other person may speak more than once to a motion or an amendment. However, any member may ask a question, raise a point of order, or make an explanation, and these interventions do not prevent that member from taking part in the discussion in the ordinary way.

### **18.5 Withdrawing a Motion**

1. The mover of a motion can withdraw it, but only with the agreement of the seconder and the consent of the meeting.]
2. Once a motion is moved and seconded it becomes the property of the meeting and cannot be withdrawn or altered by the mover without the unanimous consent of the members.
3. The unanimous consent of the members is necessary to alter the wording because a member may have supported the motion in its original form but object to its altered form. The member may have already spoken once so cannot speak in opposition to the new version. The only other way to alter a motion is by amendment.

4. Unless standing orders specify the length of speeches, no member should be allowed to speak for more than five minutes, but, generally, three minutes should be ample.

### **18.6 Putting the Motion**

1. When the discussion on a motion has concluded, and the mover has replied, the chairperson again reads out the motion and puts it to the meeting. If agreed to, it becomes a resolution.
2. A motion that has lapsed for want of a seconder may be brought forward at a later stage of the meeting, in the hope that a seconder may then be found.
3. A motion which has been defeated may not be brought forward at the same meeting. Standing orders may specify the period of time that must elapse before a motion can be revived and whether a notice of motion is necessary.
4. The chairperson must be diligent and ensure that no motion, similar to a motion already put to the meeting and defeated, is not moved and seconded later in that same meeting.

### **18.7 Rescission of a Motion**

1. Once a motion has been passed and become a resolution, it should not be rescinded except on notice of motion, forwarded to each eligible member. A definite period within which a resolution may not be rescinded may be stated in the standing orders, to ensure that the Society's proceedings do not become chaotic should be possible for every decision made to be immediately cancelled.
2. There are times when information received subsequent to the passing of a resolution makes it appear inadvisable to carry out the decisions made. In such a case a special meeting should be called to rescind the motion, or a notice of motion should be sent out for the next general meeting of the Society.
3. Should a resolution have been passed inadvertently in contravention of the Constitution and Rules of the Society, the chairperson may accept a motion that the resolution be declared "null and void".
4. When notice of motion has been given for a rescission it does not require a unanimous vote.

### **18.8 Notice of Motion**

1. Measures of vital importance to the Society should never be discussed without notice, to ensure attendance of all eligible members who will be affected by the change.
2. These should include the alteration of standing orders, rescission of resolutions, and changes in policy.
3. Any member wishing to give notice of a motion should forward it in writing to the secretary, who will include it on the agenda for the next meeting.
4. When a notice of motion appears on the agenda of a general meeting it takes precedence over all but adjourned business.

5. After a notice of motion has been sent out, the mover may not alter it substantially, and no change in policy of the motion is allowed without further notice.
6. Any amendment moved to a motion on notice must not change its policy, must not exceed the scope of the notice, and must not involve the Society in a greater obligation than the notice specifies.
7. No motion on notice shall be presented to a meeting in the absence of the mover unless the mover has given written authority to some other member to move it.

## 18.9 Amendments

1. An amendment is a motion that seeks to make the original motion more acceptable to the meeting by altering or amending it in some way.
2. To avoid confusion, the amending motion is called an amendment, but it is really a new motion, governed by most of the rules applying to other motions. If amendments were not allowed, members would have to accept or reject the original motion as it stood.
3. Several amendments may be moved to the same original motion, but each one must be moved, seconded and discussed separately. They may be withdrawn only under the same conditions that apply to motions.
4. Only one amendment can be placed before the meeting at any one time, and each must be disposed of before the next is debated.
5. Amendments must not conflict with decisions already made, and they must be relevant to the subject matter of the original motion. Amendments should not use a direct negative (by inserting “*not*” in the original motion), but they may offer an alternative proposal that differs entirely from the original motion.

## 18.10 The Correct Order of Amendments

1. Amendments must be handled by the chairperson in the correct order. They should be taken in sequence, as they affect the various sections of the motion.
2. To avoid difficulties all proposed amendments should be handed up to the chairperson, in writing, at the beginning of the discussion.
3. There are four types of amendments proposing different procedures:
  - To leave out certain words
  - To leave out certain words in order to insert or add others
  - To insert or add certain words
  - To leave out all the words after the first word “*that*”, and substitute others with a different meaning.

## 18.11 Speaking to Amendments

1. An amendment is a separate question; any members may speak to it, even if they have already spoken to the original motion or to an earlier amendment. This includes the mover and the seconder of the original motion or an earlier amendment.

2. Once an amendment is moved, discussion must be confined to the section of the original motion which it is proposed to alter, and the whole motion can no longer be debated.
3. An important point to remember is that no member may move or second an amendment after speaking to the original motion or to a previous amendment. No member may move or second more than one amendment to the same original motion. This is to ensure that one person is prevented from monopolising the time of the meeting by moving fresh amendments to the original motion.
4. Some members may be disadvantaged by strict adherence to these rules. When a complex proposal is put to the meeting it may be better for the chairperson to accept a motion to suspend standing orders, resolve into committee, and allow a set period of discussion on the question. This may enable possible amendments to be formed, and the processes by which these amendments can be formally moved and seconded.
5. After several opinions have been heard from those for and against the amendment, the chairperson may decide to ask for one more speaker from each side, and then give the mover a chance to exercise a right of reply. The mover should then sum up the arguments, without adding any new ideas.

#### **18.12 Putting the Amendment**

1. The chairperson reads the original motion, followed by the amendment, and then says: *“All those in favour of the amendment, please raise your hand.” “All those against?” “The amendment is carried. The substantive motion now reads: “That ...”*
2. The substantive motion is now open for further amendment.

#### **18.13 Putting the Substantive Motion**

1. It may seem strange, or at the very least unnecessary, to vote on the substantive motion once all the amendments have been accepted by the meeting, or there being no further amendments proposed, but it is still possible for the whole proposal to be defeated.
2. It is also important that the chairperson allows a brief period for debate of the substantive motion, after all amendments have been put. The substantive motion may be quite different from the original motion and this short period of time may be quite useful for members who may be undecided in regard to support or opposition to the question as it is now framed.
3. The chairperson reads the substantive motion, in the wording determined by the acceptance of amendments put to the meeting, and shall follow the same procedure as for 14.6 above.
4. If a majority of members vote in favour of the substantive motion the chairperson shall declare it carried. In the event of a majority of members voting against the substantive motion the chairperson shall declare it lost.

#### **18.14 Points of Order**

1. Members may ask the chairperson a question on procedure at any time other than when another member is speaking.

2. Members may also raise a point of order if they feel there is any infringement of the accepted rules of procedure.
3. A point of order should be raised immediately the suspected breach occurs.
4. When a point of order is raised the member speaking should stop till the question is resolved.
5. The member making a point of order should raise a hand and say: “*Madam Chair, is it in order that the speaker ...?*” The objection should be stated briefly.
6. Points of order can be raised on the following grounds:
  - That the offending speaker is going beyond the scope of the question;
  - That the speaker is breaking a rule of the Society;
  - That the speaker is using unparliamentary language;
  - That the speaker is infringing Standing Orders, or some accepted rule of debate.
7. Members cannot raise a point of order simply because the speaker says something they disagree with or consider incorrect.

### **18.15 Points of Explanation**

1. If members’ comments are misquoted or grossly distorted, the member may raise a hand and ask permission of the chairperson to make a point of explanation.
2. A point of explanation is made only by courtesy of the chairperson and the meeting, and this procedure should only be used to clear up a vital question. The member should correct the statements wrongly attributed, and not proceed to make a speech.

### **18.16 Chairperson’s Ruling**

1. It is the democratic right of members to disagree with the chairperson’s rulings.
2. A motion of dissent in the chairperson’ ruling must be moved and seconded and put to the meeting without any general discussion. The mover may make a brief statement and the chairperson may explain why the ruling was given.
3. The motion is then put to the meeting by the chairperson, and if the majority disagrees with the decision the ruling is reversed and business continues. The chairperson is not required to leave the chair while the vote is taken – this is not a vote of no confidence.

### **18.17 Chairperson’s Ruling**

1. The chairperson has the right to bring the discussion of any business to a close and to put the question to the vote, but not before allowing sufficient time for the subject to be debated adequately, and an opportunity for a variety of opinions to be expressed.
2. Theoretically, every person at the meeting has a legal right to be heard, but where debate has become one-sided, the chairperson should ask for a speaker supporting the opposing point of view. If no such speaker is forthcoming the chairperson can then offer the mover of the motion to exercise her/his right of reply.

3. If speakers have begun to repeat the arguments used by other members, the chairperson can ask for someone else to speak who has new material to offer. If no such speaker can be found the debate can be closed and the question put to the vote.
4. In situations where discussion is still lively after a reasonable time has elapsed, the chairperson can announce that two more speakers will be heard, one for and one against the motion, and then the vote will be taken.
5. Should the debate become contentious, with strong feelings aroused, it is wise for the chairperson to preserve an appearance of impartiality by asking for a motion from the meeting: *“that the question be put”*.
6. In conducting the meeting the chairperson has a number of important matters to consider. It is imperative that all members are permitted their right to speak, but the chairperson must always be conscious of the need to manage the meeting in such a manner that all of the business on the agenda for the meeting will be completed within the time permitted.

### 18.18 Procedural Motions

1. There are three types of motions which can be used to bring a discussion to a close:
  - Call for an immediate decision (the closure);
  - Shelve the subject indefinitely (evading the question);
  - Postpone the decision to a future date (the adjournment).
2. The method used to force an immediate decision is the closure, which takes the form: *“that the question be now put”*. This is the only procedural motion that is allowed to interrupt a speaker. The chairperson can refuse to accept this motion on the grounds that the subject has not been debated sufficiently, or that the speaker has not received a fair hearing.
3. A seconder for this motion is not required and no debate is allowed. The motion is carried by a simple majority, and the mover of the original motion is called on immediately to exercise the right of reply before the question is put to the vote.
4. If the closure is moved on an amendment it applies to the amendment only.
5. If the closure is defeated debate on the question continues.
6. To prevent a vote being taken (evading the question) there is a peculiarly named device called *“the previous question”*, which really means *“that the question not now be put”*.
7. This motion can be moved on motions, but not on amendments. If agreed to, the original motion is shelved indefinitely. If defeated, the vote on the original motion must be taken immediately.
8. The chairperson may refuse to accept this motion since it ends discussion, whichever way the vote goes.



9. A better, more simple device to avoid taking a vote on the question under discussion is by moving: *“that the meeting proceed to the next business”*. If agreed to, the business before the meeting is shelved and the next business on the agenda is called.
10. This motion can be moved while an amendment is before the meeting and if it is carried the discussion reverts to the original motion.
11. Another method of postponing a decision on any question is to move the adjournment of the debate for a specified time, usually to the next meeting. The usual form of this motion is: *“that the motion lay on the table until ....”*
12. This motion is normally used to allow members more time to obtain the necessary information to enable an informed decision to be made. The mover of the original motion has the right to reopen the debate on the motion at the next meeting.

### **18.19 Rules for procedural motions**

1. The rules are:
  - They may not be moved or seconded by anyone who has already participated in the debate.
  - No discussion of these motions is allowed.
  - All of these motions can be moved on the original motion, or on amendments, except for the *“previous question”*.
  - The only amendment allowed is on the adjournment motion, and this only in reference to the time and place of the resumption of debate on the original motion (or an amendment).

## 19 Subcommittees

1. The Society as an organisation may establish sub-committees for specific or special purposes and for purposes it considers appropriate.
2. When a sub-committee is established for a specific or special purpose it does not automatically mean that the funds raised by that sub-committee are special purpose funds. They are passed to the general account and used to meet the aims and objectives of the Society, which are also the aims and objectives of a subcommittee of the Society.
3. A sub-committee is NOT an autonomous body, but rather a group working within the Society framework, established to assist with the effective function of the Society in specific areas and answerable to the Society in all respects.
4. A sub-committee, like the Society, has as its core function, the need to act, in all instances, in a way that will bring about positive outcomes for the members.
5. The Society constitution, which reflects the legislation, contains details of the establishment and operation of sub-committees including membership, management of funds and reporting requirements.
6. A sub-committee must be established and operated in a manner consistent with the objectives and functions of the Society and must follow any directions and resolutions of the Society to the sub-committee.
7. The Society, at a duly constituted meeting, determines the need for a sub-committee and elects the members of the sub-committee.
8. The Society appoints a Chair, Secretary and if funds are to be expended by the sub-committee, a Treasurer. Members of the sub-committee may meet to recommend appointments to these positions and any such recommendation is subject to the approval of the Society before it takes effect.
9. Note the terminology used for the subcommittee executive positions. This distinction between the Chair of the subcommittee and the President of the Society can help members of both the P&C and the subcommittee remember the chain of command. There is only one President, the President of the Association.
10. Members of the Society's executive committee are eligible to hold an officer position on a subcommittee.
11. The executive committee of the Society and the officers of the sub-committee should develop a set of operating guidelines that clearly outline the processes and procedures to be used by the sub-committee and how they will interact with the Society. These operating guidelines must be approved by the Society before they are enacted.
12. The agenda of the AGM of the Society includes 'confirmation of continuing sub-committees of the Society' (including appointment of members of sub-committees) which provides an

ideal opportunity for the Society to review and reaffirm the purpose and structure of its sub-committees and appoint / reappoint the membership of its sub-committees.

## 20 Legislation, Policy and Forms

### 20.1 Legislation

1. The Society must abide by all legislation which is related to its operations. In particular, the following legislation is suggested for guidance:
  - Associations Incorporations Act 1981
    - Associations Incorporation Regulation 1999
  - Plant Protection Act 1989
    - The Plant Protection Regulation 2002
  - Collections Act 1966
  - Commonwealth Corporations Act 2001
  - Charitable Funds Act 1958
  - Fair Trading Act 1989
2. The Queensland Government produces an Incorporated Associations Smart Business Guide which should be used to guide the Society in the conduct of its activities.

### 20.2 Policy

1. The Society has published policy as part of this manual. Policies may be reviewed from time to time and updated to reflect current legislation, regulation and practices.
2. Changes to policies should be advised to members at General Meetings.

### 20.3 Forms

1. The Society uses a range of forms for its operations and activities. These forms are listed as part of the checklists for each position/activity.

## 21 BSQ Operations

1. The following sections provide guidance and detail in relation to Society activities. These may change from time to time to reflect current operational practices.

### 21.1.1 Meetings

1. Meetings are conducted in accordance with the Policy listed.

### 21.1.2 Competitions

1. The Society conducts a number of competitions at major events and monthly meetings. These are listed below.

#### 21.1.2.1 Competitions at Monthly Meetings

1. There are two types of competitions conducted at monthly meetings.
  - *Mini Show* – held up to 4 times per year and judged by qualified or trainee judges
  - *Popular Vote* – held up to 7 times per year and judged by members and visitors at the meeting.
2. Both types of competition consist of **three divisions** and have the same entry requirements for all Competitors:
  - **NOVICE** – open to all members of the Society who have not competed before or have not won the Novice Division in an Annual Mini Show in previous years. (New members with extensive experience in growing bromeliads may be expected to automatically transfer to the Intermediate or Advanced Division depending on their level of experience).
  - **INTERMEDIATE** – open to any member who, in previous years, has won the Novice Division of the Annual Mini Show competition or has extensive bromeliad growing experience. Promotion to this Division occurs automatically in the year following winning the Novice Division in the overall annual Mini Show competition.
  - **ADVANCED** – for all other members not covered by the requirements of Novice or Intermediate Divisions. Promotion to this Division from the Intermediate Division occurs when the member has won the Intermediate Division annual Mini Show awards twice.
3. For any Monthly Meeting Competition, competitors must sign the Competitor Agreement at the end of this section. A signature is required only once per membership.

##### 21.1.2.1.1 Format of the Mini Show

1. This competition is held up to four times a year and consists of up to **five classes** which vary for each show; a schedule of the plants admissible to each class of the competition is issued at the start of each year and published in Bromeliaceae.
2. Competitors may enter up to three (3) plants per class. Competitors may only enter one entry of each species, hybrid or cultivar in a class. **Plants must be the property of the exhibitor and must have been in his or her custody for the previous 6 months.**
3. Plant registration. Each competitor has a separate form for the competition and is required to fill in the details of the plant/s they are entering for each separate class. Competition stewards are not to fill out the forms for the competitors.

4. All plants must be given a plant number, issued by the Steward, and this number should be recorded on the Competitor's entry form next to the plant name.
5. All plants entered must comply with the details specified in the schedule. Plants that do not comply should be removed from the competition table.
6. It is the responsibility of the Competition Steward to ensure that the plants in each class comply with the schedule for that show. If any doubts or questions arise, the Chief Judge should be consulted.
7. Before judging, to expedite the judging process, all plants must be arranged in their separate divisions and in the separate classes within each division.

#### 21.1.2.1.2 Judging the entries

1. A judging panel is appointed before judging commences. This is usually arranged by the President or Chief Judge.
2. A form titled 'MINI SHOW JUDGES CHOICE' is used by the competition steward to record the allocated number of the plants judged to be first, second and third in each class of each section.
3. The Competition Steward should assist the judging panel by moving plants for detailed inspection. Judges are not to handle competition entries.

#### 21.1.2.1.3 Awarding of points

1. Points are awarded separately for each plant in each class and for all four classes in each division as follows:
  - first - 3 points
  - second - 2 points
  - third – 1 point.
2. At the end of the judging, the name of the entrant and the name of the plant that were placed first, second and third in each class and each division should be entered on 'MINI SHOW MEETING RESULTS' form. The original form is retained by the Competition Steward and results entered into the Competition Database. Results should be forwarded to the Secretary, Publicity Officer, Webmaster and Editor.
3. Finally, all competition points registered on the entry form for each competitor are tallied and entered on the 'MINI SHOW AGGREGATE RESULTS' database for the appropriate month.
4. After the last Mini Show for the year all points registered on the Aggregate Results form should be tallied to determine the final results. The first and second placed competitors' results entered on the Mini Show Annual Results form. The Committee will use these results to allocate an appropriate award to the winning competitors (first and second). Copies of these results are also provided to the Secretary, Publicity Officer, Webmaster and Editor.

#### 21.1.2.1.4 Format of Popular Vote Competition

1. This competition has is held up to seven times a year and has two separate sections:

- Bromeliad plants.
  - Decorative display incorporating bromeliads.
2. Bromeliad plants competition - competitors are allowed to enter three plants each in their **division**. Competitors may only enter one entry of each species, hybrid or cultivar in a class. There is no other restriction on the type of bromeliads entered except those covering cleanliness. **Plants must be the property of the exhibitor and must have been in his or her custody for the previous 6 months.**
  3. There is only one type of form used in this part of the competition; a separate copy of the form is used for each division and all competitors in each division use the same form.
  4. The competitor enters his/her/their name and the name of the plant/s being entered. Competition Stewards are not required to fill out the forms for the competitors.
  5. All plants must be given a plant number, issued by the Competition Steward and this number should be recorded on the competitor's entry next to the plant name.
  6. Decorative Display competition - open to all members irrespective of the division to which they normally belong. A separate form is used and competitors enter their name and details of the display.

#### 21.1.2.1.5 Judging of Entries

1. Plants and Decorative displays are judged by the members and visitors at the meeting. Each voter is given a single voting slip for each division and a separate voting slip for the Decorative Display section. They record their single vote (by plant number or display number) on the appropriate slip and sign the reverse of the voting slip. The voting slips are then collated by the Competition Stewards and the plant with most votes in each division is awarded first place in that division. Second and third places are also awarded in each division.

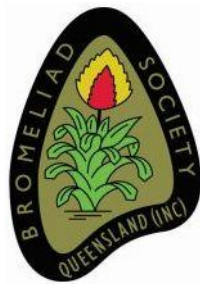
#### 21.1.2.1.6 Awarding of points

1. Points are awarded separately for each plant in each division as follows –
  - first - 3 points
  - second - 2 points
  - third – 1 point.
2. At the end of the judging the name of the entrant and the name of the plant that were placed first, second and third in each division is entered on 'POPULAR VOTE MEETING RESULTS' form. The results are entered by the Competition Steward into the database and copies given to the Secretary, Webmaster and Editor.
3. Finally, all competition points registered on the entry form for each competitor should be tallied and entered on the 'POPULAR VOTE AGGREGATE RESULTS' form for the appropriate month.

4. After the last Popular Vote for the year all points registered on the Aggregate Results form are tallied to determine the final results and first and second placed competitors' results entered on the Popular Vote Annual Results form. The Committee will use these results to allocate an appropriate award to the winner and runner up of the competition. Copies of these results should also be provided to the Secretary, Webmaster and Editor.

#### **21.1.2.2 Other Competitions**

Competitions are held at both the Spring and Autumn Shows. The details for these shows are contained within the procedure for these events.



### Competitor Agreement – Monthly Meeting Competitions

I have read and understand the terms & conditions relating to the “Competitions at Monthly Meetings” and will abide by these rules.

I understand that I am only permitted to enter plants in the competition that have been in my possession for at least 6 months.

Competitor Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### **21.1.3 Library**

1. The Librarian is responsible for presentation of library items for loan at general meetings. All items offered for loan must be clearly identified as property of the society.



2. All items must be registered in the card catalogue system with a unique alpha numeric identifier (e.g. A 25).
3. Each card within the card system must have provision and display:
  - the alpha numeric identifier
  - the title
  - the author
  - date taken out e.g. 8/03 (month / year)
  - date returned
  - borrower (printed name)
  - signature
  - contact telephone number
4. Bromeliad-related journals and newsletters from other societies which are received by the Secretary are passed on when convenient and registered in the card system.
5. Some items are retained as reference materials only for a period determined by the Committee. These items must be available at general meetings for reference but can be lent out on special occasions with approval from the President.

#### **21.1.3.1 Guidelines for Lending**

- Members must be financial.
- Books are on loan for one month only.
- Borrowers are responsible for replacement of lost or damaged books.
- Borrowing from the library occurs only at General Meetings.
- All borrowed books and periodicals must be returned at the November General Meeting, to allow a stocktake at the end of the year.

#### **21.1.4 Field Days**

1. Field day and bus trip details are the responsibility of the Field Day Coordinator after outings are approved by the Management Committee.
2. Plant sales are at the discretion of the venue owner, and no BSQ commission will be levied on the owner's plant sales. If the venue owner invites other sellers to participate, BSQ commission of 10% of sales income will be levied on these extra sellers.
3. Catering expenses and other reasonable costs (negotiated with Treasurer beforehand) will be reimbursed.
4. Cash float for Field Day and Bus Trip Sales is \$300, and is the responsibility of the Field Day Coordinator.

#### **21.1.5 Special Events**

1. There are currently three special events held each year. They are:
  - Autumn Show,
  - Spring Show, and
  - Tillandsia Day.

2. Additional events may be scheduled from time to time and will generally follow a similar format to the Tillandsia Day.

#### **21.1.5.1 Spring/Autumn Show**

1. Shows are generally held in March/April (Autumn) and September/October (Spring) annually. Venues and timings will be advertised in Bromeliaceae, the Newsletter, Facebook and on the web site.
2. Special conditions are applied to sales at this event and a 15% commission is charged to cover additional costs associated with running the event.
3. See the checklist for this event.

#### **21.1.5.2 Tillandsia Day**

4. This event is usually scheduled for February each year. Venue and timings will be published in Newsletters and on the web site.
5. Sales at this event attract a 10% commission.
6. See the checklist for this event.

#### **21.1.6 Journal**

7. The journal "Bromeliaceae" is published four (4) times per year.
8. The editor is responsible for producing the society magazine and material offered for inclusion is published at the discretion of the editor. However, precedence must be given to articles relating to upcoming events, results from competitions and society functions.
9. Internet access to current and past editions of Bromeliaceae is provided on the Society's website ([www.bromsqueensland.com.au](http://www.bromsqueensland.com.au) )
10. Online access to the current 12 months of journals is restricted to members only.
11. Guidelines for the production of Bromeliaceae are contained in [Attachment 10](#).

#### **21.1.7 Newsletter**

1. The Newsletter is published monthly except for December.
2. The Publicity Officer is responsible for publishing the Newsletter.
3. The Newsletter is circulated using email only.
4. The email is used to provide current information and should not duplicate information published in Bromeliaceae.
5. Guidelines for the Newsletter are contained in [Attachment 11](#).

#### **21.1.8 Plant sales - General**

1. All sales of goods or plants are to take place within the confines of the meeting venue.

2. The Society deducts 10 % commission, calculated on the sale price of all goods or plants being sold at the monthly meetings.
3. The sale of goods and plants at monthly meetings commences at 6.30pm and ceases at the 15 minutes after commencement of the intermission break.
4. The Plant Sales Steward is responsible for the sale of plants and distribution of monies, while the Plant Sales Coordinator is responsible for the quality and control of plants.
5. Cash float for General Meeting Sales is \$300, and is the responsibility of the Plant Sales Steward.
6. Sale plants must be clearly identified by a plant tag and also use an approved bar code for displaying seller's name and price.
7. Members selling plants at monthly meetings must sign an agency agreement each year, and comply with the following conditions:
  - Only financial members may sell plants and bromeliad-related items at General Meetings.
  - Plants are to be clean and free of disease or infestation by pests, including Fire Ants, and emptied of water.
  - Any member offering plants for sale, display, competition etc., where those plants are grown or stored in a Fire Ant treatment area must have an Approved Risk Management Plan (ARMP) for the management and control of Fire Ants and must declare this status to the BSQ. Any affected member who does not comply with this requirement or the State Government Act for the control of fire ants will be banned from entering any plants in the Show.
  - An official sales sticker is to be attached to each pot, mount or pup. Sales stickers may be purchased from the BSQ Treasurer.
  - At point of sale, unidentifiable sales stickers will be dealt with at the Plant Sales Steward's discretion.
  - In addition to the sales sticker, all plants must be accompanied by a durable label showing the plant name.
  - Prices of plants are set at the discretion of the seller.
  - Prices, once set, may not be altered. Tickets with altered prices may not be accepted by the Sales Stewards.
  - Prices are to be set in multiples of \$ 1.00.
  - All care will be taken with plants, but no responsibility will be accepted by the BSQ for losses or damage.
  - There is no limit to the number of plants any one person may offer for sale, but members tabling numerous plants may be asked to provide their own tables.
  - Any plants not sold remain the property of the seller and must be collected and removed after closing time. Any unclaimed plants are forfeited to the BSQ and will be disposed of at the discretion of the BSQ.
  - A commission of 10% of sales value on each plant sold is payable to the BSQ.
  - Sales monies less 10% commission will be reimbursed to sellers on the night or within 24 hours by EFT direct to the sellers account as per the details provided on the EFT Payment Details form.
  - Payment will be by cash, EFT or cheque.
  - Sellers are expected to assist in cleaning up the plant sales area after completion of selling.



## 22 Insurance

1. The Society is required to hold Public Liability Insurance.
2. Currently the following insurances are held:
  - Public Liability
  - XXX
  - XXX

## **23 Risk Management**

A Risk Management assessment must be developed for each major event conducted by BSQ. In addition, a Fire Ant Management Plan is currently in place and registered with the required Queensland Government Department.

## **24 Contacts, Acronyms and Glossary of Terms**

### **24.1 Contacts**

President – president@bromsqueensland.com.au

Secretary – secretary@bromsqueensland.com.au

Treasurer – treasurer@bromsqueensland.com.au

Publicity Officer – publicity@bromsqueensland.com.au

### **24.2 Acronyms**

BSQ – The Bromeliad Society of Queensland Inc

BSI – The Bromeliad Society International

### **24.3 Glossary of Terms**

## 25 Attachment 3 – Tips and Procedures for Treasurer

1. There is no uniform system of record-keeping set down. (Currently BSQ uses Quicken as its accounting package.) You choose the method best suited to your Society's needs. Any method chosen must fit with the compliance issues.
2. A simple Excel spreadsheet accounting package may be used.
3. The Treasurer is the first in line to keep an eye on anything to do with the Society's finances. This does not necessarily mean that the Treasurer actually handles the cash, or keeps details of all accounts personally. Some duties can be delegated to others.
4. The Treasurer is responsible for seeing that Society members are provided with all the information on what is happening to the Society's money.
5. The Treasurer ensures that:
  - a complete record of accounts is kept, not only by her/himself, but also by any subcommittee Treasurers;
  - the adopted bookkeeping system is not confusing, and works well;
  - those handling cash are protected by an appropriate check-up system that will not give a third party room to make unfounded accusations, which cannot be refuted because of poor practices;
  - a minimum check-up system has two people count any cash together, and initial the entry in the record book.
  - bills are paid on time, to the Society's best advantage;
  - the Society is advised of what money it owes so that it does not overspend, to everyone's embarrassment.
6. Get bank statements monthly. The cut-off date can be about ten days before your Management Committee meeting, giving you time to prepare statements, cheques and so on. Check the cheque stubs and deposit slips against the bank statement. This will quickly show up any internal record problems, and also tell you of any extra bank charges or interest payments. The latter must be written in the cashbook.
7. If the auditor is not a trained accountant, it is worth talking with one even if this costs the Society a consultant's fee. Ask for advice on setting up your cashbook or electronic accounting package; on the number of dissections (column break-downs) needed to tell an adequate story on income and expenditure; on how to build up statements and take out monthly balances. Keep your cashbook or electronic accounting package up to date. Your cashbook tells the story of where the money has come from and gone to.
8. Use a profit and loss statement when the Society has any long-term fundraising projects, e.g. a special show. You have to include stock-take figures for this to be accurate.
9. If done monthly, it can allow problems to be identified early.



10. A budget is a useful way to plan the year, not only for you as a Treasurer, but also for the whole Society. It gives goals to aim for, arranges priorities on where and when money is to be spent and reduces the level of 'off the cuff' or ad hoc decision-making on spending.
11. You should complete the Society's annual statements as soon as possible and hand it over to the auditor, with receipts, cheque stubs, deposit books, minute books and other records quickly.
12. Where there is more than one account, separate statements should be prepared for audit. The Society Treasurer also prepares an all-inclusive statement.
13. Subcommittees should not hold large amounts of money in their bank accounts in the normal course of events. Amounts over the requirement of working capital should be transferred to the BSQ general account.

### 25.1 Treasurer Meeting Duties

1. Organise 2 x \$25 envelopes for exhibitor draws from Pettycash. Record in Pettycash book.
2. Set up cash register for sales . Needs to be zeroed beforehand. Turn Key to Z position and hit 2 SUBTL; then 3 SUBTL; then 5 SUBTL.
3. Give raffle coordinator a calico cash bag. Coordinator will return bag with nett proceeds and a note on costs, income and balance in bag. Subsequently check tallies and deposit to BOQ.
4. Sales table will provide envelope with cash commission and sales proceeds with a note on details. Subsequently check and deposit to BOQ.
5. Collect money for all other sundry payments and enter in receipt book. Deposit to BOQ.
6. Write cheques for payment of tea ladies and other expenses tabled on the night. Two signatures are required for all cheques. Make sure stubs have details and write cheque number on the invoice provided by the payee.
7. Library sales will also provide cash and a note of details. Put in calico bag, receipt and bank into BOQ account.
8. POST meeting – enter sales and cheques in RECKON program. Prepare deposit book entry to BOQ account. Enter breakdown on left side page as Books, stickers, raffle, library, membership etc. Deposit.

### 25.2 Instructions for Printing Sales Barcodes

1. Techno River Smart Code software must be installed in the PC being used.
2. Check that the price points requested by the grower are those in the file *Barcode Database.xls*.
3. IF NOT the PLU List Excel *Master.xls* file and the cash registers need to be adjusted. See below for the process. Otherwise proceed.

4. Open the file *Barcode Database.xls* and clear contents of column 4 leaving the heading intact.
5. Put the number of tickets requested for each barcode in the fourth column Labelled “No to print” in the file *Barcode Database.xls*. In column 6 of the spreadsheet, you will see a total number to print. Check this accords with the requests you have and adjust if needed.
6. Save the file and close it. You will need to reference this file later to do the printing so note where you saved it.
7. Open the program TECHNO RIVER STUDIO. It will open with a screen to create a template – cancel that, close the tip which comes up next.
8. Go to the FILE menu top left. In the window which opens select *40 x 28 BSQ Label* from the Recent files list which appears on the right hand side.
9. It will then bring up a small page in the centre of the screen.
10. Go again to the FILE menu and select *Setup Database Connection*.
11. In the window which opens select *Add* top right on the screen
12. In the next window:
  - select **Microsoft Excel(\*.xls)** from the drop down menu in the section for “Data source type”.
  - Then Browse to find and select the **Barcode Database.xls** file saved at Step 6 above. Tick the box **First line is header**. It is good to also select to **View Data** just as a check it connects correctly.
  - Click **NEXT** lower right and in the next window select **Sheet1\$** and **add to Tables to Use** on the right hand column click **Finish**.
13. A new window will show the database arrangement with 3 lines of folders. Click CLOSE.
14. The Barcode blank will come up and you need to attach all 3 fields on the label blank to the Database.
  - To do **this, double click on the [[Name]] field and a properties window will open. At the bottom of the window is a Datasource box with a drop down menu. Select Database from the drop down** and new boxes appear. Select **Insert Database Field**. Select **Name** and **Insert**.
  - Double click on the [[Price]] field and a properties window will open. At the bottom of the window is a Datasource box with a drop down menu. Select **Database** from the drop down and new boxes appear. Select **Insert Database Field**. Select **Name** and **Insert**. **Check that there is still a \$ sign in front of PRICE**.
  - To do this, double click on the Barcode and a properties window will open. This barcode window is a bit different but same process. At the middle left of the window is a Data Source box with a menu. Select Database from the drop down and new boxes appear. Select **Insert DB Field**. Select **Barcode** and **Insert**. When you go back to the Master the barcode will have CODE39 above it and Database through the middle of the barcode.

15. Plug the Printer in to the power and to a USB port on the computer. Turn it on at the back.
16. Now select **File and Print Preview**. The sticker from the top line of the database should come up. If OK, go to Print and be careful to print only one barcode selecting **1** as Number of Labels in Quantity. This just checks connection to the printer is all OK.
17. **Select File and Print**. In the print menu Quantity section, select **Read From Database Field** and then select **No to Print**. Before you hit the OK button, you then need to select the appropriate records from the full barcode list in the database. Click **Select** in the Records section of the window. An image of the full database will appear. Unselect all and then proceed down the list selecting those barcodes with a number in the **Number to print** column. Check the number of barcodes to be printed matches the sum of the number in column 4 of the barcode database.
18. If you are doing a print of one of a group of amended barcodes for testing, you select the number of barcodes to be printed in the quantity field i.e. 20 if 20 amended codes. Then use the **SELECT** button in the records area to select those to print. It will print one of each.
19. If all checks OK, **PRINT**. It should start spitting out labels.
20. Best to roll them as they come. You can use the **STOP** or **PAUSE** button to suspend printing while you:
  - Catch up with the roll;
  - Cut the roll as a new grower's tickets are coming;
  - You replace the ink roll – there will be an alert;
  - You replace the paper - there will be an alert;
  - Just press the STOP again to restart.
21. Ink roll.

See the Printer instruction sheet. Tricks – ribbon comes off the back of the back roller and winds under the waste roller at the front after passing under the print head. The matt side of the film is down to the paper. Only press down on the blue tab top right to relock the head.
22. Paper:

See the Printer instruction sheet. Tricks – There is a bar at the lower back part of the base section which sits over the label feed and senses the breaks between labels. Move the arrow to be over the paper. The paper roll should be located hard up against the left edge as you look into the printer.
23. Let the Treasurer know how much individuals should be billed at 5 cents each.

## 25.3 Setting up the databases and Cash registers

1. There is a Master file with all the data PLU List Excel Master
2. This file generates list of barcodes from PLUs and grower details. You may need to do some copying down to add more growers. Their ID number has to match the group number allocated in the Cash register which assigns the grower number when you add one. We are up to Group 28 – you should check the database and take the next available number. The four-digit ID should be 6000 plus the grower/group number i.e. 6029 etc.
3. Those people who print their own labels or will use a Gold Coast number need individual entry of data.
4. If someone wishes to **print their own labels**, we will supply the barcode details to correspond to each price point. They must then supply a sample of each code so we can check that the register is reading them correctly. A scanned copy printed from an email has sufficed so far as the basis for checking.
5. Those **using Gold Coast Society Labels** need to supply copies of the label for each price point they intend to use. They need to be reminded that they can NOT introduce further labels for different **price points without advising us and being advised the new prices are set up for use.**

### 25.3.1 Updating Masters

1. Open the Excel sheet labelled **PLU List Excel Master** and go to the sheet labelled “PLU List”
2. Make any changes needed to add the grower, price points, and ID in the Master file. “PLU List” sheet
3. Copy the entire data set out of the other work sheet “Barcode Label List” in the PLU Master and do a **Paste Special** of values into *Barcode database.xls* file. Use Format cells to ensure the “barcode” column is in number format with no digits after the decimal point. Similarly make sure entries in the “No to print” are also numeric not text.
4. For all changes, copy all the amended rows for columns A to column H excluding columns after H and paste into the excel file PLU Input PLU Source.csv file. Make sure the “barcode” column is numeric no decimals. Delete the columns headed “Grower” and “Price” i.e. C and, D. Save the file as a **csv file type**.

### 25.3.2 Updating cash registers

1. Open Sampos Express program – User Name is BSQ with no password.
2. Go to the Setup page – select on menu column on left and open “Edit and Create PLUs”. A new window will open.
3. Set up the Group info at the lower part of the window. IDs are already established to 35. For those edit the details. Enter the Grower number 29 etc. and the description. Leave 35 as reserved for problem scan entries. If we need to go past 34 we need to extend the memory in the ECRs.

4. Go to the tools menu in Sampos Express and select **Import.Export**.
5. Select **Import PLUs** and in the field list unselect the last field "{8}Supplier Code"
6. Select **Do Operation**. You will be asked to confirm and to browse to select the input file. This is what you prepared as PLU Input PLU Source.csv
7. The window will have blue bars moving on right edge and will report success.
8. Make sure the register is turned on, connected to the USB port.
  - The port on the ECR is labelled PC.
  - Use the Comms Port Locator selected from the Utilities Menu bar along the top to be sure you have the right USB port on the computer in use.
  - It needs to be a serial port so you should run the program from the mini CD to set one up as a serial bus if needed.
  - Turn the Register Control Key to REG position and make sure all operations are completed. "Register Mode" should show in the register window.
9. It is simpler for a small number of changes to change the prices in the SETUP – Edit and Create PLUs window.
  - Click on the amended group e.g. Buderim Broms and then double click to get the list of PLUs for that Grower.
  - Change the price in the lower window.
  - Check the description (long and short) reflect the price point.
  - Check the barcode. If it needs changing, you have to **Delete** the current and then **Add** the new. Bar code will be 4 digits for PLU top left check, 4 digits for Group as ID, and five digits for price with zeros at front \$10 is 00010 and \$250 is 00250.
  - Go through all the PLUs for the growers with changes and check – price appears 4 times – in the long description, the ECR description, the price at the bottom and the last digits of the barcode.
10. Now go to the **TODAY** screen in Sampos express selected on left column and select **Send Changes and updates to ECRs**. Select the **ECR number** which is connected. It is useful to do the Comms test to verify connections. Then click **Send Update** and **Yes** on the pop up screen asking for confirmation.
11. Do **only one ECR** and then print one each of the new barcodes on the barcode printer. Keep these to enter into the grower master sheets in the black binder.
12. Plug in the scanner and scan all the new barcodes.
  - Check the description which comes on paper roll and ECR window match the value and grower.
  - If a code won't scan it needs adjustment back in Sampos Express.
  - Fix price errors in Sampos Express.
  - Then again send updated data to the ECR.

13. Check all is OK and then update the second Register. Check all the new barcodes scan Ok on the second register.

## 26 Attachment 4 – Tips for Secretary

### 26.1 Agenda

1. Prepare in advance using the format as in the Attachment 5.
2. Consult with President, Treasurer and other report givers.
3. Identify business that needs to be addressed on a copy of the agenda for the President and Secretary or all members of the Executive if desired have copies of the generic agenda available at the meeting.

### 26.2 Minutes

1. Provide copies of the minutes to those present. (Email now removes the general need for large volumes.)
2. Record a summary of the main points of the discussion as dot points, being careful not to name individuals involved in the discussion. Use the template provided in [Attachment 6](#) as a guide.
3. Record decisions as resolutions.

### 26.3 Correspondence

1. Check and process emails and mailbox regularly.
2. Prepare a list of inward and outward correspondence for distribution or display at the meeting.
3. Identify the items that require action on the correspondence list.

### 26.4 Other

1. Be a record-keeper.
2. Maintain an up-to-date copy of the constitution.
3. Keep a record of resolutions that continue to affect the way the Society does business. These are policy decisions and should be kept in a policy folder for quick reference.
4. Maintain up-to-date membership records. (Use the Membership Secretary to support this.)
5. Notify the Office of Fair Trading of executive details after the AGM and of any changes throughout the year.
6. Ensure that all documents are archived appropriately.
7. Ensure that all Society documents are kept in an orderly fashion, for example in a filing cabinet within the Society storage facility. (Currently at the Uniting Church.)
8. Ensure Society information is kept updated on the Society website.

## 26.5 Hints for recording the minutes

1. Use a laptop and format the minutes before the meeting.
2. Arrange to have all reports sent to you electronically before the meeting so that you can enter the information ahead of time.
3. Listen for key words or phrases.
4. Try to capture basic ideas and the essence of what people say; don't record every word.
5. Don't be afraid to misspell.
6. Use stars, arrows or circle key ideas, statements or decisions, underline and use colours to highlight and differentiate important ideas in your notes to remind you when translating them to the minutes.
7. Number all sheets.



## **27 Attachment 5 – Meeting Agenda Template**

### **BROMELIAD SOCIETY OF QUEENSLAND INC MANAGEMENT COMMITTEE MEETING Agenda DATE**

- 1. Welcome**
- 2. Attendance**
- 3. Minutes of previous Meeting**
  - Business Arising
- 4. Membership Report**
- 5. Financial report**
- 6. Incoming Mail**
- 7. Outgoing Mail**
- 8. Monthly Meeting**
  - Check details
  - publicity
  - Raffle specials
  - Popular Vote– commentary
- 9. Future Month Meetings**
  - Guest Speakers
  - Practical sessions
  - Topics
- 10. General Business**

## 28 Attachment 6 – Meeting Minutes Template

BSQ MINUTES 08 JANUARY 2014

**MEETING OPENED**      TIME

**WELCOME**

**PRESENT**                      List those present.

**APOLOGIES**                  List

**MINUTES OF PREVIOUS MEETING**

Read and approved as a true record.

Moved SECRETARY      Seconded NAME                      Passed

**BUSINESS ARISING FROM PREVIOUS MINUTES**

Summarise

**Motion:**                      As required  
Moved NAME      Seconded NAME                      Passed

**TREASURER’S REPORT**

Summarise

**Motion:**                      that the MONTH YEAR reconciliation be accepted and invoices passed for payment  
Moved TREASURER      Seconded NAME                      Passed

**CORRESPONDENCE IN**

List (Table format helps)

**CORRESPONDENCE OUT**

**Letters**

**Motion:**                      that the correspondence in and out be accepted.  
Moved SECRETAY      Seconded NAME                      Passed

**BUSINESS ARISING**

List

**GENERAL BUSINESS**

List discussion and any motions required for decisions.

**Meeting closed 10:10pm**

# Section 3 – Checklists

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From time to time, the Society conducts activities which require planning and preparation to ensure that they run smoothly. To assist members responsible for the conduct of operations, a number of checklists and timelines have been developed. These are contained within this section of the manual.

Checklists are also provided to assist each role required to conduct normal Society activities.

Key activities are:

- Spring and Autumn Show and Sales;
- Brisbane Exhibition Display;
- Field trips to member's gardens;
- Bus trips; and
- Other social activities.

## 29 Attachment 10 – Checklist for Editor

1. The following is provided to assist the Editor in the role.
2. The journal is prepared quarterly as per the manual. Current printers are:

INSERT CONTACT DETAILS

<b>Time</b>	<b>Activities</b>
<b>12 Months/Ongoing</b>	Seek and Identify articles for publishing in future journals.
<b>3 Month</b>	Commence draft of next Journal. Obtain high quality photos for covers and internal articles.
<b>1 Month</b>	Complete final draft. Send to reviewers for editorial check. Make corrections as required. Prepare final copy for printing.
<b>2 Weeks</b>	Send print version to printers for printing.
<b>1 Week</b>	Confirm delivery to Membership Secretary for posting.

### 29.1 Editorial Notes and Guidance

## 30 Attachment 11 – Checklist for Publicity Officer

The following is provided to assist the Publicity Officer.

### 30.1 Newsletter

1. The Newsletter is produced monthly and is currently only delivered electronically using Mail Chimp.
2. Distribution is using email addresses as provided by members on their membership register.

<b>Time</b>	<b>Activities</b>
<b>12 Months</b>	Annually review the Newsletter for layout and content and update as required.
<b>1 Month</b>	Commence draft of next Newsletter. Photos from meeting – people and show plants.
<b>1 Week prior to Monthly Meeting</b>	This is usually the committee meeting. Gather latest information for events and worthy news for members. Add material to draft of Newsletter.
<b>4 Days prior to meeting</b>	Publish Newsletter. Check for email bounces. Update where possible.

### 30.2 Newsletter Notes and Guidance

#### 30.3 Special Notice Newsletter

1. Special Notice Newsletters may be published from time to time. These will usually be for events such as shows or field days.
2. A separate template may be used for these notices.
3. Distribution is as per a normal Newsletter.

#### 30.4 Advertising

1. Advertising for special events such as shows is conducted as required.
2. Most promotion is conducted using the internet as follows:
  - Facebook – BSQ page plus encourage members to distribute on groups/pages they are members of.
  - Web site – Use BSQ Events Calendar to promote events.
  - A number of on line diaries such as Around You and Calyx provide the opportunity for events to be promoted.
  - Gumtree – Posting of the event on Gumtree is worth effort.
  - Other web sites such as Quest or other local newspapers and radio stations are used.
3. Flyers are produced as required. The main time is for use at the Brisbane Exhibition to promote the Spring and Autumn Shows.

### **30.5 Banners and Corflute Signs**

1. The society owns a number of banners for use at venues and as street signs in the lead up to events.
2. Corflute signs are used widely across Brisbane and placed by members. The area in close vicinity of the event is often the best area to 'flood' with signs.
3. Directional signs are also used in close proximity to the show location.

## 31 Attachment 12 – Checklist for Webmaster

1. The following is provided to assist the webmaster. The webmaster holds the User ID and Passwords for access to the administrative sites for management of the web site.
2. The web site is currently hosted by Conetix Pty Ltd.
3. Contact is:

Conetix Pty Ltd  
 PO Box 742  
 Ipswich QLD 4305  
 Phone: 1300 789 260

## 32 Attachment 13 – Checklist for Show Coordinator

The following is provided to assist the Show Coordinator.

### 32.1 Show Timeline Activities

The following table provides a guide to event planning activities.

Time	Activities
<b>12 Months</b>	<ul style="list-style-type: none"> <li>• Check other societies for date conflicts</li> <li>• Confirm dates and venue hire</li> <li>• Letter/email to garden clubs</li> <li>• Dates into events calendars</li> </ul>
<b>6 Months</b>	<ul style="list-style-type: none"> <li>• Material for next show</li> <li>• Bromeliaceae flyer</li> <li>• Print flyers</li> </ul>
<b>3 Months</b>	<ul style="list-style-type: none"> <li>• Approach other societies/growers for displays</li> <li>• Notice to growers for bar codes</li> <li>• Confirm show schedule/ publish</li> <li>• Coord judges</li> <li>• Start roster</li> </ul>
<b>1 Month</b>	<ul style="list-style-type: none"> <li>• Newspaper/Social media advertisements</li> <li>• Confirm plant numbers with growers (tables)</li> <li>• Flyers to members for letterbox drop</li> <li>• Trophy check</li> <li>• Confirm table hire</li> <li>• Check run for barcodes - Treasurer</li> <li>• Check staffing roster filled</li> <li>• Check stationery requirements</li> <li>• Check show registration spreadsheet – Show Steward</li> <li>• Reinforce show closing time</li> <li>• Explain rules at monthly meeting</li> <li>• Check activity costs and print vouchers – Treasurer</li> <li>• Display coord to finalise display plan</li> </ul>
<b>1 Week</b>	<ul style="list-style-type: none"> <li>• Banners and posters in place</li> <li>• Show plants</li> <li>• Cash floats - Treasurer</li> </ul>

	<ul style="list-style-type: none"> <li>• Check registers - Treasurer</li> <li>• Venue keys</li> <li>• Library goods for sale</li> <li>• Selling support material – e.g. sun shade etc signs</li> </ul>
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## 32.2 Plant sales agreement

SELLERS MAY OFFER BROMELIADS OR OTHER PLANTS FOR SALE AFTER SIGNING

THE AGREEMENT FORM AND UNDER THE FOLLOWING CONDITIONS:

1. Plants are to be in a presentable condition and free of pests and/or disease Any member offering plants for sale, display, competition etc., where those plants are grown or stored in a Fire Ant treatment area must have an Approved Risk Management Plan (ARMP) for the management and control of Fire Ants and must declare this status to the Bromeliad Society of Queensland Inc (BSQ). Any affected person who does not comply with this requirement will be banned from bringing any plants onto the site
2. Pots are to be clean, and labelled with an appropriate bar code. (In the case of Bromeliads, their well is to be emptied of water).
3. Plants in pots, offsets/pups and mounted bromeliads may be sold at major events.
4. An official sales sticker attached to each pot, offset or mount. Sales stickers may be obtained from the (BSQ) or be approved by (BSQ) and compatible with (BSQ) barcode system.
5. ALL plants must be accompanied by a durable label showing the plant name.
6. All care will be taken with plants, but no responsibility will be accepted by the BSQ for losses or damage.
7. There is no limit to the number of plants a seller may offer for sale but sales space will be allocated by the Show Convenor at their discretion. Any unsold plants remain the property of the seller & must be collected & removed after closing time on the final day of the event. Any unclaimed plants are forfeited to the BSQ & will be disposed of at the discretion of the BSQ.
8. The BSQ will confirm the commission rate for the sale 30 days prior to the event. The commission percentage of each plant sold is payable to the BSQ. Sales proceeds less commission will be reimbursed to owner/sellers as soon as possible after the event and at the discretion of the BSQ Treasurer.
9. **Sellers must provide at least one quality plant of good appearance for the raffle, no bar code is to be attached to these Raffle Plants.**
10. **Sellers must provide plants for the display identified as their property. We need good quality display plants for our display. Use of mature display plants that you have for sale is desirable for the display. The number of plants must correspond with the number of sales tables requested – for EACH sales table booked please supply 2 display plants, 2 tables=4 display plants, 6 tables=12 display plants to Max 15 plants.**
11. Plants deemed by the Committee not to be in good saleable condition will be removed from the sales table and will not be returned to the sales area. This includes plants where it is evident there has been disease on the plant (ie. dead scale on the leaves).



12. All sellers are required to work for two x 2hour periods over the weekend to assist the BSQ Committee, the Roster will be available to select the preferred times and area to assist in.
13. All sellers are required to be in attendance for the majority of the time during the event and be able to provide information to visitors.
14. Sellers are required to assist in the setup and clean-up of the venue.
15. All plants brought into the venue are to be offered for sale through BSQ and processed through the sales desk. Side deals and private orders are to be delivered separate from the venue and preferably outside the show opening hours.
16. No plants are to be brought into or removed from the venue until advised by the convenor.
17. Sellers BSQ membership fees must be up to date for them to be eligible to sell at an event.
18. In any matter relating to the above conditions and /or affecting the management of the Sales Area, the decision of the Show / Sales Convenor is final.

Bromeliad Society of Queensland Inc.

### **SALES AGREEMENT**

This document gives witness to the existence of an agency agreement between The Bromeliad Society of Queensland Inc. (BSQ) hereafter referred to as the agent and the plant seller hereafter referred to as the principal.

The BSQ is not registered for GST nor is it required to be so registered under current requirements at law.

The principal contracts with the BSQ to sell product on behalf of the principal and agrees that the division of the sales proceeds received from the agent's customers of the principal's property being tagged and suitably identifiable plants and other plant related material will be divided in proportion as agreed in the conditions for the sale of plants, the principal will receive the proceeds of the sales less commission, (the commission rate will be advised 30 days prior to an event) and the commission percentage is retained by the agent. The collection of these distinct portions is made concurrently and comes about by a customer paying the agent for the product.

The principal appoints the BSQ as its agent for the express purposes of selling agency product on behalf of the principal and agrees that the sales proceeds collected on behalf of the principal less the commission will be paid to the principle by the agent includes any relevant GST for which the principal may be liable in the normal course of business if the principal is required to be so registered. The principal further agrees and acknowledges that the agent adds its commission of (commission rate as advised 30 days prior to an event) onto a price which the principal has advised to the agent includes relevant GST if applicable to the principal.

The agent therefore is collecting monies from its customers that are on sales of product which are inclusive of GST on behalf of the principal and recognizes that it is to remit the applicable sales proceeds and applicable GST if any to the principal under this agreement. It always

remains the responsibility of the principal to correctly account for any applicable GST. The agent also has the express power to retain its share to the total process.

The agent agrees to remit to the principal specific funds collected from the on selling of the suitably identified plant based material to its own customers. The agent further agrees to advise the principal of details of the amounts collected on behalf of the agent's sales, which contain the principal's product and to reimburse the principle as soon as possible after these funds are collected from the agent's customers.

**Name: (print)** \_\_\_\_\_

**Name: (print)** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Signed on behalf of the Bromeliad  
Society of Queensland (Inc)**

**Signed on behalf of** \_\_\_\_\_ **(if applicable)**

**DATE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## **ATTACHMENT 1 TO SALES AGREEMENT - SALES STICKER PREPARATION AND ATTACHMENT**

The Bromeliad Society of Queensland uses a barcode pricing system. All sellers are required to use this method for selling plants.

Each seller will be allocated a unique number to identify them as a seller and may select prices in one dollar (\$1.00) increments. The barcode will include the price of the plant and the seller name. A sample is shown below.



Sellers may choose to write the name of the plant with black or blue waterproof pens or markers on the label in a clear space. Care should be taken not to overwrite the barcode.

Where a seller has the capability to print their own labels, this may be done providing the barcode complies with BSQ requirements. This may include printing additional information such as a plant name or other information on the label.

Labels are provided by the Treasurer and small cost.

### 32.3 Sales at Shows

BSQ takes the security of grower's plants seriously. With over 4000 plants sold, some errors will be made. However, some have expressed concern over mixing sold and unsold plants. To assist in ensuring losses are minimised the following arrangements will apply for the Show:

- All plants brought into the venue are to be offered for sale and those unsold taken away at the end of the Show.
- Swaps or personal orders placed prior to the show should be transacted *outside* the venue.
- Growers and helpers can select plants on the Friday during set up but all such plants are to be paid for and removed from the venue on Friday evening. The sales area will be manned from 3:30pm to 5:30pm on Friday.
- Plant minding for this show will only be for unsold plants. Plants paid for at the sales area must be removed from the venue.
- Plants intended for purchase by individuals should be placed in the plant minding area and not "stashed" around the venue.

### 33 Attachment 14 – Checklist for Chief Judge

The following is provided to assist the Chief Judge in preparing for competition events.

<b>Time</b>	<b>Activities</b>
<b>12 Months</b>	Check Schedule for correctness. Provide copy to webmaster for inclusion on web site. Provide copy to Chief Steward for printing (for members).
<b>3 Months</b>	Check plant judges list. Identify a photographic judge. Notify judges of requirements. Identify dignitary to present awards (working with show coordinator). Confirm availability.
<b>1 Month</b>	Confirm show details with Show Coordinator – any estimate of entry numbers.
<b>1 Week</b>	Check judging equipment and stationery listing. <ul style="list-style-type: none"> <li>• Judging Cards</li> <li>• Pens</li> <li>• Coloured stickers</li> <li>• Note paper for teams</li> </ul> Prepare thank you notes as required.
<b>Show Set up Day</b>	Check with Chief Steward in relation to plant numbers. Check and brief judges. Conduct judging – see below for sequence of judging. (Timing flexible depending on timings and venue.) Advise President and Publicity Officer of winners for presentation and publishing in journals and newsletters.
<b>On Completion of Judging</b>	Contact all winners and advise time and location of presentation of awards. Confirm with Chief Steward that all trophies and awards are presented/positioned on tables. Act as Master of Ceremonies for Awards presentation.

The process for judging shall follow the sequence listed below:

1. All plants are judged according to the requirements for the show e.g. Merit Award judging (points).
2. Select Best Tillandsioidea
3. Select Best Bromelioideae
4. Select Best Pitcairnioideae
5. Select Best Species
6. Select Show Champion
7. Select Reserve Champion
8. Select Best Cryptanthus
9. Select Most Successful Novice (from data set)
10. Select Most Successful Commercial Exhibitor (from data set)
11. Select Most Successful Non-commercial Exhibitor (from data set)

Have President select President's Award

## 34 Attachment 15 – Checklist for Competition Steward

The following is provided to assist the Competition Steward when preparing for Autumn and Spring shows.

<b>Time</b>	<b>Activities</b>
<b>6 Months</b>	Check supplies and replace as necessary after each show.
<b>3 Months</b>	Seek assistance for stewards (minimum two) for Autumn and Spring Shows. Print schedules (updated to meet show timetable) and take to meetings. Check trophies, medallions and ribbons are ready for show. Conduct Show briefing for members as required with Chief Judge.
<b>1 Month</b>	Finalise stewards, classification steward and data entry staff. Identify person to make slideshow of electronic photographs. Check details with Show Coordinator. Check equipment and supplies.
<b>Week before show</b>	Check photographic entries. Forward entries to judge. Organise for slideshow to be made. Prepare trophies, medallions and ribbons for show.
<b>Show Set Up Day</b>	Layout show area – tables and Class labels. Receive plants for exhibiting. Work with Plant Classification Steward to check entries. Brief stewards on duties during judging. Once judging commences: <ul style="list-style-type: none"> <li>• Ensure plants are presented to judges as required.</li> <li>• Have a steward allocated to each judging group.</li> <li>• Provide scored sheets to data entry for record keeping</li> <li>• Return scored sheets to plants.</li> </ul> After Judging completed: <ul style="list-style-type: none"> <li>• Set up 'Top Table Plants'.</li> <li>• Place Judging certificates/ribbons/medallions on plants once printed.</li> <li>• Provide a listing of winners of major trophies to the President, and Bromeliaceae and Newsletter Editors.</li> </ul>
<b>After Show</b>	Collect all judging material and arrange for storing at BSQ store. Identify any replacement material required. Provide a listing of judges' results to the Chief Results from the entries listing. Data entry staff to extract.

## 35 Attachment 16 – Checklist for Plant Sales Coordinator

The following is provided to assist the Plant Sales Coordinator when preparing for sales at meetings or other events.

<b>Time</b>	<b>Activities</b>
<b>Day of Event</b>	Conduct training for new staff as required. Check floats provided by Treasurer. Check Cash Registers by 'zeroing' each register. Check EFT device. Save copies of all EFT/Credit Card transactions for audit by Treasurer. Transfer cash periodically to Treasurer. Take final readings from cash register reports at the end of each day. (See instructions.) Zero cash registers after all reports have been taken or as directed by Treasurer.

### 35.1 Use of Cash Registers

## 36 Attachment 17 – Checklist for Membership Secretary

The following is provided to assist the Membership Secretary.

Membership Data Base is a cloud based data base on [www.groupspaces.com](http://www.groupspaces.com)

The subscription for the data base is paid annually.

New members are added as necessary and attached to various lists within the data base, i.e. Financial 20XX, Newsletters, Committee Members etc.

New members are assigned a new membership number when joining.

Members are not deleted from the data base if they resign, they are removed from the Financial list and moved to an Un-financial list as they may re-join at a later date, plus keeping their information gives us details to reengage with those members at a later stage.

The Data Base will export to Excel and can export any of the individual lists or the complete listing if required.

<b>Time</b>	<b>Activities</b>
<b>January</b>	Provide renewal advice for Newsletter / Email reminder for membership renewal.
<b>February</b>	Provide current membership list for AGM
<b>March</b>	Include final reminder in Bromeliaceae
<b>Ongoing</b>	Enter new memberships as they arrive Provide copies of reports (Financial and Unfinancial) to Committee
<b>November</b>	Prepare database for next FY (add columns)
<b>December</b>	Include membership renewal form in Bromeliaceae / Email members renewal information.



### 37 Attachment 18 – Checklist for Librarian

The following is provided to assist the Librarian at meetings and shows.

<b>Time</b>	<b>Activities</b>
<b>Ongoing</b>	
<b>On Receipt of New Book/Asset</b>	
<b>On Lending Books</b>	
<b>On Receiving Returns</b>	

## 38 Attachment 19 – Checklist for Field Day Coordinator

<b>Time</b>	<b>Activities</b>
<b>12 Months</b>	
<b>6 Months</b>	
<b>4 Months</b>	
<b>3 Months</b>	
<b>1 Month</b>	
<b>1 Week</b>	

### 39 Attachment 20 – Brisbane Exhibition

The following is provided to assist with preparation for the Brisbane Exhibition.

<b>Time</b>	<b>Activities</b>
<b>6 Months</b>	<ul style="list-style-type: none"><li>• Committee ask for coordinator for display and commence action to prepare display</li></ul>
<b>4 Months</b>	<ul style="list-style-type: none"><li>•</li></ul>
<b>3 Months</b>	<ul style="list-style-type: none"><li>• Seek support from members for display</li><li>• Commence show roster</li></ul>
<b>Monthly Meeting prior to show</b>	<ul style="list-style-type: none"><li>• Finalise roster</li><li>• Confirm preparation team</li><li>• Finalise support material and plants for display</li></ul>
<b>One week prior to show</b>	<ul style="list-style-type: none"><li>• Confirm plants</li><li>• Confirm display layout</li></ul>
<b>Two Days prior to show</b>	<ul style="list-style-type: none"><li>• Commence set up</li></ul>
<b>During show</b>	<ul style="list-style-type: none"><li>• Ensure plants are watered regularly.</li></ul>
<b>Day after show closes</b>	<ul style="list-style-type: none"><li>• Remove display and return plants</li><li>• Store display props</li></ul>
<b>Within month</b>	<ul style="list-style-type: none"><li>• Provide invoice to RNA for payment of support fees</li><li>• Conduct review of show activity and record for future use</li></ul>