



The By-Laws of the Townsville Orchid Society Inc.

Date: 23rd October, 2020

1. General meetings

General meetings of the Society shall be held on the fourth (4th) Sunday of each month excepting December, unless advised at the previous general meeting.

2. Visitors.

Visitors are welcome to attend up to three (3) meetings after which they should join the Society.

3. Code of dress

At all meetings and functions, and when representing the Society, a minimum standard of dress will apply; namely

- (1) Footwear must be worn at all times,
- (2) Clothing shall be clean, neat, and respectable.
- (3) Members will be encouraged to purchase and wear the official Society shirt or blouse.

4. Code of Conduct

- (1) Members shall treat each other and guests in a respectful, friendly and cordial manner.
- (2) Members, while expressing their point of view at meetings, shall address the chair, and refrain from making personal comments on other members.
- (3) Members shall respect the rights of other members to express their point of view without fear of personal attack.

5. Property

No member shall take or permit to be taken out of the possession of the Society any document, book or other article, which is the property of the Society.

6. Official Publication.

The official publication of the Society shall be the "*Townsville Orchid Society Inc. Bulletin*," which shall be published monthly, except December

7. Library.

The Society shall operate and maintain a reference library. All books, magazines or other items borrowed by members shall be returned at the next general meeting

8. Membership fees.

- (1) The spouse of a Life member shall pay half the family membership fee.
- (2) New members joining from the first day of June each year shall have their next year's membership included.

9. Membership Sections.

- (1) Members shall be classified as either a Novice grower or an Open grower.
- (2) New members shall be classified at the discretion of the Management Committee.
- (3) A novice grower is one with less than three years membership, or one who has not previously won the highest points for the year in the novice section.

10. Member's number and name badge.

- (1) Each membership shall be allocated a membership number.
- (2) This number is to be used for ease of identification of ownership of plants tabled at general meetings and shows.
- (3) New members will be issued with a name badge as part of their joining fee.
- (4) The wearing of a name badge at a meeting entitles the member to a bonus lucky door ticket.

11. Life Members

Life membership may be granted to any ordinary member as a mark of appreciation for outstanding service to the Society. The Management Committee will present its recommendation to an Annual General Meeting. This recommendation is to be confirmed, or denied, by a secret ballot conducted at the Annual General Meeting.

12. Honorary members

Honorary membership shall be granted to such persons as the Management Committee shall, in its discretion, think fit to appoint. Members may submit, to the Secretary, names of persons suggested for appointment. Such members shall not be required to pay any joining or membership fee and shall not be entitled to vote at any meeting or hold any Management Committee position.

13. Death of member, former member, or member's partner.

- (1) All actions are dependent on the family's requests.
- (2) Members will be notified of the death and the funeral arrangements.
- (3) Death of a current member – a message inviting members to attend the funeral may be added to the funeral notice, a sympathy card will be sent, and a minute's silence may be observed at a meeting.
- (4) Death of a former member – a sympathy card may be sent and the death may be mentioned at a meeting. A minute's silence may also be observed.
- (5) Death of a member's partner – a sympathy card may be sent and the death may be mentioned at a meeting.

14. Officers of the Society.

In addition to the members of the Management Committee listed in the Constitution, the Society shall also maintain the following officers, all of whom must be members of the Society :- Patron, Editor, Librarian, Technical Officer, Programme Director, and three hosts.

- (1) The Patron will automatically become an honorary member of the Society, if not currently a member.
- (2) Duties.
 - (a) Editor – Shall co-ordinate the production and delivery of the *Townsville Orchid Society Inc Bulletin*.
 - (b) Librarian – Shall manage the library and control the borrowing and returning of items.
 - (c) Technical Officer - Shall be available to give technical advice.
 - (d) Programme Director – Shall be responsible for the yearly program, including, but not limited to, activities, guest speakers, commentaries, and presentations.
 - (e) Hosts
 - (i) Shall welcome persons attending meetings, and hand them lucky door tickets.
 - (ii) Shall provide the chairman with names of visitors.
 - (iii) Shall ensure that all visitors are made welcome.

15. Tabling of plants at general meetings.

- (1) Members are invited to display flowering orchid plants, or cut orchid flowers where plants are too large for convenient transport.
- (2) The Management Committee may request removal of any plant that is past its prime, diseased, suspected of being diseased, or not in a respectable condition.
- (3) Tabled plants will be displayed in 3 sections.
 - a. Hybrid orchids owned by novice growers

- b. Hybrid orchids owned by open growers
 - c. Species orchids.
- (4) Each member is to list their tabled plants and their membership number in the appropriate register.
- (5) Plants not listed in the appropriate register will not be counted in the points score.
- (6) Members are encouraged to place their plants in the correct section / class on the display tables.
- (7) Judging and points allocation.
- a. Points are calculated for each of the three sections, see By-Law 14 (3) above.
 - b. A membership will be allocated one point per plant tabled, to a maximum of 10 points per section per meeting.
 - c. A plant judged first place in its class will gain 3 points.
 - d. A plant judged second place in its class will gain 2 points.
 - e. A plant judged third place in its class will gain 1 point.
 - f. A champion hybrid orchid, a champion species orchid and a champion specimen plant may be selected from plants tabled at each meeting.
 - g. A popular vote competition may also occur in each of the three sections.
 - h. All plants tabled shall be the property of the member and must have been in the member's possession for the preceding 6 (six) months.

16. Sale of plants at general meetings.

- (1) Members may sell flowering orchid plants at general meetings,
- (2) An appropriate table will be available.
- (3) Any donation to the society is to be determined by the Management Committee.

17. Keys

- (1) Keys of the society are only to be copied by the Management Committee.
- (2) Should any key be lost or damaged through a member's negligence, then that member may be responsible for the cost of replacement.

18. Shows

- (1) The Society shall conduct shows as determined from time to time by the Management Committee.
- (2) The shows will be managed by a show marshall. The show marshall will be the Show vice-president or another member appointed by the Management Committee.
- (3) The rules governing shows and the show schedule will be published prior to the show.
- (4) The entry of orchids is free and open to all financial members of the Society.
- (5) The Show Marshall and volunteer helpers will prepare the show area prior to the receiving and benching of entries.
- (6) Entries shall be benched and available for judging by 6.30pm on the evening prior to the first day of the show.
- (7) Judging of plants will be by Australian Orchid Council (AOC) accredited judges, or other persons appointed by the Management Committee.
- (8) Orchids will be judged as per the AOC Guidelines for Judges, where they do not conflict with the Society's procedures.

- (9) Judging of displays will be at the discretion of the Management Committee.
- (10) The decision of the judges will be final.
- (11) Although it is the responsibility of the member to enter the plant in the correct class, and place it in position on the show bench, the Show Marshall has the right to determine the class in which any plant may be exhibited.
- (12) All plants entered shall be the property of the member and must have been in the member's possession for the preceding 6 (six) months.
- (13) The plant being exhibited should be stable and well established in a pot, or basket or similar container, secured to a mount, or otherwise exhibited.
- (14) The container is to be clean or covered. If mounted, or otherwise exhibited, then it should be clean and presentable and free of weeds.
- (15) The plant shall be clearly and correctly labelled, in the method determined by the Management Committee.
- (16) The plant must be free of pests and/or diseases and show no symptoms of virus or transmissible bacterial contamination
- (17) Individual plants may be entered in only one class.
- (18) The Show Marshall has the right to refuse the exhibition of any plant and to remove any plant.
- (19) When there are less than three (3) entries in a class, those entries will be moved to the relevant "Any Other" Class
- (20) Staking and tying and other means of support will be permitted but should not modify the natural inflorescence habit. In all genera, no inflorescence is to be tied or supported on any part of the flower or its attachment to the inflorescence.
- (21) The Grand Champion Orchid of the show shall be selected from the Section Champions.
- (22) The Reserve Champion Orchid of the show shall be selected from the remaining Section Champions, plus the

second placed orchid chosen from the Grand Champion's Section.

- (23) A specimen plant is deemed to be an undivided multi-growth plant showing exceptional culture.
- (24) The Show Marshall will identify the plants of Novice growers. The Judging Panel will then select the Novice Champion Orchid and the Novice Reserve Champion Orchid from those plants.
- (25) The charges including admission, raffle ticket prices and canteen prices, shall be recommended by the show Vice President and ratified by the Management Committee.
- (26) Members are asked to volunteer as show officials (door attendants, raffle ticket sellers, sales assistants, kitchen staff and security personnel etc.).
- (27) Members exhibiting or assisting in any way will be admitted free to the show at all times.
- (28) Show officials are to wear identification badges as supplied by the Society.
- (29) Show security officials are required to keep on the move and be prepared to answer questions.
- (30) No exhibition, exhibit or plant shall be removed from the show area prior to the termination of the show. No member of the general public will be allowed in the show area while the dismantling of the show is taking place.
- (31) Stealing of blooms or pollen is forbidden.
- (32) Photography may be done at any time, but not at the inconvenience of judges or show patrons.
- (33) Neither the society nor its agents will accept responsibility for theft, destruction of plants, loss, or damage of any kind to plants entered in shows.
- (34) The entry of orchids in a show shall indicate acceptance by, and be conditional upon, the exhibitor agreeing to be bound by these By-Laws.

19. Sale of plants at Shows.

- (1) Members are invited to sell plants at each show. Members entitled to sell plants are:
 - (a) Members who exhibit a minimum of five (5) flowering plants and work as Show officials; and
 - (b) Members who exhibit a minimum of five (5) flowering plants and work as set up workers.
- (2) Members are to request a selling space at least seven days prior to the set-up date of the show. The size of the sales area and the allocation of selling space will be determined by the Show Marshall.
- (3) Plants must be established, clean and presentable, free from pests and diseases.
- (4) The Show Marshall has the right to reject from any selling space any plant deemed unsuitable for sale.
- (5) A joint selling space will be set aside in the sales area (if required) to accommodate plants from any member who does not have sufficient saleable plants to warrant an application for a selling space. A maximum of ten (10) plants each day per member will be permitted.
- (6) To encourage novice growers who wish to sell plants, they are not required to meet the condition of exhibiting a minimum five (5) flowering plants in the show, provided they work as show officials.
- (7) Each sale plant is to have a barcoded label firmly attached.
- (8) The price must be in multiples of whole dollars.
- (9) Members rostered for duty in the sales area are required to keep on the move, be prepared to answer questions, and promote sales from all tables.
- (10) The Society shall provide a Cashier's table in (or adjacent to) the sales area, and it will be the responsibility of members manning this table to collect all proceeds from sales, and to monitor the public as they leave the area.

- (11) The Society shall deduct a donation from the sale of plants. This amount shall be decided by the Management Committee. The Treasurer will be responsible for the collection of the donation and payments to vendors.
- (12) No unsold plant may be removed from the sales area prior to the termination of the show. No member of the public will be allowed in the sales area while the show is being dismantled.
- (13) All persons with a purchased plant shall be discouraged from leaving the sales section by way of the show area.
- (14) Neither the Society nor its agents shall accept responsibility for theft, destruction of plants, loss, or damage of any kind to plants submitted for sale.
- (15) The submission of plants for sale shall indicate acceptance by, and be conditional upon, the seller agreeing to be bound by these By-Laws.

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