

TIDEWATER ORCHID SOCIETY OPERATIONAL GUIDELINES AS AMENDED May 2018

In addition to the Constitution and Bylaws of the Tidewater Orchid Society now in force and effect, the following policy guidelines, as revised from time to time by vote of the membership or the Board of Trustees, shall govern to ensure the smooth operation of TOS.

1. DUTIES OF OFFICERS

PRESIDENT

It shall be the duty of the President to preside at meetings of the TOS and of the Board; to call such meetings as herein provided; and to have general supervision over the affairs of TOS. The President shall appoint the chairman of all standing and ad hoc committees, including the AOS representative, except as otherwise provided in the Bylaws or these Guidelines. The President shall, with the Secretary, sign all written contracts and obligations unless otherwise provided by special vote of the Board, and no contract shall be valid and binding on TOS unless so signed.

VICE PRESIDENT

The Vice President shall, in the absence or disability of the President, assume the duties of the office. The Vice President shall also chair the program committee.

SECRETARY

The Secretary shall conduct the correspondence of the TOS and shall keep copies of the same; keep a true record of all meetings of TOS and the Board; keep a record of all members of TOS with their last known address and telephone number as provided by the membership Chairman; have general charge of the records and other general books of TOS; and provide such clerical duties as required by the President. The Secretary shall chair the newsletter committee and as such shall provide the newsletter editor with copies of the minutes of regular meetings, and newsworthy items from the board meetings. The secretary shall also, annually after the June meeting, incorporate any relevant changes into these Guidelines that were enacted either by the membership or the Board during the preceding year. In addition if both the President and Vice President are absent or disabled shall temporarily assume the duties of President.

TREASURER

The Treasurer shall receive all monies belonging to TOS, and shall disburse same under direction of the Board; shall deposit the funds of TOS in the name of TOS in such bank as may be approved by the Board; shall submit a statement of the accounts at each meeting of the Board; and shall chair the budget committee. The Treasurer's books and accounts shall at all times be open to inspection by any Board member and by the

auditor. In addition in the absence of the President, Vice President, and Secretary shall temporarily assume the duties of President.

II. COMMITTEES

The following standing liaison and ad hoc committees are presently operating and have the following duties and responsibilities:

STANDING COMMITTEES

1. Education Committee shall be responsible for providing an annual course of instruction on orchid culture for all new members. Location, subject matter, number and length of classes are to be determined by the chairman subject to Board approval.
2. Informal Judging Committee shall organize an informal judging program to help educate the membership regarding judging criteria, standards and techniques, to involve members in judging experiences, to improve the quality of their growing and to help teach members what to look for when acquiring new plants.

The Informal Judging Committee shall promulgate rules for conducting the informal orchid table judging, shall be responsible for the conduct of the judging events, and shall report in the monthly bulletin.

Disbursements of awards at the December awards Banquet shall meet the following requirements. The award certificates and associated prizes shall be provided by Judging Committee in accordance with the Budget and the regulations set by the board.

3. Membership Committee shall maintain a record of all members of TOS with last known name, address, telephone number, email address (if available) and date of membership; inform the newsletter editor of all address changes and new memberships promptly; notify all members delinquent in the payment of dues as per Article V, Section 2, of the Constitution and Bylaws; and turn all monies received over to the Treasurer. The membership committee will encourage membership in the TOS; welcome all new members and make certain they are attended to at meetings; maintain an up-to-date membership roster; provide new members with an informational package consisting of the TOS Bylaws, operational guidelines, membership roster, latest library listing, and such other information as deemed appropriate by the Board. The chairman will form a telephone committee to contact all members of TOS as quickly as possible whenever the occasion demands. The committee shall greet members and guests as they arrive at meetings, provide nametags for members and guests, a guest registration book, and shall introduce new members to TOS.

4. Auction Committee shall be responsible for the display and sale of auction plants, raffle items, and related items as set forth in Article X of the Constitution and

Bylaws. The auction committee has the authority to refuse plants in excess of the authorized numbers as specified in Chapter III herein below, diseased plants, or with incomplete auction information forms. In addition the auction committee will be responsible for the purchase, care, handling and display of orchid plants for Tidewater Orchid Society's spring auction as set forth in Article X of the Constitution and Bylaws. If possible the auction committee shall give a listing of the spring auction plants to the newsletter editor for inclusion in the newsletter preceding the sale.

In the months when auctions are held, the auction committee will provide the Treasurer with all Monies collected and a report of payments.

5. Plant Sales Committee shall provide guidelines and collect the funds from the buyers as specified in Chapter III herein below, when the sales are from the sales table.

6. Program Committee shall be responsible for programs at the regular meetings as directed by the Board; shall ensure that speakers are made to feel welcome and that lodging, meals and transportation are arranged for out of town speakers; shall cover the speaker's expenses and fee, if charged, by check from the Treasurer at the adjournment of the meeting or have the Secretary dispatch it with a note of appreciation. If the President authorizes a group of society members host the speaker for a meal the Program Committee chair or other designated host shall be reimbursed for their meal as well.

7. Newsletter Committee shall compose, address, mail or email a newsletter to each member, giving notice of membership meetings in accordance with these Bylaws, items of interest from the AOS and appropriate articles provided by members. The newsletter shall be mailed to the membership eight to ten days before the meeting date but in the event the meeting date is changed, because of a holiday, etc., such notice should reach the members in ample time for change of plans. The newsletter will not be used to advertise the sale of plants, except for TOS sales and auctions. The newsletter editor shall obtain a copy of the minutes of regular meetings and newsworthy excerpts of minutes of Board meetings from the Secretary, and an up-to-date membership list from the membership chairman. This committee is to maintain a current and accurate mailing list.

8. Hospitality Committee shall be responsible for providing refreshments at regular meetings when authorized by the board and coordinate the planning for the annual picnic and other such events, which may be authorized by the board.

9. Sunshine Committee shall attempt to learn of all illnesses and misfortunes affecting members and their families and send appropriate cards on the behalf of the TOS. TOS members who become aware of such illness or misfortune can assist this committee by contacting committee members and giving them all information available. In the event of the death of a TOS member appropriate floral arrangements or donation may be sent.

10. Publicity Committee shall be responsible for informing local newspapers of the date, place and time of the regular meetings and other special meetings (e.g. new members' classes) as deemed appropriate by the Board. The publicity committee shall

also avail itself of any other publicity that can be had within the parameters of this committee's budget.

11. Historian shall keep a record of the activities of the society.

12. Library Committee shall keep the books and publications of the library. The chairman shall submit to the Board a periodic list of books and related items for approval for purchase. This committee shall purchase, catalogue, loan, retrieve and do such things common to a library. At the September meeting, a complete and accurate list of all books and related items owned by TOS shall be compiled and made available to the membership.

13. Door Prize Committee shall provide door prizes for all TOS meetings including the December Awards Banquet. The minimum number of door prizes for each meeting shall be as determined by the Board. Any funds expended by the Door Prize Committee in compliance with the Board's direction shall be reimbursed by the Treasurer.

14. The Awards Banquet Committee shall, when directed by the Board, be responsible for arranging a location, menu and date for the annual awards Banquet. In addition they shall be responsible for providing table decorations and working with the Informal Judging Committee and the Door Prize Committee to ensure that any purchases by these committees is coordinated.

AD HOC COMMITTEES

1. Scholarship Committee shall inform all interested persons of the requirements for student judge scholarship applications; shall receive and review all applications and submit recommendations to the Board. Any member interested in applying must have been an active member of TOS for the past two years, and must submit official documentation of AOS Student Judge Status.

2. Exhibit Committee shall carefully review all invitations to enter out of town shows; shall consider the distance involved, the availability of flowering plants, and conflicts with other commitments, before accepting any such invitations. If such invitation is to be accepted, this committee shall complete and return the entry form, make all arrangements for the exhibit, secure the necessary membership participation, and arrange transportation and out of town accommodations. Subject to the approval of the chairman of the Exhibit Committee and the constraints of his or her budget, the following will be considered reimbursable expenses when incurred at out of town shows: gas for travel to and from the show, motel for one night, required props and miscellaneous show expenses. Meals shall be considered a non-reimbursable expense. Any unusual expenses incurred that the show chairman or his or her committee believes should be paid on a one time basis shall be presented to the Board for approval.

3. Conservation Committee shall act as liaison between the membership of TOS and other conservation groups and shall expand its duties and responsibilities as the continued conservation effort may demand.
4. Budget Committee shall consist of the Treasurer and two other members appointed by the President. They shall prepare and submit a recommended budget for the ensuing fiscal year to reach the Board for approval at their March meeting. The budget shall then be presented to the membership at the April meeting for approval.
5. Nominating Committee shall be appointed and function as outlined in ARTICLE IX – ELECTIONS, Section 1, of the Constitution and Bylaws.
6. Auditor shall be appointed by the President to Audit the Treasurer's books for the fiscal year and provide a written report to the board of the results of the Audit.
7. Show Committee shall when directed by the board be responsible for the development and conduct of any local orchid shows sponsored by the TOS. This shall include but not be limited to acquiring AOS approval for the show, identifying and getting approved AOS judges, inviting groups or individuals to install orchid displays and orchid growers to sell plants at the show.

LIAISON COMMITTEES

1. AOS Representative shall act as a liaison between the membership of TOS and the AOS; shall apprise the membership of all programs and special offers made available by AOS; shall encourage the membership to join AOS; and shall in all ways endeavor to act in the best interest of TOS and AOS.
2. Merritt Huntington Memorial Symposium representative shall act as liaison between the TOS and the symposium committee.
3. Old Dominion University Representative shall act as the liaison between the membership of TOS and the curator of the Arthur and Phyllis Kaplan Orchid Conservatory. The ODU Representative shall also be in charge of coordinating the volunteers at the conservatory and sit on the advisory board for the conservatory.

III. AUCTIONS AND PLANT SALES

In addition to the special auctions outlined in the TOS Constitution and Bylaws, Article X, Section 1, additional plant auctions may be held at regular meetings as determined by the Board. At these member auctions, twenty-five percent of the selling price of the plant will go to the Treasury of TOS, the remaining seventy-five percent to the plant owner. Five plants per member or family membership will be accepted. At the spring purchased plant auction only donated plants will be accepted by the membership. There will be no

limit on plants donated for the members' plant auction held in the fall. Members purchasing plants at auction will be allowed 30 days to pay. Visitors and guests must pay for plants on the day purchased.

At regular meetings, that do not have an auction as determined by the membership or the Board, members may price and place their plants on a sales table. There will be no limit on the number of plants a member may place on the table. All members purchasing plants from the sales table will be allowed 30 days to pay. Visitors and guests must pay for plants on the day purchased. The distribution of proceeds between TOS and the members shall be the same as member plant auctions. Members are responsible for removing unsold plants at the end of the meeting.

Guest speakers are permitted to bring plants and orchid related materials for sale to the meeting at which they are speaking and all proceeds from their sales will remain with the Speakers

IV. DUES

As provided for by Article V – Dues of the Constitution and Bylaws the dues for membership shall be \$20.00 for single membership, \$25.00 for family memberships and \$8.00 for student memberships. Life membership dues shall be equal to 20 years of regular dues.

V. Board of Trustees

The board shall meet all the requirements of Article VI – Board of Trustees of the Constitution and Bylaws.

The board of Trustees shall meet prior to the start of the fiscal year to determine meeting dates, location and type of meeting (purchased Plant Auction, Speaker, or Other) and prior to the March Meeting to approve the Budget. In addition the board shall meet as needed to satisfy their requirements as spelled out in the Constitution and Bylaws.

A Board Meeting may be called by any of the officers or Trustees at any time.

It is recommended that the Board of Trustees meet at least quarterly.

VI. AMENDMENTS

These operational guidelines may be amended at any time by a quorum vote of either the membership or the Board of Trustees. When required these guidelines shall be reviewed by a committee appointed by the President.