

THE HOUSTON ORCHID SOCIETY OFFICERS' HANDBOOK

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NOTE: Wherever terms (nouns or pronouns) of gender are used in this document, they shall be understood to include both women and men.

Section I - Elective Officers and Their Duties

A. President

A1. The President selects and appoints the chairperson of committees as well as other society staff positions. The President assures that each committee functions smoothly and the activities of the committees are well coordinated.

A2. The President prepares a budget, with the assistance of the Treasurer, for the year of office and presents this at a meeting of the Board of Directors for discussion and approval, usually before the first regular meeting of the Society in January.

A3. The President calls meetings of the Board of Directors, when appropriate, and prepares an agenda for the meeting. No less than 7 days notice will be given. There should be no less than two Board meetings per year; other meetings added at the discretion of the president.

A4. Meetings of the Board may be called at the regular Society meeting, solely for the purpose of approving the application of new members.

A5. The President presides over the regular monthly meetings of the Society and is responsible for the "tone" of the meetings. It is the President's duty to ensure that the meetings run on time, and smoothly, with all necessary agenda items covered. The meetings should be fun for the membership and should foster the mission statement goals of the Society. It is also the President's duty to make certain that meetings end on time and that the building is vacated in time to comply with current lease agreement.

A6. The President appoints a chairperson for the Houston Orchid Society sponsored shows. This shall be done at least 18 months before the scheduled date of the show to allow time for all the activities required for a show.

A7. The President appoints the chairperson for the Annual Workshop early in the year so that all the required planning for the workshop may be accomplished in a timely manner;

A8. The President may choose to submit a monthly message to the membership through the Houston Happenings. The deadline for the copy needs to be in the Editor's hands by the deadline.

A9. The President will review the Officers Handbook for completeness and for reflection of current practice. If revision is required, the President will appoint a committee to accomplish this task.

A10. The Nominating Committee presents the slate of new officers of the Society for the forthcoming year, for approval in November. The President facilitates the election of the Nominating Committee by the membership of the Society by October at the latest, and is responsible for seeing that the committee follows the procedure laid out in the Society Bylaws.

B. Vice President - Speakers

B1. The Vice President - Speakers is responsible for the program at each regular monthly meeting of the Society. The speakers should be entertaining, knowledgeable, and appeal to a broad section of the Society. The overall message from speakers should support the Mission Statement of the Society.

It will be helpful if programs are planned well in advance. It is difficult for persons to conceive and conduct programs on short notice and out-of-town speakers are usually booked far in advance. It is also helpful if there is available, in reserve, a program that can be given on short notice in case of a last-minute cancellation of the scheduled speaker. Thank-you letters should be sent to all speakers, both local and out-of-town.

B2. The Vice President - Speakers coordinates with the Texas Circuit to schedule speakers. The Vice President - Speakers is responsible to arrange the local transportation, lodging and dinner prior to the meeting for out-of-town speakers. The Vice President - Speakers will also invite Society officers, Board and interested members to join the speaker at dinner. The Society will be responsible for paying the speaker's meal cost. The Houston Orchid Society pays these expenses out of funds set aside in the yearly budget approved by the Board of Directors. The total expenses for speakers for the year are expected to be within the budget unless specifically approved by the Board.

B3. Speakers who are from out-of-town and are not members of the Society may elect to sell plants in lieu of payment of an honorarium.

B4. The title and a brief synopsis of each program is given to the webmaster and the editor of the Houston Happenings no later than the 10th of the preceding month so the program can be announced to the membership.

B5. The Vice President - Speakers is responsible for making reservations with the First Christian Church/School for the desired setup of chairs, table and slide projector.

B6. The speaker at the regular August meeting is expected to be one of the speakers at the annual workshop. Arrangements for this are coordinated with the Workshop Chairperson and the Texas Speakers Circuit.

B7. The Vice President - Speakers keeps current with all society business in case it is necessary to substitute for the President.

C. Vice President - Shows & Plant Table

C1. The Vice President - Shows & Plant Table is in charge of the plant display at the regular monthly meeting of the Society. The VP should encourage members to bring their blooming plants and provide the means of displaying and a system for arrangement of the plants at the meeting. Two knowledgeable persons are selected by the VP to introduce the plants on the plant table each month.

C2. The best species and hybrid are chosen each month and reported to the editor of the Houston Happenings for publication. The Vice President - Shows & Plant Table is in charge of the balloting. Certificates recognizing display table orchid involvement will be presented at the November meeting each year.

C3. The Society gives a special award of a gift to the member bringing the most plants for display in the year. The Society provides a maximum sum of \$50.00 in the annual budget for this purpose.

C4. A policy of the Houston Orchid Society is that the Society participates in regional shows. The Vice President - Shows & Plant Table is responsible for making all arrangements for the Society exhibits at these shows. This includes setting up the display or finding someone to do this. The Society will pay for expenses per allowance in budget for the VP or another individual.

D. Vice President - Membership

D1. The Vice President - Membership keeps a roll of the names and addresses of active members of the Society and includes such information as email address and date of admission to the Society. The admission date is important because all elected officers must have been members of the Society for at least three years. When the member terminates their membership, a note is made in the membership file.

D2. Applications for membership are given to the Vice President – Membership, who presents information about new member applications to the Board at a short meeting called by President just prior to each monthly meeting starting time. After approval by the Board, the Vice President – Membership does the following:

- a). Adds new member's information to the permanent roster of HOS members.
- b). Sends new member name, email and phone number to the Newcomer's Committee Chairperson.
- c). Sends new members name to Newsletter editor before deadline for inclusion in the next Houston Happenings.

D3. The Vice President - Membership notifies members of dues for the forthcoming year by announcements in the Houston Happenings for December and January as well as at the regular meetings for these months. The dues are received by the Vice President - Membership who maintains a record of payment and then turns all proceeds over to the Treasurer. The By-Laws specifically states that those members who have not paid dues for the year by the conclusion of the regular February meetings are automatically dropped from membership and must reapply as lapsed members. They are not entitled to the benefits granted to new members

D4. An accurate accounting of dues-paying members is kept. This is essential to determine the SWROGA dues and to determine the number of representatives on the Board of Directors.

D5. Each dues-paying member should be listed in the directory. The yearly directory is issued at the March meeting. Each member is entitled to a copy of the directory

although generally only one copy is given to a joint membership, unless two copies are specifically requested.

D6. Early in December, a current membership list, as of the regularly scheduled November meeting, is given to the Treasurer so that the SWROGA dues can be paid. The amount of dues is based on the Society membership.

D7. The Vice President - Membership transmits to the editor of the Houston Happenings items of interest such as new members, visitors as well as illnesses or deaths of members. Condolence and get-well cards are also sent as appropriate.

E. Treasurer

E1. The Treasurer receives all money belonging to the Society, deposits the proceeds in a bank account approved by the Board and pays bills approved by the President. All checks are signed by two of three officers: President, Vice President - Speakers or Treasurer.

E2. The Treasurer keeps a record of all income to the Society as well as all expenditures and presents a quarterly summary to the Vice President Membership and a copy to the Recording Secretary.

E3. At the end of the fiscal year, someone who is appointed by the President, other than the Treasurer, audits the accounts.

E4. At each regular Society meeting the Treasurer reimburses the refreshment host, pays the facility rent and 67% of the silent auction (orchids only) proceeds to the sellers. All proceeds from the non-orchid silent auction items are the property of the Houston Orchid Society.

E5. In December, the Treasurer obtains signature cards for the Houston Orchid Society bank accounts for the new officers and presents them to the new Treasurer for the forthcoming year along with closing statements.

E6. Late in December, the outgoing Treasurer pays the SWROGA dues, the American Orchid Society and the Orchid Digest dues in the name of the Houston Orchid Society. The SWROGA dues are based on the number of members of the Society as of the regular November meeting when officers for the forthcoming year are elected.

E7. Early in January, the Treasurer advances an amount set by the Board to the Plant Raffle Chairperson to be used as seed money.

E8. The chairpersons in charge of the workshops and shows sponsored by the Society may elect to have a special Treasurer for the event. The Treasurer coordinates activities with these special Treasurers, but is ultimately responsible for recording all income and expenses as well as signing all checks.

F. Recording Secretary

F1. The Recording Secretary takes minutes of all meetings of the Board of Directors as well as the regular monthly meeting.

F2. An up-to-date file of minutes of both the meetings is maintained for inspection by the general membership of the Society during the monthly meetings.

F3. Copies of the minutes of the board meeting should be sent to all board members as soon as possible after the meeting, and at least within 14 days.

F4. A Society calendar should be maintained on the Houston Orchid Society webpage and Happenings newsletter, which includes all activities of the Society as well as other non-Society activities such as shows or short courses sponsored by either SWROGA or the American Orchid Society.

F5. Mail electronic copies of the list of the annually elected officers, Board of Directors and committee chairpersons to SWROGA. Copies are sent to the SWROGA President and to the American Orchid Society Executive Director, the Editor and the Vice President, Membership. These should be sent prior to the beginning of the new year.

G. Board of Directors

G1. The Board of Directors is responsible for managing the affairs of the Society and advising the President in matters of policy.

G2. The Board approves the applications of new members that are submitted by the Vice President, Membership.

G3. Regular meetings of the Board are scheduled at times other than the regular meeting of the Society.

G4. The first meeting is usually called in December following the December meeting of the Society in which the new officers are installed. The primary purpose of this meeting is to approve the budget for the coming year.

G5. Members of the Board of Directors may present items for discussion at a Board meeting. It is helpful if these items be submitted to the President in writing before the meeting so that they can be included in the agenda. But in lieu of written items, members of the Board may make a motion according to Robert's Rules of Order.

H. SWROGA Directors

H1. A SWROGA Director is included in the annual Nominating Committee slate and is elected by the membership for a two-year term in office. The two SWROGA Directors are members of the Board of Directors of both HOS and SWROGA and represents the Houston Orchid Society at all regular meetings of SWROGA. These meetings are held in conjunction with regional shows twice annually.

H2. The SWROGA Directors report necessary information to SWROGA regarding Houston Orchid Society activities and, in turn, report back to the Society on SWROGA decisions, policies, and activities.

Section II - Presidential Appointments

I. American Orchid Society Representative

I1. The AOS Representative is appointed by the President and is a member of the American Orchid Society who is willing to serve on a long-term basis (maximum of five years). The AOS Representative is an important and rewarding opportunity to serve both the Houston Orchid Society and the American Orchid Society.

I2. The Representative serves as the primary liaison between the Society, its individual members and the American Orchid Society.

I3. The representative promptly notifies the AOS office of their appointment as Representative, providing the office with their name, address, zip code, email address and phone number as well as the name, meeting place and address of the meeting place of the Houston Orchid Society.

I4. The Representative responds to each request for information or assistance sent through the AOS Rep channels. Especially important is the annual Rep questionnaire.

I5. AOS membership materials are brought to each orchid function as well as a current issue of the AOS ORCHIDS, and interesting articles and information in these publications is shared. The Representative acts as an ambassador who promotes membership both in the AOS and in the Houston Orchid Society.

I6. The AOS Representative arranges for an orderly turnover to the successor at the end of their term, including all materials received and their own ideas about this important function. The name of the new Representative is sent to the AOS office to be doubly sure that the turnover is complete.

I7. The HOS is the sponsoring society for the Houston AOS Judging Center.

J. Orchid Digest Corporation Representative

J.1. The ODC Representative is appointed by the President to serve as the liaison between the ODC and the HOS.

J.2. Duties of the ODC Representative will include:

- a). Present any Orchid Digest correspondence to HOS board/society;
- b). Keep membership application brochures at society meetings;
- c). Order Orchid Digest Trophy for HOS show if requested;
- d). Inform HOS Vice President - Speakers/ Program Chairperson of the Orchid Digest Programs that are available;
- e). Order any programs for HOS if requested;
- f). Request membership application brochures if needed;
- g). Make sure membership application brochures are available at HOS local show along with HOS information;
- h). Correspond with Orchid Digest on behalf of HOS if requested;
- i). Contact the Orchid Digest with your replacement if you are no longer the representative; and
- j). Wear Orchid Digest Affiliated Societies badge to HOS meetings and shows.

Section III - PRESIDENTIAL COMMITTEE APPOINTMENTS

K. Guest Committee

K1. At a minimum, one person on this committee should arrive one hour before the meeting time, in order to greet every guest and prospective new member and to make them feel welcome. A table should be located near the front entrance and should be supplied with the Guest Book for signatures, temporary nametags and membership applications. Information on American Orchid Society membership should be available as well as poster advertising the American Orchid Society.

K2. When guests sign in, the names and addresses should be legible so the guest can be properly introduced. People are often very casual when signing guest books. The guest should be told about activities and introduced to at least one HOS member after they have received their name tag.

K3. The guests and new members are introduced by the Guest Chairperson at each regular meeting. It will help identify the guests to the members of the Society if they stand as they are introduced.

K4. If visitors are interested in joining as members, they should be introduced to the VP – Membership to complete an application.

L. Refreshment Committee

L1. Liquid refreshments are regularly served. Cups, napkins, coffee, tea, cream and sugar are furnished by the Society for use by the host/hostess. It is the responsibility of the Chairperson to see that these items are always in generous supply. Where possible, it is advisable to purchase a full year's supply. Cost should be in accordance with the annual budget that is approved by the Board.

L2. The Refreshment Committee is responsible each month for making coffee and punch. Any silver or dishes belonging to the First Christian Church/School should be washed and put away before the end of the meeting. The cleanup is the responsibility of the Refreshment Committee even though the First Christian Church/School Custodian may assist.

L3. Send an email reminder a few days before the monthly meeting to members who volunteered to bring food.

L4. Speak briefly at meeting to the members who brought food to meeting, ask members to bring food to next meeting, and provide a sign-up sheet to members to volunteer.

L5. The Refreshment Chairperson keeps the tablecloths, which belong to the Society, and brings them to each meeting.

L6. The Chairperson may wish to advise hosts that November is the anniversary month of the founding of the Society and that special decorations, etc., are appropriate. Similarly, the month of December is a festive time that the HOS partakes in.

M. Plant Raffle Committee

M1. Each regular meeting of the Society features a plant raffle and a drawing for a door prize. The Plant Raffle Committee purchases and conducts plants for both the drawing and raffle. Occasionally, plants are donated for the raffle. Every attempt should be made to vary the plants offered and to make the choices as appealing as possible to the membership.

M2. Each member is entitled to one chance, at no cost, for the door prize plant drawing, and they are entitled to an additional ticket if they are wearing their nametag.

M3. The raffle tickets may be purchased by anyone attending the meeting. The ticket prices are determined at the start of each calendar year.

M4. The raffle is expected to be financially self-sustaining. Plants are purchased using the proceeds from previous raffles. A funding advance is given to the Raffle Chairperson at the beginning of each year as seed money. It is normally expected that the full advanced amount will be available to the Society at the end of the year as seed funds for the new year.

M5. A final statement for the year, listing income and plant costs for each meeting is turned over to the new Treasurer at the end of the year.

N. Conservation Committee

N1. The Conservation Committee shall be appointed annually by the President.

N2. Members of the committee shall gather information about conservation projects worldwide and distribute it to the Board of Directors and members of the HOS. The committee shall focus on conservation ideas, projects, and possible alliances between the Houston Orchid Society and other not-for-profit organizations involved in orchid conservation. Upon request by the President or Board, the committee shall investigate efficacy, costs, and probability of success of conservation efforts.

N3. The committee chairperson's name, address, telephone number(s) and email address shall be provided annually along with the slate of HOS Officers to SWROGA and its Conservation Committee. This requirement should provide a direct line of communication between the organizations' committees.

N4. Political actions by the Society and the committee regarding conservation must be limited to those permitted by Texas and Federal laws; promotion of political viewpoints and policies is strictly prohibited or inhibited by law by a 501 (c) (3) corporation. All political actions will require the prior consent of the Board.

O. Silent Auction Committee

O1. A Silent Auction is held at each regularly scheduled Society meeting. The Chairperson of the Silent Auction Committee is responsible for conducting the event.

O2. Members of the Society may submit up to 3 orchids and 5 per family for the auction. Flowering plants are preferred and generally attract more bids. The auction plants are assembled away from the display plant table before the beginning of the regular meeting. The plants are labeled with the name of the plant, the name of the owner and the minimum bid acceptable. A card for each plant is also provided for written bids.

O3. During the period before the meeting starts, as well as during the break, members may enter written bids on the plants or may increase existing bids. Only bids of one (or more) dollars are acceptable. The bidding is closed immediately before the meeting is called to order after the break.

O4. Plants, which do not receive at least the minimum bid that is specified by the owner, are returned to the owner.

O5. Plants which have been successfully bid upon are given to the new owners on receipt of the bid price. The distribution of income from the sale of all plants and orchid memorabilia is decided by the Board and announced to the HOS membership."

P. Newcomers Group Committee

P1. The Chairperson of the Newcomers Group, who is appointed by the President, schedules regular monthly meetings for the new members of our Society. These meetings help the new members become acquainted with other members, both old and new, and assist the beginning growers with finding answers to their questions about orchids. The meetings are held either at a member's house or at a commercial grower's facility and are focused on some aspect of orchid growing that appeals to the new growers.

P2. Attendance in the activities of this group, while completely voluntary and not required for membership, is to be limited to a period of two years from the date a member joins the Society. Within this time, a newcomer can become acquainted with the Society as well as develop a specific orchid interest.

P3. The meetings should be scheduled well in advance. The meeting date, host/hostess and topics to be covered are given in writing to the editor of Houston Happenings by the 10th of the preceding month for inclusion in the bulletin Happenings. The meeting is then announced at the regular monthly meeting of the Society. The Chairperson should send this same information by email to all Newcomers two weeks prior to the meeting, and again one week prior to meetings.

P4. The Newcomers Group chairperson shall remind eligible members of the meeting and directions to find the meeting place. Hosts frequently appreciate knowing the approximate attendance expected.

P5. Minimal refreshments (soft drinks, ice and cups) will be provided by the Chairperson and funded by the Society. The Newcomers Group may elect to donate pastries, etc., for more elaborate refreshments. The host/hostess are not expected to provide refreshments.

P6. Some limited number of plants are expected to be raffled off at a newcomers meeting. The number will be limited by the available funding to purchase plants and donations of plants by HOS members

P7. At the close of the year, a written summary of meeting dates, hosts and subjects covered should be given to the Recording Secretary so that the new chairperson can provide a new and varied program for the group for the year.

Q. Intermediate Group Committee

Q1. The chairperson of the Intermediate Group is appointed by the President, and schedules regular meetings. Members must have been an HOS member for two consecutive years. These meetings are advanced studies of various orchids and their culture. Members are asked to study the subjects prior to that month's meeting so they can be ready to discuss and share their information on the subject. The meetings are held at either member's houses or at a commercial or advanced HOS grower's facility. Some meetings we may ask an expert on the subject matter to be our guest speaker.

Q2. Attendance in the group is unlimited (from year 3 and years following) as long as their membership dues with the HOS is current.

Q3. The meetings should be scheduled well in advance and a list provided to the members. This list will include the meeting date, host/hostesses name, address, email address and phone number and topics to be covered. Monthly the detail information of the meetings in the prior month and the upcoming meeting will be given to the editor of the Houston Happenings by the 15th of the preceding month for inclusion in the bulletin. The meeting is then announced at the regular monthly meeting of the society. and a thank you to previous month's host/hostess is announced.

Q4. Meetings are held 3-4 times yearly and scheduled by the chairperson. On the Wednesday prior to the meeting an email will be sent out to remind the members of the meeting, the subject and if anything should be brought (such as chairs, discussion materials or refreshments). The chairperson is responsible to tell the host/hostess the approximate amount of people expected in attendance.

Q5. Minimal refreshments will be provided only if members or host/hostess chooses to donate something to the meeting. Members will bring their own beverage of

choice. The chairperson of the group will coordinate this via emails prior to the meeting and discussions at the previous month's meeting.

Q6. If there is a regularly scheduled orchid show during the year the Intermediate group may choose to design and install either an educational display or a table top display. They should also be available to assist the Newcomer's group in designing their display. The chairperson is responsible for coordinating this activity.

Q7. At the close of the year, a written summary of the meeting dates, host/hostess and subjects covered, should be given to the Recording Secretary so that the new chairperson can provide a new and varied program for the following year.

R. Houston Happenings Editor

R1. The Houston Happenings is a monthly newsletter available for download on the HOS website.

R2. The purpose of the newsletter is to exchange information of general interest regarding the culture of orchids and to share news and photos of the society as well as members' activities and blooming orchids.

R3. The program of the next regularly scheduled HOS meeting is made available in each newsletter.

R4. The President of the Society should submit an article each month that highlights important events within the Society.

R5. The Editor should solicit articles of general interest from the membership. Unless submitted articles are not in the general interest of the Society, they are printed with a minimum of editing which may include correcting misspelled words or limited condensation of articles to fit an allotted space.

R6. The newsletter will accept advertisements. The advertisement policy is available at

<http://houstonorchidsociety.org/newsletter>

S. Workshop Chairperson

S1. The Workshop Chairperson is responsible for coordinating the annual Houston Orchid Society workshop. Duties include preparing a budget for the workshop as well as selecting a date and place for the workshop with the approval of the Houston Orchid Society Board. Generally, this is completed at least six months before the event

S2. The Chairperson selects chairpersons for the committees shown below and coordinates their activities. After the workshop is over, thank you letters are sent to all chairpersons as well as to all workshop speakers.

S3. The Workshop Chairperson is generally the master of ceremonies on the day of the event and is available to resolve lastminute problems that occur the day of the event.

S4. Workshop Subcommittees:

a). Program

The Program Chairperson arranges the schedule of events to take place the day of the workshop. The program is intended to be a balanced presentation that provides something of interest to all participants who range in experience from beginner to advanced growers. Generally, the program includes at least two speakers of national renown and the balance is local, and frequently, Houston Orchid Society members. "Hands on" sessions are appropriate. The chairperson arranges for transportation and overnight accommodations for the out-of-town speakers. The principal speakers should be contacted early in the year since their speaking schedules rapidly fill for the year. One of the principal speakers is invited to speak at the regular Houston Orchid Society meeting and the expenses for this speaker is divided between the workshop and the regular program budget. Out-of-town speakers are encouraged to sell plants at the workshop to help defray expenses.

b). Food

The Food Committee arranges for a catered lunch for the workshop. A continuous supply of coffee and other beverages is maintained for the various breaks of the day. The chairperson solicits donations from the membership of the Houston Orchid Society of cakes and cookies to be served with the beverages. The food chairperson arranges for cleanup of the food facilities after the workshop is over.

c). Plant Sales

The Plant Sales chairperson solicits donations of plants to be sold during the workshop and arranges for storage of plants received before the day of the workshop. Tax deduction receipts are given to plant donors. A budgeted amount of money is used to purchase quality plants from a commercial grower to add value to the plants sold. The committee arranges the details of the plant

sale the day of the workshop which includes pricing the plants. Each committee member is allowed to select and purchase one plant prior to sales to the rest of the workshop attendees. No sales are made before the sale is open to the public and no reservations are taken for plants at any time. The committee may elect to raffle particularly valuable plants that have been donated.

d). Publicity

The workshop is announced in the American Orchid Society ORCHIDS and the Orchid Digest magazines. The program is listed in the SWROGA Newsletter so that people who are served by the newsletter can plan to attend. These three publications require long lead times so contact should be made at least six months before the workshop. If American Orchid Society judging is to take place during the workshop, this should be identified in the publicity. The workshop can be publicized in the local newspapers as appropriate.

e). Registration

This committee announces the workshop in Houston Happenings and at the regular meetings of the Houston Orchid Society. Pre-registration fees are taken by this committee both at the regular meetings and by mail from out-of-town attendees. The committee greets the attendees the day of the workshop and collects fees from those who have not paid. Since the fee also covers the cost of the catered lunch, a receipt is given to all paid attendees to identify those eligible to have lunch.

f). Workshop Treasurer

The Workshop Chairperson may elect to establish a Treasurer for the workshop. The person oversees the budget and serves as a focal point for expenditures. Appropriate bills are transmitted to the Houston Orchid Society for payment.

g). American Orchid Society Judging

Recent workshops have included AOS judging as part of the scheduled events. The committee is responsible for requesting approval for American Orchid Society judging through the chairperson of the Houston Judging Center. If the request is approved, the Publicity Chairperson for the workshop should be notified so that the announcement of the workshop in the SWROGA Newsletter can include the fact that American Orchid Society judging will take place. The physical facilities for displaying the plants are setup as well as a judging class schedule. An entry committee registers the plants in the proper classes. Arrangements are made for photography of awarded plants.

T. Annual Show Chairperson

T1. The Show Chairperson is responsible for coordinating all the activities required to carry out the show.

T2. The Show Chairperson is appointed by the President, at least a year and one half before the date of the show.

T3. The chairperson immediately confirms the location and date of the show. Reservations for the location of the show are important because large facilities are booked a year in advance. The date for the show is one that does not conflict with other shows in the region, the American Orchid Society Trustees meeting or the local judging which is currently held on the third Saturday of the month. The date selected should be at least a year from the last Houston Orchid Society show to avoid overburdening the members of the Society.

T4. The chairperson should select a means for coordinating the activities required to conduct the show. The traditional way is to have all the various committees report directly to him. A recent innovation is to appoint several associate chairpersons who coordinate related committees and who then report to the Show Chairperson. While either method works satisfactorily, the latter method is somewhat more efficient and has the added benefit of training future show chairperson.

T5. The show chairperson prepares a preliminary budget for approval by the Board. An essential feature is the cost per table for the commercial sales.

T6. A theme should be selected for the show.

T7. The various committee chairpersons (if this method is chosen) should be selected at least a year before the show. The early date is required because several activities must start long before the show. The committees and their responsibilities are shown below.

T8. Publicity

a). The Publicity chairperson should select several committee members to publicize the show. Advertisements should be placed on local radio and television. Local newspapers and magazines (especially Houston Home and Garden) should be contacted and posters about the show should be distributed. A particularly effective way to get favorable treatment is to deliver the advertising copy in person along with an orchid flower. Announcement of the show should be made in the Orchid Digest and the American Orchid Society ORCHIDS. These items need to be placed at least 6 to 8 months before the show. Lastly, the show should be written up in detail in the SWROGA Newsletter.

b). The publicity chairperson notifies local orchid societies of the show by writing to the respective Society Presidents. Labels of names of these persons are available from the SWROGA registrar. The area covered extends east to Houma, LA, west to San Antonio, south to Weslaco and north to Dallas. In the letter an

open invitation to exhibit is extended. This notification should first be by a letter 4 to 5 months before the show and again with more details about 2 months before the show.

T9. Commercial Sales

a). As soon as the date for the show is confirmed, the Commercial Sales chairperson should write a letter to all the commercial growers that have sold at previous shows announcing the show. Also, growers who expressed interest in selling but could not attend previous shows should be contacted as well as any other growers that might be interested. Early contact is important because growers usually plan their schedule a year in advance.

b). About 2 months later the same list of growers should be contacted, with a letter giving the details of the show which include the cost per table, the number of tables allowed per grower (generally a maximum of two), the physical layout of the sales area and the fact that commercial growers are encouraged to exhibit. Other details which are helpful, are the day of setup, etc.

c). The chairperson prepares a floor plan of the sales area and arranges for the delivery and setup of the tables. This is usually done with the help of the staging chairperson.

d). The chairperson accepts reservations on a first-come-first-served basis. The reservation is not confirmed until payment for the tables is received. Money received is turned over the Treasurer and a receipt is sent to the grower.

e). Shortly before the show a letter is sent to each grower with reservations with the specific details of the show which includes where and how plants should be delivered, plus local accommodations such as motels and hotels and whatever else the grower may need to know to make selling at the Houston Orchid Society a pleasant experience.

f). The chairperson organizes a group of local members who can meet the growers at the airport to provide transportation to the show with their plants. Also, this group transports the growers back to the airport at the end of the show. The growers should be aware of this service so specific appointments can be made.

g). A group of local members should be available to direct the growers to their tables and to help with setup.

T10. Staging

a). The staging chairperson provides a layout for the exhibit area of the show. The area usually has both floor exhibits and tabletop exhibits. The number and size of each can be estimated from previous shows.

b). The staging chairperson arranges for rental of tables (if not supplied by the show facility) and decorations as required. Usually foliage plants are rented to provide a pleasing background for the exhibit area.

- c). The staging chairperson is responsible for accepting reservations for exhibition space. While most of the available space is used by local Society members, reservations will be received from interested people outside Houston.
- d). The day of the show a setup committee should be available to direct the exhibitors to their areas and to resolve problems which may occur.
- e). The days that the show is open a security committee sees that no plants leave the sales area without a sales receipt This committee also sees that no plants are taken into the exhibit area. This eliminates any question about the source of plants in the possession of anyone in the exhibit area.
- f). At the conclusion of the show a committee should be available for cleanup as well as to assist with the removal of plants and exhibit materials from the show area.

T11.Judging

- a). The Judging committee is responsible for the preparation of the show schedule. When the Houston Orchid Society is hosting an SWROGA show, the SWROGA schedule must be used. Otherwise, there is some flexibility in the schedule. For example, more classes of Phalaenopsis are required for a spring show than a fall show. The show schedule is one of the earliest steps taken by the Judging Committee.
- b). The Judging Committee solicits money for trophies. This effort should start well before the show. Categories for which trophies are awarded should be named in the show schedule.
- c). the Show Chairperson appoints The Judging Chairperson, with guidance from the Society President. Said Chairperson shall secure AOS event approval at least 6 months prior to the event.
- d). Several committees are required to facilitate the judging process.
 - 1). A committee to assist with plant classification and entry is needed.
 - 2). Photography of awarded plants must be accomplished.
 - 3). A group of clerks is required to assist the judges.
 - 4). Ribbons for awards must be secured.
 - 5). An area with tables and chairs should be provided for point judging. The lighting should be excellent and full spectrum. Judges should also be supplied with all appropriate reference books.
 - 6). A dinner for all the judges (including student judges) and their wives is given by the Houston Orchid Society and is usually attended by the Society President and the chairperson of the show.
 - 7). One of the judges is provided with funds for refreshments for breaks during judging. The judges may choose to have an informal get-together in the evening after judging is completed.

8). The judges are not required by the Society to install an exhibit in the show.

T12. General

a). The Show Chairperson may elect to have a Treasurer for the show. The duties of this person are to interface with the Society Treasurer and to maintain an up-to-date accounting of the budgeted expenses and income.

b). A hospitality committee maintains a supply of coffee and cold drinks for commercial sales-people and exhibitors.

c). If the public is charged admission to the exhibit area, tickets must be printed and the committee is required to sell and collect the tickets.

d). The show schedule must be prepared and printed in time for distribution to all involved parties well in advance of the show. A lead-time of as much as 3 months is recommended.

Section IV. - Financial Accountability

The Signature Authority, Approval Authority and Access for Financial Transactions is provided in Appendix A.

The table below summarizes the single and integrated budget authority limits for the officers and committee chairs stated below:

Position	Unbudgeted Transaction	Budgeted Transaction	Time (Term) Limit
President	\$300 with another officer's concurrence	\$700	Remainder of Term
Vice President-Speakers	\$200 with another officer's concurrence	\$500	1 year
Vice President-Shows	\$200 with another officer's concurrence	\$300	Remainder of Term
Treasurer	\$300 with another officer's concurrence	\$500	1 year
Committee Chairs	\$100 with any officer's concurrence	\$200	Remainder of Term
Past President	Can serve as officer in above limits		
Board Majority Vote	Any amount	Any Amount	1 year
Board 75% vote	Vote to modify Board above vote	Any Amount	Any Term

Appendix A

Signature Authority, Approval Authority and Access for Financial Transactions

Responsible Official: HOS President

Responsible Office: HOS Board of Trustees
Effective Date: July 1, 2020
Revision Date: July 1, 2020

Scope

This policy provides guidelines for the appropriate delegation of signature authority, approval authority and access to HOS systems for all financial transaction.

Reason for the Policy

To establish a sound internal control environment where only HOS members with formally assigned or delegated signature authority are able to obligate the HOS with external parties and only authorized members and their formal designees approve financial transactions at the HOS.

Definitions

Approval authority

Permission given or delegated to approve (but not sign and execute) financial transactions. This approval attests to the appropriateness of the transaction within the HOS's program objectives and budgetary authorizations.

Financial transaction

Any exchange involving the transfer of money or property, currently or in the future, from or to the HOS.

Signature authority

Permission given or delegated to sign instruments, contracts, receipts or other documents on behalf of the HOS.

Instrument

A written instruction that is exchangeable for money and is an unconditional promise or order to pay a fixed amount of money. Examples of instruments are checks, wire transfers, money orders, notes, and drafts.

Contracts

Any commitment to exchange money or property, currently or in the future, from or to the HOS, or to perform services which would require the expenditure of money or use of HOS resources.

Certification process

A method for ensuring a minimum knowledge base is achieved to perform designated tasks.

Fiduciary responsibility

A duty, created by one's elected HOS membership, to act primarily for the HOS's benefit in business transactions and matters related to the handling of money or property.

Standards of Business Conduct

HOS's standards of business conduct are based upon ethical and legal principles that govern business dealings at HOS by HOS officers. They are designed to serve as a useful distillation of well-established precepts and to re-emphasize the importance of adhering to them in all business dealings.

Policy Sections

Signature Authority

Only HOS officers or designated members who have been given signature authority by the HOS Board or who have been delegated authority as prescribed in such By-Laws or resolution, can execute and deliver instruments, contracts, receipts and other documents to which the HOS may be or become a party.

The HOS By-Laws provide that the President and Treasurer are each authorized to execute and deliver any and all contracts, receipts and other documents to which the HOS may be or become a party.

Approval Authority

The HOS Board delegates primary financial and fiduciary responsibility for the HOS to the HOS Treasurer who is responsible for establishing a sound internal control environment, one aspect of which is ensuring that any approval of financial transactions is made by an authorized individual. Please note that approval authority differs from signature authority. The approver confirms that the financial transaction is appropriate but only an HOS officer with signature authority can execute the transaction.

All individuals who are involved in financial transactions within the HOS have a fiduciary responsibility to safeguard the assets of the institution and ensure the integrity of its accounting records.

Improper Transactions

HOS members that are suspected of perpetrating fraudulent acts will be subject to disciplinary action up to and including arrest.

Roles and Responsibilities

HOS President

Has primary financial and fiduciary responsibility for the HOS.

HOS Treasurer

Has approval authority for the financial transactions of the HOS committees and may delegate approval authority to the HOS committee chairs as necessary and appropriate. If they delegate approval authority and the approval authority limits are not maintained in, they are responsible for retaining the documentation.

Initiator

Has first-hand knowledge of how the expense benefits the account charged, is appropriate and allowable based on the funding source. Has reasonable assurance funds are available.

Preparer

Places the order for goods and services on direction of the initiator. Provides appropriate documentation for transactions.

Approver

HOS Treasurer approves transactions and ensures compliance as follows:

- Confirms availability of funds in an approved operating or capital budget;
- Confirms appropriateness of accounting information and source of funds;
- Reviews basic transaction information to ensure it is appropriate, reasonable, and complete;
- Verifies through inquiry or has direct knowledge that the goods were received or the services were performed; and
- Confirms that he/she has the necessary approval authority to approve the transaction.