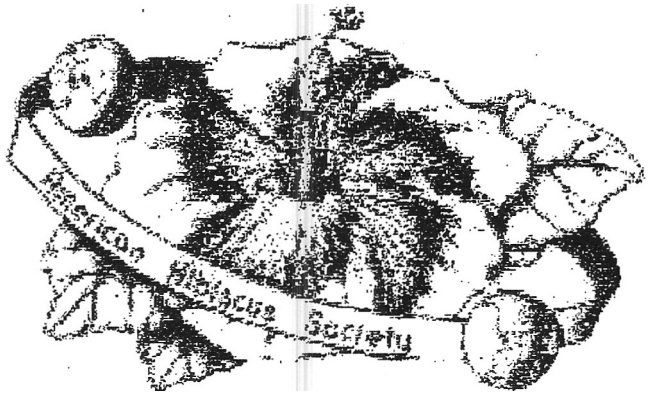
AMERICAN HIBISCUS SOCIETY



POLICY & PROCEDURES

2025

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FORWARD

The wording and scope have changed a little over the years, since the original charter dated November 10, 1950, but the original intent remains. As stated in the most recent bylaws, the objectives are:

To encourage and promote the development and improvement of hibiscus.

To collect, record and make available to the public, educational and scientific information concerning hibiscus through publications, exhibitions and shows, public information activities, and whatever other means present themselves.

To support the official nomenclature listing for publication by the International Hibiscus Society and register seedlings with same

To publish a general bulletin, *The Seed Pod,* covering subjects of interest to hibiscus enthusiasts including, but not limited to, care, culture, nomenclature, exhibition, supplies, development, use, and the history of hibiscus.

Each member of the Society should be aware of these long-standing objectives and strive to fulfill them as they pursue their individual fields of endeavor.

I BASICS

GENERAL INFORMATION

1. INTRODUCTION: This Policy Manual is prepared and maintained by the Bylaws Committee of the American Hibiscus Society (AHS) with the assistance of the Executive Secretary, Directors, and the Parliamentarian.

2. SCOPE: Information and procedures contained herein apply to all members of the AHS who engage in, or are a part of, organizational activities.

3. RELATIONSIP TO AHS BY-LAWS: This Manual is subordinate to provisions of AHS bylaws and is intended only as a working guide to accomplish functions prescribed by the bylaws.

4. PURPOSE: The purposes of this manual are:

a. To promote and enhance smooth, efficient operation of the AHS.
b. To provide a vehicle in which to record the methods and means of operating the AHS.
c. To allow and assure continuity and stability of AHS activities.
d. To enhance and expand upon provisions of the approved Bylaws of the AHS.
e. To provide a "nuts and bolts" working guide to AHS activities in a manner easily amended and readily available to those who do the work of the AHS.

5. AMENDMENT: As this is a working document, it is expected that frequent changes will occur. When a change is required, the concerned individual will notify the 2nd VP. The change will be approved or disapproved by a majority of the President's Committee and, if approved, will be published. Changes will be made by the "page insert" method.

6. MAINTENANCE:

a. The master copy of this Manual will be maintained by the 2nd VP.
b. An updated version will be posted on the AHS website.

POLICY STATEMENTS

1. **WORKING RELATIONSHIPS:** Each participant in AHS activities is expected to work for the good of the AHS. There is no room for fragile egos or personal desires if they conflict with the good of the overall organization. Each working member is an adult and is expected to act accordingly.

2. **ANNUAL SHOW SCHEDULE:** No show will be scheduled against any other show in the same state or area, or against any membership meeting or convention. All shows will be scheduled with approval of the 2nd VP.

3. **SALES OF PLANTS:** All chapters or groups representing the AHS will sell to the public only those plants meeting appropriate state requirements for such sale, inspections, etc.

4. **MEETING ATTENDANCE:** Any member of the Board of Directors who fails to attend two consecutive meetings of the Board without valid written explanation or extenuating circumstances may be replaced at the discretion of the president, with the approval of a majority of the Board of Directors.

5. **APPROPRIATE BEHAVIOR:** Any member of the Board of Directors who brings discredit upon the Society in any way, for any reason, may be removed from office by a two-thirds majority vote of the Board of Directors.

II. ORGANIZATION

The American Hibiscus Society is incorporated and governed under the provisions of Florida Statutes Section 617. The Society is a non-profit organization organized under the provisions of Section 501 (c) (3) of the Internal Revenue Code as a charitable, educational, and/or scientific activity.

In addition, activities are governed by the Board of Directors, who abide by the bylaws enacted by the membership. Each activity reports to the Board of Directors who, in turn, reports to the membership.

It is incumbent upon each member of the Society to conform to the letter and the intent of the various governing directives.

No part of any Society income may inure to the benefit of any individual or group of individuals.

No member or group of members of the Society may, in, the name of the Society, carry on propaganda or otherwise attempt to influence legislation at any level for any reason.

Each Society activity by each member or group of members of the Society shall be carried on exclusively for scientific, educational, and/or charitable purposes related to the study of hibiscus, their propagation, culture, care and development.

Donations and bequests from the public and the membership are welcome and appreciated and may be tax deductible to the donor on IRS Schedule A as a charitable contribution.

The organization is open to all interested persons and belongs to its members. Each member is encouraged to participate and bring to the organization his/her own unique talents, abilities and quest for knowledge.

III. BOARD OF DIRECTORS

DEFINITION

All individuals filling an "officer" or "director" position are technically directors. In this book, however, for ease of identification, persons filling the positions of president, first vice president (1st VP), second vice president (2nd VP), secretary, treasurer and executive secretary are referred to as officers. Persons filling any of the eight elected director positions are referred to as directors. In addition, the chapter presidents' coordinator and the immediate past national president are directors and full members of the Board. Reference to the Board of Directors includes all the above as one unit.

THE PRESIDENT is elected in accordance with the bylaws. Upon completion of the term of office, the outgoing president and spouse receive Life Membership in the AHS, and the outgoing president remains a member of the Board of Directors for the next two-year period. The president is ineligible for subsequent election to the offices of second vice president, first vice president or president for a period of two years.

DUTIES OF THE PRESIDENT

1. Presides at all Presidents' Committee and membership meetings.

2. Calls special meeting of the President's Committee or other committees as necessary.

3. Appoints chairpersons and members of all standing and special committees, except those specified otherwise in the bylaws.

4. Is an ex-officio member of all committees except the nominating committee. Serves as a full member of the Board of Directors during term of office and for two years thereafter.

5. Keeps informed of all activities of the organization, its chapters, its committees, and its key personnel. Provides guidance and advice as required or requested.

6. Submits a "President's Message" to the editor of *The Seed Pod* for publication in each quarterly issue.

7. Acts as an arbiter to settle whatever disputes may arise in all aspects of the organization.

8. Serves without compensation. However, certain expenses incurred in the performance of duties may be reimbursed by the treasurer upon presentation of receipts.

THE FIRST VICE PRESIDENT (1st VP) is elected in accordance with the bylaws.

DUTIES OF THE FIRST VICE PRESIDENT

1. Performs the duties of president when incumbent is unable to do so.

2. Serves as chairperson of the Show and Judging Rules Committee.

3. Delegates and oversees the training of judges with the help of an appointed assistant.

4. Appoints show directors. Makes show director assignments.

5. Conducts judging classes and seminars, which are an integral part of the 1st VP's duties. Through proper conduct of these activities, individuals who care enough to train as judges and subsequently maintain their status can assure the AHS of competent judges for the show season.

    a. Judging classes will be conducted at least once each year prior to the show season. Location(s) of such classes will be as centrally located as possible depending upon the greatest concentration(s) of students.

    b. Judging Seminars will also be conducted yearly in as central a location as possible considering the geographic location of the potential attendees.

    c. Seminars and classes will be conducted by the 1st VP, if he is a senior judge, or by such other qualified person as is appointed by the 1st VP.

    d. Accurate records must be maintained regarding attendance at classes and seminars.

    e. Tests administered at the end of each judging class must be accurately scored, the scores recorded, and the test protected.

6. Maintains judges' attendance records and tracks progress of each show judge from the initial training course through qualifying activities each year. This is necessary to assure that new judges correctly complete their training and that experienced judges maintain the required level of proficiency.

    a. Devise and maintain a chart or other means of showing the name of each official show and of each judge, including observers.

    b. Insure that each judge at each show signs an attendance sheet, or is otherwise recorded as having judged, observed or clerked the show.

c. Transfer the attendance sheet information to the master chart after each official AHS show.

d. In the case, of observers, novice judges, and junior judges, notify the individual as soon as he/she has completed the requirements in each category. When a junior judge has progressed to senior judge, also notify the Executive Secretary so a Judge's Badge may be ordered. Badges are currently $7.50 each including postage.

e. At the end of the show season, notify any senior judge who has failed to judge at least three shows, without prior acceptable excuses, that he/she has not maintained their status-and has been placed on the inactive list.

f. In July, verify with the National Treasurer that all judges have paid their membership dues. Advise any judge who has failed to renew his/her AHS membership that they have been placed on the inactive list.

7. Determines recipient of the Brubaker Traveling Trophy for the judges' favorite bloom of the year through review of pertinent show records.

8. Performs such duties as assigned by the president.

9. Serves without compensation. However, certain expenses incurred in the performance of duties may be reimbursed by the treasurer upon presentation of receipts.

THE SECOND VICE PRESIDENT (2nd VP) is elected in accordance with the bylaws.

DUTIES OF THE SECOND VICE PRESIDENT

1. Performs the duties of the first vice president when incumbent is unable to do so.

2. Performs the duties of the president when incumbent and 1st VP are unable to do so.

3. Chairs the Bylaws Committee.

4. Responsible for National Awards as outlined in section 625.

5. Annually works with chapters to schedule show dates based on chapter history and desires and availability of dates.

    a. Whenever possible, shows are not scheduled on holiday weekends.

    b. Shows within a state or area will not be scheduled against each other.

    c. No show will be scheduled against the Annual Convention.

    d. Chapters may retain their previously scheduled date if they so desire, i.e., the second Sunday of October, or the third Sunday of May.

    e. The 2nd VP will submit a tentative show schedule for the coming season to *The Seed Pod* Editor to be included in the January issue.

6. Performs such other duties as may be assigned by the president.

7. Serves without compensation. However, certain expenses incurred in the performance of duties may be reimbursed by the treasurer upon presentation of receipts.

THE SECRETARY is elected in accordance with the bylaws.

DUTIES OF THE SECRETARY

1. Attends all meetings of the AHS membership, Board of Directors and President's committee.

2. Calls the roll of members present at each Board of Directors and President's meeting.

3. Tape records the proceedings of each membership, Board of Directors, Committee meeting. Whenever possible, the secretary shall also take appropriate notes, backup in case of equipment failure or indistinguishable speech on the tape.

4. Converts the tape recording and notes to minutes, signs, and forwards one copy of each to the Executive Secretary for distribution. As a convenience to members, also forwards one copy of the minutes to the Webmaster of the www,Americanhibiscus. org site for internet posting.

5. Forwards minutes as soon as possible, but no later than one month after a meeting.

6. Retains tape recording and notes for a period of three years, and then destroys.

7. Serves without compensation. However, certain expenses incurred in the performance of duties may be reimbursed by the treasurer upon presentation of receipts.

THE TREASURER is appointed by, and serves at the discretion and pleasure of the President's Committee for an indeterminate term.

DUTIES OF THE TREASURER

1. Serves as a member of the Budget Committees, and as a voting member of the President's Committee.
2. Attends membership meetings, the annual convention, budget meetings, and special meetings called by the Society president or Chairman of the Board of Directors.
3. Functions as point of contact for AHS financial matters and is primary contact for chapter treasurers.

IN GENERAL

1. Expenditures must be provided for in the budget and cannot exceed amount budgeted unless approved by the Board of Directors.
2. No monies may be expended from savings accounts unless approved by the Board of Directors.
3. The fiscal year (FY) of the AHS is June 1 through May 31 of the following year.
4. A membership generally refers to a household. A member is an individual. Therefore, one membership may be comprised of one, two, three or more members.
5. Dues payments
    a. MAL's pay national dues year round. Their dues year is from the first day of the month in which they join through the last day of the preceding month in the following year, i.e., October I through the following September 30.
    b. Chapter members' national dues are paid by the chapter treasurer and are due on or before July 1s t. The chapter member's dues year is June 1st through May 31st_
6. MAL, chapter, complimentary, life and honorary memberships can all be broken out as needed. Everything is backed up on CO's.
7. Reporting forms and membership cards are supplied to chapter treasurers upon request, but at least once a year.

8. Computer software currently in use includes Word for Windows and QuickBooks.

9. Maintains supplies of membership cards, envelopes, stationery, renewal forms and MAL notices.

REGULARLY

1. Answer correspondence promptly.
2. Post deposits, checks, interest earned, bank charges, etc., as received.
3. Check email for payments thru PayPal. Print hard copy of all PayPal orders and the payment confirmation numbers. Maintain separate alpha folders for "Membership" and "Publications".
4. Pay expenses as received. Assure all disbursements are charged to correct account. See AHS Chart of Accounts in the QuickBooks system.
5. Upon receipt of dues or other information from MAL's, chapter members, or chapter treasurers, make additions, deletions and/or corrections to the data base.
6. Drop chapter members when advised by chapter treasurers, or when dues are unpaid in August.
7. If chapter report totals do not agree with the national records, send a printout to the chapter treasurer to be annotated and returned.
8. Enter MAL renewal payments on the computer as received and send member a new MAL membership card with new maturity date. Each member receives a card.
9. Notify publication department and seed bank by e-mail of any mail or e-mail orders and payments processed for merchandise shipment.
10. As information on new MAL's, with checks or credit card information, is received, enter the information on the computer.
11. For each new MAL processed, immediately mail a current issue of *The Seed Pod* to the new MAL.
12. For checks and cash received from all sources, make separate deposit slips for (l) dues, (2) credit cards charges, (3) everything else. This is necessary and required, because of postal audits relating to *The Seed Pod* second class mail permit. Make timely deposits of all cash and checks.

MONTHLY

1. Balance checking account to assure agreement between check book register, bank statements and both the Lotus Approach and QuickBooks systems.
2. Run Trial Balance and Chart of Accounts reports.
3. One month after a chapter member has been dropped, mail a latter encouraging him to either rejoin the chapter or to continue membership as a MAL. Most of this will be done in August resulting from end- of-the-year drops, but some chapter members do drop during the year.
    a. Mail invoices for MAL monthly dues the first or second working day of each month.
    b. Always be one months ahead on mailing dues notices. Ascertain if notices should be sent to another billing address.
    c. Run two labels for each notice; one for the envelope and one for the invoice.
4. Mail "second" and "final" notice invoices to memberships due but unpaid the previous month.
5. When sending second notices, make two labels as before and stamp "Second Notice" or "Final Notice" on invoices.
6. Drop unpaid memberships, i.e., the first of November drop September memberships remaining unpaid.

QUARTERLY

1. The treasurer provides a mailing list to the current printer when he or she is informed that the quarterly Seed Pod is ready for mailing.

ANNUALLY

1. Once each year, upon notification, pay Florida Corporation tax. Pay Florida sales tax annually for merchandise paid by individuals. Merchandise sold to chapters is not subject to Florida sales tax.
2. Before the second week of November, have prepared a recommendation of proposed budget for the next fiscal year and send to members of the Budget Committee for their review.

a. Shortly thereafter, contact Chairperson of the Budget Committee to determine when and where a budget meeting will be held. Then contact all committee members to advise them of the meeting place, date and time. This may be done by mail or e-mail.

b. A meeting must be held and a budget completed before the June Annual Convention meeting.

c. The proposed budget is submitted to the Board of Directors for approval or disapproval at the June Annual Convention.

3. Have copies of the financial report for distribution, to those attending fall membership meeting and the annual convention.

4. Provide each chapter with a copy of their membership list to be reviewed by the Treasurer. If any changes are necessary, notify the national Treasurer so corrections can be made promptly.

5. After the close of the fiscal year of the national and the chapters, the treasurer will submit a 990N return to the IRS assuming that revenues of the national and each chapter do not exceed $50,000. If revenues exceed this amount, a 990 will have to be prepared.

6. Submit all necessary papers to the person or company designated by the Society president as the Auditor. The auditor's report is read by the treasurer at the annual convention in June.

THE EXECUTIVE SECRETARY is appointed by, and serves at the discretion and pleasure of, the President's Committee for an indeterminate term.

DUTIES OF THE EXECUTIVE SECRETARY

1. Serves as a voting member of the President's Committee.

2. Operates the Society's administrative headquarters.

3. Responds to inquiries regarding membership, enclosing appropriate literature with each reply. Forwards to the Treasurer when necessary.

4. Responds to inquiries for technical and/or horticultural information. If incumbent is without the required knowledge, contacts an appropriate expert for information desired, or forwards letter for reply and makes an interim reply to correspondent.

5. Maintains a roster of key personnel including name, address, telephone number, position and email address if available.

6. Advises the President and other personnel of subjects requiring action throughout the year.

7. Provides support as required to chapters, chapter members, and MALs.

8. Serves as a contact for chapter presidents, officers and directors.

9. Provides information as required for establishment of new chapters. Furnishes material required by potential chapters.

10. Maintains sweepstakes records. Accounts for each gold seal given during show year. Forwards show records and tally sheets to 1st VP for verification prior to convention.

11. Maintains judges' favorite bloom records for 1st VP. Enters appropriate numerical assignment to each bloom on winner's list. Forwards all records to the 1st VP for verification prior to convention if requested.

12. Tracks amateur exhibitors to insure compliance with rules governing amateur exhibitors. Report any seeming irregularities to the first vice-president.

13. Assembles and prepares trophies for presentation at the annual membership meeting.

14. Performs such other duties as may, from time to time, be required or requested.

15. Serves without compensation. However, receives an amount prescribed by the Board of Directors, to be paid quarterly, as reimbursement for general un-receipted expenses. Additionally, is reimbursed for certain actual expenses supported by receipts.

There are always unexpected events, mini-crises, and other surprises that must be dealt with on a timely basis. In addition to the following, review the Special Events section to see the things that need to be done throughout every year for the membership meeting and the annual convention, and in even years, for elections.

Every day/week/month/year:

a. Answer all emails, letters of inquiry, and general correspondence within a week of receipt.

b. Receipted expenses should be submitted to the Treasurer in a timely fashion. To avoid needless check writing, reimbursements should be no less than $25.00.

c. The Seed Pod deadlines are 45 days before it is due to be mailed.; i.e., 15 November for January/February/March issue.

d. Update VIP LIST and judges list as information changes.

e. After each show, update all show results.

Events section: Complete items for convention, membership meetings and elections

NEW CHAPTERS

Periodically, a group of people wish to form a new AHS chapter. This is easy to do, but there are a few guidelines.

1. When notified that a group wishes to form a new chapter, send or give the group leader a copy of the New Chapter Package. It is fairly self-explanatory and easy to follow. Be sure to include all enclosures.

2. When you receive the group's letter of intent, note the date and the end of the 90-day period from that date. That is when the new chapter becomes official assuming everything goes smoothly.

3. Assign a national director or officer to help establish the chapter. Such director or officer should be available to them for advice, enthusiasm, meetings, etc.

4. You'll receive the proposed chapter's bylaws prior to the next board meeting. Look for errors, and make or arrange for corrections. Next, send them to the Chairman of the Bylaws Committee (2nd VP) for acceptance.

5. At the next membership meeting, read the letter of intent, comment that the bylaws have been approved, and call for a vote of acceptance.

6. After the meeting, notify the group leader that the chapter has been approved, and restate the effective date'.

7. Prepare a Charter. Make two copies, one for the file and one information copy for the chapter. Mount the charter on an award board and forward for presentation at their first official meeting.

8. Sometimes the effort to form a chapter, or the chapter itself, will fail. Don't worry. There's no way to know which group will succeed.

CONVENTIONS

The Meeting Planner will take care of all site inspections for the membership meetings and the conventions. He/she will make presentations to both the President's Committee and the attendees at the convention. Votes will be taken and counted, and the sites confirmed.

The jobs for the Executive Secretary start in April at the end of the official AHS year March 31. Read chapter on National Awards.

1. Prepare a memorial list of members deceased in the past year for a vote by the President's Committee for naming of Memorial award.

2. Collect names of six top scores for judge's favorite bloom, and send to 1st VP. He/she will notify judges of the choices and voting deadline. The Executive Secretary will prepare trophy for winner and a photo of the bloom. Take Brubaker Trophy to the engraver for the appropriate name to be added.

3. He/she will have received photos/digital images of the final four for the SOTY award from the chairperson of the Seedling Evaluation Committee. These need to be framed/or matted, ready for presentation together with checks from the AHS ($150.00 first place, $75.00 second place, $50.00 third place) to be used at the recipient's discretion. Due to the strict adherence necessary to observe the Privacy Act and the need to protect personal identification from theft, Savings Bonds are not being bought by AHS.

4. The Samuel Buser Traveling Trophy **will** need to go the engraver.

5. A certificate will also be issued with the photo of the bloom.

6. Sweepstakes information will go to the 2nd VP. Certificates need to be made for all recipients in the three areas.

7. The Goulding Grafting Trophy winner is named by the award winner from the previous year. (This may change after 2003, as the trophy is full.)

8. The A. B. Morrison Award goes to the hybridizer having the most Best of Show seedlings for the show year.

9. Send President a list of past Presidential Citations. Make recommendations. Get two names.

DIRECTORS

1. The Directors are elected by majority vote of the membership, to a four-year term of office. Four directors are elected at each general election; eight elected directors are in office at all times. After one term of office, an individual may not be reelected as a director for a period of two years.
2. If a vacancy occurs, for whatever reason, the position will be filled by appointment of the President with the approval of the Board. An individual so appointed may run for, and be elected to, a full term as a director.
3. The CHAIRMAN OF DIRECTORS is elected by the Board in even years at the convention following the presentation of the new class of Directors. This individual represents the elected directors on the Executive Committee and serves as a central point of contact for elected directors and Board Advisors (see Section IV).

DUTIES OF A DIRECTOR

1. Attends all meetings of the AHS Board of Directors.
2. Serve as a voice of the AHS throughout his/her local and extended communities.
3. Assist local and nearby chapters in achieving their promotional, organizational and/or managerial goals.
4. Assist local and nearby groups who wish to become a chapter in achieving that goal, providing such aid and guidance as is required or requested.
5. Be available to chapter and/or at-large members in his/her area for advice, encouragement and representation.
6. Serve without compensation. However, certain expenses incurred in the performance of duties may be reimbursed by the treasurer upon presentation of receipts.
7. As representatives of the AHS, Directors must at all times conduct themselves as to be a credit to the AHS.

THE CHAPTER PRESIDENTS' COORDINATOR is elected as the last order of business in the Chapter President's Meeting at the Annual Membership Convention.

DUTIES OF THE CHAPTER PRESIDENTS' CORDINATOR

1. Serves as primary contact and liaison between chapter presidents and the Board of Directors of the national organization.
2. Prepares agendas and conducts meetings of chapter presidents at convention.

    a. Seeks input from board members, committee personnel, members, anyone who can or will contribute to the operation and success of AHS chapters.

    b. Advises chapter presidents on Board activities, seeks opinions and/or suggestions to take back to the Board of Directors.

    c. Stimulates discussion between chapter presidents or representatives to identify areas of concern and their potential solutions, and to promote an exchange of ideas, materials and experiences which may improve operation of chapters.

    d. Assists with chapter publicity programs by providing media release forms and/or suggestions relative to chapter show, meetings, etc.

3. Prepares a written report summarizing material discussed at the ChapterPresidents' meeting, makes a report at the AHS Convention, and forwards that report to all chapter presidents.
4. Remains readily available to all chapter presidents for advice or guidance in management of individual chapter affairs.
5. As a full member of the Society Board of Directors, is expected to attend all regularly scheduled and special meetings of the Board.

THE IMMEDIATE PAST PRESIDENT is a full member of the Board of Directors during the two-year period immediately following his/her term of office as President of the Society.

DUTIES OF THE IMMEDIATE PAST PRESIDENT

1. The immediate past president's primary duty is to be there to give support and continuity to programs or projects in place and to lend expertise and experience to proposed programs or actions.
2. The individual in this unique position is invaluable to the Society and should be prepared to not only respond freely to requests, but to offer the guidance needed by those less experienced in Society management.

V. CHAPTERS

1. **CHAPTERS** may be formed in any area with initial membership of ten or more persons. Because chapters are diverse in locale and related aspects, chapters are self-governing and are free to function in whatever manner is best for the chapter, in that location, for its own members. The only stipulation is that operations stay within the framework of the chapter bylaws which have been approved by the national office and which are in consonance with AHS bylaws.

2. It is important to note the AHS is organized under the provisions of IRS Code Section 50l(c)(3). Briefly, all activities must be conducted for charitable, educational and/or scientific purposes and no part of any chapter or Society income may inure to any member. Further, there may be no political activity or attempt to influence legislation conducted in the name of the AHS chapter.

CHAPTER PRESIDENTS are elected as prescribed by individual chapter bylaws.

1. Presidents are expected to attend spring and fall membership meetings, and the annual membership convention, whenever possible to participate in the Presidents' meeting for exchange of ideas, resolution of problems and general information update. If unable to attend, a Chapter President should appoint an alternate to represent the chapter.

2. As a primary point of contact between the national organization and chapter members, the Chapter President is responsible for conveying information from national to the members and from the members to the national organization. Without strict attention to this detail, communication will falter and chapter members will be uninformed and disenfranchised.

3. Chapter Presidents are also responsible for assuring that reports required by national, i.e., treasurer's reports, chapter reports, etc., are submitted in a timely fashion.

4. A CHAPTER PRESIDENTS' COORDINATOR is elected by the Chapter Presidents as the last order of business at the Annual Membership Convention each year. This individual represents all Chapter Presidents as necessary and conducts the Chapter Presidents' meeting held at the membership meeting and the national convention. The Chapter Presidents' Coordinator is a full member of the Board of Directors. (see also duties of Chapter Presidents' Coordinator)

ANNUAL SHOWS and EXHIBITIONS

ANNUAL SHOWS and EXHIBITIONS are one of the prime means of bringing the hibiscus message to the public, making them aware of our organization and the attributes of the hibiscus. Each chapter is strongly encouraged to conduct shows and/or exhibitions whenever and wherever possible.

Any flower in the Hibiscus Genus can be shown at sanctioned AHS shows and will be eligible for all awards. No limitations will be placed on the number of blooms brought to and entered in shows.

1. **An EXHIBITION** is a display of blooms.in whatever manner is appropriate, staged for the general public for educational and promotional purposes. The only requirement is that blooms be displayed tastefully and in the best way possible.

2. **ANNUAL SHOWS** refers to the judged shows each year which conform to AHS rules for display and judging.

3. Each chapter has jurisdiction over the staging and production of their annual shows with the exception of services required and provided by the National organization (Show and Judging Rules Committee). Chapter show dates must be approved by the 2nd VP prior to commitment.

4. **SHOW CHAIRMAN**

    a. The chapter Show Chairman is elected or appointed by chapter members.

    b. The Show Chairman is the focal point for all aspects of show production, and is responsible for assuring conformance with show standards set by the national organization in regards to judging facilities, correct awards, exhibition tools and facilities.

    c. Show Chairman will assure proper distribution and use of materials in the show packet received from national, and will instruct their show workers to adhere to instructions contained therein.

    d. It is recommended that Show Chairmen familiarize themselves with the Show Chairman Manual and Hibiscus Judges' Manual well in advance of their show or exhibition date.

5. NATIONAL SHOW DIRECTORS

1. National Show Directors are senior judges, appointed by the AHS First Vice President to be in charge of all final gold seal judging and judging activities. They oversee the display of blooms tastefully and in the best way possible.

2. National Show Directors shall be qualified senior judges with at least two years of senior judging experience. They must have served as an assistant for three shows prior to serving as a show director. A non-judge can train as an assistant Show Director for two years before becoming a Show Director.

3. National Show Directors will resolve any questions concerning judging, make final determinations regarding aptness of miniature or other designations and insure adherence to the AHS standards and rules in the gold seal area.

4. National Show directors will arrange blooms in the gold area and oversee tabulation of judges' votes. They will determine all tri-color winners including "Best of Category" & "Best of Show"

5. National Show Directors will arrange blooms in the gold area and oversee tabulation of judges' votes. They will determine all tri-color winners including "Best of Category" and "Best of Show".

A FEW WORDS ABOUT COMMITTEES

1. Committees are mainstays of the AHS. This is where the real work of the Society is done by members with special skills and by those willing to expend the time and energy to learn those skills.

2. No one committee is more important or prestigious than any other. Each is essential to the smooth working of the Society.

3. For the purposes of this Manual, a committee may be comprised of one person, i.e., *The Seed Pod* or the Seed Bank, or may have many members, i.e., Seedling Evaluation or Budget.

4. Except for the Seedling Evaluation Committee, committee chairs are appointed by the President of the AHS. Committee members are also appointed by the Society President, but in conjunction, whenever possible, with the desires of the committee chair. Final committee appointment or removal of Seedling Evaluation Committee members rests with the President's Committee

5. An individual desiring membership on any committee should make such wishes known, preferable in writing, to the AHS President and to the committee chair. The two will then determine whether such appointment is in the best interest of the AHS.

6. Once appointed to a committee, an individual may retain membership so long as the individual desires and fulfills the duties and obligations of membership on the committee.

7. An individual desiring release from a committee position should so notify the AHS President, and the committee chairman, in writing, of such desire.

8. A committee member who fails to fulfill the duties/obligations of committee membership may be removed from the committee by a majority vote of the committee membership and approval of the AHS President, or by the President when he/she has good cause for such action.

9. Recipients of committee appointments or dismissals shall normally be so notified in writing of such action by the Executive Secretary on behalf of the AHS President.

THE BUDGET COMMITTEE is appointed by the President and is composed of individuals either already familiar with, or desirous of learning the financial aspects of organizational management. The National Treasurer serves on this Committee.

1. The group meets at the annual national convention, and/or when deemed necessary by the Chairman or the National Treasurer.

2. AHS Officers and Committee Chairpersons annually submit requests for operational funds. The Budget Committee then determines if those requests can be accommodated.

THE BYLAWS COMMITTEE is chaired by the 2nd VP who enlists the aid of various members as circumstances and subject dictate. The 2nd VP, Parliamentarian and others named by the 2nd VP make up the committee.

1. Interprets the bylaws as required or requested.

2. Assists members/committees in formulating proposed bylaws changes as required, and insures that all affected portions of the bylaws are amended at the same time.

3. When a change to the bylaws is required, the 2nd VP:

a. Writes the proposed language

b. Obtains approval of the Board of Directors

c. Submits the proposed change for publication in the April issue of *The Seed Pod*

d. Presents the change at the Annual Convention for vote by the membership

e. If approved by a 2/3 majority of those present and voting, arranges for incorporation into the printed bylaw.

4. Approves /disapproves bylaws submitted by proposed chapters in regard to conformity with the intent of the national bylaws.

PRESIDENTS COMMITIEE

The Presidents' Committee is chaired by the AHS President. Other members are the 1st VP, 2nd VP, Recording Secretary, Treasurer, Executive Secretary and the Chairperson of the Board of Directors. All members may vote on Committee issues. The Committee makes recommendations to the Board of Directors and has general supervision of the affairs of the Society between Board meetings. The Committee is accountable to the Board, and subject to the policies of the Board. It also replaces the Memorial Fund Committee which served to:

1. Appoint the members of the Seedling Evaluation Committee

2. Select the deceased member for whom the first place Seedling of the Year award will be named.

3. Establish the rules governing selection and presentation of the Seedling of the Year.

4. Four Seedling of the Year awards are presented each year at the annual convention - first, second, third, and fourth place

The winners are selected by the Seedling Evaluation Committee based on information gathered by Committee members over a four year period. Full details of the process are described in the section devoted to the Seedling Evaluation Committee.

THE HISTORIAN is appointed by the President and is charged with keeping accurate, complete documentation of all activities of the National activities of the American Hibiscus Society. The Historian makes periodic reports to the Board of Directors and presents Society History to date at annual membership meetings.

THE NATIONAL AWARDS COMMITTEE chaired by the 2nd VP, prescribes regulations governing establishment of other than Seedling of the Year awards to be presented by the national organization at annual meetings. This committee was disbanded in 2025 and the awards assigned to either the 1st VP or 2nd VP.

Criteria for a National Award include:

1. All AHS members and/or chapters must be eligible.

2. Some degree of skill, knowledge, accomplishment or service must be involved.

3. The proposed award must be unique and not duplicate an existing award.

4. Establishment of the award must be approved by the Board of Directors.

5. All national awards are presented annually at the membership convention. Traveling trophies are displayed at the convention but stored by the Executive Secretary. All traveling trophies were retired in 2025, although the awards are still presented. Plaques are given award recipients to keep.

NATIONAL AWARDS

1. SEEDLING OF THE YEAR awards are determined by the President's and Seedling Evaluation Committee.

2. THE BRUBAKER TRAVELING TROPHY (Judges' Favorite bloom) is awarded to the hybridizer of the bloom voted by the, judges as being their favorite bloom of the previous show season. The 1st VP, with the assistance of the Executive Secretary, if desired, is responsible for administering the program and assuring the accuracy of information used to assemble the judges' ballot. The 1st VP presents the award.

    a. From the "winner's list" of each judged show, record the names of the four Best of Show (BOS) blooms, i.e., BOS Single, BOS Double, BOS Miniature, BOS Seedling. Award 3 points to each of these blooms.

    b. Record the names of every other bloom on the winner's list, and award 1 point to each.

    c. At the end of the show season, total the points for each bloom.

d. List the highest scoring blooms in a letter to each judge immediately after the end of the show season. Instruct the judge to award 3 points to his/her favorite bloom, 2 points to the next favorite and 1 point to the third favorite bloom. Judges should also be instructed to return their ballots immediately. Keep the list of blooms on the ballot to a manageable length. There's usually an obvious break in scoring within the first ten names.

e. Total the points for each bloom. The one with the most points is named as the Judges' Favorite Bloom.

f. Notify the Executive Secretary of the name of the winner as soon as possible, but no later than April 15th

3. THE NORMAN REASONER TROPHY is awarded to the chapter having the greatest number of amateur exhibitors during the previous show season. The 1st VP, with the assistance of the Executive Secretary, if desired, is responsible for administrating the winner.

4. THE HARRY GOULDING GRAFTING AWARD, first presented by Harry Goulding in 1986, is an award intended to recognize those who perpetuate varieties through grafting. Each recipient names his/her successor and presents the award. The 2nd VP is responsible for notifying the Executive Secretary of the winner of this award.

5. SWEEPSTAKES AWARDS are presented to the individuals in each exhibitor class who amassed the most gold seal ribbons in the previous show season. The 1st VP, with the assistance of the Executive Secretary if desired, is responsible for administering the program and assuring the accuracy of information used to determine the regional winners of the amateur, collector, open collector, and commercial sweepstakes awards. The four awards are presented within each of four regions; Florida, The Islands, Texas, and Louisiana.

6. THE A. B. MORRISON MEMORIAL AWARD is presented to the hybridizer winning the most Best of Show Seedling Awards in a show season. The 2nd VP is responsible for notifying the Executive Secretary of the winner of this award.

7. Presenters of awards vary with the year and circumstances. In most cases, the Meeting Planner arranges for appropriate individuals to present awards.

8. In each case, the name of the award winner should be KEPT SECRET to enhance the element of surprise and anticipation at the awards banquet at the convention.

THE PARLIAMENTARIAN is appointed by the President, and is an individual well- versed in Robert's Rules of Order and parliamentary procedure. Duties primarily consist of:

1. Advising AHS Officers and Directors of the correct manner in which to conduct business.

2. Monitoring conduct of business at Board of Director, President's Committee, and membership meetings to insure proper procedures are followed.

3. Serving as a member of the Bylaws Committee.

4. When serious errors are noted in any meeting, the Parliamentarian is expected to immediately advise the presiding officer of such error and of corrective action required.

THE SEED BANK

1. Seed Bank Operations: The main interest of the person functioning as the Director of the AHS Seed Bank is both the accumulation and distribution of hibiscus seeds to interested parties in the US and International countries.

2. Donated Seeds: Hibiscus seeds are donated by AHS members and other hybridizers. Seeds are shipped in crush-proof mailers to the Seed Bank address or brought to AHS Conventions or meetings for donation. Seed envelopes should have the names of the parentage crosses (F/Pod X M/Pollen), the date of collection, the number of seeds, and the name of the hybridizer. Seeds are stored in a cool, dry location before shipping. Hibiscus seeds are viable for up to two years if stored properly.

3. Seed Ordering and Shipping: Seeds can be ordered on the AHS Site (americanhibiscus.org/The Seed Bank) and paid using PayPal. AHS Site orders are forwarded by the AHS Treasurer to the Seed Bank. Order requests may also be sent by mail or emailed to the Seed Bank Director. The majority of requested seeds are shipped to US states and others to International Tropical countries. Seeds are shipped in foil-cushioned mailers and Custom forms are completed for International shipments. As Postal and International restrictions continue to change with time, it is best to ship seeds using USPS as they update shipping costs and restrictions.

4. Seed Shipping: Seed shipments are normally mailed within two weeks of request orders with about 10-30 seeds/order depending on the Seed Bank inventory. A planting and seed propagation information sheet is included in each shipment. Upon shipping, an email notice is sent to the requestor and the AHS Treasurer (monitors shipping costs) as well as a comment for the seed recipient to let us know when seed delivery occurs and to forward any information in the future on their seed germination, seedling success, and future blooms and photos for AHS records and possible 'Seed Pod' display.

5. Seed Bank Management and Reporting: Updates for requestor's order costs, shipping costs, hybridizer notices, etc. are managed by the Director coordinating with the AHS Treasurer and President to confirm operation decisions. The Seed Bank Director reviews with the AHS Treasurer by submitting a biannual report every 6 months on seed shipments and costs. The Director also presents an Annual 'Seed Bank Report' to the AHS President and Secretary at the National Convention.

   Over the past several years the Seed Bank has had the annual seed shipment averages:
   Number of Seed Requests: 70-80 requests/year
   Number of Seeds Shipped: 1500-2000 seeds/year
   US States Variety ordering: 15-20/year
   International Countries Variety ordering: 10-15/year

THE EDITOR OF *THE SEED POD* is appointed by, and serves at the discretion and pleasure of the President's Committee for an indeterminate term.

1. The Editor is responsible for publication of The Seed Pod and for all actions associated with its publication. The Editor has the final voice in all matters of layout and content of The Seed Pod with the only restraint being that The Seed Pod always conforms to the intent of good journalism, and fairly and accurately reflects the high goals and standards of the AHS.

2. The Seed Pod is a quarterly publication. It covers the periods of January-February-March, April-May-June, July-August-September and October-November-December. The aim is to publish shortly after the end of each quarter; however circumstances may delay it.

3. The Editor encourages the submission of show results, articles and any other information of interest to the AHS membership. Certain items such as proposed bylaw changes and election slates must be published in The Seed Pod in a timely manner.

4. The Editor emails copy to the printer who can be helpful with composition and layout. Corrected drafts are passed back and forth until the Editor is satisfied with the final product, The Editor may enlist AHS volunteers to assist with proofreading.

5. When the issue is ready for printing, the Treasurer will email address files to the printer for mailing, As USPS no longer returns undeliverable copies, address changes must be determined in other ways.

6. The Treasurer will invoice paid advertisers and make sure they receive a copy. Extra copies will also be mailed to chapters for new members and promotions.

SEEDLING EVALUATION COMMITTEE

1. Members are appointed by the President's Committee to evaluate seedlings in contention for. "Seedling of the Year" awards.

2. Committee members elect or re-elect a chairperson at the Annual Convention each odd number year. The size of the committee is set at a maximum of ten members.

3. The Committee is composed of persons in differing climatic and geographic areas who have substantial growing experience and expertise.

4. Committee members study and evaluate the total plant, not just the bloom. Considerations include the overall bush and its growth habits and traits, as well as the bloom itself. Members are cautioned that seedling evaluation is not a forum for establishing the popularity of a bloom, but rather is a means of determining the best overall plant from a given selection.

5. The Seedling Evaluation Committee Chairman presides at all meetings of the Committee, handles all necessary paperwork including absentee evaluations, and is an active, voting participant in Committee activities.

    a. The Statistics Coordinator will collect and compile evaluation data from SEC members and furnish completed evaluation forms via email to each Committee member and the Executive Secretary. The forms showing the finishing order of the final four naming the Seedling of the Year will be furnished only to the Executive Secretary. The Statistics Coordinator has no voting participation.

6. Because complete member participation is crucial to the proper functioning of this Committee, each Committee member will:

    a. Grow and care for, to the best of their ability and at their own expense, all "Best of Show Seedling" winners currently under evaluation by the committee.

    b. Attend conventions as often as possible. If unable to attend a meeting, he/she must furnish a written report individually listing each cultivar, plus any additional comments desired.

7. ANY MEMBER OF THE COMMITTEE WHO FAILS TO EITHER ATTEND OR FURNISH A WRITTEN REPORT FOR TWO SUCCESSIVE MEETINGS, OR FAILS TO RESPOND TO A CALL FOR VOTE OR EVALUATION, SHALL BE DEEMED TO HAVE FAILED IN THEIR DUTIES AND WILL BE CONSIDERED FOR EXPULSION FROM THE COMMITTEE.

8. Each member of the Seedling Evaluation Committee will grow the "Best of Show Seedling" winners as long as they remain in consideration by the committee. Requirements for considering a seedling for Hibiscus of the Year are:

   a. The cultivar must comply with AHS rules for showing seedlings and must have won "Best of Show Seedling" at an officially sanctioned AHS Show.

   b. Partial or complete registration will be required as soon as possible after a seedling wins best of show. Complete registration should be submitted within two weeks of the show.

   c. All Best of Show Seedling winners wishing to enter the Seedling of the Year evaluation must supply a plant to each Committee member before or during the next Annual Convention.

      Failure to do this automatically results in the cultivar being dropped from consideration for the Seedling of the Year Award.

   d. The complete evaluation process may last up to three and one-half years, i.e.,

      1) A seedling winner from a 2000 show would be evaluated during 2001, 2002, and 2003.

      2) Before May I each year, the best three cultivars will be determined by a final evaluation plus the last three evaluation scores.

         (a) The Statistics Coordinator will prepare and distribute the final evaluation forms to all committee members no later than April 15th.

         (b) Members will evaluate the final four as instructed and return to the Statistics Coordinator to be received no later than May I.

9. Only those members with a "NEED TO KNOW" (Executive Secretary, Seed Pod Editor, and Statistics Coordinator) should know the names of the winners and their hybridizers. Names will be kept secret to enhance the element of surprise and anticipation at the awards banquet of the next convention.

THE SHOW AND JUDGING RULES COMMITTEE

1. Is chaired by the 1st VP. The committee formulates rules governing flower show presentation and operation, judging standards, and judge qualifications, for approval by the Board of Directors, and produces "A Manual for Judges".

2. When a rule is suggested or needs to be implemented or revised, the committee will thoroughly research and discuss all ramifications of such rule, including possible short and/or long- term effects and consequences.

3. If vote by the committee determines the rule to be in the best interest of the AHS, the ruling is formed into appropriate language prior to presentation to the Board of Directors.

4. If a majority of the Board votes favorably, the ruling will take effect at the beginning of the next show season.

5. If vote by the committee determines the rules to not be in the best interest of the AHS, the chairman of the committee will advise the Board of the proposed ruling, summarize the discussion held, and, on behalf of the committee, recommend against approval. If the Board agrees, the subject will be dropped for at least on show season.

6. If the Board disagrees with the Committee recommendation, the subject may be returned to the committee for further study.

7. Any new rules will be published on the AHS website.

8. Show season is January 1 to December 31.

THE SHOW PACKET CHAIRPERSON

1. Is appointed by the President. The basic responsibilities are to collect and process requests for new permanent exhibitor numbers, update the forms as needed and to prepare and distribute the paperwork and cards to chapters for their annual shows. Although this is a single- member committee, the chairperson needs and is encouraged to recruit help.

2. The basic show packet consists of four separate packages (Registration, Sweepstakes, Show Director, and Judges) and exhibitor entry cards. Most of the forms do not change from year to year and can be copied. Registration and sweepstakes forms **do** change every year. All the forms are maintained on computer and after making changes for the current year, a disk should be provided to the Executive Secretary.

THINGS TO BE DONE IN THE FALL OR WELL IN ADVANCE OF THE SHOW SEASON.

1. PERMANENT EXHIBITOR NUMBERS and UPDATING REGISTRATION and SWEEPSTAKE FORMS

   a. Place a notice in the Oct/Nov/Dec issue of *The Seed Pod* advising all members who wish a permanent exhibitor number to notify the chairperson no later than January 15th. Usually, you can ask *The Seed Pod* Editor to reprint the notice from the prior year.

   b. Permanent numbers are only assigned to collector, open collector and commercial exhibitors, so only those registration and sweepstakes sheets need to be updated. Using a set of registration sheets from the prior year as worksheets, cross out any non-AHS members, members who have not exhibited for several years and anyone who has requested to change categories.

   c. As requests for new numbers are received, re-assign or assign new numbers using the lowest numbers available for each category, then inform the exhibitor of his/her number.

   d. After all requests have been processed, new registration and sweepstakes forms must be created. This is best done on the computer by opening the prior year's forms, updating them with the current information and then printing new forms. Carefully check that all of the registration numbers are reflected on the sweepstakes pages and vice versa. These forms should be dated to preclude use in future years.

2. EXHIBITOR CARDS

a) Just after the show season and before the fall membership meeting, check the number of exhibitor cards on hand. If more are needed, seek bids from printers and be prepared to request funding at the fall membership meeting. It is usually economical to print 10,000 — 20,000 of any one card.

b) As the number of shows varies from year to year, the number of cards needed will vary. The following chart will assume twenty-five shows for the season.

1).Exhibitor cards needed for one show season:

(a) Approximately 5,000 Seedling cards.	(200 per show)
(b) Approximately 5,000 Miniature cards.	(200 per show)
(c) Approximately 5,000 Amateur cards.	(200 per show)
(d) Approximately 10,000 Collector cards.	(400 per show)
(e) Approximately 10,000 Open Collector cards.	(400 per show)
(f) Approximately 10,000 Commercial cards.	(400 per show)

2) This is far more than the number of cards that will actually be used. Some chapters have cards left over from prior years and will not want more, while other chapters will return unused cards after their show.

3) It will be convenient to sort and bundle the cards with rubber bands ahead of time (approximately 200 per bundle).

3. PREPARING TO ASSEMBLE THE PACKET

a) Assuming twenty-five shows are planned, thirty packets should be prepared as someone my lose a packet and some show directors like to keep an extra packet on hand, so it is good to assemble extra packets. It would be much work to assemble a single packet latter. Most of the extra, unused packets can be recycled the following year. Any unused forms and ballots will be returned during the show season. These can be recycled as well.

b) Check the supply if Seedling Records and Show Winners. These two forms are on two-part carbonless forms and can be ordered from an office supply store usually in quantities of250. 60 set of the seedling record and 30 sets of the show winners list will be needed.

c) Before making copies, gather and organize all the papers left over or returned from the prior year and adjust the following quantities accordingly. Assemble a set of "masters" and use Post-it notes to designate the quantity of each form needed or simply write the quantity needed on the back or each master.

d) Copies needed

1) Registration Package

30 Registration Instructions
60 Amateur numbers
60 Collector permanent numbers
60 Collector temporary numbers
60 Open collector numbers
60 Commercial numbers

Reminder: the collector permanent, open collector and commercial pages change from year to year. Make sure that you have a current master.

2) Judges Package

30 Judge Chairperson Instructions
450 Clerk's Sweepstake tally sheet (These are two to a sheet, yielding 900)
30 Judges Attendance
Seedlings Record (no copies needed if using carbonless forms) Evaluation form for nomenclature

3) Sweepstakes Package

30 Tally Clerk Instructions
30 Amateur tally sheet
30 Collector tally sheet
30 Open Collector tally sheet
30 Commercial tally sheet
Show Winners (no copies needed if using carbon less forms)

Again, be sure you have the current master for the collector, open collector and commercial sheets.

4) Show Director Package

30 Show Director Instructions
375 Tri-color ballots (these are two to a sheet, yielding 750)
250 Seedling ballots (these are three to a sheet, yielding 750. Use green paper.
30 Tally sheet# 1
30 Tally sheet #2
30 Tally sheet #3
30 Tally sheet #4
30 Tally sheet #5
30 Tally sheet #6
30 Tally sheet #7
30 Potential Run-offs
30 Final Best of Show

5) In addition to the copies needed for the above four packages, also print 30 copies each of the "Instructions for Show Chairman", the current AHS Judges list and the contents page.

e) SUPPLIES NEEDED

30 pads of 3x5 note paper (1 00 sheets per pad)
150 sheets of carbon paper
30 10X13 envelopes
120 9X12 envelopes
Stapler and extra staples
30 boxes or bags
Paper cutter
Post-it notes
Rubber bands
30 envelopes addressed to the Executive Secretary

4. **PREPARING THE PACKAGES**

a. Registration Package

1) Use a stapler to assemble the two-part registration forms with carbon paper.

2) Lay out the forms in order and count each stack to see that you have 30 sets of each form and 30 instructions.

3) Assemble the packages and insert each one into a 9xl2 envelope.

4) Label the envelope as "Registration Packet" and mark it with the current year.

5) You should now have 30 envelopes, each containing one instruction sheet and one set of each of the five registration sheets.

b) Sweepstakes Package

1) Lay out and count 30 of each form.

2) Assemble the 30 packages into 9X 12 envelopes

3) Label the envelope as "Sweepstakes Package" with the current year.

4) Each envelope should contain one instruction sheet, the four different tally sheets and a two-part Show Winners list.

c) Judge's Package

1) The tally sheets are two to a page, so cut them in half first.

2) Count out 30 stacks of 30 tally sheets.

3) Count and lay out 30 instructions, 30 Judge's Attendance and 60 two=part sets of seedling records.

4) Assemble the 30 packages into 9X12 envelopes labeled "Judge's Package". (No year is necessary as unused judge's packages can be saved and used the following year.)

5) Each envelope should contain one instruction sheet, thirty tally sheets, and two sets of seedling records, attendance sheets and nomenclature registration forms.

d) Show Director Package

1) Cut up the ballots.

2) For both ballots, count out 30 stacks of 25 each.

3) Lay out and count 30 of each of the other forms and 30 note pads

4) Assemble into 9X 12 envelopes labeled "Show Director Package". (Again, no year is necessary)

5) Each envelope should contain 25 green seedling ballots, 25 tri-color ballots, one instruction sheet, one each of the seven different tally sheets, one potential run-offs, one Final Best of Show and a note pad .

5. **PUTTING IT ALL TOGETHER**

a) You should now have four stacks of envelopes.

b) Into an II X 13 envelope labeled as "Annual Chapter Show Packet" with the current year, put the following:

1) The "Instruction for Show Chairperson"

2) A stamped envelope addressed to the Executive Secretary

3) A current Judge's list

c) The page listing the contents can be inserted or pasted to the outside of the envelope.

d) The Exhibitor Cards can be packaged alone or preferably, together with the show packet.

l) Quantity of cards needed for each show

(a) S e e d l i n g card s	200
(b) Miniature cards.	200
(c) A m ate u r c a r d s .	200
(d) C o ll e c t o r c a r d s .	400
(e) 0 p e n C o ll e c t o r c a r d s	400
(f) Commercial cards	400

e) lf possible, find boxes that will hold the show packet and the cards. Paper grocery bags will also be sufficient if boxes cannot be found.

f) Combine cards and envelopes into the bags or boxes and you will now have 30 complete Show Packets.

6. **DISTRIBUTION**

a) It is best to start distributing the packets a month or so before the start of the show season.

b) Packets for the early shows may have to be mailed, while packets for the later shows can be distributed at the June convention.

c) Contact the chapter presidents or show chairpersons for delivery instructions.

d) Bill the chapter for the show packets.

SPECIAL COMMITTEES

1. Special Committees are those appointed by the president, with the approval of the Board of Directors, for a specific purpose, e.g., researching a single subject or accomplishing a particular task.
2. A special committee, whether comprised of one person or many people, exists until its work is accomplished.When the assigned work is completed, the committee is automatically disbanded without further action.

VII-SPECIAL EVENTS / MEETING PLANNER

1. Each **Special Event** is a separate and special entity. Every convention and membership activity, although each takes place repeatedly, year after year, is separate and special unto itself. Just because something worked last time does not mean it will work again. Each occasion must be approached as though it were the first time ever.

2. It is not possible to make a checklist to cover everything. The following pages are merely much generalized checklists or timetables to provide guidance.

3. In the case of **MEETING SITES,** remember you are only gathering information. You do not have the final say-so regarding site selection-that's up to the President's Committee and the membership. Your personal preference should not show in your presentation-and that's sometimes very difficult to hide. Every hotel is your favorite. At the same time, the Committee and the membership must be apprised of what the strengths of the site are as well as its shortcomings. Facts-not your opinion or preference!

CONVENTION

PRECONVENTION

This is a month-by-month partial guide to activities leading to the annual membership convention

1. JANUARY

   Check convention supplies, site inspection forms, certificates, awards boards, office supplies, saddle staples, etc.

   Start a list of notes to yourself. All kinds of things come up that can't be covered in any checklist

2. FEBRUARY

   Begin thinking about site inspections for next year. Look at show schedule to combine trips when possible.

   Get menus from hotel so you'll have them for *The Seed Pod.* Be as complete as possible.

   Send centerfold convention information to *The Seed Pod* Editor for Apr/May/Jun issue. Include tentative agenda, costs/prices, deadlines, menus, anything special, whatever you have. Deadline is 15 February.

   Get someone to serve as Emcee for the awards banquet. They should be somewhat familiar with the routine and at ease with a microphone.

3. MARCH

4. APRIL

5. MAY

   Do site inspection-see guide.

   Send letter to the spouse of the Memorial Award person, if appropriate, asking them to attend the convention and present the HOTY #I trophy in the spouse's name. Be sure to request a reply by a specific date.

   Send a letter to commercial growers requesting plant donations for raffle. Include how/where to deliver plants.

   Be sure education people and arrangements are OK, and that they have reservations and meal tickets if desired.

Make full arrangements w/any concessionaires and hotel for tables, space, time, etc., including our own people.

Make appointment and meet with hotel contact -a meeting to refresh memory and tie up loose ends.

Do full agenda and/or script for awards presentations, first general session, and second general session.

Contact chapter presidents in areas where hotels have submitted bids to encourage them to support the convention; maybe assisting in the hospitality.

Send letter to Emcee giving run down of head table, presenters, events lineup, anything odd or special, non - Floridians, special guests, etc. Send copy to hotel contact and President.

If possible, send letter to chapter presidents with tentative agenda and last minute information. Again, remind them to send you their report.
Get people to do invocations and flag salutes.

Notify people selected for head table giving line up and any other instructions.

6. JUNE

Finish site inspections

Plan to arrive at convention site a minimum of one day before first registration starts. Time/date of precon may dictate your arrival time- usually at the convenience of the hotel.

Request Executive Secretary to do Oscar-type envelops and inserts for presenter to use in announcing award winners. Make copy for future reference.
Make chart of next year's convention site bids. Include as much info as possible. Make narrative of results of site inspections to read with charts. Add any appropriate Information, expand on chart information.

Plan paper program, have cardstock on hand, do paste-ups, be ready to print NLT 2-3 days before you leave for convention.

Get reservations list from hotel. Also, get count for banquet and functions from treasurer. Get update each week.

Send full, detailed agenda to president. Include suggestions, necessities, etc.
Nominate someone to take care of the country store.

Have copies of VIPLIST and bylaws to hand out.

Get final dinner and function count from Treasurer and call hotel by Tuesday noon before convention.

Gather everything to take to the convention with you. Don't forget office supplies; envelopes, pens, pencils, tablets, cards, paper, stapler, scotch tape, computer supplies, etc. It's better to have too much than not enough.

MEETING PLANNER

1. SITE INSPECTIONS

a) This is intended to be a guide only. It covers major points only.

b) Your initial exposure to a facility and its staff is during the site inspection. Look carefully, be thorough, and take lots of notes. After you've seen more than three or four sites, they'll all run together. Suggestion: Carry a mini-tape recorder in your car. As soon as you've left the facility, talk out your impression; mention anything especially good, bad or unique. You'll be glad of it a week after when you can't remember which hotel was dirty, or which had the black swimming pool.

c) After the convention, go back to the hotel selected. This will wipe all others out of your mind. Look again at the meeting rooms so you'll know what you're going to be working with.

d) In May, try again to go to the hotel and meet with the staff in a kind of pre-precon. Since it's been a year, they've also forgotten much of what you said or need. Go over requirements, setups. Tell them when you're arriving for the convention, set a date and time for the precon. This is a good time to request your room. You want to be as close to the meeting rooms as possible.

2.GENERAL

Facility name, address, telephone, independent or franchise, type of hotel (downtown, suburban, airport, resort)

· Contacts -Sales manager, catering manager, convention services manager, general manager

Accessibility to transportation and airport; Parking

Number of rooms-singles, doubles, twins, twin doubles, double doubles, queens, kings, suites

Rack rate for singles, doubles, suites, etc. Credit cards accepted? Which ones? Taxes

Room guarantee policy
Check-in and check-out times

Billing policies- master billing, rooms to individuals, other charges to AHS or to whom, who may sign the master account

Quality of appointments and upkeep. Planned renovations and timing

Guest services- valet, room service, in-house movies, turn-down service, concierge, in-house dining, entertainment, recreational services, shopping, room service

Special services for YIP's

Meeting services -A V, photocopying, shipping

Electrical voltage, cycle and tape requirements, if needed

Deposit policy, when due, how much, penalty charges, cancellation fees

3. FACILITY

a) Does hotel have sufficient guest rooms? Room rates.

b) How will reservations be handled and guaranteed? Cutoff date for room reservations.

c) Will there be other groups in the hotel at the same time? Activities in the hotel that can affect convention, i.e., other meetings, construction.

d) What is the comp policy for you and /or anyone or anything else? Verify it later.

e) Access and rates for spa, golf, tennis, swimming pool and other facilities.

f) Are the hallways, elevators, grounds, other public areas neat and tidy? If not, the rest of the place may be unacceptable.

g) What's the general attitude of the staff, i.e., front desk, maids or bellman service, parking, pool, etc.? If the hotel insists on such charges, be super cautious about how much they'll add to the room bill. If they can't be avoided, consider hiding them in the overall rate. The facility will often drop the basic rate in order to hide required extras and still end up with what you need.

h) Look at storage area, publications room, meeting rooms, banquet and function areas. Can you have a master key? That makes life I 00% easier, and it's to the hotel's advantage because you can lock up when necessary without disturbing them.

i) Get permission for AHS vendors. Verify their times, placement, number of tables required, etc.

j) You need early check-ins as much as possible. The hotels cannot, and will not, guarantee any early check - in, but if they know ahead that it’s needed, they’ll usually do their best for you.

k) Be sure the desk knows you'll be a late checkout. Warn them there may be a few others.

4. MEETING SERVIVCES

a) Does the hotel have adequate meeting space? Get fact sheets, floor plan and capacity charts.

b) Meeting room charges- we've never paid them yet, but the time may come.

c) In-house and outside services; Local AV equipment, electrical voltage, outlets, if required.

d) Are meeting rooms in the same general area? Some separation is fine, but you don't want people wandering all over.

e) Are ceilings in meetings areas at least 8' high? Anything lower usually results in stuffy rooms, regardless of the ventilation systems. Most ceilings you'll see are a minimum of 9 to I 0 feet.

f) Signs required- marquee, meeting rooms, lobby, directory, etc. There are often definite policies about this. Check carefully. You may need to supplement, or ask for special arrangements to direct people.

g) Request the hotel provide plastic to put under the plants. This is for their benefit to protect their carpet.

h) If any equipment is to be brought in, i .e. juke box, A V, etc., verify times, placement, cost. Anything the hotel rents for you is going to be very expensive. Limit it if possible.

5. REGISTRATION

a) Where is the registration done? Tables and chairs? Signs to show where registration is held?

b) Look at overall location, setup, verify again.

6. MEETINGS

a) Size of meeting room tables? Extra cost? How many of each type?

b) Are chalkboards, chart pads, easels, flag, standing lecterns, table lecterns, floor mike, etc., available? Is there a charge for any of this equipment?

c) Lights and thermostats- can we handle them? Speakers? Volume Control?

d) What kinds of speaker platforms are there?

e) When can meeting rooms be set up?

f) How is placement of ashtrays, no smoking signs, water, room cleaning, waste baskets, repro, phone calls, etc., handled?

g) Is there an extra charge for evening meeting?

h) What AV service is recommended if used? Can we bring in our own AV equipment?

i) What type of seating for meetings? Do you have to have theater throughout, or can you use schoolroom for all, or at least some? Does the hotel have enough tables to support schoolroom? Don't let them add table rental onto your package. What about conference setup, U or hollow square? Verify later.

j) Be sure the awards table is planned for banquet night. You need to have the same setup for Saturday and Sunday mornings. It's easy if you're using the same room for the banquet and the general sessions, but if the rooms are different there could be a glitch.

k) Be sure of microphone(s) for banquet night and Saturday and Sunday mornings.

7. CATERING

a) Are banquet facilities adequate for AHS needs? Tax and service charge on food functions? b) How far from the banquet hall is the kitchen? Are there holding facilities? You want warm food. c) How much lead-time is needed to guarantee a meal?

b) Get copies of typical menus. Will the chef tailor menus? What is in -house restaurant capability, menu and prices?

e) Go over dinner and function menus. Be sure of seating, i.e., rounds of 8 not 10, linen color, service, drink policy, times, vacate policy -

f) Remember that buffets nearly always cost more than a sit down dinner. This is because of the extra food that has to be prepared, and people just don't understand this.

g. Remind the hotel our people are on their own for all meals except the banquet. They need to staff their in-house eateries for the extra bodies.

8. KEY PEOPLE

a) Who is key contact person? Can all inquiries and requests be taken to that one person?

b) Names and extensions of key contact, setup supervisor, catering manager, maintenance supervisor.

c) Know who your houseman is-the guy who sets up the rooms. You can't survive without him and/or his people. Have one or two names you can call on at any time.

9. MISCELLANEOUS

a) Medical care for emergencies; handicapped facilities. Any deposits required?

b) What info is needed now on meeting needs? What further info wi II be needed and when?

c) Where are pay telephones located? Where are house phones? Where are public rest rooms?

d) Columns in meeting rooms?
e) Riser for banquet room and in large meeting rooms.

f) This group likes friendliness and personal touches. Is the facility equipped for that? Many large hotels are too busy, or don't choose to provide personal services.

I 0. NEGOTI ATION and HOTEL CONTRACT

a) The hotel contract defines how the hotel will fulfill the requirements of the convention and delineates responsibilities of the AHS and the hotel. Review it carefully! Be sure you understand it. Since it is a legally binding document, you may want to have it reviewed by an attorney. Make sure the contract reflects all your requirements and needs.

1) Is the contract a standard form or tailored for each group? In either case, be super-cautious. Be aware of highly restrictive guarantees, cancellation clauses, meeting room fees, extra service charges. Be sure everything is in writing-don't take anyone's word for anything. Anything that commits the Society's money must be signed by two officers.

2) Be firm, and certain, of what you need, but also be prepared for give and take, and negotiation. Give up a hospitality suite, and take instead a couple of comp nights for the treasurer or the editor, or someone else. Lf the green fees are automatically charged, the hotel may give them up since our people never see a golf course during the convention. Give up a banquet appetizer, or ask for smaller portions to reduce meal price. Many things can be adjusted to your advantage. Don't be afraid to ask!

3) Generally, keep careful notes of what you've discussed. Most hotel people are more than willing to work with you.

Il. GUEST ROOM REQUIREMEN'I;S

a) Number and type of rooms and suites required.

b) Exact dates rooms are reserved; include pre and post extensions.

c) Specific rates guaranteed for those rooms.

d) Agreed procedure for reserving and confirming reservations.

e) Comp agreements.

f) Any special amenities to be provided.

g) Deposit requirements.

h) Check-in and checkout times.

i) Payment procedures..

12. FUNCTION SCHEDULE

a) List of all private function rooms and/or areas for meetings, meal functions, receptions, etc.

b) Specific times, expected attendance, and set-up required for each function room.

c) Meeting room rental or service charge.

d) Dates when final function specifications are due and FIB attendance guarantees are required.

13. DEPOSIT REQUIREMENTS

a) We haven't yet had to make deposits, but the time is coming. Deposits generally are required by hotels, and are usually a percentage of food and beverage costs.

14 . CANCELLATION CLAUSES

a) Cancellation charges allow hotels to protect themselves against loss of revenue due to last minute cancellations,

b) Make sure the hotel clearly states its cancellation policy and that you understand any liability we may have if the convention needs to be cancelled or significantly reduced on short notice.

I5. AVOID HIDDEN EXPENSES

a) Contracts occasionally contain charges that you may not have discussed. Be aware and be cautious. Following are just a few of the possibilities.

1) Labor
2) Staff food and beverage
3) Taxes
4) Overtime
5) Tables
6) "Additional" printing VIP
7) Hospitality Badge
8) cases
9) Pool attendant fees
10) Flowers/centerpieces
11) Movement of walls
12) Meeting Rooms
13) Parking
14) Staging
15) Lighting
16) Insurance
17) Marquee
18) Setup fee
19) Comps
20) Water
21) Resets
22) Internal communications
23) Heating
24) Easels
25) AV
26) Air conditioning
27) Pad/pencils
28) Gratuities
29) Staff rooms
30) Ashtrays
31) Contributions
32) Donations
33) Legal fees
34) Small meal surcharge
35) Chairs
36) Baggage charge
37) Maid service
38) Auditing charges
39) Bellman charge
40) Corkage fee
41) Medical service
42) Walkie talkies
43) Green fees

ELECTIONS

JUNE CONVENTION

At the annual convention during odd-numbered years, the President's Committee will elect a National Nominating Committee consisting of one member from any state with two to five chapters, one member from each area code in any state with five or more chapters, one member from the Atlantic and Caribbean Islands, and at least one, but no more than three, members-at-large.

After accepting appointment to the National Nominating Committee (NNC) members will meet and elect a chairperson (NNCC).

Chairperson will need name, address, phone number, and e-mail for all committee members. Review article IX of the bylaws.

Offices to be filled

President
First Vice President
Second Vice President
Secretary
Four Directors

At this time chairperson and all committee members should be trying very hard to get commitments from prospective candidates for office. Try to get at least two names for each office, if possible.

FALL MEMBERSHIP MEETING ODD YEARS

Chairperson calls for nominations from the floor, presents final slate and declares nominations closed.

While at the fall meeting, this is a good time to talk to candidates about photo and resumes needed for The Seed Pod.

BEFORE DEC 1

Chairperson notifies Chapter Presidents and The Seed Pod Editor of the final slate.

BEFORE FEB 15

Ballot submitted to The Seed Pod with photo and resumes of candidates. Important to try to get photos and resumes done early as this takes time.

BEFORE APRIL 10

Ballots mailed to each member by the chairperson.

The chairperson should be responsible for getting envelopes stuffed and ready to mail or seeing that someone else gets it done well before April 10.

Contact the treasurer and ask that you be supplied with membership count. Get a breakdown of how many members are overseas and how many US. Overseas ballots need to go airmail and should go out first. The treasurer can also supply you with a membership list by chapter and MAL.

A soon as you get the count from the treasurer, purchase that many # 10 envelopes, #9 envelopes and #6 112 envelopes.

Make enough copies at a local copy center of the Ballot, Membership Information Sheet and Voting Instructions (Voting Instructions on brightly colored paper) for later use. A sample ballot may be found on the CD along with Membership Info Sheets and Voting Instructions. Remember to allow for 2 or 3 documents on the same page and adjust the copy count accordingly. Change the sample ballot to reflect the slate for the current year and current dates. Trim all copies at the copy center paper cutter. Trim the ballots to fit inside the #6 l/2 envelope. Trim the Membership Info Sheet to fit without folding in the #9 envelope.

You will need two sets of return address labels printed with the chairperson's address. Make one set of labels (see sample below) for the small envelope (Envelope B).

Sample: **ENVELOPE B**
Insert ballot
only and seal

The# I 0 envelope is the outer envelope. Apply chairperson return address in the return address area. Leave the address section blank at this time. (NNCC will apply address label later.)

Apply the other set of NNCC address labels to the #9 envelope in the address area. Apply Envelope B labels to the #6 1/2 Envelope in the address area.

To stuff the # 10 envelope: Insert a pre-addressed #9 envelope, a #6 l/2 envelope B, the Ballot, the Membership Info Sheet, and the brightly colored Voting instruction Sheet (all of the above) into a #10 envelope so that the member sees the Colored Instruction Sheet first upon opening the mail. Seal the # 10 envelope.

Deliver all assembled envelopes to NNCC.

NNCC gets a current set of membership mailing labels from the treasurer and places one on each of the assembled **#10** envelopes.

Apply postage and mail them.

Overseas ballots need to go airmail and should go out first.

It is a good idea to check off address labels to chapter and MAL list to make sure each member is mailed a ballot. It is not necessary to mail the ballot to complimentary members (Library, Gardens, Magazines, etc.)

BEFORE JUNE 1

Completed ballot returned to NNCC.

Returned ballots need to be checked on the chapter and MAL list so that you have a record of who voted.

Separate the Membership Info Sheet from the Sealed Ballot, saving each. DO NOT OPEN THE BALLOT.

Ballots received after June I should not be counted.

Ballots not sealed according to instruction or ballots without an information sheet returned should not be counted.

EVEN YEAR CONVENTION

Tally ballots and report results to convention.

Samples of Teller Tally Sheets and Teller Reports are on the CD.

Edit these to reflect the candidates running for office.

Make at least 4 copies of each Teller Tally Sheet (Officers, Officers write in, Directors page 1 and 2 and Directors write in) and one each of the Teller Reports.

Should you have any questions, go over their use with the Executive Secretary before the convention.

NNCC will need to select a committee to count ballots at the convention. This group will need at least four tellers and two callers.

Two tellers work as a team.

The two teams of tellers record the vote as one of the callers opens the ballots and the other calls the ballot.

As the caller calls each ballot, the ballot, is numbered in pencil on the back. After 50 or l 00 ballots have been called, check to see that each team of tellers' results match and note the last ballot number called. lf in error, recall from last match.

In a black garbage bag, save the Ballots, B envelopes and all tally sheets for thirty days. As soon as possible, Teller Reports are to be given to the AHS Executive Secretary.

All results should remain secret until announced by the outgoing President.

At the banquet, just before the outgoing President announces the ballot results, the NNCC will be asked to give a report of what happened to the ballots. You might give some% of chapter votes as well as MAL%, etc. Turn the program back to the outgoing President for the announcement of the ballot results.

Appendix B

GUIDE FOR FORMING A NEW CHAPTER

1. Any local group may be organized into a Chapter with at least ten members, a letter of intent and approved by laws. A waiting period of ninety day is required between the letter of intent and presentation of the Charter.
2. The next step after determining you have ten or more individuals in your area who wish to have a chapter, is to hold your first meeting. You will need to appoint a temporary president and secretary, a nominating committee to prepare a. slate of officers for election, and a bylaws committee to formulate chapter by laws.
3. Forward a letter of intent, with the signatures of prospective members, to the Executive Secretary. This is your petition to be accepted as a Chapter of the AHS.
4. Formulate your Chapter bylaws. The enclosed exam p les may be used verbatim or may be altered to fit your needs. You completed bylaws should, however, retain the same general form and intent as the sample. Forward the bylaws to the Executive Secretary prior to the next Board meeting.
5. During this period you should also contact a national officer or director to help you get organized and, if you wish, to install your officers and present your Charter at your first official meeting. The Executive Secretary will help you with this if you wish.
6. Meanwhile, the Executive Secretary will have your bylaws approved by the AHS Parliamentarian and will present your letter of intent to the Board at their next meeting. After the meeting, the Executive Secretary will notify you of you r acceptance and of the effective date of your charter.
7. Shortly before your Charter date, make sure your Secretary notifies the AHS Treasurer of the names and addresses of prospective members. Also include the name and address of the person to whom the Treasurer's forms and instructions should be sent.
8. Plan to hold the first meeting of your Chapter on or just after the date of your Charter. At that time the officers should be elected and installed and the Charter presented. Confirm attendance for any invited guests.

Good luck.

AMERICAN HIBISCUS SOCIETY
An international non-profit organization

The attached is a suggested format for chapter bylaws. **It** may be copied as is, or contracted or augmented to suit the chapter's requirements; however, the general outline and intent should be retained.

Names and addresses of prospective members of the proposed chapter of the American Hibiscus Society to be attached to the Letter of Intent.

We, the undersigned, do hereby petition the AMERICAN HIBISCUS SOCIETY to grant a charter to our group to be known as the (name) Chapter of the American Hibiscus Society.

Handwritten names and addresses of prospective members

Sample letter to be sent to National Treasurer with payment of national dues

Mr. Walter Bisselle
National Treasurer, AHS
P.O. Box
Venice; FL 34284-1

(Date)

Dear Mr. Bisselle:

Following is a list of members of the new (name) chapter of the American Hibiscus Society and a check for their national dues from (date) to June 30, 200_

(Type member's names, addresses, phone numbers *and* e-mail addresses if available)

Please forward the treasurer's forms and instructions to the Chapter Treasurer, (Name).

Sincerely,

(Name)
(Chapter)

OFFICERS AND COMMITTEES

The sample chapter bylaws give duties and responsibilities of the chapter president, vice president, secretary and treasurer.

In addition to those four offices, some chapters elect first and second vice - presidents, and corresponding and recording secretaries. If this is done, chapter bylaws are altered to reflect the additional positions.

Vice president(s) may be appointed to chair any of the committees.

A corresponding secretary handles letters, mailings, cards, etc., while a recording secretary takes and maintains the roll and minutes and keeps records.

ARTICLE I Committees

Following are brief descriptions of the most common committees.

a. BYLAWS: Formulates chapter bylaws, recommends amendments or revisiOns; serves as advisor on all matters concerning bylaws.

b. FLOWER SHOW: This Chairman must be appointed well in advance of the annual hibiscus show. Show planning is a multi-faceted, long-range effort that requires cooperation and effort of several sub-committees and individuals. A Manual for Show Chairmen is available from the AHS Publications Committee.

c. HISTORIAN: Records chapter activities and events; collects photos, clippings, etc., beginning with initial organization. Annually reports to the membership, and forwards a copy to the National Historian.

d. HOSPITALITY: Welcomes and introduces new members and visitors.

e. NOMENCLATURE: Works closely with the National Nomenclature and Hybridization Committees.

f. PUBLICITY (PUBLIC RELATIONS): Keeps contact with local media and the Editor of *The Seed Pod;* provides information regarding chapter activities for publication.

_____CHAPTER AMERICAN HIBISCUS SOCIETY

ARTICLE I NAME: This organization shall be known as the _____ Chapter of the American Hibiscus Society, herein after referred to as "The Chapter." The Chapter is a nonprofit organization dedicated to education of the public in growth and propagation of hibiscus.

ARTICLE II RELATIONSHIP TO THE AMERICAN HIBISCUS SOCIETY: The Chapter is a component of the American Hibiscus Society, Inc., (Society) and Chapter members shall be members of the Society. The Chapter shall abide by the bylaws of the Society; Chapter bylaws shall not conflict with those of the Society.

ARTICLE III BYLAWS: Chapter bylaws will be created and adopted locally by majority vote. Bylaws may be amended by majority vote at any regular meeting, or at any meeting called for that purpose with 30 days prior notice.

ARTICLE IV MEMBERSHIP: All persons interested in the study and cultivation of hibiscus shall be eligible for membership.

ARTICLE V OBJECTIVES:
Section I: To educate the public in the study, cultivation, propagation and hybridization of hibiscus.

Section 2 To annually present to the public an "Hibiscus Show" in furtherance of Chapter objectives

Section 3 To cooperate with the Society in furtherance of Society objectives

ARTICLE VI DUES: National dues shall be paid by all members as stipulated in the Society bylaws. Chapter dues shall be established by majority vote of Chapter members.

ARTICLE VII MEETINGS: The Chapter shall hold at least four regularly scheduled meetings per year at a time and place acceptable to the majority of Chapter members. Chapter members present shall constitute a quorum.

ARTICLE VIII ELECTION OF OFFICERS

Section **1** Chapter officers shall be elected annually by majority vote. The Chapter president shall appoint a nominating committee to prepare a slate for presentation to the membership at the meeting prior to election. Each nominee must have agreed to hold office.

Section 2 Chapter officers shall ho l d office for one year and are eligible for reelection. Chapter presidents shall be limited to one successive term.

ARTICLE IX OFFICERS

Section I The Chapter President shall:

a. Preside at Chapter and Board of Directors' meetings.

b. Appoint committee chairpersons; supervise activities, and require reports as necessary.

c. Approve/disapprove any documents that may be binding on the Chapter.

d. Disseminate information received from national officers, directors, or chairpersons to Chapter membership.

e. Attend Society membership meetings and conventions as a representative of the Chapter.

Section 2 The Vice President shall be knowledgeable of presidential duties and perform those duties in the president's absence, and shall perform other duties as assigned by the President.

Section 3 The Secretary shall:

a. Record proceedings of Chapter and Board of Directors' meetings.

b. Maintain an accurate record of Chapter members.

c. Prepare and send out all Chapter correspondence, notices, etc., and maintain adequate files of Chapter business.

Section 4 The Treasurer shall:

a. Have custody of Chapter funds and keep an accurate accounting of such funds.

b. Render an accounting of Chapter funds as requested by the President and at each Chapter meeting.

c. Prepare checks for the President's signature as required; pay expenditures of $50.00 or less as directed by the President; secure approval of the Board of Directors for expenditures exceeding $50.00.

d. Promptly pay national dues when invoiced and remit reports as directed **to** the Society national treasurer.

e. Forward Treasurer's records annually to the auditing committee for reconciliation.

f. Pass all Treasurer's records immediately to incoming Treasurer.

ARTICLE X BOARD OF DIRECTORS

Section 1 The Board of Directors shall be the governing body of the Chapter and consists of the President, Vice President, Secretary, Treasurer and three elected Directors.

Section 2 The Board of Directors shall meet as directed by the President to formulate plans and policies of the Chapter and its objectives. They shall assist the President in conduct of Chapter business and perform other duties as requested by the President.

Section 3 Initially, three directors will be elected; one to serve one year, one to serve two years, and one to serve three years. At subsequent elections, one director will be elected for a three-year period. This will ensure continuity of Chapter business and objectives.

Section 4 The Chapter President shall fill vacancies on the Board of Directors by appointment until the next election, except that a presidential vacancy will be filled by the vice president.

ARTICLE XI PARLIAMENTARY AUTHORITY: "Robert's Rules of Order" (revised) shall be used for conduct of Chapter meeting&

ARIICLE XII DISSOLUTION: Should the Chapter be dissolved, all assets will be immediately forwarded to the national treasurer of the Society, and the charter to the Executive Secretary of the Society

Appendix C **GLOSSARY**

AMATEUR EXHIBITOR: is a non-commercial member of a chapter showing blooms for two show seasons (April 1 through March 31). After showing for two seasons, the Amateur must move up to the appropriate classification. Amateurs must be present to enter their blooms.

ANNUAL MEMBERSHIP CONVENTION: The once a year gathering of members at which elections are held, bylaws may be amended, and expanded meetings are held.

BOARD OF DIRECTORS: The governing body of the American Hibiscus Society comprised of six officers, eight directors, the immediate past national president, and the chapter presidents' coordinator.

CHAIRMAN OF DIRECTORS: The individual who is elected by the Board of Directors at the odd year, fall membership meeting. Serves as a full member of the President's Committee.

CHAPTER PRESIDENTS' COORDINATOR: Elected by the chapter presidents at the membership meeting to represent them as a full member of the Board of Directors.

COLLECTOR: A non-commercial exhibitor having up to 75 named varieties.

COMMERCIAL: Any member that consistently advertises hibiscus plants for sale or wishing to sell plants at an AHS Chapter show, should consider themselves commercial.

DIRECTOR: An individual elected by the membership to a four-year term of office and/or a person appointed to complete an unexpired term of office. All officers are. also directors.

EXHIBITION: A display of hibiscus blooms with no attendant judging activity or conformance to show and judging rules. Usually held in public areas to draw attention to the hibiscus and to provide a forum for answering questions from members of the public.

HARRY GOULDING TROPHY: Awarded each year to an individual who has perpetuated existing varieties through grafting.

HIBISCUS OF THE YEAR (HOTY): The new variety of hibiscus judged by the Seedling Evaluation Committee as being the most all- around outstanding plant of the year.

INUREMENT: To gain benefit

IRS CODE SECTION 50 I ©(3): The part of the code relating to tax-free organizations that are organized exclusively for charitable, educational, scientific, or other such activity. Donations to such organizations are deductible as charitable contributions on the donor's federal tax return.

JUDGE-IN-TRAINING: An individual who has completed the judging class and passed the judges test, but has not yet judged at the required number of shows to qualify as an accredited hibiscus judge.

JUDGES' FAVORITE BLOOM: The bloom voted by show judges as being their favorite bloom of the season. The hybridizer is awarded the Norman Brubaker Trophy.

MEMBERSHIP MEETING: Meeting held each year, in the fall, during which the Board of Directors and most committees meet.

NOMENCLATURE: A detailed listing of names and descriptions of all known varieties of H. rosa-sinensis. Many other species of hibiscus are also included.

NORMAN BRUBAKER TROPHY: Awarded to the hybridizer of the bloom voted by the show judges as being their favorite bloom of the past show season.

NORMAN REASONER TROPHY: Awarded to the chapter having the most amateur exhibitors in the previous show season.

OFFICER: An individual elected by the membership to a two year term in the office of President, First Vice President, Second Vice President or Secretary. The Treasurer and Executive Secretary are also officers but are appointed to an indeterminate term of office. All officers are also directors and serve on the Board of Directors.

OPEN COLLECTOR: A non-commercial exhibitor having more than 75 named varieties.

SEED POD:, THE: A quarterly magazine published by the Society carrying items of interest to members, i . e., s how results, care lips, etc.

SEEDLING: A new variety of hibiscus.

SENIOR J UDGE: A show judge who has completed all requirements for accreditation.

CHAPTER SHOW CHAIRMAN: The chapter member elected or appointed to oversee all arrangements for production of the chapter's annual hibiscus show.

NATIONAL SHOW DIRECTOR: An experienced senior judge with superior knowledge of blooms and show and judging rules who monitors judging activities and directs the final judging procedures at annual chapter shows. Appointed by the 1st VP.

SHOW: A display of hibiscus blooms in conformance with approved show and judging rules. Each chapter may hold two sanctioned shows per year.

SWEEPSTAKES, ANNUAL: Awarded to the individual in each exhibitor class who has garnered the most gold ribbons during the show season in each geographical area.

SWEEPSTAKES, SHOW: Awarded to the individual in each exhibitor class gaining the most gold ribbons in any s ingle show.

WOODY TROPHY: Named for Woody Van Deusen and sponsored by Lone Star Chapter. Awarded to the person traveling the greatest distance to attend the annual convention. This award was retired by the President of the Lone Star Chapter at the June 2004 convention.

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