

## **RULE BOOK**

The general business of this Society and the Board of Trustees shall be conducted in strict accordance with the Constitution of the Society and "Robert's Rules of Order, Revised". Additionally, in order to better administer the affairs of the Society and to insure stability and continuity of order; be it resolved, the Board of Trustees shall adopt a "Board of Trustees Rule Book". All pronouncements, edicts, rules, directives, etc., of the Board shall be assigned a rule number and permanently recorded in the "Rule Book" as hereinafter described.

All Rules shall be numbered using the date of adoption followed by a subscript letter where more than one Rule is adopted at one sitting of the Board. Subscript letters shall commence with the letter "A" and shall progress in normal alphabetical order for as many Rules as adopted.

This will insure that any Rule is traceable to the minutes of the specific meeting of adoption. The adoption of any Rule shall be by a majority of two thirds or unanimous vote of Trustees present at a given meeting.

### **RULE May 18, 1979**

#### A. Treasurer.

The treasurer shall be an "ex-officio" member of the Finance Committee.

### **RULE November 11, 1980**

#### A. Duplicate records.

Duplicate records of all meetings must exist and be open for review by any "Member in Good Standing" at any time. The President and Secretary of the Society are to hold such records.

#### B. Savings and checking accounts.

In the case of the Treasurer's inability to perform in accordance with the Constitution, the President shall have the authority to manage the Society's savings and checking accounts, and to receive and pay bills.

**RULE January 13, 1981**

A. Budget requests.

All budget requests are to be submitted to the President by March 1, and will be forwarded to the Finance Committee. The Finance Committee is to submit a proposed budget to the Board of Trustees by the April Board meeting.

**RULE February 10, 1981**

A. Payment of dues.

Members not paying dues to the Treasurer by the November general meeting will be dropped from the membership rolls.

**RULE March 10, 1981**

A. Associate memberships.

No associate memberships shall be established.

**RULE May 12, 1981**

A. Assumption of duties of new officers; Transfer of offices.

In the absence of specific direction by the Constitution or the Society, be it here by revised, the officers elected at the general May meeting of the Society shall assume their duties at the close of the June general meeting.

B. Oath of office.

It shall be understood that any officer of this Society or member of the Board of Trustees shall perform to the best of their ability, the duties of the office to which they have been elected, and will work diligently to enhance the goals of the Society at all times, to adhere to the wishes of the membership and to promote those programs and ideas most beneficial to the Society, and that they will protect and uphold the "Constitution of the South Jersey Orchid Society".

C. Definition of "Member in Good Standing".

Be it hereby resolved, a "Member in Good Standing" shall be defined as any regular member who is not delinquent in their dues. Article IV, section 4, of the Constitution provides for the termination of regular membership when dues are 60 days in arrears. However, the purpose of this rule is to deny voting to anyone not current with their dues. Life Members in this context are always "Members in Good Standing". However, there shall be additional considerations in the determination of the "Member in Good Standing" term. Any member currently under suspension by an affiliate society shall be denied "Member in Good Standing" status unless specifically granted by a supplemental action by the Board of Trustees and duly recorded. Additionally, any member may be denied "Member in Good Standing" by direct action of the Board of Trustees. Such action must be by a two-thirds majority vote of the Board and is not subject to appeal.

**RULE December 8, 1981**

A. Committee responsibilities.

Hostess Committee

1. Greet guests and new members, and have them sign guest book, including address etc..
2. Hand out and collect name tags.
3. Provide refreshments at each general meeting.
4. Organize the December and June socials.
5. Submit expense receipts to Treasurer for reimbursement before July 1.

Membership Committee

1. Supply information packets to new members upon payment of their dues. These packets should include: welcoming letter, membership list, committee list, library list, program schedule, show table rules, local grower list, growing hints and questionnaires etc..
2. Make phone calls or mailings to prospective members, check guest book.
3. Place announcements of general meetings in local newspapers monthly.
4. Place posters at commercial growers, libraries and garden centers etc..
5. Submit expense receipts to Treasurer for reimbursement before July 1.

Library Committee

1. Stay informed of new publications and availability of old ones.
2. Recommend purchases of the above if appropriate for our library.
3. Advise membership of new publications.
4. Prepare library book lists for membership.
5. Submit expenses to Treasurer for reimbursement before July 1.

Program Committee

1. Arrange monthly programs.
  - a. Duplicate contract letters to speakers.
  - b. Write thank you notes to speakers.
  - c. Arrange hospitality when necessary.
  - d. Coordinate December and June programs with Hostess Committee.
2. Arrange monthly workshops September through November and January through May.
3. Arrange field trips.
4. Inform Treasurer prior to general monthly meeting how speaker reimbursement is to be handled.
5. Submit expenses to treasurer for reimbursement before July 1.

Finance Committee

1. Prepare annual budget for presentation to the Board of Trustees at their April meeting.
2. Make suggestions for fund raising.

Show Committee

1. Acquire materials and plants necessary for show.
2. Stage show in accordance with rules of show being entered.
3. Tear down show and return materials and plants to appropriate persons.
4. Submit expenses for reimbursement to Treasurer before July 1. (A separate committee is convened for each show).

B. Dues.

Annual dues will be \$7.50 for the first member of a household and \$2.50 for each additional member of the household. New memberships between February 1, and April 30, will have their dues set at two-thirds the annual rate, rounded up to the next whole dollar (\$5 for the first and \$2 for each additional). New members after May 1 will pay the full rate and will be considered paid for the following September through June season.

C. Sales table.

1. Will be operated by one individual.
2. Members will mark all items with price and sellers name.
3. At the end of the meeting, the Society will extract ten percent of the value of items sold from each sellers total sales or exchanges.
4. Sales table will not be open during the business or program portion of the meeting.

**RULE April 13, 1982**

A. Dues.

1. Beginning in the 1982-1983 season, annual dues will be \$10.50 for the first member of a household and \$3.50 for each additional member of the household. This applies to individuals age sixteen and older.
2. New memberships between February 1, and April 30, will have their dues set at two-thirds of the annual rate, rounded to the next whole dollar (\$7 for the first member of the household and \$3 for each additional member).

3. New members after May 1 will pay the full rate and will be considered paid for the following September through June season.
4. This Ruling voids the Rule dated - December 8, 1981 B.

**RULE July 27, 1982**

A. Audit of books.

The financial books of the South Jersey Orchid Society shall be audited annually at the close of the fiscal year.

**RULE November 13, 1984**

A. Selection of Auditor.

Conduct of the annual audit of the Society's financial records will be done as directed in Trustee Ruling, July 27, 1982 A. The Board of Trustees will select a qualified person(s) to conduct this audit. Membership in the Society does not disqualify that person(s) from conducting this audit. The Treasurer and his (her) immediate family are not eligible to conduct this audit.

**RULE September 9, 1986**

A. Dues.

1. Beginning in the 1986-1987 season, annual dues will be \$11.00 for the first member of a household and \$4.00 for each additional member of the same household. This applies to individuals age 16 and older.
2. New memberships between February 1, and April 30, will have their dues set at two-thirds of the annual rate, rounded to the next whole dollar (\$8 for the first member and \$3 for each additional member).
3. New members after May 1 will pay the full rate and will be considered paid for the following September through June season.
4. This Ruling voids the Rule dated - April 13, 1982 B.

**RULE May 5, 1987**

A. Trustee Responsibilities.

Beginning with the 1987/88 season, Trustees shall assume responsibility for certain committees during each year of tenure. These committees shall be assigned by vote of The Board of Trustees at the first sitting of each new season in September. Chairpersons of said committees shall submit all reports and requests for Board approval through said Trustee.

**RULE January 5, 1988**

A. Vice Presidential Duties.

Beginning with the 1988/89 season, the Vice President in addition to his normal duties shall assume the chairmanship of the Program Committee.

**RULE: August 31, 1988**

A. Dues:

1. Beginning in the 1988-1989 season, annual dues will be \$15.00 for the first member in a household and \$5.00 for each additional member. This applies to individuals age 16 and older.
2. New memberships between February 1 and April 30 will be pro-rated at two-thirds the annual membership rate, rounded to the next whole dollar.
3. New members after May 1 will pay the full rate and will be considered paid for the following September through June season.
4. This Ruling voids the Rule dated - September 9, 1986.

B. Sales Table:

1. At the end of the meeting, the Society will extract twenty per cent of the value of the items sold from each seller's total sales or exchanges.
2. This Ruling voids paragraph C. 3. of Rule dated - December 8, 1981

C. Bulk Sales:

1. The Society will receive a twenty per cent profit on items sold at the Bulk Sales items.

**RULE: November 5, 2009**

A. Dues.

1. Annual dues will be \$20.00 for the first member of a household and \$5.00 for each additional member of the same house-hold. This applies to individuals age 16 and older.
2. New memberships between February 1, and April 30, will have their dues set at two-thirds of the annual rate, rounded to the next whole dollar (\$12 for the first member and \$4 for each additional member).
3. New members after May 1 will pay the full rate and will be considered paid for the following September through June season.
4. This Ruling voids the Rule dated - September 9, 1986A..

**RULE: November 4, 2010**

- A. This ruling sets forth the monetary value of show table awards as follows
  - 1. The three highest number of points accumulated award shall be \$20.00 each.
  - 2. The second highest number of points accumulated award shall be \$15.00 each.
  - 3. The third highest number of points accumulated awards shall be \$10.00 each.
  
- B. The monetary value of the special awards for the Pat Fitzwater, George Off, Bob Adams and Tony Petralia Awards will be \$25.00 for each award.

**RULE: February 8, 2011**

- C. This ruling sets forth the Nancy Lobel Award
  - 1. Annually, the trustees may award the Nancy Lobel Award to a society member, excluding the President, who has made significant contributions to the society for the past year.
  - 2. This award is sponsored by a member of the South Jersey Orchid Society..

**RULE: September 27, 2011**

A. Dues.

1. Annual dues, beginning in September 2012, will be \$25.00 per member of a household and \$35.00 for family membership per house-hold. This applies to individuals age 16 and older.
2. New memberships between February 1, and April 30, will have their dues set at two-thirds of the annual rate, rounded to the next whole dollar (\$17 for the first member and \$24 for family membership).
3. New members after May 1 will pay the full rate and will be considered paid for the following September through June season.
4. This Ruling voids the Rule dated – November 5, 2009.