

## SWROGA PROCEDURES MANUAL

This manual contains the various procedures prescribed by the SWROGA Directors. It is divided by subjects for ease in its use. All affiliated societies, SWROGA Officers, Directors and Committees should abide by these procedures in conducting the various SWROGA activities. In the event of conflict the bylaws will prevail.

The Bylaws and Judiciary Committee will publish the new procedures as they are prescribed by the Directors. The copies will be furnished to each affiliated society, SWROGA Officer and Committee Chairs, posted on the SWROGA website and published in the yearly SWROGA Membership Directory. The manual should be passed to new officers and Chairs as they are elected or appointed.

### TABLE OF CONTENTS

CONSERVATION	SECTION A
HISTORIAN	SECTION B
MEMBERSHIP	SECTION C
PROGRAMS & EDUCATION	SECTION D
PUBLICATION	SECTION E
SECRETARY	SECTION F
SHOW	SECTION G
TREASURER	SECTION H
AWARDS	SECTION I
MISCELLANEOUS	SECTION J
RESEARCH	SECTION K

### SECTION A - CONSERVATION

#### CONSERVATION COMMITTEE CHAIR

Each affiliated society should appoint a local Conservation Committee to funnel information between SWROGA and their society. The name, address, and telephone number of the local Conservation Committee Chair should be included with the annual report of officers each January.

### SECTION B – HISTORIAN

The Historian shall be the Records Custodian of SWROGA. All pertinent records should be forwarded to the Historian to organize and retain. These records should include all minutes of SWROGA Meetings, Treasurer Reports, Audit Reports, SWROGA Letters or Correspondence, SWROGA Membership List, Show Schedules and other documents deemed of historical or informational value

No SWROGA record should be destroyed prior to the review and approval of the Historian.

### SECTION C - MEMBERSHIP

#### MEMBERSHIP LISTS AND DUES

In January the SWROGA Treasurer will send each Affiliated Society Treasurer a request for dues. Dues will be payable in the amount of \$15.00 per society for the current year and should be postmarked no later than the last day of March. If dues are not paid by the last day of March, the society will be considered delinquent and the society's members may be removed from the SWROGA rolls.

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In January the SWROGA Treasurer will e-mail to each Society Treasurer a Society Officers Form and request for membership list. The Society Officers Form and membership list giving names and contact information (addresses, e-mail addresses and phone numbers) should be e-mailed to the SWROGA Treasurer no later than the last day in March of each year.

Throughout the year, each society is responsible for promptly sending the name and contact information of each new member and any contact information changes of other members to the SWROGA Treasurer in order that the SWROGA mailing list may be updated. It is recommended that members' contact information changes as well as new memberships be published in the society's newsletter including all contact information. A copy of Affiliated Societies newsletters should be sent to the SWROGA Treasurer, solving the notification problem.

## SECTION D - PROGRAMS AND EDUCATION

### PROGRAMS

SWROGA Slide programs are available on disk in Power Point Format from the Programs and Education Committee Chair or his/her designee. The list of programs will be posted on the SWROGA website and Published in the yearly SWROGA Membership Directory. Programs should be ordered at least three weeks in advance of the society's program date. The program must be returned to the Committee Chair or designee within three working days after the program date. A fee at the published rate is due at the time the program is sent. On occasions when societies request slide programs to cover an emergency (speaker cancelled, etc.) extra expenses are usually incurred. When the time frame is one week or less there will be an additional charge to cover costs and handling.

Out-of-region societies and non-affiliated SWROGA societies may be furnished programs at a fee that is double the fee charged to SWROGA members. The Committee Chair may, at his/her discretion, require a deposit to ensure the safe and undamaged return of the program. New programs are not to be made available outside of SWROGA within the first year of the program's availability.

### SPEAKERS LIST/PROGRAMS

The Speakers List, along with the List of Power Point Slide Programs will be posted on the SWROGA website and Published in the yearly SWROGA Membership Directory.

## SECTION E – PUBLICATION

### SWROGA NEWS

SWROGA News will be published electronically semi-annually six weeks prior to the SWROGA meeting, as well as posted on the SWROGA website. SWROGA News will be delivered electronically to all members if their email address is known. The Affiliated Society's SWROGA representatives are encouraged to print hard copies as needed for their members who do not have email access.

### ADDRESS CHANGES

Each society is responsible for maintaining the SWROGA News mailing list by promptly sending the name, address, email address and phone number of each new member and any contact information changes of other members to the Treasurer. It is recommended that contact information changes as well as new memberships be published in the Society's newsletter. A copy of the newsletter should be sent to the SWROGA Treasurer and the SWROGA News Editor, solving the notification problem. SWROGA News will be delivered electronically to all members if email address is known

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## SWROGA CALENDAR

Each issue of the SWROGA News will contain a SWROGA Calendar, listing the upcoming shows within SWROGA. Upon approval of a local or SWROGA show by the designated Judging Center, the Affiliated Society will contact the Web Master at [www.swroga.org](http://www.swroga.org) with the pertinent information for posting on the website. The calendar may contain other Orchid Events at the discretion of the Editor.

## SWROGA SHOW ADVERTISEMENT

Each SWROGA show will be given one free ½ page advertisement in the SWROGA News. Affiliated Societies shows will be given one free ¼ page advertisement in the SWROGA News. The information must be submitted to the Editor in Adobe PDF (Note: per Editor agreement) at least 4 weeks before scheduled publication. The information should include the name, show location, schedule of events, and contact person with contact information.

## SWROGA NEWS ADVERTISING

Advertising will be accepted by the Editor at the published rates. All advertising must be prepaid. Advertisements must be in Adobe PDF. (Note: per Editor agreement)

## SWROGA ACHIEVEMENT AWARD

The spring issue of The SWROGA News will contain a reminder that the SWROGA Achievement Award is available and nominations may be submitted in accordance with the procedures as published in this manual.

## SECTION F - SECRETARY

### MINUTES

Minutes should be recorded as prescribed in “Roberts Rules of Order”.

The first paragraph of the minutes should contain the following information:

1. The kind of meeting: regular or special.
2. The name of the organization.
3. The date and time of the meeting, and the place.
4. The fact that the President and Secretary were present or, in their absences, the names of the persons who substituted for them.
5. Where the minutes of the previous meeting were read and approved—as read, or as corrected.

The body of the minutes should contain a separate paragraph for each subject matter, giving, in the case of all important motions, the name of the mover, and should show:

6. All main motions to bring a main question before the assembly and any that were withdrawn.
  - a. The wording in which each motion was adopted or otherwise disposed of.
  - b. The disposition of the motion.

The last paragraph should state:

The hour of adjournment:

Additional information relating to the contents:

Copies of all written submitted committee reports should be attached to the minutes.

The name of the person who seconded a motion should not be entered.

When a count of vote has been ordered, the number of votes on each side should be entered.

Minutes should be signed by the Secretary.

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A copy of the minutes should be submitted to the President, Editor, and Historian. The Editor will publish the minutes in the next SWROGA News.

At the end of the Secretary term all records will be given to the incoming Secretary. After review to familiarize, and when the records are not necessary to the incoming Secretary, they will be forwarded to the Historian.

## SECTION G - SHOW

### AOS TRUSTEES MEETING AND SHOW REQUEST

When a SWROGA society is considering making a request for an AOS Trustees meeting and show, please inform the SWROGA President in writing or by email.

### SWROGA SHOW/MEETING APPROVAL

An affiliated society desiring to co-sponsor a SWROGA show, meeting, or conference shall apply to the SWROGA President requesting a specific season. When possible, the request should be four years in advance of the show/meeting date. (SWROGA shows should not interfere with AOS Trustees Meetings and therefore are not scheduled more than four years in advance.) SWROGA shows usually are not approved on the dates of the regular monthly judging meetings of the AOS Judging Centers located within SWROGA, unless the show is in the same location as the judging center. If the meeting is not in the same location as the AOS Trustees meeting a two-week break should be allowed between the SWROGA meeting and the AOS meeting, if possible.

The letter requesting to sponsor a SWROGA show/meeting shall be sent to the President requesting a specific season. (The exact time for an AOS judged show must be requested from the Chair of the AOS Judging Region, in advance of the show date as specified in the current AOS Handbook on Judging and Exhibition. The time and date of judging should also be coordinated.) The letter must contain the following:

- a. A statement of the approximate time of the show and the city in which it is to be held.
- b. A statement that the affiliated society understands that in conducting the show it must abide by the rules and regulations and schedule promulgated by the Show Committee, as the same exists at the time of invitation or as it may thereafter be amended.
- c. A statement that the affiliated society fully understands that it has no authority to bind the SWROGA in any manner pertaining to the show, and that the affiliated society in extending the invitation assumes full responsibility for all expenses, debts, claims, and liabilities in connection with the show.

Whenever possible, one year before the show, specific show dates, show site and host hotel should be known, and six months before the show, room blocks should be made.

The Show Chair of a SWROGA show should submit the activity schedule for the committee interaction to the Affiliated Societies Committee Chair well in advance of the upcoming event. The Show Chair of a SWROGA show should submit an agenda to the SWROGA President before the show schedule goes to press.

A registration form for the show/meeting may be published on the SWROGA website [www.swroga.org](http://www.swroga.org). The form and other show information should be furnished the SWROGA Web Master at [www.swroga.org](http://www.swroga.org) in order that this may be accomplished.

### SWROGA SHOW GUIDELINES

Guidelines for SWROGA show are available from the Affiliated Societies Committee and are available to all host societies of SWROGA meetings.

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A copy of the SWROGA Show Schedule and rules plus an Index of Genera for Plant Entry is available on the SWROGA Web Site [www.swroga.org](http://www.swroga.org) and may be downloaded and printed.

If local flower show judges are used for the judging of arrangements and corsages, it is recommended that they be accompanied by an accredited orchid judge or someone knowledgeable of the schedule.

A copy of the show schedule with numbers of each class entry noted will be submitted to the Show Committee Chair immediately after the show. It is recommended that this be accomplished for non-SWROGA shows as well.

### SHOW COMMITTEE

The President appoints the Show Committee, designating the Chair, subject to the approval of the Board of Directors. The committee shall consist of sufficient members to represent a cross section of the association.

The committee's responsibilities are:

1. Develop Show Rules and Regulations and a Show Schedule for the SWROGA show hosted by affiliated societies, subject to approval by the Board of Directors. The schedule should be developed in accordance with current orchid genera grown and exhibited within the region. The society may amend the schedule to include additional classes; however no classes may be deleted.
2. Review the number of entries by class at shows held within SWROGA. Societies staging shows should send a schedule with number of entries by class to the Show Committee Chair, in order that the Committee will be able to judge the trend of the plants grown and exhibited within SWROGA.
3. The committee shall review and submit to the Board of Directors for approval, requests for Show Trophies funded by donations of members, organizations or others.

The President or Board of Directors may assign additional tasks or responsibilities relating to shows held within SWROGA.

Basic information regarding show schedule: In a SWROGA show the schedule classes may not be deleted, but additions may be made. If modification is made by the host society, it is recommended that the print-ready copy be submitted to the Show Committee Chair for prompt review and return for final printing. In a Non-SWROGA show, use of the SWROGA classes is advisory only, not required.

### SHOW TROPHIES

A trophy may be endowed for a donation of \$2,500, subject to the approval of the Board of Directors.

The SWROGA Treasurer will send instructions to societies hosting SWROGA shows regarding the designated and funded trophies and whom to contact. These may be listed in show schedule available on the SWROGA Web-site [www.swroga.org](http://www.swroga.org). Note that the Jim Quattlebaum Memorial Trophy is a "double-funded" trophy, and double the amount of other sponsored trophies is allotted to purchase a larger trophy.

The SWROGA show schedule should always contain the names of donors for the various trophies. However, if the money is not received by printing time, the host society may eliminate the trophy from the list.

The Treasurer will automatically send funds for the designated SWROGA Funded/Endowed Show Trophies to the sponsoring society 90 days prior to the show date. Requests for the pledged trophies, if any, must be made by the sponsoring society to the individuals donating the trophies.

The Treasurer will ensure that the host society receives the SWROGA Best Flower of Show Trophy and SWROGA Best Grown Plant of Show Trophy before show judging commences.

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Procedures for awarding these trophies are as follows:

**SWROGA Show Trophy for Best Flower:** This trophy will be awarded to the plant or cut flower judged the “Best Flower in Show.” The plant or cut flower will be selected from the Best Flower classes in the SWROGA Schedule. The trophy will be awarded by a team of five accredited AOS judges, who do not have a personal conflict. If five such judges are not available, the trophy may be given by the qualifying judges present.

**SWROGA Show Trophy for Best Grown Plant:** This trophy will be awarded to the plant judged the “Best Grown Plant in Show.” The plant will be selected from the Best Grown Plant classes in the SWROGA Schedule. The trophy will be awarded by a team of five accredited AOS judges, who do not have a personal conflict. If five such judges are not available, the trophy may be given by the qualifying judges present.

**SWROGA Trophy for Local Shows:** SWROGA Affiliated Societies may purchase this trophy to award at their local shows. The purchase price of the trophy is \$50.00, postage included. The trophy may be ordered via the link on the SWROGA website [www.swroga.org](http://www.swroga.org). Procedures for awarding the trophy are as follows:

This trophy shall be awarded to the plant or cut flower judged the “Best in Show”. The plant or cut flower shall be selected from the Best Flower classes in the SWROGA Schedule. The trophy shall be awarded by a team of five accredited AOS judges, who do not have a personal conflict. If five such judges are not available, the trophy shall be awarded by the qualifying judges present.

### **SHOW TAG REQUESTS**

Show Entry Tags can be ordered via the SWROGA website [www.swroga.org](http://www.swroga.org). Show tags are prepackaged in packages of 500 tags and are available for sale to SWROGA members at the published rate. Payment for show entry tags must be made before show entry tags are shipped. Non-SWROGA buyers will be charged a higher rate. Requests for tags should be made at least three weeks prior to the date needed; otherwise an additional charge for extra expenses may be made.

### **SWROGA CALENDAR**

Each issue of the SWROGA News will list the upcoming SWROGA shows. A SWROGA Show List is also available on the SWROGA website [www.swroga.org](http://www.swroga.org) under the Shows tab. Show information may be submitted to the website using an online form.

### **SWROGA SHOW ADVERTISEMENT**

Procedure will be as in Section E. PUBLICATION

### **SWROGA SHOW LOAN**

To encourage SWROGA Affiliated Societies to sponsor a SWROGA Meeting and Show, a loan up to \$2,500 may be authorized to the host society to pay expenses which may be incurred in advance of the meeting and show.

A society hosting a SWROGA Meeting and Show wishing to obtain a loan from SWROGA to assist in planning and staging this event shall complete the “Application for SWROGA Loan for a SWROGA Meeting and Show.” The application will then be sent to the SWROGA President a minimum of twelve months prior to the show date. The SWROGA President shall then forward the application to the Chair of the Affiliated Societies Committee, who shall be responsible for verifying the correctness of the

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application. The entire Affiliated Societies Committee will evaluate the Application and vote to approve or reject the loan. Upon receiving a favorable vote, the Application will be presented to the SWROGA Directors for final approval. After approval, the SWROGA Treasurer will immediately issue a check for the amount of the loan to the Society.

The Society obtaining the loan must repay the loan within ninety days after the date of the Show. If an auction is held at the meeting the proceeds accruing to the Host Society will be applied to repaying the loan. The society must pay the remaining balance to SWROGA within ninety days.

### PROCEEDS FROM RAFFLE AND AUCTION

In a SWROGA show, 100% of the proceeds from the SWROGA Affiliated Societies breakfast raffle and from the SWROGA auction will be retained by the Host Society.

## SECTION H – TREASURER/FINANCIAL COMMITTEE

### EXPENSE PAYMENTS

Any unbudgeted expenses over \$50.00 (unless approved at a Director's Meeting), must be pre-approved, in writing, by the Continuing Operating Committee, which consists of the President, Vice-President, Treasurer and Member-at-Large. These unbudgeted expenses will be reported as a separate item on the Treasurer's Report. Such unbudgeted expenses will appear as a specific item of business in the Continuing Operating Committee minutes that must be attached to the minutes of the next regularly scheduled bi-annual meeting.

### FUNDING REQUESTS OVER \$1000.00

Any motion to spend more than \$1,000.00 must be tabled, published in the minutes, and voted on at the following Directors meeting. In the event of an urgent funding request up to \$2500.00, the Continuing Operating Committee may approve an immediate expenditure.

### MEMBERSHIP LISTS AND DUES

Procedure will be as in SECTION C - MEMBERSHIP

### SWROGA SHOW TROPHIES

Procedure will be as in SECTION G – SHOW

## SECTION I - AWARDS

### SWROGA ACHIEVEMENT AWARD

A SWROGA Achievement Award is available, whenever approved by the SWROGA Officers and Directors. The following procedures apply.

- A. A reminder (that the award is available) in the SWROGA News each spring.
- B. Any member can nominate a potential recipient living or dead.
- C. Method of nomination:

Write letter to the SWROGA President. In addition to the name and address of both the nominee and the nominator, the letter should include:

1. Local society of nominee.
2. Offices held in the local society, region, judging center and/or other orchid related organizations.
3. Length of service to SWROGA and other orchid related accomplishments of nominee.
4. Special orchid related accomplishments of nominee.

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- D. To be considered for an upcoming SWROGA meeting, letters of nomination must be in the hands of the president no later than 60 days before the meeting.
- E. The President will circulate the letter of nomination to the other officers who will recommend or not recommend the award.
- F. An award recommended by the officers will be submitted to the SWROGA directors for approval.
- G. The award will be presented to the recipient as soon as possible after the approval of the Directors, preferably at the banquet of the same meeting.

**Design of the award:**

- A. An 8” X 10” plaque with brass or chrome over a black plate.
- B. Engrave SWROGA pin design on plaque.
- C. Engrave words:

“Presented to \_\_\_\_\_  
 In Appreciation for Outstanding Service to Southwest  
 Regional Orchid Growers Association.  
 Date:”

**SECTION J - MISCELLANEOUS**

**EXPENSE PAYMENTS**

Procedure will be as in SECTION H - TREASURER/FINANCIAL COMMITTEE

**FUNDING REQUESTS OVER \$1000.00**

Procedure will be as in SECTION H - TREASURER/FINANCIAL COMMITTEE

**COMMITTEE MEMBERS ATTENDANCE**

To ensure that SWROGA Committees are able to function, all committee members are expected to attend committee meetings. There may be times that a committee member may not be able to attend a meeting. If in this case, a Committee Member should submit a request to be excused to his Committee Chair. If the absence is granted, the Chair will then forward the information to the President in order that he/she may be aware of the absence. If the Committee Chair cannot attend, he/she should request an excused absence from the President and name the individual that will act as Chair for the committee for that meeting. In the event of an emergency a telephone call will be made, however a follow-up letter to the Chair would be greatly appreciated. Two unexcused absences in a two-year SWROGA term may result in removal from the committee assignment.

**AOS REPRESENTATIVE**

Upon the appointment of a new AOS Representative the Secretary will notify the American Orchid Society of the appointment. The notification will include the name, address, email address and telephone number (s) of the appointee.

**SECTION K - RESEARCH**

**RESEARCH COMMITTEE**

The Research Committee consists of five members each serving five years in staggered terms. The Committee is responsible for receiving and evaluating research grant proposals and making recommendations to the Board of Directors for their disposition.



## RESEARCH FUND PROCEDURES

SWROGA will award grants periodically for fundamental and applied research on orchids. The purpose is to advance the scientific study of orchids in any respect, including classification, evolution, propagation, culture, care and development. Awarding of a grant is a detailed process involving review by the Research Committee and final disposition by SWROGA Directors.

Proposals may be submitted for support on an annual and potentially recurring basis. Applications concerning the scientific study of orchids which require elaborate facilities or costly and unusual scientific equipment will be considered only for qualified members associated with an accredited educational institution or organization. Submissions are to be screened by a three-member group comprised of members of the SWROGA Research Committee, excluding the Chair. Applications deemed appropriate will be directed to the full committee for review at the earliest practical time. The SWROGA Research Committee will not hesitate to consult outside authority in assessment of any grant proposal. Grant applications received by January 1 are to be reviewed by the Research Committee at the Spring Meeting, and those applications received by July 1 are to be reviewed at the Fall Meeting.

Grant applications may be in any format deemed appropriate by the applicant. Five copies of the complete application must be submitted in writing (hard copy), double-spaced to the President of SWROGA. Within three weeks of receipt of an application, the President of SWROGA will forward the application to the Chair of the Research Committee who will appoint the preliminary reviewers and furnish them with a copy of the application. The preliminary reviews will furnish their written assessment to the Chair within thirty days. The assessment may include recommendation for approval, recommendation for disapproval, suggestions for modification and re-submission, or a suggestion that the application be referred to an outside authority for comment. Applications recommended for disapproval by all preliminary reviewers will not be considered further. The Chair of the Research Committee will inform (in writing) the President of SWROGA of the disapproval of the application by the Research Committee. The President of SWROGA will inform the applicant of the Research Committee's decision.

Applications recommended by the preliminary reviewers for re-submission after modification, or with one or more recommendations for approval will be considered by the full committee. Before the meeting, each committee member is responsible for reading each proposal and determining its merits. At the Research Committee's meeting, committee members compare notes, discuss the options, and through debate and discussion, formulate a recommendation to the SWROGA Directors of which applications to fund. Recommendations for funding of approved applications will be made to the Directors at the SWROGA meeting during which the Research Committee has completed processing of the application. Those applications for which outside authority is to be considered will be handled with due regard to time. The appropriate outside authority will be solicited by the Chair of the Research Committee after consultation with the members of the Research Committee.

The Chair of the Research Committee will inform the President of SWROGA of those applications recommended for re-submission. The President of SWROGA will then inform the applicant of the committee's decision. An application recommended for re-submission after modifications is NOT to be considered as approved or disapproved pending changes; it is to be taken as having merit and worth further consideration by the applicant and the reviewers.

Once funding of a grant application has been approved by the Directors of SWROGA, the grantee will be notified by the President of SWROGA. The grantee will be obliged to submit a written report of his progress at six months intervals to the Research Committee through the President of SWROGA. Continuing support is contingent upon presentation of an acceptable written report prior to the end of the current funding. Scientific publication of the results of any SWROGA-supported research is encouraged with appropriate credit for funding from SWROGA noted in the publication. A synopsis of the results will

be published in the SWROGA News, affording the SWROGA members a tangible return for the expenditure.

SWROGA grant funds may provide a **MAXIMUM** of 10% of the amount granted to cover administrative costs to the grantee's institution.

In exceptional circumstances, SWROGA will receive monies for directed grant support of individual projects/researchers. After submission of an abbreviated proposal from the grantee; these funds will be disbursed to the designated recipient, after approval of the Research Committee and the Continuing Operating Committee.