

SECTION II

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.

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SECTION A – CONSERVATION

CONSERVATION REPRESENTATIVE

Each affiliated society should appoint a local Conservation Representative to exchange information between SWROGA and their society. The name, mailing address, email address, and telephone number of the local Conservation Representative should be included in the SWROGA Directory in the list of Officers.

CONSERVATION COMMITTEE

The SWROGA Conservation Committee shall consist of all affiliated society Conservation Representatives and any other society member wishing to participate.

ORCHID HABITAT SUPPORT

SWROGA conservation financial support is to be solely voluntary through society donations and individual donations.

SWROGA societies may select a local orchid area or preserve to receive SWROGA support and specify that their society's SWROGA Conservation Committee donations go to these preserves.

The orchid preserves currently receiving annual SWROGA support are:

- (1) **Watson Rare Native Plant Preserve-** a 10 acre preserve near the Big Thicket in East Texas most noted for its large population of *Platanthera chapmanii* .
- (2) **Cedar Ridge Preserve-** Located 30 miles south of Dallas and known for its large population of *Hexalectris warnockii*. (The official SWROGA logo orchid.)

TYPES OF SUPPORT

Support for native orchid habitats within the SWROGA region may be in three forms: direct financial support, research stipends (indirect), or volunteer work

Direct financial support

Donations may be made at any time and are raised primarily through

(1) Annual Conservation Fundraising Campaign

The Annual Conservation Fundraising Campaign will begin with a flier sent to all the society Directors and Treasurers by the Conservation Committee prior to the annual announcement of dues. Societies wishing to contribute may include their conservation donations along with their annual dues.

(2) The Dr. Lawrence Magrath Memorial/Conservation Fund

Donations made to the Dr. Lawrence Magrath Memorial/Conservation Fund in remembrance of society members (See Section K) will go to support the SWROGA conservation programs.

Research Stipends (indirect support)

The Conservation Committee shall also be responsible for granting periodic stipends to students or organizations conducting research on orchids found within the SWROGA region. Society and individual donations to the Conservation Committee specifically designated as "Research", will be held separately in the Research Fund and this fund will be the source of stipends given by the Conservation Committee.

Volunteering (time support)

The annual *Hexalectris* survey at Cedar Ridge Preserve in Dallas takes place in June and July on Mondays and Thursdays for approximately 6 weeks. To join the survey, send an email to Charles_M_Hess@ymail.com to be added to the survey contact email for times and locations. Surveys begin at 8 AM and last for 3 to 4 hours depending on Dallas summer temperatures. Individuals may participate in any of the surveys they wish.

SECTION B – HISTORIAN

The Historian shall be the records custodian of SWROGA. A copy of critical documents will be forwarded to, reviewed by, and electronically archived by the Historian. Critical documents will at least include:

- 1 By Laws versions
- 2 Procedures versions
- 3 Directors meeting minutes
- 4 Yearly Treasurers Reports
- 5 Financial Audit Reports
- 6 Show Schedule versions
- 7 Annual list of Officers, Committee Chairs, and Managers
- 8 Annual list of member SWROGA Societies

SWROGA archived documents will be saved for 10 years, thereafter appropriately destroyed by the Historian.

SECTION C - MEMBERSHIP

DUES

In January the SWROGA Treasurer will send each affiliated society Treasurer a request for dues. Dues will be payable in the amount of \$30.00 per society for the current year and should be received 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 may be removed from-SWROGA membership.

OFFICER LIST

The Officer List for each affiliated society will include their officers as well as the society's SWROGA Directors and Conservation Representative.

In January, the SWROGA Treasurer will e-mail each affiliated society Treasurer a form showing that society's prior year officers and their contact information. Each affiliated society will update/confirm their current list of officers to include each person's full name, mailing address, email address and phone number, and return this form to the SWROGA Treasurer by the last day of March. The form may be personalized to reflect the society's unique officer structure and nomenclature. Each affiliated society will notify the SWROGA Directory Manager and Treasurer of any changes in their Officers or Directors including their contact information (email, address, phone).

SECTION D - PROGRAMS AND EDUCATION

PROGRAMS AND EDUCATION COMMITTEE

This committee will consist of at least two persons from a SWROGA affiliated society for the purpose of maintaining a current list of qualified speakers that will be made available exclusively to SWROGA affiliated societies. The committee will routinely review archived programs and take action to assure they are maintained current or discontinued.

PROGRAMS

The SWROGA program library, in PowerPoint format, and a current list of speakers within the SWROGA membership are contained in the Directory. The program library, as of 2017, was provided on a flash drive to each affiliated society via their Directors or his/her substitute. Additional copies of the 2017 program library flash drive or individual programs may be requested from the Programs and Education Committee Chair. The cost of duplication and mailing will be at the requesting society's expense.

The speakers list will be reviewed and updated yearly by the Programs and Education Committee. Each program in the library, as well as any requested to be added, shall be reviewed by the Committee at least every 5 years to assure its relevance and accuracy of information. The date of creation and date of last review will be cited after each program in the library. The Chair will contact the author of any program needing revision/update. The author may revise the program, via PowerPoint (including a script) or by video recording and provide the updated version to the Chair. The Programs and Education Committee will review the update and replace/post if accepted. If the author is unable or unwilling to update his/her program, the program will be removed from the library. The revised, current list of programs and speakers will be sent by the Chair to the Directory Manager by the last day of March each year to assure the Directory remains current. These lists will also be posted on the SWROGA website.

Out-of-region societies and non-affiliated SWROGA societies may be furnished a copy of a program at the discretion of the Chair for a fee to be paid to the SWROGA Treasurer prior to the copy being provided to the requesting party. New programs are not to be made available outside of SWROGA within the first year of the program's availability.

SECTION E – PUBLICATION/COMMUNICATION

The Publication/Communication Committee will determine the SWROGA website content.

This committee is composed of at least three (3) SWROGA members, one to be the Website Administrator and one to be the newsletter Editor.

The Website Administrator and/or Co-Administrator are/is responsible for website development and maintenance including regular review, with the assistance of Committee members. SWROGA information pertinent to all SWROGA members will be posted on the website by an Administrator.

Specific SWROGA notifications, other than the call for annual dues and Officer reporting, will be sent to each affiliated society's Directors, as listed in the Directory. If no Director is listed for a society, the communication will be sent to the President of that society. The person(s) receiving these communications are responsible for sharing and reporting the communication with their membership in a timely manner.

SWROGA NEWSLETTER

SWROGA Newsletter will be published electronically on the SWROGA website. The Affiliated Society's SWROGA representatives are encouraged to print hard copies as needed for their members who do not have e-mail access.

CONTACT INFORMATION CHANGES

Each affiliated society will notify the SWROGA Directory Manager and Treasurer of any changes in their Officers or Directors including their contact information (email, address, phone).

SWROGA CALENDAR

Upcoming affiliated society events should be posted on the SWROGA website. The hosting society is responsible for providing the Webmaster with the pertinent information. Information regarding their related orchid events and information may be contained in the website, as approved by the Publication Committee. Upon approval of a biannual SWROGA show and/or meeting the affiliated society will provide the Webmaster at www.swroga.org with the pertinent information for posting on the website.

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.

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

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

SWROGA SHOW/MEETING APPROVAL

As a courtesy to SWROGA members, individual affiliated societies will post all scheduled shows and events, regardless if local, AOS judged and/or SWROGA co-sponsored, on the SWROGA website show list. Each society's President or designee is responsible to assure this is done. The Affiliated Societies Committee Chair, through the SWROGA webmaster, may also post any known show within the SWROGA region including the show chair and/or president contact information.

AOS TRUSTEES MEETING AND SHOW REQUEST

A SWROGA society considering making a request for an AOS Trustees meeting and show, will have that society's president or designee inform the SWROGA President in writing or electronically.

SWROGA MEETING/SHOW APPROVAL

An affiliated society desiring to co-sponsor a SWROGA event (show, meeting, &/or other activity) will:

1. Check the SWROGA website show list to avoid requesting an event date(s) at the same time as an event already scheduled by another SWROGA affiliated society and
2. Check the AOS website to avoid requesting a date(s) at the same time as an AOS Trustees meeting (a two week interval is preferred), and
3. If the event is to include AOS Judging, the society will obtain approval for the event date(s) from their regional AOS Judging Center Chairperson in advance of the event date as specified in the current AOS Handbook on Judging and Exhibition. It is strongly encouraged to include AOS

judging as part of a SWROGA show. SWROGA shows are usually not approved on dates of the Center's regular monthly judging meetings unless the event is in the same location as the Judging Center or can be relocated to that society's location.

The society will then request SWROGA approval for the event by submitting the SWROGA Event Request Form (appendix A) and also available on the SWROGA website (www.swroga.org), with all required information present, to the SWROGA President by mail, fax or electronically. The application form must contain the following:

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

Management of the request form and process, Board of Directors vote and notification of the vote decision to the requesting society may be done at a regularly scheduled SWROGA business meeting, electronically, or by other acceptable communication means, whichever facilitates the most timely manner and inclusivity of Board of Directors at the time of application.

If request and approval is done other than at a regular SWROGA Directors meeting, the SWROGA President or designee will notify the Board of Directors (of record) of the event request and calling for their consideration for approval within 10 days of request receipt. Each member of the Board of Directors will respond to the SWROGA President or designee of their approval or non-approval (including rationale for non-approval) within 10 days. The requesting society, as well as SWROGA Officers, Committee Chairs and Managers, will be notified of the Board of Directors decision by the SWROGA President within 10 days of the Board of Directors deadline to respond. If the request is not approved, rationale will be provided to the requesting society, who may choose to consider the Board's recommendations and request to be approved with the changes, using the same process as described above.

The Chair of an approved SWROGA event will submit the event's agenda to the SWROGA President for review and approval before it is posted on the website.

The hosting society President or event chair will assure that the approved event is submitted for posting on the SWROGA website under "Shows & Events", "Submit New Show/Event" tabs within 10 days of approval notice. The SWROGA Webmaster will assure that the event is posted on the website show list within 10 days. Any exhibit reservation, registration or other forms for the event should be posted under the event on the show list at least 2 months before the event. The webmaster will assist the hosting society with event information updates to the website for any event already posted on the website show list.

As soon as the event date is approved, hotel options should be identified and included in the event information on the website at least 2 months before the event.

The Host Society for a SWROGA Show will choose either a Tabletop, Full (Tabletop/Floor), or Bench Exhibit show, informing both the SWROGA President and

Treasurer of the choice. Then, the Host Society's Show Chair will direct the use of the corresponding show schedule.

The Show Chair of a SWROGA show should submit the schedule of events to the SWROGA President and Affiliated Societies Committee Chair eight weeks in advance of the upcoming event.

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

SWROGA SHOW GUIDELINES

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

A copy of the SWROGA Show Schedules and rules plus an Index of Genera for Plant Entry is available on the SWROGA Web Site 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 Show Schedules for the SWROGA show hosted by affiliated societies, subject to approval by the Board of Directors. The show schedules 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.

SHOW TROPHIES

There are two (2) types of trophies awarded at SWROGA shows. The first are trophies the host society provides to cover awarded trophy classes listed in the show schedule under “SCHEDULE OF SWROGA SHOW ENTRIES”. The trophy classes themselves may be “endowed” or “pledged” with the balance remaining available for future sponsorship. The SWROGA Show Schedule will always list all endowed and pledged trophies as well as the trophy sponsor.

The second type falls under the show schedule heading “SPECIAL TROPHIES-NO ENTRY REQUIRED”. These are the SWROGA designed and purchased Show trophies for Class 960 Best Flower of Show and for Class 965 Best Grown Plant of show.

SWROGA SHOW SUPPORT

A society hosting a biannual SWROGA Show and Meetings will be provided a trophy allowance of \$50 per trophy, as budget allows and appropriate to the type of show being hosted (Full, Tabletop or Bench). Within 30 days after a sponsored show is approved the SWROGA Treasurer will send the sponsoring society a check for all Trophy Classes except for the classes listed as “pledged”. Note that the trophy Class 924 is double funded and receives a second allowance (currently \$100 total).

It is intended that the funds be used for trophies, which may be cash.

Endowed Trophy

A trophy may be endowed by a person(s) or society for a one-time, minimum donation of \$2500, subject to the approval by the Board of Directors. To endow a new trophy, the class trophy may not already be endowed but may be shown as pledged. The prospective sponsor will provide the SWROGA President with a letter requesting the Board of Directors to approve endowment for a specific trophy, including the prospective endowed name of the trophy and the donation amount. The President will ask for a vote from the Board of Directors. If approved the President will notify the sponsor as well as the Chair of the Show Committee of approval. The Show Committee Chair will ensure that the SWROGA Show Schedules are promptly updated and current copy available on the website.

Pledged Trophy

A trophy may be sponsored by a person(s) or society per biannual show for a minimum value of \$50. This may be cash or a physical trophy of equal value. A society hosting a SWROGA show will need to contact the sponsor to arrange to receive the donated money or trophy for that specific show. The process for being approved to sponsor a pledged trophy follows the same as for endowed. A new endowment can replace a currently listed

pledged trophy if the sponsor elects or agrees to discontinue the pledge agreement or the pledged trophy is not honored.

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 Show Trophies for Society Hosting SWROGA Show

A society hosting a biannual SWROGA Show and Meeting will be provided both of the above SWROGA Trophies at no cost to that society. Once a society has been approved to be a host, the society must order the trophies using the order form on the SWROGA website. The SWROGA Trophy Manager will arrange for both trophies to be sent to the designated society person well prior to the show’s judging date.

Upon receipt of the above SWROGA Show Trophy order request (automatically received by the Treasurer), an Arvest online transfer will be placed transferring the trophy costs (currently \$120.00) from the Arvest 3572 Trophy Fund Money Market account to the Arvest 1369 General Fund Money Market account. This \$120.00 increase in the General Fund MM will be reported as income for the SWROGA Show Trophy Fund thereby reimbursing that Fund for the cost of the two trophies taken out of its inventory and provided by SWROGA to the hosting society.

If shipping costs are involved, the Trophy Fund Manager will submit a reimbursement request to the SWROGA Treasurer within 120 days. The SWROGA Treasurer will initiate an Arvest Online Transfer from the Arvest Trophy Fund MM to the Arvest Checking Account for the reimbursement check amount to be issued to the SWROGA Trophy Manager.

SWROGA Trophies for Local Shows

SWROGA affiliated societies may purchase one or both of the SWROGA trophies to be awarded at their local show. The purchase price of each trophy will be congruent with the current cost of the trophy to SWROGA and mailing cost from the Trophy Manager to the receiving society. The trophies must be ordered by using the trophy order form on the SWROGA website. Once the trophies have been ordered and payment received, the Trophy Manager will mail the trophies to the society.

SHOW TAG REQUESTS

Show entry tags can be ordered by using the order form on the SWROGA website.

Show tags may be ordered in increments of 250 tags, however, a minimum of 500 tags must be ordered. 500 tags cost \$30 for SWROGA affiliated societies and \$40 for non-SWROGA societies. Shipping costs will be quoted after an order is placed. Tags will be shipped after receipt of payment by the SWROGA Treasurer. Payment includes the cost of the tags and the cost of shipping. If the request and payment for show tags is received less than 30 days prior to a show, expedited shipping will be charged.

PROCEEDS FROM RAFFLE AND AUCTION

In a SWROGA show, 100% of the proceeds from any SWROGA auction or raffle will be retained by the host society. However, the host society may elect to donate a portion of the proceeds to SWROGA.

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 voted on at the Directors meeting. In the event of an urgent funding request up to \$2,500.00, 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 can be 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 a 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.
- D. To be considered for an upcoming SWROGA meeting, letters of nomination must be received by 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 Directors meeting as well as posted on the SWROGA website.

Design of the award:

- A. A plaque with brass or chrome over a black plate.
- B. Include the SWROGA logo
- C. And include the engraved 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

OFFICER AND COMMITTEE MEMBERS ATTENDANCE

To ensure that SWROGA and its Committees are able to function, all officers and committee members are expected to attend biannual SWROGA meetings. If an officer or committee member is not able to attend a meeting that person should submit a request to be excused to his/her fellow officer or Committee Chair. If the absence is granted, the President will be made aware of the absence. If a Committee Chair cannot attend, he/she should request an excused absence from the President and name the individual who will act as Chair for the committee for that meeting. Two unexcused absences in a two-year SWROGA term may result in removal from the office or respective 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.

Registered Agent

The primary duty of the Registered Agent for SWROGA is to serve as a contact person for the state of Texas. SWROGA registration of a new Texas based Registered Agent may be accomplished by filing Form 401 (Statement of Change of Registered Office/Agent) found on the State of Texas Website. All inputs may be made on the screen but must also be mailed to the address provided in the form's attached instructions. The Texas Comptroller of Public Accounts search tab (under Franchise Tax Reporting) should be checked to verify that a change has been made.

State of Texas Franchise Tax Filing

As a 501C3 non-profit organization registered in Texas, SWROGA is exempt from filing a yearly Franchise Tax report but must file Form 802 (Periodic Report of a Nonprofit Corporation) every 4 years to maintain legal status to do business in Texas. The form is located with a "Find" search in the State of Texas Website. The SWROGA Registered Agent will be contacted when the filing is due.

All instructions come with the Form 802 screen online and may be filled in there. However, the form must also be mailed with an attachment listing SWROGA officers and Directors names and mailing addresses.

Any SWROGA member may access SWROGA's status through Texas Comptroller of Public Accounts search web page (Browser search "Мycpa"). When prompted, complete the search using the SWROGA 11 digit version of our nine digit EIN: 17422132310 (a leading "1" and a trailing "0"). See Appendix B for report "Franchise Tax Details".

SECTION K – MEMORIALS

THE DR. LAWRENCE MAGRATH MEMORIAL /CONSERVATION FUND

Societies or society members may elect to have the name of a deceased member listed for remembrance in the annual SWROGA Directory in the index section IX immediately following Dr. Magrath's poem of remembrance "In Memoriam".

Remembrances will be listed in descending order by calendar year of death with the most recent year immediately following the poem and under the fund title above. The member's name and then society will accompany the year.

Requests will be honored with a donation of any amount made out to SWROGA with the name of the person being memorialized, society, and calendar year of death in the check's

memo field which will indicate a donation to this fund. Multiple donations for a specific person will be recognized in the treasurer's report.

The SWROGA treasurer will notify the Directory Manager of the new names to be listed as described above. The most recent 2 years will be listed in the Directory and a complete list will be archived by the Historian and listed on the SWROGA website.

Donations will go to the SWROGA conservation programs in recognition of Dr. Magrath and his conservation efforts for SWROGA.

Amended 3/9/2019 - Unanimously approved at SWROGA Directors Meeting, Richardson, Texas

Amended 9/5/2019 by electronic vote of Board of Directors 9/5/2019

Amended 10/17/20 Unanimously approved at SWROGA Directors Meeting, Zoom Virtual Platform

Amended 5/7/2021 Unanimously approved at SWROGA Directors Meeting, Zoom Virtual Platform

Amended 10/7/2023 Unanimously approved at SWROGA Directors Meeting, Wichita, Kansas.

Amended 3/9/2024 Approved by majority vote at SWROGA Directors Meeting, Houston, Texas

APPENDIX A

SWROGA CO-SPONSORED EVENT REQUEST

Step 1 Send this request form to SWROGA President – with all of page 1 completed

Affiliated Society Name:

Society President:

Event Chair:

Event Name:

Type of show/event:

Event Location (City/State):

(full, tabletop, bench, other)

Event Date(s) and Time(s):

_____ (X) signifies verification of no-conflict with a scheduled event currently posted on the SWROGA show list.

_____ (X) signifies verification of no-conflict with a regular meeting of the society's Regional AOS Judging Center or AOS Trustees meeting

IF the event is to include AOS Judging:

Regional AOS Judging Center name:

Center Chairperson:

Date/Time of AOS Judging:

Event approval obtained from Judging Center Chairperson* (date):

*Have a copy of the communication with judging center chair's approval in event of audit

(X) Signifies the Society's agreement with the following statements:

_____ The above Society understands that the above event must be conducted in accordance with rules and regulations and show schedule promulgated by the Show Committee, as the same exists at the time of invitation or as it may thereafter be amended.

_____ The above Society understands that it has no authority to bind the SWROGA in any manner pertaining to the event, and that the affiliated Society in extending the invitation assumes full and complete responsibility for all expenses, debts, claims, and liabilities in connection with the event.

Submit this form to the SWROGA President (name) _____,

On (date/method) _____, by

(Name/Society Position) _____

Step 2 Reception of Request by SWROGA President and Dissemination to Board of Directors for Approval

Received by the SWROGA President on (date): _____

President sends this request form to the Board of Directors *within* 10 days (date/method/number sent to): _____

Board of Directors to respond re: approval or not within 10 days by any means of Communication. Date the response is due: _____

Step 3 Action on Request and Notification of the Society

Number of Directors responded by the deadline of (date) _____

Approved _____ Not approved* _____ by quorum of responding Board of Directors on (date) _____.

The society President or Event Chair, SWROGA Officers, committee chairs and managers are notified by SWROGA President of the above action within 10 days (date/method): _____

*If not approved, the SWROGA President or designee will contact the society President or Event Chair, as listed above, regarding amendments required for approval reconsideration. Amendments to a new request form may be resubmitted to the SWROGA President for reconsideration. The time line for reconsideration, action, and re-notification will be the same as defined above.

Step 4 Posting of Approved Event on SWROGA Show List and SWROGA Newsletter Calendar

Approved Event is entered into SWROGA Show List by the Host Society for review by SWROGA Webmaster (within 10 days after notice of approval): _____

Event is posted on the show list by the Webmaster (within 10 days): _____

APPENDIX B

Franchise Search Results

Public Information Report



As of : 01/06/2023 10:55:35

This page is valid for most business transactions but is not sufficient for filings with the Secretary of State

[Obtain a certification](#) for filings with the Secretary of State.

SOUTHWEST REGIONAL ORCHID ASSOCIATION, INC.

Texas Taxpayer Number	17422132310
Mailing Address	16816 DAVENPORT CT DALLAS, TX 75248-1434
? Right to Transact Business in Texas	ACTIVE
State of Formation	TX
Effective SOS Registration Date	11/19/1959
Texas SOS File Number	0016075301
Registered Agent Name	CHARLES M HESS
Registered Office Street Address	16816 DAVENPORT COURT DALLAS, TX 75248