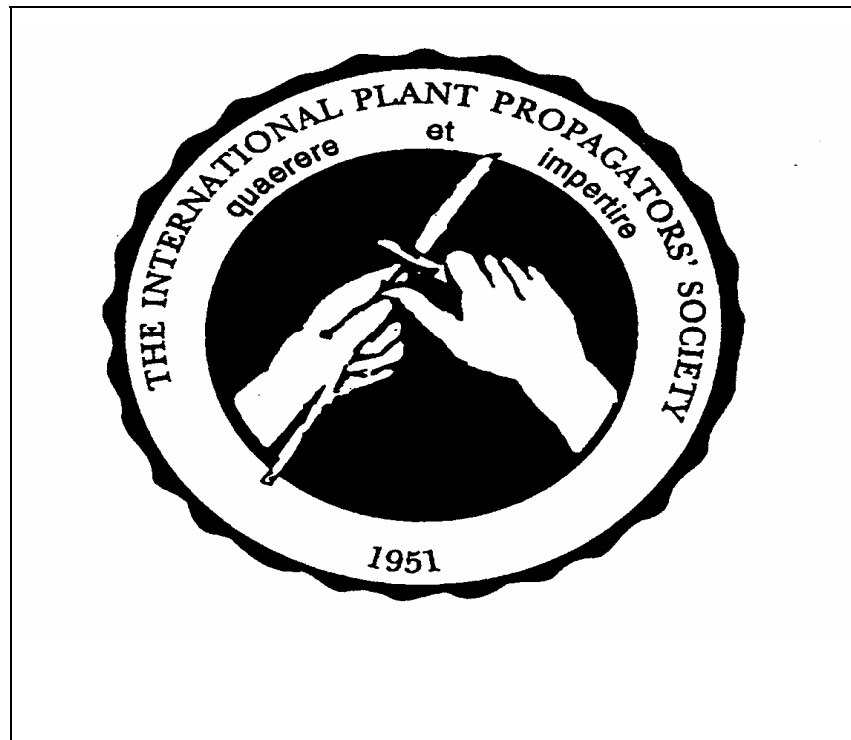
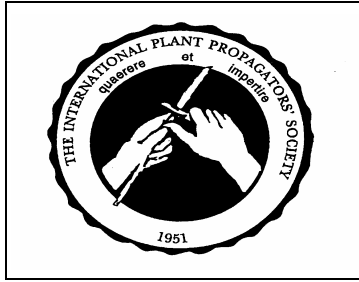


# OPERATIONS MANUAL



**The International Plant Propagators' Society, Inc.  
Southern Region of North America**

(revised 10/9/07)



The International Plant Propagators' Society, Inc.  
Southern Region

**OPERATIONS MANUAL**  
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## **MISSION STATEMENT**

We the members of the International Plant Propagators' Society, Southern Region of North America, are joined together by a common interest in the propagation of plants. "To Seek and To Share" is our motto, as we "seek" new propagation ideas, new propagation techniques and new plants. We enthusiastically "share" that which we learn. Ultimately, through our interactions with one another, we strive to increase our plant propagation knowledge. With this knowledge, we hope to increase profitability in our industry and to beautify the landscape for this and future generations.

## **SECTION I - GENERAL ORGANIZATIONAL INFORMATION**

### **A. Governace**

#### **1. Name**

The name or title by which this organization shall be known in law shall be "The International Plant Propagators' Society, Inc. - Southern Region of North America"

Copies of the regular Southern Region letterhead shall be supplied, upon request, to the Directors and Chairpersons of I.P.P.S. - Southern Region Committees as needed.

#### **2. Purpose**

"Purposes - The purposes of the I.P.P.S. Southern Region are to promote and encourage area, region, national, and international interest in research and education in plant propagation in all its branches through: a) the sponsorship of an Annual Meeting to provide a forum for research reporting, lectures, tours, and public discussion on plant propagation; b) dissemination of plant propagation knowledge through the publications of the Proceedings of I.P.P.S. and the North American Plant Propagator, and other publications of the Region; c) the development of mutual understanding among individuals and organizations concerned with the science of plant propagation."

#### **3. Organization**

The I.P.P.S. - Southern Region was incorporated in 1976 as the sixth region affiliated with the International Plant Propagators' Society.

The term for which the I.P.P.S. - Southern Region is organized shall be perpetual.

The U.S. Internal Revenue Service granted I.P.P.S. - Southern Region exemption from federal income tax under section 501(c)(5) of the Internal Revenue Code.

#### **4. Constitution and By-laws**

The Region is governed by its Constitution and By-laws, which provide authority for all legitimate Region activities and outline basic rules of procedure.

- a. The Constitution and By-laws can be amended at any annual business meeting by a majority vote of the members present and voting, provided such amendment is presented in writing to the members of the organization at least two months prior to the meeting by the Secretary.
- b. No amendment to the Constitution and/or Bylaws shall be valid if such amendment conflicts in any way with the Constitution or Bylaws of the International Plant Propagators' Society, Inc. in the judgement of the Board of Directors of the International Plant Propagators' Society, Inc.
- c. In all other respects, this corporation adopts the Constitution and Bylaws of the International Plant Propagators' Society, Inc. and such Bylaws will remain in effect for the corporation until specifically amended as provided above.

#### **5. Operations Manual**

I.P.P.S. - Southern Region Policy Manual. There shall be a manual that specifies the operating policies and procedures of the Region and serves as a reference on all matters of Region operation. The manual may be amended or revised at the discretion of the Executive Committee at any regularly called meeting.

#### **6. Administrative Year**

The Administrative Year of the Region shall commence with the adjournment of the Annual Business Meeting of each year and shall conclude with the adjournment of the next succeeding Annual Business Meeting.

#### **7. Rules of Procedure**

The rules of procedure of all bodies of the Region shall be according to *Roberts Rules of Order* (latest edition), so far as applicable and when not inconsistent with the Constitution and By-Laws. The rules of procedures may be suspended by a majority vote of those present and voting at the meeting.

Minutes of Meetings - The presiding officer of each body (*i.e.*, committee) of the Region shall be responsible for forwarding accurate minutes of all meetings promptly to the Secretary/Treasurer and Editor.

#### **8. Dissolution of the Region**

All the property of the Region and accumulation thereof shall be held and administered to

effectuate the above described purposes. In the event of the dissolution of the Region no Member, director, officer, or any private individual shall be entitled to share in the disposition of any of the Region assets and all such assets shall be distributed for their stated purposes or to scientific, educational, religious, or charitable corporations, trusts, or foundations meeting the requirement of the Internal Revenue Code of 1954 or the corresponding provisions of any subsequent revenue law.

## **B. Membership**

### **1. Membership - Eligibility, Admission, Duration**

**Eligibility** - Any person in sympathy with the purposes of the I.P.P.S. - Southern Region who is actively engaged in plant propagation and production of plants and/or in related teaching, research or extension shall be eligible for membership in accordance with the Constitution and By-laws. Members must be willing to share their knowledge and experience in plant propagation and growing as they may have. Potential members should meet all requirements as set forth by Article 3, Section II of the International Constitution. The Executive Committee shall prescribe the procedures for application for membership (including payment of dues) and benefits, privileges, and duties of the membership. There shall be no limit to the number of members.

*Duration of Membership* - Membership in the Region shall continue until terminated by death, failure to pay the annual dues, or as otherwise provided in these by-laws.

I.P.P.S. - Southern Region supports the concept that a concerted effort shall be made by all units of the Region to involve women, minorities, and the handicapped in the mainstream of Region affairs and activities.

### **2. Classes of Membership (with Benefits)**

**Classes of Members:** Members shall be divided into classes as follows: Active Members and Honorary Members.

*2.1 - Active Members.* Any person engaged in the propagation of plants and/or in teaching and research related to plant propagation. Active members are identified as commercial or non-commercial. Privileges of Active Membership shall include receipt of the I.P.P.S. Proceedings and other regularly distributed publications as decided by the Executive Committee; the right-to-vote and hold elective office; to serve on Committees; to be eligible for election as a fellow of the Region; and to receive other privileges as designated by the Executive Committee.

*2.2 - Honorary Members.* The Executive Committee may grant Honorary Membership to individuals who have made an outstanding contribution to the field of plant propagation.

### **3. Resignation, Suspension, and Expulsion of Members**

*Resignations* - A member may withdraw from the Region by giving written notice to the Secretary/Treasurer.

*Suspension and Expulsion of Members* - A Member may be suspended or expelled for cause by a vote of the Executive Committee at any meeting of the Executive Committee, provided the written notice of the proposed suspension or expulsion and a copy of the charges brought against such Member shall be mailed to the Member at the last known address, at least 30 days prior to date of the meeting of the Executive Committee at which such suspension or expulsion shall be considered.

#### **4. Membership Year**

*Membership Year* - The Membership Year shall be a 12-month period as determined by the Executive Committee. (Presently, it is January 1 to December 31.)

#### **5. Membership Committee**

*Membership Committee* - The Membership Committee shall be entrusted with all matters involving membership, including classes and privileges of membership (subject to Executive Committee approval), recruitment of new Members, and retention of current Members. The Membership Committee shall consist of six members: two members shall be elected each year for three-year terms by the membership. The Membership Committee may appoint local representatives of the Committee for periods of one or more years, to assist in membership solicitation efforts at the local level.

#### **6. Membership Directory and Membership Record System**

I.P.P.S. will publish members' names, addresses, etc. in the Proceedings and/or publish a Membership Directory.

Secretary/Treasurer will maintain an up-to-date list of all members.

Southern Region Membership lists are for use only in conduct of Region business and are not available to publications, commercial firms, organizations, or individuals for other than in furtherance of I.P.P.S. and Region affairs.

### **C. Executive Committee**

#### **1. Composition of the Executive Committee**

*Composition* - The Executive Committee shall consist of eight elected, voting members (Immediate Past President, President, 1st and 2nd Vice Presidents, four Directors, plus two voting members appointed annually by the Executive Committee (Secretary/Treasurer and Editor) and plus two voting members appointed bi-annually by the Executive Committee (International Delegate and Alternate International Delegate).

#### **2. Terms of Office and Vacancies**

Terms of Office - Terms of office shall begin at the close of the Annual Business Meeting following the election, and end at the close of the next Annual Business Meeting (or subsequent Annual Business Meeting when terms are for more than one year.) No person may hold two elected offices concurrently and no elected officer may serve more than two consecutive terms in the same office.

Vacancies - The Executive Committee shall have the authority to fill vacancies occurring in elective positions until the next annual meeting at which time the members shall elect a replacement.

### **3. Authority and Responsibilities**

Authority and Responsibilities - The Executive Committee shall have all the powers conferred on it by law, by the Certificate of Incorporation, and by the By-laws. The Executive Committee is the governing and policy-making body of the Region. Without limiting the generality of the foregoing, but by way of illustration, it shall be the duty of the Executive Committee to:

- a. manage the property and affairs of the Society;
- b. determine the scope and extent of the activities of the Region and define and carry out its policies;
- c. prescribe the procedures for application for membership;
- d. determine the rate of annual dues;
- e. accept contributions;
- f. invest and reinvest funds of the Region
- g. elect, appoint, employ, and dismiss such officers, and employees as the Executive Committee shall deem necessary or desirable, and to delegate such powers of the Executive Committee as may lawfully be delegated; and
- h. fill vacancies occurring in elective positions between meetings. This may be done by mail or telephone ballot when necessary.

The Executive Committee shall arrange for the Annual Business Meeting, Special Business Meetings, the Annual Meeting, and such other convocations of Members as appropriate.

Aside from membership alone, the Executive Committee is the ultimate power of the Region. However, much of this power is allocated to the Secretary/Treasurer, and to various other Committees, officers, and representatives of the Region.

### **4. Meetings and Reports**

Meetings of the Executive Committee - There shall be two regularly scheduled meetings of the Executive Committee during each year. One shall be immediately preceding the Southern Region Annual Meeting and another immediately preceding the Southern Nurseryman's Association Annual Trade Show.

Special Meetings - Special meetings of the Executive Committee may be called by the

President or upon petition of any three (3) members of the Executive Committee. A two (2) week notice of such special meetings must be given by the Secretary.

The Secretary-Treasurer shall request all Committee Chairpersons to submit written reports to reach the Secretary/Treasurer at least four weeks prior to the Executive Committee Meeting so that the reports can be included in the agenda for the meeting.

## **5. Quorum**

Six members shall constitute a quorum in meetings of the Executive Committee.

## **6. Voting**

*Voting* - The vote of a majority of the Executive Committee present shall be necessary for the transaction of any business. The President shall vote only in case of a tie.

## **7. Policies of the Executive Committee**

Policies of the Executive Committee pertain to subjects not specifically dealt with in the Southern Region's Constitution or By-Laws but which were established by Executive Committee action or adhered to by mutual consent. These Policies may be changed or amended by Executive Committee action at any regularly called meeting. The Executive Committee shall have full authority to conduct the affairs of the Southern Region, IPPS, subject to the constitutions and By-Laws of the Southern Region and of the International Plant Propagators' Society.

## **D. Elected Officers**

### **1. Elected Officers**

The elected officers of the Region shall be the President, First Vice President, Second Vice President, and four Directors.

#### **Officer Liability –**

Elected officers shall not be liable for acts or omissions made in good faith except in the event of willful malfeasance. Elected officers shall serve without pay.

### **2. Terms -**

The President, First Vice-President, and Second Vice-President shall be elected at the Annual Meeting from among the full membership of the Southern Region. They shall hold office for one (1) year and shall not serve for more than two (2) terms.

Two directors shall be elected each year at the Annual Meeting from among the full membership of the Southern Region. They shall hold office for two (2) years making a total of four directors on the Executive Committee.

**3. President**

The President shall be the chief executive officer of the Region, a voting member of the Executive Committee, and an ex-officio (voting) member of all Standing Committees, with the exception of the Nominations Committee. The President shall have the general powers of supervision and management usually vested in the office, subject, however, to the right of the Executive Committee to delegate any specific power(s) to any other officers of the Society.

**4. First Vice President**

The First Vice President shall serve as a voting member of the Executive Committee and, in the absence of the President, shall perform the duties of the President and other such duties as may be prescribed by the Executive Committee or the By-laws, or as delegated by the President.

The First Vice President is responsible for the Annual Meeting Program.

**5. Second Vice President**

The Second Vice President shall serve as a voting member of the Executive Committee, and Chairperson of the Fellows Committee. The Second Vice President shall perform other duties as may be prescribed by the Executive Committee or the By-laws, or as delegated by the President.

**6. Director**

The Directors shall serve as voting members of the Executive Committee, and as ex-officio members on Committees as assigned by the President.

The Directors shall work closely with the Committees in administering and assisting committees with their responsibilities, and also to be a liaison with the Region Members.

**E. Appointed Officers**

**1. Secretary-Treasurer**

The Secretary-Treasurer shall be appointed annually by and serve at the discretion of the Executive Committee and shall be responsible directly to the Executive Committee for all operations of the Region. The Secretary-Treasurer shall be responsible for: keeping all records of the region; collecting membership dues and other accounts; managing the financial and business affairs of the Region, with the aid of, and in consent with, the President; and administering all programs and service functions of the Region in accordance with policy established by the Executive Committee.

Qualifications:

1. Membership in Southern Region IPPS
2. Horticultural Knowledge
3. Organizational Skills
4. Management Experience
5. Financial & Budgetary Acumen
6. A bondable custodian of all organizational funds and his/her accounts shall be audited annually. (From By-laws Section 10-3.)

Remuneration: Annual stipend for the Secretary-Treasurer position shall be determined by the Executive Committee.

Term of Position: The Secretary-Treasurer shall be appointed by and serve at the discretion of the Executive Committee and shall be directly responsible to the Executive Committee.

Type of Position: The Secretary-Treasurer will be treated as an independent contractor, and not as an employee of the Southern Region IPPS.

## **2. Editor**

The Editor shall be appointed annually by and serve at the discretion of the Executive Committee and shall be responsible directly to the Executive Committee. The Editor will attend Executive Committee meetings.

Qualifications:

1. Membership in Southern Region IPPS.
2. Horticultural knowledge including specific understanding and familiarity with propagation and growing topics discussed in annual Southern Region programs.
3. Good editing skills.
4. Competency with voice recording, word processing, scanning and printing technology.
5. History of consistently meeting deadlines.

Remuneration: Annual stipend for the Editor position shall be determined by the Executive Committee.

Term of Position: The Editor shall be appointed by and serve at the discretion of the Executive Committee and shall be directly responsible to the Executive Committee.

Type of Position: The Editor will be treated as an independent contractor, and not as an employee of the Southern Region IPPS.

### **3. International Delegates**

The Society is under the direction of an International Board of Directors which shall be constituted as follows:

One voting Director (i.e., International Delegate) from each Region, plus the International Officers.

One non-voting alternate delegate from each region.

Southern Regional IPPS International Delegates (one voting delegate and one non-voting alternate) shall be appointed by the Southern Region Executive Committee.

All regions have alternate delegates, the main purpose being to establish continuity from the alternate gaining experience in the affairs and workings of the International Board before he or she steps up to be the voting delegate.

#### Qualifications:

1. A history of service as an officer or Executive Committee member of the Southern Region with extensive knowledge of the Region's affairs
2. Knowledge of the International Board's responsibilities.
3. A commitment to attend the International Board Meetings.

#### Term of Position:

Delegate (International Board Member) - two (2) years, and no Delegate may serve more than two (2) terms.

Alternate - two (2) years, and no alternate Delegate may serve more than two (2) terms.

#### Remuneration:

Both the Delegate and the Alternate Delegate serve without pay. Travel expenses of the Delegate are paid by the International Board. The Alternate's travel expenses (only) to and from the International Board Meeting are paid by the Southern Region. The Region will reimburse the Delegate and Alternate Delegate their tour fees.

## **F. Committees**

### **1. Standing Committees**

The Standing Committees of the Region shall be as follows: Audit Committee, Fellows Committee, Financial Advisory Committee, Meadows Award Committee, Membership Committee, Long-Range Site Committee, Local Site Committee, Necrology Committee, Nominations Committee, Resolutions Committee, Student Awards Committee, Secretary-Treasurer and Editor Review Committee. Members of each Standing Committee must be Members of the Region; they shall be elected or appointed as hereinafter provided and shall serve from the close of the Annual Meeting held in the year they were elected or appointed until the close of Meeting held in the year in which their terms expire, unless otherwise specified.

## **2. Special Committees**

On approval by the Executive Committee, Special Committees shall perform specified duties or assignments on a continuing basis for as long as needed. Requests to the Executive Committee for the establishment of Special Committees may be initiated by the President, the Vice-Presidents, or a petition of 15 or more Members to the Executive Committee.

A special Committee normally is expected to be continued for several years, or for as long as it serves a needed purpose.

## **3. Ad Hoc Committees**

On approval by the Executive Committee, Ad Hoc Committees shall perform special tasks as needed. Members of the Ad Hoc Committee shall be appointed or reappointed by the President or First Vice President.

Ad Hoc Committees are often structured for special tasks of short duration, and when the task is completed, the Committee is discharged.

## **4. Committee Meetings and Communications**

Committee Meeting - The year of action for Committees extends from one Annual Meeting to the next. Most committees meet at the Annual Meeting, and the Chairperson shall contact the Secretary-Treasurer to establish a time and place.

Committee Communications - Between Annual Meetings, most Committee work is conducted by correspondence, telephone, or personal visitations.

## **5. Committee Reports**

Reports of Region Committees must be accepted by the Executive Committee before they may be published. A written report shall be given the Secretary-Treasurer and a copy given to the Editor. The report includes: 1) Summary of Activities; and 2) Items for Board Action.

## **SECTION II - DUTIES AND RESPONSIBILITIES OF OFFICERS, DIRECTORS, AND DELEGATES**

### **A. The President**

1. During or immediately following the Annual Meeting the newly elected President shall:
  - a. Sign welcoming letters to new members accepted during the Annual Meeting (also after the mid-year Executive Committee meeting.)
  - b. Appoint Chairperson of the following Committees, in consultation with the Secretary-Treasurer and subject to approval of the Executive Committee:
    - i. Necrology Committee
    - ii. Resolutions Committee
  - c. Follow up on any new business, suggestions or problems indicated at Annual Meeting. (E.g., Proposed changes in Constitution, site problems, promotion.) This may involve special committees, correspondence with the Executive Committee members, etc.
  - d. Appoint directors to serve ex officio on various committees.
  - e. Serve as an ex-officio member of all committees except the Nominating Committee.
  - f. Act on personal ideas for the advancement of the Society.
  
2. During the year, between Annual Meetings, the President shall:
  - a. Maintain liaison with First Vice President on next Annual Meeting plans.
  - b. Maintain liaison with the Local Site Committee Chairperson on next Annual Meeting plans to insure planning and arrangements are progressing on schedule.
  - c. Meet in late spring at the next Annual Meeting site with the First Vice President (Program Chair), Secretary-Treasurer, and Local Site Committee to review and approve preparations for the upcoming Annual Meeting.
  - d. Handle or personally delegate all correspondence of the Region which does not fall specifically within another job description.
  - e. Maintain liaison with the Secretary/Treasurer regarding the business of the region and ensure cooperation and support from other Officers and Directors.
  - f. Maintain liason with the Secretary-Treasurer and International Delegates to ensure all obligations and responsibilities to the International Board and to other Regions are met and discharged in a timely and business-like manner.
  - g. Check with Secretary-Treasurer on agenda for mid-year Executive Committee meeting.
  - h. Conduct mid-year Executive Committee meeting.
  
3. At the Annual Meeting following his/her election, the President shall:
  - a. Conduct the Executive Committee meeting prior to the General Sessions.
  - b. Welcome members and guests at the beginning of Session 1. (A copy of these introductory remarks should be given to the editor for including in the proceedings.)
  - c. Conduct Annual Meeting (General Meeting) of the Membership
  - d. Greet and welcome members (especially new members) and guests to the Annual Meeting.
  - e. Sign the applications of new members approved by the membership.
  - f. Relay appreciation to appropriate individuals, welcome and pass gavel to the new

President.

## **B. The First Vice President**

1. Prepare the program and line up the speakers for the annual meeting.
  - a. Coordinate with local site committee chairman on arrangements of tours and speaker sessions for the meeting.
  - b. Request input from recent Program Chairpersons on how to set up a successful program.
  - c. By correspondence and telephone, firm up program, speakers, moderators, (including "Questions Box Moderator[s]"). Prepare a draft copy of the program and send it to the Secretary-Treasurer at least six months in advance of meeting.
  - d. Have a final copy of the program to the Secretary-Treasurer to meet publication deadlines that the Secretary-Treasurer will relate to First Vice President by June 1.
  - e. In writing, remind each speaker and moderator of his/her date, time, topic, and length of presentation. Send names and addresses of speakers and moderators to Editor and Secretary-Treasurer (target date - June 15).
  - f. Obtain a brief resume from each speaker for the moderator to use when he or she introduces the speaker. Postcards work well for this.
  - g. Determine whether any speaker needs any special equipment other than a Kodak carousel slide projector. Obtain such equipment.
2. Oversee the general operation of the meeting room. Make sure moderators keep the meeting on time and have the Certificates of Appreciation to present to the speakers. Be aware that two directors are assigned to the meeting room and one should take care of the lights, the other the projector (or they will delegate someone to do it - if so, First Vice President should know to whom the task has been delegated.) These directors should also assist with the microphones for questions from the floor.
3. Coordinate with the Secretary-Treasurer about funds available for "special" speakers. The First Vice President has at his/her discretion \$3,000 to spend on his non-IPPS member speakers. You should let the Secretary-Treasurer know of any special arrangements, complimentary registration or rooms, travel, etc. you have made with any speaker. In general, it is a good idea to remind speakers they are responsible for their own registration, room reservations, and travel arrangements.
4. Coordinate with the Secretary-Treasurer on the pre-meeting tour inspection to be held several months before the meeting.
5. Attend all Executive Committee meetings.
6. In the absence of the President, chair meetings of the Executive Committee and General Membership meeting. Also carry out other duties of President if necessary.

## **C. The Second Vice President**

1. Take over duties of First Vice President if that officer is unable to serve.
2. Become acquainted with duties of all officers.
3. Attend all Executive Committee meetings.
4. Prepare the Certificates of Appreciation for the speakers. This involves getting a nice lettering job done putting their names on the certificates. Get the excess certificates from the First Vice President, and the rest from the Secretary-Treasurer. Have these ready before the Annual Meeting for signature by the President.
5. Coordinate with the "Fellows" Committee, of which the Second Vice President is an ex-officio member. Schedule an informal "Dutch-treat" breakfast, lunch, or dinner with them during the Annual Meeting. Schedule this ahead of time so the Secretary-Treasurer can include the time, location, etc. in the Registration mailings.
6. At the Annual Meeting, distribute a "call for papers" to help next year when the Second Vice President advances to the post of First Vice President and Program Chairman. Survey all members of the Region for their input on topics, speakers, etc. for the next annual meeting.

#### **D. Immediate Past President**

1. Assist the President in any way possible.
2. Attend Executive Committee meetings.
3. Provide continuity between former Executive Committee members, current Executive Committee members, and the Southern Region membership.
4. Advise the Executive Committee of any uncompleted projects whose completion would benefit the Society and/or the Southern Region.
5. Serve on Three (3) member Nominations Committee with two (2) previous past presidents.
6. Serve on Five (5) member "Meadows Award" Selection Committee.

#### **E. The Secretary-Treasurer**

1. Provide copies of minutes of previous Executive Committee meetings.
2. Provide copies of Treasurer's report at regularly scheduled Executive Committee meetings and at Annual Meeting.
3. Retain minutes of all Executive Committee meetings, and of General Business meeting of the

Membership. (These minutes to be furnished to Secretary-Treasurer by the Editor.)

4. Provide copies of minutes of all Executive Committee meetings and General Business meeting of past year, and copies of Treasurer's report, for members attending the General Business meeting.
5. During the Annual Meeting, obtain signatures of newly elected offices for the checking and savings accounts.
6. Prepare proposed budget for Executive Committee action at mid-year Executive Committee meeting.
7. Throughout the year keep in close touch with President and First Vice President.
8. Membership:
  - a. Make list of new members accepted into Southern Region of the Society following Executive Committee action.
  - b. In cooperation with local registration committee, prepare list of Southern Region members, other Region members, guests, and new Southern Region members attending the Annual Meeting for future use and reference.
  - c. Maintain list of Southern Region members and their up-to-date addresses.
  - d. Make above three lists available to members of Executive Committee, members of Membership Committee, and to others where appropriate.
  - e. Maintain file of membership status and record of participation of Southern Region members.
  - f. Receive all applications for membership from prospective new members; acknowledge receipt of application and payment, forward copies of application to Membership Committee chairperson and appropriate Committee member, provide that Committee member with verification forms.
  - g. Notify Southern Region members who are delinquent in participation requirements and encourage them to return to good standing; contact members indicated by International Secretary who have not paid dues, encourage them to pay dues.
  - h. Instruct members of Membership Committee as to general duties.
9. Annual Meeting Related

- a. In late spring, meet with President, First Vice President, and Local Site Committee(s) at the upcoming Annual Meeting site to review and approve preparations and set fees for Annual Meeting, subject to approval of Executive Committee at its regular mid-year meeting.
  - b. Arrange for printing of programs, registration forms, tickets, and other materials for registration packet.
  - c. Mail registration packet to Southern Region Members, other Region and International Secretaries, new member applicants, and others upon request.
  - d. Provide local site committee with necessary registration materials.
  - e. Accept Annual Meeting receipts, deposit them, and pay all Annual Meeting expenses.
  - f. In conjunction with First Vice President, and adherence to Southern Region and Executive Committee policies, set registration fees.
  - g. Arrange for plaques, special citations, speaker Certificates of Appreciation, special identification ribbons and name tags for use during Annual Meeting and at Annual Banquet.
  - h. Assist Local Site Chairperson and his/her local committee(s) in any way needed with planning, arranging, and conducting the Annual Meeting.
  - i. Accept all registrations prior to Annual Meeting, provide Local Site Committee Chairperson with needed information from the registrations.
  - j. At the Annual Meeting, give all current and new Executive Committee members and committee chairpersons a list of their job responsibilities (Southern Region Operations Manual).
  - k. Arrange for photos of all new and current Executive Committee officers and directors at the Annual Business meeting.
10. Provide agendas for Executive Committee meetings, coordinating with the President, and others as necessary.
  11. Handle general correspondence for Southern Region.
  12. Work closely with all Southern Region committees and serve ex-officio on those committees to which appointed by President.
  13. Work closely with all Southern Region officers and directors in conducting and promoting the affairs of the Region.
  14. Handle the daily affairs of the Southern Region, and other duties as Executive Committee may direct. These include, but are not limited to:
    - a. Releasing Society and Regional information
    - b. Printing membership applications
    - c. Writing letters of appreciation
    - d. Maintaining contacts with other IPPS regions
    - e. Coordinating and overseeing IPPS Southern Region booths to attract new members and dispense Society information
    - f. Notify committee chairpersons (and others as necessary) to have their reports as needed for the Executive Committee meetings and the Annual Meeting
  15. Handle fiscal affairs of the Southern Region under the direction of the Executive Committee.

- a. The Secretary-Treasurer is the bondable custodian of all organization funds and his accounts shall be audited annually.
  - b. Prepare a one- and two-year annual operating budget for approval by the Executive Committee.
  - c. Receive and pay Southern Region bills, keeping receipts and records in an orderly and professional manner, informing and having approval from the Executive Committee of current and future Region investment of funds, payment of honorarium, and overseeing annual income tax filing of the Region.
16. Provide the International President, Vice-President, Secretary/Treasurer and Editor with:
- a. Names, addresses, and telephone numbers of elected/appointed officers, including International Director and Alternate, regional committee members.
  - b. Program of annual meeting and any other pertinent meetings for inclusion in International Newsletter.
  - c. Dates, places, and times of all scheduled meetings.
17. Provide the International Secretary/Treasurer with:
- a. Name, mailing address and other membership directory information, and dues for all new and reinstated members. Be sure to indicate status of reinstated members. (International Membership year is July 1 - June 30, but deadlines may be moved ahead in order to meet Combined Proceedings print count.)
  - b. Any changes of address. This is especially important so that issues of the Combined Proceedings and newsletters do not go astray.
  - c. Deaths or resignations of members.
  - d. Transfers to or from your region.
  - e. Names of members to be dropped for "non-participation."
  - f. Items to be placed on agenda of International Board of Directors Meeting, and written discussion to be circulated for Directors, if pertinent.
  - g. Transfer annual dues of active members as early in year as possible.
  - h. Review annually for discrepancies, the regional roster on the International roll.
  - i. Transmission of timely information regarding regional business, including minutes of pertinent regional meeting, and Constitutional vote counts.
18. Provide the other Regional Secretaries with:
- a. Transfers of Membership
  - b. Names and addresses of members who attended from that region
  - c. Pertinent items of business, newsletters, etc.

## **F. The Editor**

- 1. As soon as Annual Meeting program is completed, notify speakers of deadline dates and format specifications for manuscripts to be considered for publication in the Proceedings.
- 2. Attend all Executive Committee meetings, record minutes, and submit minutes to Secretary-Treasurer within one month after meetings.

3. Attend Annual Meeting sessions, including the Annual Business Meeting. Provide minutes of Annual Business Meeting to Secretary-Treasurer within one month after meeting.
4. At Annual Meeting, collect from all speakers disks and two copies of manuscripts presented.
5. From information provided by the speakers and Executive Committee members on the platform at the Annual Business Meeting, prepare a report in good grammar, edited of extraneous and irrelevant material, to the International Editor to meet his requirements for publication in the Proceedings
6. Within two months of the Annual Meeting, send a disk and two manuscripts of the annual Meeting report, the names and addresses of new officers, directors, and committees for the upcoming year, and all committee reports to the International Editor.
7. On receipt of two galley proofs from the printer, send one copy to each speaker for approval and correction, allowing two weeks for return. Review second copy for errors.
8. After all corrections are made, return one corrected galley proof to the International Editor. This completes the work of the Southern Region Editor in preparation for the Proceedings.
9. From time to time throughout the year, send news releases regarding Southern Region IPPS activities to trade magazines and other publications. Maintain editor-to-editor communication, which would benefit the Southern Region.

#### **G. Directors**

1. Attend Executive Committee meetings.
2. Attend Annual Meeting Business meeting.
3. Provide a conduit for input to the Executive Committee from the general membership.
4. Provide guidance for policy decisions of the Executive Committee.
5. Coordinate with those in charge of the Annual Meeting and assist where help would be beneficial -- at the Registration desk, as welcomers, in the meeting room, etc. (Encouraging members to return to the meeting room in a timely fashion is always helpful.)
6. Serve on special projects or committees when requested by the officers.

#### **H. International Delegates**

1. Attend International Board of Directors' meetings.
2. Provide a conduit for input from the Southern Region membership and the Southern Region Executive Committee to the International Board.

3. Provide guidance for effective management of the Society's affairs.
4. Attend Southern Region Executive Committee meetings and report to the Board on International activities and business affairs.
5. Attend the Fellows "Dutch-treat" meal scheduled during the Annual Meeting and brief the Fellows on IPPS issues.
6. Attend the Southern Region Annual Meeting and report to the Membership on International activities and business affairs.
7. Should an International Delegate or Alternate International Delegate be unable to serve out their term, the Executive Committee shall be responsible for choosing a member to serve out the term.

### **SECTION III - AWARDS**

#### **A. Southern Region IPPS Sidney B. Meadows Award of Merit (Revised 1990)**

1. Criteria
  - a. Must have been a member of the Southern Region IPPS
  - b. Has made an outstanding contribution to the IPPS and to plant propagation
  - c. Dedication to the ideals of the society to "seek and share"
  - d. Award cannot be presented to an individual more than once
2. Award Committee
  - a. Composed of five members: 3 most recent past presidents and 2 most recent recipients of the award
  - b. The chairperson is the earliest elected past president, i.e. senior past president. The chairperson is rotated off the committee after each year.
3. Nomination Process:
  - a. Any member can nominate an individual for consideration. The Secretary-Treasurer must receive this nomination by March 1.
  - b. The Southern Region Secretary-Treasurer will annually submit an announcement in the *North American Plant Propagator* asking for nominations to be submitted to the Secretary-Treasurer from the general membership to pass onto the Chairperson.
  - c. The Secretary-Treasurer submits a list of potential nominees for the committee to consider from his computerized membership files which contains past positions held, contributions to the IPPS, propagation, and other worthy achievements. This list would include any nominations solicited from the general membership as well.
  - d. After receiving this information from the Secretary-Treasurer, the Chairperson sends the list of potential awardees, along with any information received by the Secretary-Treasurer, to his committee members in March.
  - e. Each committee member ranks the top three (3) candidates and submits the information back to the Chairperson who tallies up the score: 1st = 10 points, 2nd = 7 points, and 3rd =

4 points. There should be a column to indicate that no submitted candidate should be considered for that particular year (the award does not need to be given annually.) This scored information, with the award winner's name, is forwarded back to the Secretary-Treasurer.

- f. The Secretary-Treasurer has a plaque made up (by June) for the awardee ( the Secretary-Treasurer should personalize this each year - see samples.)
- g. It is the Chairperson's responsibility to get a biographical sketch of the awardee and forward it to the Secretary-Treasurer. The awardee should be featured in the *North American Plant Propagator*.
- e. Award is presented at the annual general business meeting and is presented to the awardee by the Chairperson.

## **B. Fellows of the Southern Region IPPS (Revised 4-23-93)**

### 1. Purpose of the Fellows

- a. To honor and recognize outstanding individuals for their contribution to the nursery industry and to plant propagation in the Southern Region.
- b. To serve as a forum for fellowship and potential information exchange among long term IPPS members who may no longer directly participate on the Southern Region IPPS Board.
- c. At the discretion of the current board of directors, to be used as a potential sounding board for current and long term issues, strategic planning and future direction of the Southern Region IPPS.

### 2. Mechanics

- a. The Fellows meet for a "Dutch-treat" lunch or dinner during the Annual IPPS meeting. The current region President and International delegate shall be present to brief the Fellows on IPPS issues.
- b. In the event the current board of directors requests an ad-hoc committee to be formed, a rotating chair will be selected among those Fellows present at the meeting.

### 3. Criteria and Eligibility

- a. Election as a Fellow of the IPPS Southern Region is an honor. A Fellow is recognized for contributions to the nursery industry in the Southern Region and to plant propagation.
- b. A Fellow must be an active member of the Southern Region with at least 10 years membership in the IPPS.
- c. To enhance the intent of election as a Fellow, no more than 3 - 4 individuals per year may be selected as a Fellow. Each new class of Fellows will be recognized at the Annual Business Meeting and presented with a Fellow's plaque.

### 4. Nomination Procedures

- a. During January, the Secretary-Treasurer will send out an announcement to the general membership asking for nominations of Fellows.
- b. The sponsor of a nominee shall be an active member of the society. The sponsor is to contact the Secretary-Treasurer and request a nomination packet, which must be completed

- by the sponsor and submitted back to the Secretary-Treasurer by July 1.
- c. No current board member is eligible for election as a Fellow until after his/her term expires.

#### 5. Screening Committee

- a. The nomination committee at the annual meetings is responsible for recommending the Fellows Screening Committee members.
- b. The Fellows Screening Committee shall be composed of four (4) members and chaired by the 2nd Vice-President. At least two of the members must not be current members of the Executive Committee Board.
- c. Each year one new committee member will be rotated on for a three-year term.
- d. A selection committee member may serve no more than two (2) continuous terms.

#### 6. Action by the Screening Committee

- a. Upon receipt of the completed nomination documents from the Secretary-Treasurer, each committee member will rank the top five candidates (#1 = 10 points, #2 = 8 points, #3 = 6 points, #4 = 4 points, and #5 = 2 points) and mail such votes to the current 2nd Vice-President.
- b. As chairman, the 2nd Vice-President will report the committee's recommendation to the Secretary-Treasurer. (The committee's recommendation should be reported at the Mid-Summer Executive Committee Meeting. The newly elected Fellows are announced at the Annual Business Meeting.)

### **C. Vivian Munday Memorial Scholarship Awards (Established 1995)**

#### 1. Purpose

- a. To create a memorial acknowledging the interest and dedication of Dr. Vivian Munday for undergraduate students and the art and science of plant propagation.
- b. To stimulate interest among and provide assistance to undergraduate students majoring in some aspect of horticulture with an interest in plant propagation.

#### 2. Eligibility

- a. Applicants must be full-time students enrolled in a horticulture program at a university, junior college, or technical college.
- b. A status of second year or higher is preferred.
- c. Although not essential, some work, background or defined activity in plant propagation and/or production is desirable.
- d. Priority will be given to student applicants in the host and adjacent states to the annual IPPS meeting.
- e. Attendance at the IPPS Annual Meeting is mandatory for the recipient to receive this scholarship.
- f. Students can receive this award only once.

### 3. Award

- a. Each year up to five (5) scholarships of \$1,000.00 per student, plus \$500.00 for travel, to be presented at the IPPS Annual Meeting.
- b. Complimentary registration for the annual meeting.
- c. Complimentary tour registration.

### 4. Procedure and Selection of Recipients

- a. It shall be the responsibility of the Secretary/Treasurer to notify IPPS faculty members at the universities, junior colleges, and technical schools in the state of the annual meeting and adjacent states of the scholarships.
  - b. Selection of the recipients shall be determined by a committee made of the three most recent IPPS members named Fellow. The three members will select a chairman to act for this committee for the following year.
  - c. The committee chairman is encouraged to solicit the help of IPPS members, university members, and others involved in horticulture programs to make eligible students aware of the scholarships.
  - d. Application must be submitted to David Morgan (Secretary/Treasurer) ten (10) weeks prior to the annual meeting.
  - e. The following factors shall be considered by the selection committee in making its determination (in no specific order):
    - i. Need
    - ii. Expressed interest in the field
    - iii. Grades
4. Notification of the winning students shall be made promptly so as to more likely facilitate their attendance at the annual meeting.

## **SECTION IV - COMMITTEE INFORMATION**

Committee work is most important to proper functioning of the organization. All committee chairmen are expected to participate in the Executive Committee summer meeting, generally at 1:00 p.m. on the Wednesday preceding the SNA conference in Atlanta; and the Executive Committee meeting concurrent with the Annual Meeting, generally at 8:00 a.m. on the Sunday of the Annual Meeting, or as otherwise scheduled.

### **A. Audit Committee**

1. *Purpose* - To provide annual monitoring of the financial records of the Southern Region.
2. *Make-up of Committee/How Members are Chosen* - Three (3) members, consisting of the Past President, the President, and the International Delegate. The Past President shall serve as

chairperson.

3. *Term* - concurrent with their respective terms of office.
4. *Duties and Responsibilities*
  - a. Evaluate the accuracy of the Region's financial records at least annually.
  - b. Report its findings to the Executive Committee at its summer meeting
  - c. Report the findings of the annual audit to the membership at the Business Meeting during the Annual Meeting.

## **B. Fellows Screening Committee**

1. *Purpose* - Evaluate candidates to be honored and recognized as Fellows of Southern Region according to 1993 directives (detailed in Section III of Policy Manual.)
2. *Make-Up of Committee; How Members are Chosen* – Second Vice President plus three (3) elected members, at least two of whom must not be members of the Executive Committee Board. Chairperson will be the current 2nd Vice President of the Southern Region. One new member will be elected each year at the Annual Meeting.
3. *Term* - 3 year terms, members will rotate off committee after 3 years, unless elected to continue for a second term. A screening committee member may serve no more than two (2) continuous terms.
4. *Duties and Responsibilities*
  - a. Chairperson (2nd Vice President of the Southern Region)
    - i. Organize and disseminate information about nominees to committee members.
    - ii. Oversee and participate in selection process of Fellows Award recipients.
    - iii. Make arrangements for "Dutch-treat" meal to be held during Annual Meeting; inform Secretary-Treasurer of date and site.
    - iv. Host the Fellows meal.
    - v. Lead discussion of pertinent matters on behalf of the membership of the Region.
    - vi. Report suggestions and recommendations of the Fellows to the Executive Committee.
  - b. Members
    - i. Rank the nominees submitted by the membership as prospective Fellows and evaluation to the current 2nd V.P.

## **C. Finance Advisory Committee (Established 1996)**

1. *Purpose* - To advise the Secretary-Treasurer on prudent investing of funds on hand for carrying forward the mission of the Southern Region IPPS.
2. *Make-up of Committee/How Members are Chosen* - 3 members elected by the membership with one new member elected each year. The most senior committee member will serve as chairperson.

3. *Term* - 3 years, may serve no more than two (2) consecutive terms.
4. *Duties and Responsibilities*
  - a. Jointly monitor the invested funds of the Region at least twice each year; prior to the summer Executive Committee meeting, and prior to the Annual Meeting.
  - b. Report to the Executive Committee twice a year recommendations for the Region's invested funds for approval by the Executive Committee at its summer meeting and at the Annual Meeting. This report may be submitted in writing in lieu of personal attendance.
5. *Additional Information and Guidelines*
  - a. The policy of the Southern Region IPPS is to maintain a Reserve Fund for the purpose of securing the scholarship program and maintaining the viability of the organization should adverse weather or other unexpected factors deplete annual revenue generation. This Reserve Fund amount may fluctuate in total as the future needs and size of the organization dictates, as determined by acceptance of the annual budget. The operating budget shall show a Reserve Fund line item to secure this position.

#### **D. Local Site Committee**

1. *Purpose* - Except for obtaining speakers, the purpose of this committee is to arrange the necessary ingredients of a smooth and successful annual meeting and host the membership and guests to an enjoyable and educational visit to the chosen site.
2. *Make-up of Committee/How members are chosen* - The chairperson is elected by the membership five (5) years before his area hosts the meeting. He or she selects a committee of unlimited (but dedicated) volunteers to attend to the many details of staging a successful Annual Meeting.
3. *Term* - The committee is in existence for five years, although it is normal for several members to perform most of their responsibilities within the final 1 to 2 years before the meeting is in their locale.
  - a. In the event the chairperson cannot fulfill his/her duties, a replacement will be determined by:
    - If more than 24 months in advance of the meeting date, it shall be brought before the Executive Board for a decision.
    - If less than 24 months in advance of the meeting date, it shall be brought before the president, vice president and the secretary-treasurer for a decision.
4. *Duties and Responsibilities of Local Site Committee Chairperson*
  - a. *Hotel*: It is never too early to start looking and investigating which hotel would be suitable to host our IPPS meetings. Cost, location, convenience, stability of management, size, experience in conventions, willingness to accommodate, and general appearance are all important factors to consider.

Contracts should be signed 2 - 3 years prior to the meeting dates. Our members want a nice hotel at reasonable prices. If a hotel is in need of repairs or looking worn three years prior to the meeting, the local site chairman would need assurance of repair and remodeling. A hotel will deteriorate and age significantly in 3 years. One in good condition today will wear greatly in 3 years. The Secretary-Treasurer can provide a list of past hotels that have hosted our meetings for you to provide to the hotel management. This data will provide you and the hotel with a history of attendance and hotel use. The

hotel should have restaurants and/or other restaurants within close walking distance. The Secretary-Treasurer will need to fill out a credit application with the hotel. Many hotels will provide limousine service free to IPPS guests from the airport. Special treatment can generally be arranged for Vice-President and President. Check on upgrades for special guests and officers. Ask the hotel management about complimentary rooms based on IPPS room usage.

Establish a close relationship with the Sales Manager. Have periodic phone conversations and occasional lunches to keep things rolling.

b. Other Hotel Details

- i. Can an early breakfast buffet be arranged for our large group?
- ii. Arrange a smaller separate meeting room for executive meetings, membership committee, site committee and general use, available at all times.
- iii. Arrange for executive dinner or lunch and meeting time with hotel, Secretary Treasurer and President.
- iv. Arrange for any other special breakfast, such as Long Range Site Committee meetings.
- v. Be sure the large meeting room is large enough. For 350 in attendance, a room for 500 is necessary, otherwise we are too crowded.
- vi. Check audio-visual equipment, availability and cost.
- vii. Discuss room arrangements.
- viii. Schedule refreshments during breaks. Ask for sponsorship from suppliers and nurser associates to offset costs.
- ix. Check on parking availability for those who drive.
- x. With the Sales Manager of the hotel, plan a site inspection with the Secretary Treasurer and 1st Vice-President prior to the August Executive Committee meeting. Ask for a staff hotel management meeting including registration, kitchen, security, housekeeping, and other key hotel departments the day before the meeting starts. Professionalism of the hotel will greatly enhance the process of our meeting. This meeting is usually held in late May or early June. Costs must be available for discussion at this meeting.
- xi. Arrange for hotel registration cards to be sent to the Secretary-Treasurer by June 1.
- xii. Ask for the possibility of box lunch preparation for use on bus tours.
- xiii. Work with hotel on expected arrival of members at airport to schedule transportation.
- xiv. Try to get meeting rooms at no charge.
- xv. Plan for Question Box.
- xvi. Arrange for adequate bar help after tours and in prime time.
- xvii. Have coffee available no later than 6:00 a.m.
- xviii. Check every few weeks to make sure that the same Sales Manager is still on the job. This seems to be a problem in a lot of hotels. A new manager may not know a thing about your meeting.
- xix. Try to get the hotel to agree to a cut-off date for reservations about 2 weeks prior to the meeting. Historically, most of our registrations come in less than a month before meeting time.
- xx. Try to get a check-out time of 1:00 - 1:30 p.m. the last day of the meeting. We usually run right up to 12:00 noon before adjournment.
- xxi. Ask for a block of rooms a little larger than the anticipated need. This figure can be reduced as the meeting date approaches, but additional rooms are often hard to come by a few weeks prior to the meeting.

- xxii. Ask the hotel about a back-up projector in case there is a breakdown. No projector, in a lot of cases, would ruin a talk by a speaker who has gone to a lot of trouble and expense to come to our meeting.
  - xxiii. Work very closely with the Program Chairman so times and events will be coordinated.
  - xxiv. Report to the Executive Committee during their summer meeting.
  - xxv. Involvement of local IPPS members: Plan a meeting of local IPPS members. The initial meeting could be a social affair and then discuss the upcoming meeting. Include everyone. These people can be of great help in making your meeting successful. Volunteers for tour scheduling, bus arrangements, special hospitality functions, tour guides and other tedious jobs can be found. After the initial meeting, another one may not be necessary. As site chairman, you can manage the whole affair by phone.
- c. Tours and Buses: Designate a local IPPS member to take charge for scheduling at visiting nurseries and to make arrangements for bus services. Otherwise, you will have to do it. Shop for competitive prices and serviceable buses. Closely time nursery visits and in-transit times. Allow for a tight, but not hectic, schedule that will return to the hotel at a reasonable time. Stress to all nurserymen the need to stay on schedule. Refreshments at every nursery are not necessary. Two nurseries can share the cost if necessary. The Southern Region *officially discourages* the practice of taking private, rental or university vehicles on tours during the Annual Meeting for reasons of liability and inconvenience to the hosts.

Tour bus guides should be on each bus to tell of points of local interest. Microphone or megaphone should be available for nursery and bus tour guides. They should know the route and assist with parking, loading and unloading of the buses.

Bus arrangements need to be flexible, allowing for short-notice additions or cancellations according to our needs. Run the bus routes and tours for specific time and scheduling.

- i. At the May/June preview meeting, have the member who is responsible for the tours on hand and prepared for a dry run visit to all tour sites.
  - ii. Touch bases with your nurseries and tour sites several weeks prior to the meeting. Give them approximate times of arrival and departure on the tour dates.
  - iii. Try to arrange for enough tour guides at each facility so that the group can be broken up into as many small groups as possible. People can hear better and more questions can be asked. Emphasize to all tour sites the importance to our society of an organized tour at every stop, explaining to each group the method of operation, why they perform certain procedures, etc. Each site should provide a brief, concise handout giving history, purpose, size, crops propagated, etc. to be distributed on the bus prior to arrival at each stop. Never have groups "dumped" at a tour site and be told, "Look around and if you have any questions, just ask!"
  - iv. After the meeting, send letters of thanks to the owners or managers of all the toured facilities.
- d. Registration: Work with Secretary-Treasurer, local convention services, hotel, and Chamber of Commerce to have as much pre-registration as possible. **USE LARGE TYPE ON NAME BADGES.** Avoid tags with local type garbage that distracts from intent of name and affiliation. Designate someone to coordinate and man the registration. Make

sure you have enough trusted people to assist in registration.

- e. Hospitality - Create a feeling of extended hospitality by yourself, your city, and area to IPPS members by their involvement. Tend to details and put final touches together. Think about prior meeting, problems presented, irritations present, and work to avert similar situations. Arrange for a recommended restaurant list and a list of area attractions.
- f. Airlines - Arrange for an "official carrier." This represents savings for our members and for IPPS Southern Region. These commitments need to be made 6 months before the meeting. Similar deals can be made for car rentals.
- g. Other Items
  - i. Arrange for plenty of food at food functions. This saves embarrassment to all involved.
  - ii. Hand-held radio units for registration desk, Secretary-Treasurer, and site chairman are a good idea for communication purposes.
  - iii. Have the names and telephone number handy of the people to contact in case there is a problem with the buses, food caterer, hotel service, etc. Be sure that they are in management positions so there will be no delay in correcting a problem.
  - iv. At least six months before the Annual Meeting, check with Auction Committee Chairperson to be sure Auction plans are on schedule.
  - e. Include key members of your local-site committee in their respective parts of May/June preview meeting.

#### 5. Duties and Responsibilities of Local Site Committee Members

- a. Think back to the most successful Annual Meetings you have attended and duplicate or improve on what made them successful meetings.
- b. Extend hospitality to all members and guests.

6. *Additional Information and Guidelines* - Consult with previous Local Site Committee members who will gladly help you with details.

### **E. Long Range Site Committee**

1. *Purpose* - Provide continuity in scheduling and staging successful Annual Meetings in all areas of the Southern Region IPPS.
2. *Make-up of Committee/How Members are Chosen* - Elected members from different areas of the Southern Region with a new member elected each year. The most senior member will serve as Long Range Site Committee Chairperson.
3. *Duties and Responsibilities*

- a. Select a site for the Annual Meeting in advance.
- b. Select an IPPS member who agrees to serve as Local Site Committee Chairperson.
- c. Coordinate with the Nominating Committee to place him or her in nomination for election to the Long Range Site Committee. This person will be responsible for staging a successful Annual Meeting.
- d. Monitor the progress of all upcoming meeting plans. Offer constructive suggestions and assist the Local Site Committees in any way possible.
- e. The Chairperson should report on all upcoming meeting plans at the summer Executive Committee meeting, the Annual Meeting Executive Committee meeting, and the Annual Meeting business session.

4. *Additional Information and Guidelines* - The Long Range Site Committee meets during the Annual Meeting, generally at a 6:00 a.m. breakfast meeting, or as otherwise scheduled.

## **F. Meadows Award Selection Committee**

1. *Purpose* - Select a Southern Region member who meets the criteria of the Sidney B. Meadows Award of Merit, the highest honor of the Region, to a member who has made outstanding contributions.
2. *Make-up of Committee/How Members are Chosen* - Five (5) members, including the three (3) most recent past presidents and two (2) most recent recipients of the Meadows Award. The Chairperson is the earliest elected past president, i.e., senior past president.
3. *Term* - Three (3) years for past presidents. Two (2) years for past Meadows Award recipients.
4. *Duties and Responsibilities* - From completed nomination documents submitted to for evaluation, the top five (5) candidates are ranked under the guidelines set forth for the Meadows Award, detailed in the "Section III - Awards" portion of this Manual. The Chairperson's specific duties are also detailed in Section III.
5. *Additional Information and Guidelines* - The Sidney B. Meadows Award of Merit is not necessarily awarded annually, but is awarded when there is a member who meets the criteria.

## **G. Membership Committee**

1. *Purpose* - To actively recruit new members, review and process membership applications, and retain present members.
2. *Make-up of Committee/How Members are Chosen* - Six (6) member, two (2) members to be elected each year at the Annual Meeting by the membership. The committee should contain two officers, a Chairperson and a Vice-Chairperson. The Vice-Chairperson is elected by the membership at the Annual Meeting and will automatically assume the Chairperson position the subsequent year. The membership committee should appoint local representatives of the committee for periods of one or more years, to assist in membership solicitation efforts at the local level.
3. *Term* - Three (3) years

4. Duties and Responsibilities
  - a. Present advantages of membership and recruit potentially good members.
  - b. Make membership applications available to prospects and assist them in the application process.
  - c. Receive and verify applications, process them timely, and report to the applicant if any part of the application is incomplete.
  - d. Determine which applicants meet requirements for membership in the Southern Region IPPS. See item 1. Membership – Eligibility, Admission, Duration of section B. Membership.
  - e. Membership Chairperson should plan a Membership Committee Meeting to be held at the Annual Meeting. The meeting date, time, and location should be published in the program for the Annual Meeting.
  - f. Each newly elected membership vice-chairperson should receive a description of his/her duties from the out-going chairperson.
  
5. Guidelines Regarding the Application and Membership Process
  - a. The completed application and money are to be mailed to the Secretary-Treasurer by the applicant. All applications received by mail should be received no later than one month prior to the Annual Meeting.
    - i) The year, Secretary-Treasurer, address, and phone number should be on the application form.
    - ii) Guidelines for membership should be included on or with the application form.
    - iii). Verification forms are no longer required. Each candidate is required to have an IPPS member “sponsor” sign his/her application. The sponsor must be a member in good standing from any IPPS region.
    - iv) Copies of the forms are to be forwarded to the Chairperson by the Secretary-Treasurer as they are received.
    - v) Chairperson should mail a letter of acknowledgement to applicants when application has been received. No later than August 1<sup>st</sup> the Chairperson should send a letter to all applicants to inform them of the status of their applications. Clearly indicate the last date all forms can be submitted by mail.
  - b. Applications can be received at the Annual Meeting for consideration by the current Membership Committee if all forms and dues are submitted at the time of registration or no later than the first full day of the meeting. On the morning of the first full day of the meeting, the chairperson should be responsible for providing information on how to become a member and the guidelines for submittal either:
    1. During that meeting in order to be eligible for consideration by the current Membership Committee
    2. By mail to be considered by the ensuing Membership Committee.
    3. At the Annual Business Meeting the Vice-Chairperson shall announce the new members for the current year. The Chairperson will receive the applicants when called forward and present the membership pins.
  - c. Roll call should be taken at time of public recognition.
  - d. The Chairperson should be responsible for each of the following:
    - i) All new members should receive a letter confirming membership and congratulating them on being a new member. The letter should be written on IPPS letterhead stationery.
    - ii) Any new members not present should have their membership pins mailed to them

- with the congratulatory letter.
- iii) A letter should be sent to the “Incomplete” new applicants informing them of missing information needed to complete their application for consideration at the following year’s annual meeting.
  - iv) A letter should be sent to any applicant denied acceptance. The letter should thank them for applying and explain the Committee’s decision. Include any steps that could be taken to gain eligibility.

## **H. Necrology Committee**

1. *Purpose* - Communication both to and from the membership on the death of any member or close friend of the Southern Region IPPS.
2. *Make-up of Committee/How Members are Chosen* - One (1) member appointed annually by the President.
3. *Term* - One Year
4. *Duties and Responsibilities*
  - a. Receive information from the membership of the death of any member or close friend of the Region.
  - b. Maintain communication throughout the year with the Secretary-Treasurer, regarding item "a."
  - c. Report to the membership at the Annual Meeting.

## **I. Nominations Committee**

1. *Purpose* - Recommend members for officers, directors, international delegates, and key positions to lead the Region.
2. *Make-up of Committee/How Members are Chosen* - The three (3) most recent past presidents of the Region. The Chairperson is the earliest elected past president, i.e., senior past president.
3. *Term* - 3 years, one new member coming on each year and the senior past president rotating off after 3 years.
4. *Duties and Responsibilities*
  - a. Meet or correspond prior to the Annual Meeting to consider members suited to fill elected offices and key positions.
  - b. Secure assurance of prospective nominees of their willingness to serve if elected.
  - c. Offer a slate of nominees consisting of at least one nominee for each elective office for a vote of the membership at the Annual Business Meeting of the Region.
5. Additional Information and Guidelines

- a. Consider an individual's qualifications for duties to be performed, balanced geographic representation, and a balance between commercial and professional members.
- b. The chairperson should arrange for communication by all committee members on potential candidates by September 15.

#### **J. Program Committee**

1. *Purpose* - Organize an educational program geared to the membership's interests.
2. *Make-up of Committee/How Members are Chosen* - The 1st Vice President serves as Program Chairperson. He or she may appoint additional members to this committee as needed.
3. *Term* - One (1) year.
4. *Duties and Responsibilities*
  - a. Preparation of the program for the annual meeting. A detailed listing of the duties and responsibilities of the Program Committee can be found in Section II, item B, "First Vice President."

#### **K. Resolutions Committee**

1. *Purpose* - To extend appreciation on behalf of the membership to all those responsible for the success and growth of the IPPS Southern Region during the past year.
2. *Make-up of Committee/How Members are Chosen* - One (1) members is appointed by the President.
3. *Term* - 1 year
4. *Duties and Responsibilities*
  - a. Deliver a Resolution Committee report at the Annual Business Meeting expressing appreciation to and recognizing individually those who made contributions throughout the year and at the annual conference. These might include officers, committee members, board members, local site committee members, hosts for tours, and other contributors.

#### **L. Secretary-Treasurer and Editor Review Committee**

1. *Purpose* - To evaluate and make recommendations to the Executive Committee on the performance and remuneration of the Secretary-Treasurer and Editor.
2. *Make-up of Committee/How Members are Chosen* - Three (3) members, the immediate Past President, and the two Directors serving their second year, shall comprise this Review Committee. The immediate Past President shall serve as chairperson.
3. *Term* - One (1) year
4. *Duties and Responsibilities*
  - a. Review and evaluate the individual performance of the Secretary-Treasurer and the Editor

prior to the Executive Committee summer meeting.

- b. Report to the Executive Committee at its summer meeting regarding past performance, current expectations, any recommendations for change, and suggested recommendations and remuneration regarding both positions for the upcoming year.

#### **M. Student Awards Committee**

1. *Purpose* - To stimulate student research interest in the propagation and production of landscape plants and to demonstrate to the IPPS society the benefits of student participation.
2. *Make-up of Committee/How Members are Chosen* - One (1) elected member who chairs the committee and selects a five person review committee split between university types and growers.
3. *Term* - One (1) year.

4. *Duties and Responsibilities*

Each spring (March or April) send out letters making scientists around the southeast aware of the IPPS Student Competition. Titles are due in by July 15 so that we know there will be adequate papers to put the competition in the meeting program. The manuscripts are due in by September 15. The manuscripts are sent out to the review committee members without the authors' names and addresses; they are identified as Paper A, B, C, etc. The committee members rank the papers and fax to the chairperson their rankings. The chairperson shall not review or rank the manuscripts unless there is a tie.

The chairperson notifies the top two students that they have been selected to present their papers at the annual meeting. At the annual meeting the chairperson makes sure the top two students have revised their manuscripts and turned them in to the Editor. The chairperson also introduces the student speakers and, after the membership chooses a winner and a runner-up, make the respective awards.

5. *Additional Information and Guidelines* - The September 15 due date for submission of manuscripts may have to be changed to September 1 when Annual Meeting dates are moved forward to October.

#### **N. Dr. Vivian Munday Scholarship Selection Committee (Initiated 1996)**

1. *Purpose* - To select up to five (5) recipients annually who meet the criteria of the Dr. Vivian Munday Scholarships program.
2. *Make-up of Committee/How Members are Chosen* - Three (3) most recently selected IPPS Southern Region Fellows. The three Fellows will select a chairman to act for this committee for the following year.
3. *Term* - One (1) year. May repeat if less than three Fellows selected in any given year.
4. *Duties and Responsibilities* - Refer to "Section III - C. Awards" portion of this manual for detailed information of this committee's duties, responsibilities, and guidelines.

## O. Auction Committee (Initiated 1996)

1. *Purpose* - The purpose of the auction in conjunction with the annual meeting is to generate revenue for the society while offering fund with an organized way of moving some new plants into the trade.
2. *History* - The first auction was held in the Maryland meeting in 1991 and has continued since. It has followed the evening dinner normally on Monday night.
3. *Procedure* - An Auction Chairman, Vice Chairman, Local Coordinator and/or Committee solicits items for the auction.

The Auction Chairman is appointed by the Southern Region President and should have served as previous Auction Coordinator.

The Auction Vice Chairman is designated by the Southern Region president. This person is expected to become Auction Chairman at the following Auction.

The Auction Committee is selected by Local Site Chairman and consists of bid spotters, floor spotters, runners, sales clerks and others designated as desired by the site host. The Local Site Committee will designate a Local Auction Coordinator who will be familiar with the meeting facilities and assist the Auction Vice Chairman in getting all physical needs for the auction accomplished.

Items for auction should be in place prior to persons arriving for dinner and items properly identified as to sale lot and item. Auction items need to be located so attendees can browse through them prior to sale time. The voice live auction should last about one hour. Items should take about one minute per sale lot.

4. *Personnel Required* - consists of the following:

Auctioneer:	A qualified and competent Auctioneer is needed. (Col. Wilbur Mull has contributed his auctioneering services free to the society.)
Bid Spotter:	Located with Auctioneer, show items and assist with spotting bids. Bill Wilder will assist when needed.
Floor Bid Spotters:	2 to 4 persons to be sure no bids are missed.
Runner:	3 or 4 persons to carry items to buyers.
Plant Promoters:	Dr. Dirr and others to describe plants to the audience during the auction.
Sales Clerks:	2 persons - mark up buyers and price and collect payment.

Auction Chairman:	Coordinates the total Auction and needs to have served as Auction Vice Chairman in the previous auction.
Auction Vice Chairman:	Sees that all physical arrangements are in place for the auction. Arranges to get all auction materials properly displayed and tagged.
Local Auction Coordinator:	Acts as the representative of the Local Site Committee to assure that all physical requirements for a successful auction are met. Close coordination with the Auction Chairman and Vice Chairman is essential.

## 5. Physical Requirements

- a. Reliable Sound System - 2 microphones preferred.
- b. Riser to put auctioneer above audience level. A small platform accommodating 4 to 6 people is desirable.
- c. Bidder cards - two part - both identically numbered - bottom tear off part with name, address, and phone. (Should have 40 - 60 cards.)

## 6. Clerking Procedure

- a. Audience is offered bidding cards prior to auction. Bidders fill out the bottom of the card and pass it to the clerk. Bidder keeps top of bidder card for I.D. when bidding.
- b. Clerk keeps bottom of buyer card for reference for clerking.
- c. Clerk has sales sheet with number of sale item, buyer number, and amount paid.

## 7. Silent Auction

- a. To be used for excess items above 60 lots or smaller price items, mostly non-plants.
- b. Each item will have an I.D. number (preferably stick-on.)
- c. Each item will have a card with consecutive lines with price and bidder number. Cut off time for Silent Auction bid winners should be just prior to voiced auction. Announce procedure upon arrival for dinner.

## 8. Collection - Collection for all purchases should be made by the end of the Auction. If at all

possible, collect before leaving dinner site. The Auction Chairman is responsible for final collections and transfer to the Secretary-Treasurer.

### **ADDENDUM A -- Policy on Meeting Sponsorships**

The Southern Region of the International Plant Propagators' Society is dedicated to providing the best factual educational experience possible for its members. To accomplish this goal, it is helpful to have businesses underwrite events to keep the cost affordable for the membership.

It long has been a tenet of the Society to keep meetings free from advertisements and endorsements to insure knowledge about propagation is shared.

To accomplish both goals, the Southern Region adopts this policy to guide its site committees.

- 1) No advertisement presenting non-plant products or services will be allowed in the meeting room. This especially applies to speakers from non-plant companies who will not sell products during talks.
- 2) Information about non-plant products or services will not appear in any Region publication, including the program.
- 3) It is permissible to allow Southern Region signage to list sponsor who have contributed to an event in the lobby outside the meeting room. This includes use of a company logo. All contributors will have similar layout of this recognition. At the discretion of the site committee, sponsorship levels may be presented.
- 4) If a company(s) sponsor a specific event, such as an ice cream social, they may be special recognition for that event outside of the meeting room without listing other meeting sponsors.
- 5) Signage always should be tasteful and should never promote a non-plant product or service.
- 6) Local site committees may allow advertising in a tour booklet provided all the proceeds will contribute to the cost of the publication and the tours themselves.
- 7) No tote bags or similar products will be allowed unless provided by a member and should merely list the nursery name and address.
- 8) At the discretion of the site committee, space may be provided outside of the meeting room for sponsors to place materials related to their company and products. No company representative is allowed to "man" these exhibits. This should be a passive display and allow interested members to pick up material without the pressure of a sale. This right may be limited to certain sponsor levels.
- 9) At the discretion of the site committee, a company may sponsor a bus used for tours provided only the sponsor company name, city, state and phone number are listed on the bus.
- 10) Sponsor names may be acknowledged from the podium by the site chairman or officer but no

additional information will be provided.

- 11) Sponsors may be granted right to attend the meeting sessions at no charge but must pay full price for dinners, tours and other functions where members are charged and the society has out of pocket expenses related to attendance. A complimentary meeting registration will be awarded for each \$500 increment of sponsorship.

When a specific policy is not in place, the executive committee will make the final decision of what is appropriate. The guiding principles are: no non-plant message, no product endorsement, pricing information in all cases is prohibited, and never is a member to be approached by a sponsor.

Violations will result in the loss of the right of a company to participate at any time in the future unless specifically allowed by the executive Committee.

The Executive Committee may, from time to time, amend this policy to fit changing conditions affecting the Society.

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