

# SAN DIEGO ROSE SOCIETY, INC.

## STANDING RULES

1. The official address of the Society shall be: San Diego Rose Society, PO Box 86124, San Diego CA 92138.
2. With direction from the President, the Treasurer shall make provisions for prompt collection and distribution of official mail.
3. All funds of the Society shall be deposited in a timely manner in a federally insured financially sound financial institution with branches conveniently located. The Society will maintain a checking account, and such savings accounts, as are appropriate. The President will designate three Board members who will be the authorized signers on all accounts; one of the three authorized signatures will be required to withdraw funds.
4. The Treasurer shall correctly and regularly maintain records of all funds received and expended and submit a monthly report to the Board of Directors. Treasurer's records to maintain permanently are listed as follows:
  - Year-end Financial Statements
  - Bank Records including Check Records
  - Tax Returns and significant IRS Correspondence
  - Audit Reports
  - Insurance Policies
5. During Society planning and execution of any national convention, a separate Convention Treasurer will establish a separate bank account with a federally insured financially sound financial institution with branches conveniently located. With the approval of the President the Convention Chairperson will designate authorized signers for the account. While in existence, this account will be reviewed monthly by the Board and/or an appointed Audit Committee. This protocol may also be followed for the planning and execution of any district convention as appropriate.
6. The Treasurer shall serve as the treasurer of any local rose show, seminar, school, or any other event that involves the collection of funds for the Society.
7. The Treasurer shall monitor the Society's insurance policies to maintain appropriate coverage for the protection of its personal property and liability.
8. There shall be five classes of dues-paying membership with annual dues as follows:

a. Regular	\$20
b. Contributing	\$25
c. Supporting	\$35
d. Sustaining	\$50
e. Patron	\$100

9. The Recording Secretary shall keep the official By-Laws and minutes of all meetings. All documents will be filed in electronic file format and shall be retained in a historical file. Other types of records to maintain permanently are listed as follows:
  - Articles of Incorporation
  - Corporate Resolutions
  - Bylaws
  - Minutes of Board and Annual Meetings
10. The Library Chairperson, when appointed, shall manage the Society's reference materials.
11. The Historical/Archivist Chairperson, when appointed, will maintain Society historical files as appropriate.
12. The Parliamentarian, when appointed, shall be familiar with the Society By-Laws and will have the Society copy of the current Robert's Rules of Order and shall advise the President as appropriate.
13. The Programs committee chair, or a member or members of this committee, shall arrange to meet the speakers, conduct them to the meeting or dinner as appropriate, and introduce and thank the speakers.
14. The outgoing First Vice-President shall be responsible for planning both the January meeting program and the pruning demonstration.
15. The Society will maintain membership in the following organizations:
  - a. American Rose Society and Pacific Southwest District of ARS.
  - b. San Diego Botanical Garden Foundation
  - c. San Diego Floral Association
16. The Society will endeavor to be represented by Delegates and Alternate Delegates at all National ARS conventions and Pacific Southwest District conventions. Delegates will be asked, on return, to report information of interest to Society members.
17. It shall be the policy of the Society to send representatives to the monthly and special meetings of the San Diego Botanical Garden Foundation and the San Diego Floral Association. Representatives will be asked, on return, to report information of interest to Society members.
18. The regular monthly meeting will normally be about an hour and a half in duration, except on special occasions when the members present request a longer meeting or when advance notice of a planned longer meeting is given to members.

19. The Society will generally not hold scheduled monthly meetings in July and August. At the pleasure of the Society, rose tours and picnics may be held during these months.
20. One meeting in the spring and one in the fall will be preceded by a potluck supper.
21. At regular meetings of the Society, no commercial solicitation or sales of other than Society materials will be allowed. As an exception, the program speaker for the evening will be allowed a commercial opportunity such as autographing a book sold, selling equipment as described or demonstrated, or selling other rose garden related materials.
22. The annual Society Membership Roster is an internal, member-only document and must be used accordingly. Any members who do not wish to have their names, address, and telephone numbers published must so advise the Membership Chairperson upon becoming members and annually thereafter when dues are paid.
23. The Board of Directors will annually select members to be awarded the ARS Bronze Medal, following ARS guidelines, and the Society Rose Bud award. The Board of Directors as needed may from time-to-time modify these Standing Rules. Such changes will be published in the monthly Society Newsletter.
24. All members are encouraged to wear nametags at Society meetings and functions. Engraved tags must be paid for individually and ordered through the Membership Chairperson.

By-Laws revised January 28, 2002

Dues revised November 27, 1989

Dues revised November 15, 1993

Dues revised December 2, 2001

By-Laws and Standing Rules

revised November 15, 2021