

**THE MIDDLE ATLANTIC CHAPTER
OF THE AMERICAN RHODODENDRON SOCIETY
POLICIES OF THE BOARD**

This document outlines the administrative policies and procedures for the operation of the Middle Atlantic Chapter of the American Rhododendron Society. It includes specific administrative actions of the Chapter's Board of Directors as well as those items traditionally adhered to by mutual consent and practice and organizes them into a convenient, easily updateable, reference guide for current and future Boards. Nothing in these policies is to supersede the Chapter's Bylaws.

1.0 DESCRIPTION OF TERMS

As used in this document the terms:

1.1 "Society" and "ARS" refer to the American Rhododendron Society.

1.2 "Chapter" and "MAC" refer to The Middle Atlantic Chapter of the American Rhododendron Society.

1.3 "Board of Directors," "BOD," and "Board" refer to the body made up of the officers and elected directors of the Middle Atlantic Chapter of The American Rhododendron Society.

1.4 "POB" refers to the Policies of the Board of the Middle Atlantic Chapter.

1.5 "Chapter Meeting" refers to either of the weekend meetings held by the Chapter. These meetings are also referred to as the "Spring Meeting" or "Fall Meeting."

1.6 "Chapter Meeting Director" is the person assigned direct responsibility for the planning and execution of a Spring or Fall Chapter Membership Meeting.

1.7 "P4M" refers to the MAC Plants for Members Program.

2.0 MODIFICATION AND MAINTENANCE OF THE POLICIES

2.1 Approved motions of the Board which affect the long term operation of the Chapter are to be incorporated into the POB.

2.2 When appropriate, proposed motions should include a provision that the passed motion be made part of the POB.

2.3 All approved motions of the Board that affect the POB are to be effective at that time of their approval or as specified in the motion.

2.4 The Chairperson of the Bylaws and Policy Committee with the guidance of the President and the Secretary is responsible for updating the POB after each Board meeting, incorporating all changes, additions or deletions, approved at that meeting.

2.5 Up-to-date copies of the POB shall be maintained on the Chapter's website as well as in the respective files of the Chapter President, Secretary, and Bylaws and Policies Committee Chairperson. Revised copies of the POB shall be available on the Chapter's website or distributed as needed to all Board members prior to the Board meeting following approval of a policy modification, addition, or deletion.

3.0 MEMBERSHIP AND PRIVILEGES

3.1 The Membership year, classifications, and dues are set by the Society.

3.2 The Board shall establish all other privileges of Chapter membership.

- 3.2.1 A single membership in the Individual, Commercial, or Life class entitles the holder thereof to only one vote in meetings or elections of the Chapter, notwithstanding the inclusion of two or more persons under such membership in membership listings prepared by the Society. Family or Sustaining or Sponsoring memberships issued in the names of two persons at the same address entitle the holders thereof to two votes in meetings or elections of the Chapter.
- 3.2.2 Chapter Associate members are full members of the Middle Atlantic Chapter and are provided voting rights according to their primary ARS membership.
- 3.2.3 The holder(s) of each membership, independent of class, will receive one copy of the periodic newsletter.
- 3.2.4 The holder(s) of each membership will receive notice of the Chapter's meetings.

3.3 The Board establishes the following limitations on the privileges of Chapter guests.

- 3.3.1 All activities of the Chapter such as Chapter Meetings, programs, shows, tours, study groups, etc. are available to members and non members alike, provided that required fees are paid.
- 3.3.2 The Chapter may send newsletters, Chapter meeting notices, and other local publications to non-members at its discretion.
- 3.3.3 The Chapter shall charge fees that meet or exceed any associated costs for the services provided to non-members.
- 3.3.4 Individual or organizations provided with these services or courtesies are not considered to be Chapter or ARS members, but are designated as guest of the Chapter, without vote or other privileges of Society or Chapter membership.

4.0 CHAPTER ORGANIZATION

4.1 THE GOVERNING BODY

- 4.1.1 The Board of Directors consists of the President, Vice President, Treasurer, Secretary, Immediate Past President, and Directors of the Chapter.
- 4.1.2 The members of the Board are encouraged and expected to attend Board meetings, Chapter meetings, and other activities of the Chapter.

4.2 OFFICIAL DUTIES OF THE OFFICERS AND DIRECTORS

4.2.1 THE PRESIDENT

- 4.2.1.1 Presides at all meetings of the Chapter, the Board of Directors, and the Executive Committee.
- 4.2.1.2 May call special meetings of the Board and/or Executive Committee.

- 4.2.1.3 Is responsible for securing meetings facilities for Chapter Board meetings.
- 4.2.1.4 Sends notices of Board meetings to all Board members in writing, stating times and place of the meeting. The notice should be mailed not less than 30 days prior to the meeting.
- 4.2.1.5 Prepares the agenda for Board meetings and mails copies to all Board members prior to the meeting.
- 4.2.1.6 Appoints the chairperson of all standing committees.
- 4.2.1.7 Keeps an up to date copy of the Bylaws and POB on file.
- 4.2.1.8 Serves as an advisor for Chapter Meetings.
- 4.2.1.9 Responsible for communications with the District Director and the ARS.

4.2.2 THE VICE PRESIDENT

- 4.2.2.1 Performs the duties of the President in the President's absence or if the President is unable/unwilling to perform the duties of office.
- 4.2.2.2 Is designated as the chairperson of the Chapter Meeting Committee.
- 4.2.2.3 Is responsible for locating and scheduling hosts for upcoming Chapter Meetings.
- 4.2.2.4 Advises and assists the Chapter Meeting directors.
- 4.2.2.5 Keeps a list of past and upcoming Chapter Meeting locations.
- 4.2.2.6 Is responsible for developing and maintaining a "Chapter Meeting Notebook" The notebook should contain guidelines for planning and arranging for a meeting as well as information pertinent to the attendance, cost, and agenda of past meetings. The planning guide should contain notes listing information concerning and suggested timetables for such items as meeting topics, speakers, motel/meeting accommodations, catering, garden tours, flower shows, plant sales, auctions, registration, hospitality rooms, photo contests, meeting invitations, announcements in the newsletter, publicity, advance financing, and accounting procedures.
- 4.2.2.7 The contents of the Chapter Meeting Notebook will be maintained on the Chapter's website (www.macars.org). Chapter Meeting directors not having access to the Chapter's website should request a paper copy of the Chapter Meeting Notebook from the Vice President.
- 4.2.2.8 Is the President designate.

4.2.3 THE TREASURER

- 4.2.3.1 Is responsible for the accounting of all monies of the Chapter.
- 4.2.3.2 Monitors receipts and disbursements.
- 4.2.3.3 Is responsible for transferring funds to the ARS for membership dues of those members who sent their dues payments to the Chapter.

- 4.2.3.4 Is designated as the primary signatory for all MAC financial accounts.
- 4.2.3.5 Makes disbursements only under the Board's direction.
- 4.2.3.6 Manages short-term monies to maximize the return on current unused balances.
- 4.2.3.7 Makes long-term investments as directed by the Board.
- 4.2.3.8 Is to be a member of any committee concerning the finances of the Chapter.
- 4.2.3.9 Prepares and files any reports required by the Society to maintain the Society's Group Exemption under Section 501 (C.3) of the IRS code.
- 4.2.3.10 Files any other reports required by federal, state, or local governments.
- 4.2.3.11 Ascertains that the Chapter is adequately covered by proper liability insurance.
- 4.2.3.12 Assists with audits or reviews of the Chapter's financial statements.
- 4.2.3.13 Oversees movement of the investment income from the MAC Reserve Fund to the general fund at the end of each fiscal year.
- 4.2.3.14 Assures that only the income generated by the MAC Reserve Fund is expended unless otherwise directed by the Board.
- 4.2.3.15 Assures that the Reserve Fund is augmented from its investment income to cover the increase in the cost of living.

4.2.4 THE SECRETARY

- 4.2.4.1 Keeps appropriate minutes and a true record of all votes cast at Chapter membership business meetings, meetings of the Board of Directors, and meetings of the Executive Committee.
- 4.2.4.2 Prepares and distributes minutes of each Board meeting to members of the Board. The minutes should be delivered to the Board within one month of the meeting.
- 4.2.4.3 Counts the ballots and certifies the election of all candidates receiving a plurality of votes cast.
- 4.2.4.4 Maintains a record of the terms of office for officers and directors.
- 4.2.4.5 Maintains a record of current committee chairpersons.
- 4.2.4.6 Keeps an up to date copy of the Bylaws and POB on file.
- 4.2.4.7 Provides in either a paper form or through the Chapter's website an information packet to each new Board member containing Chapter Bylaws, Policies, copies of the minutes of the last two Board meetings, a list of officers, directors, and committee chairs (with e-mail addresses).

4.2.5 THE IMMEDIATE PAST PRESIDENT

- 4.2.5.1 Serves as a voting member of the Board.

4.2.5.2 Serves as an advisor for Chapter Meetings.

4.2.5.3 Serves as the Chairperson of the Long Range Planning Committee.

4.2.6 THE DIRECTORS

4.2.6.1 Attend Board meetings as representatives of the full Chapter membership and cast votes on issues of Chapter business.

4.2.6.2 Help identify potential leaders for future service to the Chapter.

4.2.6.3 Serve on committee(s) of the Chapter as time and talents permit and represent such committee(s) to the Board in absence of the chairperson.

4.2.7 DIRECTORS EMERITUS

4.2.7.1 Are appointed by the Board as a honorary position.

4.2.7.2 Are ex-officio members of the Board without an official vote.

4.2.7.3 Provide guidance to the Board using their knowledge and experiences of Chapter history

5.0 ELECTIONS

5.1 LIMIT ON NUMBER OF TERMS OF OFFICE

Officers or Directors should serve no more than two consecutive terms in the same office. The Nominating Committee is encouraged to make very effort to involve other Chapter members in the business and operation of the Chapter.

5.2 DURATION AND COMMENCEMENT OF TERMS

5.2.1 Officers are elected for two years with their terms beginning at the adjournment of the Spring Chapter Meeting following their election.

5.2.2 Directors are elected for three years with their terms beginning at the adjournment of the Spring Chapter Meeting following their election.

5.2.3 Election of Directors shall be held such that approximately one third of the Director's offices are filled each year.

5.3 THE ELECTION PROCESS FOR OFFICERS AND DIRECTORS

5.3.1 The Officers and Directors are elected by the Chapter membership. In the event of a tie vote by the general membership for an Officer or Director, a plurality of the votes cast by the Board of Directors in attendance will decide the winner.

5.3.2 The Nominating Committee presents its report to the Chapter membership at the business meeting held during the Spring Chapter Meeting. One or more candidates shall be proposed for each open position.

5.3.3 Nominations from the floor are invited at that time.

5.3.4 The votes are to be counted by the Secretary (for the Secretary's designee).

6.0 AMENDMENTS TO THE BYLAWS

6.1 The Bylaws and POB Chairperson shall present the Bylaws amendments to the membership during the Chapter Membership business meeting.

6.2 Discussion of the amendments will be invited.

6.3 The votes are to be counted by the Secretary (or the Secretary's designee).

6.4 A majority of the votes cast at the business meeting will decide the issue.

7.0 COMMITTEES OF THE CHAPTER

7.1 GENERAL COMMITTEE POLICIES

- 7.1.1 The President, upon assuming office, appoints the standing committee chairpersons (applicable to all committees, except the Executive Committee and Chapter Meeting Committee) to serve during the President's term, but at the pleasure of the President.
- 7.1.2 The President may delegate the appointment of the remaining committee members to the Chairperson (applicable to all committee, except the Executive Committee and Chapter Meeting Committee).
- 7.1.3 Each committee chairperson should provide a report to each regular Board meeting. Reports should include activities in progress, policies proposed, matters reviewed, tasks completed and recommendations for furthering the committee's purposes.
- 7.1.4 Policy changes proposed by committees must be approved by the Board before being put into practice.
- 7.1.5 Important correspondence and notes should be kept on file by each chairperson and passed onto their respective successors for guidance.
- 7.1.6 A budget request for each committee's activities should be submitted to the Budget & Finance Committee Chairperson annually by the committee chairperson.
- 7.1.7 Committee chairpersons are encouraged and expected to attend Board meetings, Chapter Meetings, and other activities of the Chapter.

7.2 STANDING COMMITTEES

7.2.1 EXECUTIVE COMMITTEE

- 7.2.1.1 The Board may annually elect from its own membership an Executive Committee consisting of the President, Vice President, and at least three other members of the Board.
- 7.2.1.2 The Executive Committee shall not have the authority to elect officers, fill vacancies on the Board, create financial obligations for non-budgeted items in excess of \$500.00, or change the policies of the Board.

7.2.2 BUDGET AND FINANCE COMMITTEE

- 7.2.2.1 The Chairperson of the committee is designated as backup signatory for all MAC financial accounts.
- 7.2.2.2 In conjunction with the Treasurer, arranges for an in-house review of all accounts of the Chapter each year and an independent review at the end of the Treasurer's service to the Chapter.
- 7.2.2.3 Makes a report to the Board of Directors upon completion of any review of the Chapter's accounts.
- 7.2.2.4 The Budget and Finance Committee chairperson should request a proposed budget from each of the committee chairpersons such that the committee can formulate a budget recommendation.
- 7.2.2.5 Recommends a budget for the ensuing fiscal year for Board approval at the summer Board meeting. The approved budget is to be considered as a guide as it is realized that unforeseen events may affect the income and expenses of the Chapter.
- 7.2.2.6 The proposed budget should be provided to the Board for their review, at least one week prior to the summer Board meeting.
- 7.2.2.7 The Budget and Finance Committee should be prepared to advise the Board at any time during the year in case unexpected financial situations develop.

7.2.3 HONORS COMMITTEE

- 7.2.3.1 The Honors Committee is charged with the review and consideration of award nominations.
- 7.2.3.2 The chairperson may receive nominations and seconds for awards from the chapter membership or from within the Honors Committee itself.
- 7.2.3.3 The committee should consist of four members, including the chairperson.
- 7.2.3.4 The President appoints the chairperson, who then appoints the other members of the committee.
- 7.2.3.5 Committee members should be geographically representative of the Chapter membership and generally knowledgeable of the Chapter.
- 7.2.3.6 The chairperson shall not have any vote on nominations for an award.
- 7.2.3.7 The chairperson shall circulate all nominations and supporting data to the committee, provide other appropriate information to members of the committee, and otherwise generally facilitate and aid the process in the best interests of the Chapter.
- 7.2.3.8 Deliberations of the committee are to be confidential.
- 7.2.3.9 Recommendation for an award must be approved by a majority vote of the committee.

7.2.3.10 The chairperson is responsible for providing the citation text and award certificate to the President for approval. The President is to sign the award certificate prior to its presentation.

7.2.3.11 The following awards may be granted:

7.2.3.11.1 Certificate of Appreciation

7.2.3.11.1.1 This award may be granted to an individual, group of persons, or an organization which would not otherwise qualify for a medal honor.

7.2.3.11.1.2 The recipient need not belong to the Chapter.

7.2.3.11.1.3 The award is generally presented for a specific one-time event.

7.2.3.11.1.4 The award should consist of a text briefly describing the reason for it and be delivered or bestowed at a suitable ceremony.

7.2.3.11.2 Bronze Medal

7.2.3.11.2.1 The Bronze Medal is awarded for outstanding contributions to the Chapter, which may include accomplishments of the recipient outside the Chapter consistent with the goals of the ARS. The honoree must be a member of the Society and Chapter.

7.2.3.11.2.2 The engraved medal, which is part of the award, must be purchased from the Society.

7.2.3.11.2.3 A copy of the award citation for a Bronze Medal is to be sent to the ARS Executive Director for historical file and the ARS Journal Editor for publication.

7.2.3.11.3 Award of Merit to recognize significant contributions to the Chapter's growth and continued operation.

7.2.3.11.4 Distinguished Service Citation to recognize exemplary service to the Chapter over time and in many capacities.

7.2.4 NOMINATING COMMITTEE

7.2.4.1 The President, by the summer Board meeting following assumption of office, shall appoint a chairperson for the Nominating Committee.

7.2.4.2 The committee chairperson will present a report to the Board at the winter Board meeting.

7.2.4.3 The committee chairperson will present the report to the membership at the business meeting during the Chapter's spring meeting.

7.2.5 NEWSLETTER COMMITTEE

7.2.5.1 The newsletter should be published up to four times per year.

7.2.6 BY-LAWS AND POLICIES COMMITTEE

7.2.6.1 The Bylaws and Policies Committee is to present recommended changes in the Bylaws or Policies designed to improve the governance and/or the services of the Chapter.

7.2.6.2 With the guidance of the President and the Secretary, is responsible for updating the POB after each Board meeting, incorporating all changes, additions or deletions that were approved at that meeting. The POB are to be updated on the Chapter's website, and as necessary, copies or addenda to the POB are to be distributed to the BOD.

7.2.6.3 After changes to the Bylaws are approved, the Bylaws and Policies Committee Chairperson is to update the Bylaws document and distribute it to the BOD and the chairperson of the Chapter Website Committee.

7.2.7 MEMBERSHIP COMMITTEE

7.2.7.1 Works to develop more effective procedures for encouraging membership renewal.

7.2.7.2 Works to provide materials that could be used by the Chapter at public events such as horticultural fairs, flower shows, etc. to stimulate the public's interest in joining the Society.

7.2.7.3 Develops guidelines and materials to be used to welcome new members to the Chapter.

7.2.7.4 Sends welcoming packets to new members.

7.2.7.5 Sends dues renewal notices to members.

7.2.7.5.1 *For members who do not renew their membership promptly, sends a second and if necessary, a third notice.*

7.2.7.5.2 *Attempts to make personal contact with non-renewing members to determine cause and encourage renewal.*

7.2.7.6 Deposits monies received for membership fees in the Chapter bank account.

7.2.7.7 Notifies the ARS Executive Director of deaths of members, membership renewals, and changes in addresses, phone numbers, e-mail addresses, etc.

7.2.7.8 Maintains membership records for the Chapter.

7.2.8 EQUIPMENT COMMITTEE

7.2.8.1 Assures that the Chapter's audio-visual equipment is in working order.

7.2.8.2 Works with the Chapter Meeting Director to assure that the necessary equipment is made available for all meeting functions.

7.2.8.3 Assures that any required equipment is in place and ready for use at Chapter meetings.

7.2.8.4 Works with the meeting facility personnel to acquire an understanding of the facility's audio-visual and lighting capabilities and their control.

7.2.8.5 Is responsible for seeing that personnel are provided to set up and operate any necessary equipment and control facility lighting.

7.2.9 FLOWER SHOW COMMITTEE

7.2.9.1 The Flower Show Committee is responsible for planning, staging, and judging the Chapter's Rhododendron shows.

7.2.9.2 The Flower Show Committee should prepare and maintain a guide for planning, staging, and judging the Chapter's Rhododendron shows.

7.2.9.3 The Chairperson is responsible for providing awards and ribbons for the Chapter's Flower shows.

7.2.9.4 The Chairperson should maintain a record of the winners for past Flower shows.

7.2.9.5 The Chairperson should maintain a record of who is in possession of the perpetual flower show trophies.

7.2.9.6 The recipient of a perpetual award, except for those represented by a perpetual plaque, will be given the opportunity to take them home until the next show and get them engraved at the Chapter's expense, with the understanding that they must arrange to return them before the next show in which the award is to be given.

7.2.9.7 The Flower Show Chairperson is to maintain the perpetual trophies and any perpetual trophies not taken by the recipient, and have them engraved at the Chapter's expense, and display them at the meetings.

7.2.10 PLANT PROPAGATION COMMITTEE

7.2.10.1 Plants-For-Members Committee (P4M)

7.2.10.1.1 The objective of the P4M program is to provide uncommon, unusual, or hard-to-find plants to the Chapter membership.

7.2.10.1.2 Prices charged for plants from the P4M program are to be set in a manner to maintain the program on a break-even basis.

7.2.10.1.3 A listing of P4M plants, with descriptions, should be provided to the membership in a meeting announcement.

7.2.10.2 Seedling Sale

7.2.10.2.1 Seedlings for the sale are to be donated by individual members.

7.2.10.2.2 All proceeds of the sale are to be donated to the ARS Research Foundation.

7.2.10.3 Seed Distribution

7.2.10.3.1 Seeds for distribution are to be donated by individual members.

7.2.10.3.2 The goal of the seed distribution is to provide free seeds to the membership.

7.2.10.4 Plant Auction

7.2.10.4.1 Generally, plants for the auction are to be donated by individual members.

7.2.10.4.2 At the discretion of the P4M Chairperson, a limited number of plants may be provided from the P4M inventory for the auction.

7.2.11 BOOK SALES COMMITTEE

7.2.11.1 The goal of the Book Sales Committee shall be to provide first quality books to the MAC membership at less than retail prices.

7.2.11.2 The book sales are intended to, over time, break even financially.

7.2.11.3 An accounting of the income from the sales, cost of new books purchases and the value of the current inventory should be provided to the Treasurer for inclusion in the year-end financial report.

7.2.12 CHAPTER MEETINGS COMMITTEE

7.2.12.1 The Vice-President shall serve as the chairperson of the Chapter Meeting Committee.

7.2.12.2 There may, and should, be several Chapter Meeting Sub-committees active at the same time (one for each meeting for which a host has been found).

7.2.12.3 The Chapter Meetings Committee Chairperson should recommend a director (Sub-committee chairperson) for each scheduled Chapter Meeting to the Board for approval.

7.2.12.4 Each Chapter Meeting Director may select additional committee members to assist with the meeting.

- 7.2.12.5 Each Chapter Meeting Director is responsible for all decisions concerning the operation of the meeting unless a policy of the Board is affected.
- 7.2.12.6 Advice may be solicited from the Board concerning the meeting details if the Director so desires.
- 7.2.12.7 The Chapter Meeting Director(s) is(are) expected to provide status and financial reports to the Board at its regular meetings.
- 7.2.12.8 Garden Plaques are to be given, beginning the Spring of 2000 meeting, to the owners of the gardens visited during the meeting, and to those gardens open to visits prior to and/or following meetings.

7.2.13 CHAPTER WEB SITE COMMITTEE

- 7.2.13.1 The purpose of this committee is to facilitate the dissemination of information about the Chapter, its purpose, and Rhododendron and Azaleas to the general public and the Chapter's members.

7.2.13.1.1 The Chapter's Operations Manual and Meetings Manual, along with selected Chapter related data of significant historical value, are to be maintained at www.macars.org.

7.2.14 AD HOC COMMITTEES

Ad Hoc Committees can be appointed as necessary at the discretion of the President.

8.0 RECORDS OF OFFICE

Each officer, director, and committee chairperson, upon expiration of their term of office, should deliver their records of office to their successor.

9.0 MEETINGS

9.1 REGULAR CHAPTER MEETINGS

- 9.1.1 The Chapter shall hold at least two business meetings each year, usually in conjunction with the spring and fall Chapter Meetings.
- 9.1.2 Each Chapter Meeting should be planned on a minimum profitability basis. Meeting income should include the plant auction sales but exclude P4M and book sales.
- 9.1.3 Each Chapter Meeting is allotted \$500 from the Chapter operating fund to defray meeting expenses. This money should be accounted for as a donation and seed money from the Chapter that does not have to be returned. If there is a surplus from the meeting, it will be returned to the Chapter treasury as such.
- 9.1.4 The Meeting chairperson should provide the MAC Treasurer with a financial report accounting for all expenses and income relating to the meeting for presentation to the Board. ALL plants sales, and books sales, are to be reported as part of the Meeting report, but only Auction income is to be included as part of the Meeting profit or loss.

9.2 SPECIAL MEETINGS

Special meetings of the membership may be called by the Board of Directors as required.

9.3 DISTRICT MEETINGS

District Meetings occur on odd number years and rotate between the three chapters of District 9. The order of rotation, starting with the year 2000 District Meeting, is Middle Atlantic Chapter, Potomac Valley Chapter, and Mason Dixon Chapter.

9.4 BOARD OF DIRECTORS MEETINGS

- 9.4.1 The Board shall meet at least twice yearly.
- 9.4.2 Additional meetings may be called by the President or any five directors.
- 9.4.3 For planning purposes, the winter and summer meetings are normally held on the last Saturday in February and the third Saturday in August, respectively.
- 9.4.4 Written notice of the meeting should be sent to Board members 30 days prior to the meeting by the President.
- 9.4.5 The agenda for the Board meeting should be sent by the President such that all Board members should receive it at least one week in advance of the meeting date.
- 9.4.6 Seven members of the Board shall constitute a quorum for the transaction of business.
- 9.4.7 The budget or any major policy change proposals should be sent to the Board such that all members receive it at least one week in advance of the meeting at which it is to be discussed.
- 9.4.8 Board members are to notify the President if they will be unable to attend a Board meeting.

10.0 OPERATIONS

10.1 FISCAL YEAR

The fiscal year of the Chapter shall begin on September 1 of each year and shall end on August 31 of the following year.

10.2 CHAPTER NEWSLETTER DISTRIBUTION

- 10.2.1 Members who renew after the ARS renewal deadline of December 1 will receive all Chapter newsletters issued for that membership year.
- 10.2.2 The Chapter shall mail its newsletter (or other correspondence relating to Chapter activities) to the District 9 Director, the ARS Regional Vice-Presidents, the Society's President and Past President, the ARS Executive Director, the ARS Journal Editor, and the Rhododendron & Azalea Newsletter Editor.

10.3 THE RESERVE FUND

- 10.3.1 The Reserve Fund is an Endowment Fund used to further the purposes of the Middle Atlantic Chapter of the American Rhododendron Society.
- 10.3.2 Only the income generated by the Fund may be expended.
- 10.3.3 To protect the real value of the principal, disbursement of the income earned on the Reserve Fund shall be limited to an amount in excess of inflation. For this purpose, inflation shall be defined by applying the average Consumer Price Index (CPI) or inflation rate for the prior year to the current principal to determine the amount that must be added to the principal to maintain the funds value.

10.4 FINANCIAL AUDIT OR REVIEW

In conjunction with the Treasurer, the Chairperson of the Budget and Finance Committee arranges for an in-house review of all accounts of the Chapter each year and an independent review at the end of the Treasurer's service to the Chapter.

10.5 ELECTION OF DISTRICT 9 DIRECTORS AND THEIR EXPENSES

- 10.5.1 The ARS Bylaws (Article IX, Section E) and the Policies of the ARS Board (Section 7.0 Elections) describe the nomination and election procedures for District Director and District Director Alternate.
- 10.5.2 Through prior agreement a custom has been established within the chapters of District 9 to rotate the responsibilities of the District Director and District Director Alternate among the chapters of the District. As a result of this agreement, the District Director Alternate is to be elected as the District Director and the next chapter in rotation is to select the future District Director Alternate.
- 10.5.3 The District 9 chapter rotation, for the purpose of electing a District Director, starting with the year 2000 is: Mason Dixon Chapter, Potomac Valley Chapter, and Middle Atlantic Chapter. Also, at this time the Potomac Valley Chapter selects the District Director Alternate. Both offices have a three-year term.
- 10.5.4 The Chapter will make a contribution to defray the expenses of the District 9 Director in the amount of \$750 per year.
- 10.5.5 The District Director is to supply documentation of expenses to the Chapter Treasurer.

10.6 BUDGET

- 10.6.1 Budget Proposal
Prepared by the Budget and Finance Committee and forwarded to the President in time for distribution with the summer Board meeting agenda.
- 10.6.2 Budget Approval
Approval of the line items in the budget indicates authority for the Treasurer to disburse funds for those items without further Board review.

10.7 FINANCIAL REPORTS

Financial reports shall be presented by the Treasurer at each Board meeting.

10.8 REIMBURSEMENT OF OUT-OF-POCKET EXPENSES FOR OFFICERS, DIRECTORS, AND COMMITTEE CHAIRPERSON

10.8.1 Reasonable expenses appropriate to the duties of the Officers, Directors, and Committee Chairpersons, such as long distance telephone calls, postage, copying, etc. are considered reimbursable at actual cost.

10.8.2 Reimbursement is not to exceed the approved budget for each individual or committee for such items. If additional costs are incurred, the Treasurer must receive additional approval of funding from the Board before the reimbursement can be made.

10.8.3 Receipts are required for all reimbursements.

10.9 MEMORIAL CONTRIBUTIONS

10.9.1 A \$25 contribution is to be made to the ARS Endowment Fund upon the death of a MAC member.

10.9.2 This contribution is deemed as automatically approved by the Board without review.

Policies of the Board were last reviewed/revised and approved February 12, 2005 and July 16, 2005.