

**STANDING RULES OF THE
NORTHERN CALIFORNIA-NEVADA-HAWAII DISTRICT**
of the AMERICAN ROSE SOCIETY

GENERAL

1. These Standing Rules may be amended at any Business Meeting by a two-thirds (2/3) vote of the NCNH District Council present, without prior notice.
2. Local society executive officers are expected to be ARS members.
3. *The Criterion* shall be published quarterly.
4. The District Director and Deputy District Director should be the designated co-signers for District checks. In the absence of the Treasurer, the District Director should sign, if absence of District Director the Deputy District Director should sign. The Secretary shall have a copy of the signature card on file for the district. No two people residing in the same household shall co-sign for District checks.
5. The District Treasurer shall be empowered to act as the single authority on unbudgeted disbursements up to two hundred and fifty dollars (\$250) with the consent of the Executive Committee.
6. No unbudgeted expenses shall be incurred by the district (NCNH) without the approval of the Executive Committee, except that the District Director may spend up to one hundred (\$100) in unbudgeted expenses subject to the subsequent approval of the Executive Committee.
7. Any NCNH district sponsored event not in the budget needs to be approved by the EC prior to date funds are needed, this includes proof of insurance.

OFFICER DUTIES

20. District Director

- a. Shall serve as chairperson of the District Council and the Executive Committee.
- b. Shall preside at all meetings of the District, the District Council, and the Executive Committee when possible.
- c. Shall appoint all Committee Chairpersons, and in the event of resignation or inability of an appointee to serve, the District Director shall appoint a successor to complete the term.
- d. Shall communicate in writing to the local societies, and/or publish in the District bulletin decisions made by the District Council, appointments made by the District Director and recommendations of the Executive Committee.
- e. Shall make a report of the District and ARS activities to the District Council at all Business Meetings.
- f. Shall serve the local societies as the representative to and from the ARS.
- g. Shall be an ex-officio member of ALL committees EXCEPT the *Nominating Committee*. {refer to **Bylaws, Article IV – ORGANIZATION sec. 5b for duties of Nominating Committee**}
- h. The District Director shall appoint a *Financial Review Committee* at the Spring meeting before the end of the District Director's term of office or at transition of the District Treasurer.
- i. The *Financial Review Committee* shall consist of two or more persons to review the district financial records. {refer to **#23b under District Treasurer for duties of the Financial Review Committee**}
- j. Automatically becomes a member of the ARS Board.

District Director-elect

The newly District Director-elect shall choose the Installing Officer for the Installation of the Deputy District Director, Treasurer, and Secretary.

21. Deputy District Director

- a. Shall assume the duties of the office after the conclusion of the business meeting at which installed.
- b. Shall assume the District duties of the District Director in the District Director's absence. In the event the District Director is unable to complete the term, the Deputy District Director shall take on the District business responsibilities.

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- c. Shall assist local Societies within the District with fund raising, act as liaison at the District meetings and carrying out such additional duties as determined by the District Director.

22. District Secretary

- a. Shall assume the duties of the office after the conclusion of the business meeting at which installed.
- b. Shall record the minutes of all business meetings and distribute copies to the appropriate recipients within sixty days of the said meeting.
- c. Shall send in writing a minimum of thirty days prior to the meeting:
 - i. the proposed agenda, and
 - ii. previous minutes for review, and
 - iii. the treasurer's report (proposed or approved) of all business meetings to the District Council as identified in Article IV, Section 3 and 4 Executive Committee, District Officers, Committee Chairs, District Council, and delegates (when required) so that the society's representatives may be informed on issues.
- d. Shall work with the Chairpersons {CR, Hort., Photo, etc.} to make sure items in above paragraph are distributed.
- e. Shall work with the NCNH Webmaster to make sure meeting information is posted as required in a timely fashion.
- f. Shall keep a bound copy of the minutes of the administration for permanent files.
- g. Shall be responsible for announcing the business meeting and the District Rose Show and Conference in the *American Rose* magazine.
- h. Shall conduct official correspondence, including other duties as prescribed by the Executive Committee.

23. District Treasurer

- a. Shall assume the duties of the office after the conclusion of the business meeting at which installed.
- b. Shall receive the records reviewed by the *Financial Review Committee* from the outgoing District Treasurer at the conclusion of the business meeting. The newly elected District Treasurer shall prepare the election year Financial Statement with the assistance and cooperation of the *Immediate Past District Treasurer*.
- c. Shall account for all monies of the NCNH District and shall pay out the monies under the direction of the District Director.
- d. Shall present a written record of all receipts and disbursements at each business meeting.
- e. Shall perform such other duties as required by the Executive Committee.

CHAIRMEN and COMMITTEE DUTIES

- a. All chairmen and committee members are appointed by the newly District Director- elect, will serve for three years, the term to coincide with the term of the District Director. Unless otherwise noted.
- b. Except noted: In the event of resignation or inability of the appointee to serve, the District Director shall appoint a successor to complete the term.

30. District Awards Chairman and Committee

- a. Once identified, the Chairman of the *District Awards Committee* shall request of the President of each local society to provide the name of that society's representative on the District Awards Committee.
- b. The *District Awards Chairman* shall represent the District as a member of the ARS *National Nomination Committee*.
- c. Shall provide a copy of the rules and guidelines for choosing a recipient of the *District Silver Honor Medal* to each Awards Committee member.

District Awards Committee

- a. The *District Awards Committee* shall contain a representative from each local society. That was elected, or their President appointed them, and must be an ARS member.
- b. The District Awards Chairperson and the members of the committee will abide by the rules stated in the ARS Guidelines for the *District Silver Honor Medal* appointment.

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- c. All members of the District Awards Committee shall serve for three years to coincide with the ARS Guidelines for the *District Silver Honor Medal* appointment(s).
- d. In the event of resignation or inability of the appointee to serve, the President of their local society shall appoint a successor to complete the term.

31. Consulting Rosarians Chairman

- a. Shall serve as the NCNH District liaison to the ARS Consulting Rosarian Committee.
- b. Shall distribute questionnaires to all Consulting Rosarians in the District for their annual reports and may compile the reports for publication in *The Criterion*.
- c. Shall publish news and developments in the ARS Consulting Rosarian program in *The Criterion*.
- d. Shall cooperate annually with the District Director and District Awards Chairperson in choosing the Outstanding Consulting of the District.
- e. Shall hold at least one Consulting Rosarian School and one Consulting Rosarian Seminar during the term of office.
- f. Shall approve the appointment of Consulting Rosarians for local societies.
- g. Shall approve local society requests for Seminars that qualify for Consulting Rosarian points and notify all local society Consulting Rosarian Coordinators of the location, date and topic for these approved CR credit seminars being offered.

32. Horticultural Judge Chairman

- a. Shall serve as the NCNH District liaison to the ARS Horticulture Judges Committee.
- b. Shall write articles for each issue of *The Criterion*.
- c. Shall publish news and developments in the Horticultural Judging program in *The Criterion*.
- d. Shall be an accredited Horticulture judge with wide experience, dedication and respect of fellow judges.
- e. Shall be responsible for conducting at least one Horticulture Judging School and one Horticulture Judging Seminar during the term of office to encourage the maintenance and upgrading of judging standards throughout the district.
- f. Shall identify potential horticulture judges and encourage them to attend a horticulture judging school and become judges.
- g. Shall keep all District judges informed of any changes in rules, procedures, or rose classification that affect horticulture judging.
- h. Shall assist societies in need of judges and judges in need of assignments.
- i. Shall receive a final copy of all show schedules, no less than 45 days in advance of show date, to review, suggest changes and/or correct all District and local society Rose Show Horticulture Schedules where ARS awards or certificates are presented.
- j. Shall assist and advise the District Director on matters pertaining to rose judging.
- k. Shall cooperate annually with the District Director, the District Arrangement Judges Chairperson and the District Awards Chairperson in selecting the Outstanding Horticulture Judge of the District.
- l. Shall conduct necessary correspondence with the ARS headquarters to keep records updated.
- m. Shall notify ARS headquarters of the dates and locations of upcoming horticulture judging schools and seminars in time for publication in the ARS magazine and on the ARS website.
- n. Shall attend to any other duties designated by the District Director or by the district bylaws.

33. Arrangement Judge Chairman

- a. Shall serve as the NCNH District liaison to the ARS Arrangement Judges Committee.
- b. Shall write articles for each issue of *The Criterion*.
- c. Shall publish news and developments in the Arrangement Judging program in *The Criterion*.
- d. Shall be an accredited Arrangement Judge with wide experience, dedication and respect of fellow judges.
- e. Shall advise the District Director on matters pertaining to Arrangement Judging.
- f. Shall supervise the organization of the NCNH District Arrangement Seminar Workshop and Judging Schools, conduct at least one but preferably two seminar/Workshops in any three year period, conduct Judging School biennially; send graded judging school examinations to the National Arrangement Chair, who will determine passing or failing grades and notify ARS Headquarters.

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- g. Shall report and/or local society activities to the National Arrangement Chairman.
- h. Shall maintain a record of the status of Apprentice and Accredited Arrangement Judges in the district by requiring each judge to complete an annual form. Notify judges of their status each year. Copies of these records should be sent to the District Director, ARS Headquarters and the National Arrangement Chairman.
- i. Shall encourage local societies to have Arrangement sections in their shows.
- j. Shall encourage and assist societies in the district to host society Arrangement programs and workshops.
- k. Shall receive all show schedules, review, approve and offer suggestions for local society and the district show schedules. Schedules should be returned as soon as possible.
- l. Shall keep judges informed of any and all changes in National Arrangement Judging.
- m. Shall assist societies in need of judges and judges in need assignments.
- n. Shall review, suggest changes and/or correct all District and local society Rose Show Arrangement Schedules where ARS awards or certificates are presented.
- o. Shall cooperate annually with the District Director, the District Awards Chairperson and the Arrangements Judge Chairperson in selecting the Outstanding Arrangement Judge of the District.

34. Photography Chairman

- a. Shall serve as out District Liaison to the ARS Photography Committee
- b. Shall write articles for each issue of *The Criterion*.
- c. Shall stay current with *The Official ARS Photography Judging Handbook* and publish news and developments in the Guidelines and Rules for Judging Rose Photography guidelines in *The Criterion*.
- d. Shall review and approve local society rose show schedules and make sure they align with current Rose Judging Photography Guidelines.
- e. Shall chair and execute the photography show at the NCNH Fall Conference that is to include:
 - i. Write the photography schedule and rules for the Fall Conference.
 - ii. Coordinate transport of display panels needed for the show and maintain an accounting of display units for NCNH local societies to borrow and use for local shows.
 - iii. Order photography rosettes, medal certificates, and small entry tags.
 - iv. Order and keep extra photography set ups to have on hand for exhibitors who do not arrive with set up and wish to enter. (Amazon Golden State Art 11x14 precut matts, backing board, and crystal plastic sleeves.)
 - v. Ask that all entrees be pre-registered with a cutoff date. This is necessary to plan for correct amount of entry displays that will be needed.
- f. Shall be responsible for conducting at least one Photography Judging school during the term of office to encourage the maintenance and upgrading of judging standards throughout the district.
- g. Shall assist local societies in need of judges and judges in need of assignments.
- h. Shall review, suggest changes and/or correct all District and local society Rose Show Photography Schedules where ARS awards or certificates are presented.
- i. Shall promote Youth Rose Photography by suggesting that all local shows include a class in their Annual Rose Show Schedules to encourage youth participation.
- j. Shall cooperate annually with the District Director, the District Awards Chairperson in selecting the Outstanding Arrangement Photography Judge of the District.

35. Program and Speakers Chairman

- a. Shall be responsible for establishing/keeping a current list for the NCNH Directory of Programs and Speakers with their contact information in coordination with the various Rose Societies and providing the list for the District Directory Editor.
- b. Shall be responsible for establishing a current list of programs that can be counted toward CR credit.

36. NCNH Website Chairman/Administrator

- a. Shall be responsible for maintaining and proactively updating the NCNH website.
- b. Shall establish a liaison with each local Rose Society to garner information that can be posted on the NCNH website.

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37. District Bulletin Editor ~ *The Criterion*

- a. The Editor, shall be responsible for preparing, editing, proofing, publishing and distributing the quarterly District Bulletin, *The Criterion*.
- b. The Editor and proofreaders shall set deadlines for articles for publication.

38. District Trophies and Awards Chairman

- a. Shall be responsible for maintaining a list of trophy recipients, and for collection of said trophies before the Annual District Meeting.
- b. Shall be responsible for the engraving of the winner of the various trophies for presentation at the Annual District Meeting.

39. District Raffle Chairman

- a. Shall be responsible for coordinating with the local Rose Societies and individuals for the bringing of raffle baskets and items to be raffled off at the Fall and Spring Business Meetings to help offset the cost of the event.
- b. Shall be responsible for ticket sales and raffle at the Fall and Spring Business Meetings.

40. Roses in Review Chairman

- a. Shall ensure that all members of NCNH are aware of the yearly directions and survey instructions from the American Rose Society.
- b. Shall send a list of the current year's list of Roses in Review cultivars to each society to promote in their newsletters and correspondence.
- c. Shall be responsible for collecting via email from NCNH members their contributions on how various NEW roses performed in their garden and sending the results to the American Rose Society.
- d. Shall be responsible for summarizing the data to share on the district website, in *The Criterion* and to the American Rose Society.

41. District Directory Chairman

- a. Shall be responsible for the collection, compiling, publishing and distribution of the annual NCNH District Directory. If a publishing company is designated, this chairperson shall work with them.

42. District Historian Chairman

- a. Shall be responsible for collecting from each local rose society historical information, brochures, news articles, photographs, and any electronic promotions and compiling in an electronic format available upon request.

43. District Memorial Fund Chairman

- a. Shall be responsible for informing the local Rose Societies of the NCNH Memorial Fund, via *The Criterion* and Business Meetings.
- b. A *Memorial Fund* shall be maintained to help new societies get started. Donations may be made to this fund in memory of living or departed members, rosarians and loved ones.
- c. Works with Treasurer to determine who collects funds and sends Thank you notes.

44. District Youth Chairman

- a. Shall be responsible for assisting the local Rose Societies in developing programs designed for getting the Youth involved in programs with the care of Roses.
- b. Shall be responsible for putting together a NCNH Youth activity for all societies, if required.

45. District Social Media Chairman

- a. Shall be responsible for all aspects of the NCNH social media platforms.

46. District Membership Chairman

- a. Shall be responsible for coordinating and assisting the local Rose Societies with membership campaign.
- b. Shall communicate frequently with the National Marketing and Membership Chairmen and Committees. They participate in exchanges of ideas, sharing ideas from the national committee to the affiliate societies and share ideas from the affiliate societies with the national committee.

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- c. Shall be encouraged to provide articles for NCNH The Criterion and to provide programs on membership and membership issues at district meetings at least once a year.
- d. Shall work with their District Director to periodically gather discussion groups for the purpose of exchanging ideas.

MEETINGS

- 60. The first semi-annual Business Meeting each year shall generally be held in the spring and the second Business Meeting shall coincide with the Rose Show and Conference which are typically held in the fall. The proposed agenda for each Business Meeting shall be posted on the District website at least 30 days prior to the meeting.
- 61. Local societies are encouraged to host the Business Meetings and Fall Rose Show and Conference. It is recommended that the host society(s) use the Conference Guide Workbook and update it as soon as possible but no later than ninety days after the conclusion of the Conference and be returned to the District Director.
- 62. The host society(s) for each Business Meeting shall provide a financial statement showing expenses and income involving the event(s) as soon as possible but no later than ninety days after the conclusion of the meeting or December 31, whichever comes first.
- 63. The host society(s) for each Business Meeting shall provide meeting facilities of sufficient size and accessibility. The District shall reimburse the Host Society a maximum of \$500 for the costs of the Spring Business Meeting.
- 64. The host society(s) for each Business Meeting shall provide registration, accommodation, and meals to the District Director for the duration of the event, as needed.
- 65. The host society(s) for the District Conference and Rose Show shall pay to the District a fee of two dollars for each paid registrant at the time the financial statement is filed.
- 66. The President of each local rose society in the District shall notify the Secretary at least ten days before the District meeting of the names of the voting representatives for that society.
- 67. Each voting representative from the local rose societies shall register with the Secretary upon arrival at the Business Meeting.
- 68. The manner of voting at the Business Meeting shall be determined by the presiding officer.
- 69. The Parliamentarian shall assist and advise at all Executive Committee and District Business meetings.
- 70. Local societies are encouraged to raise funds to defray costs of holding District meetings. Raffles may be held in the Spring and Fall, but not on the same day as the Fall Meeting, which is reserved for the District Raffle.
- 71. Vendors are an important part of the Fall Meeting and they are assessed at a reasonable rate, decided on by the Hosting Society, for table space in the Marketplace. Local societies, except the host society, may be granted free table space to sell their books and crafts as long as they remit 10% of their profit to the District.
- 72. The NCNH District shall advance the host society for the District Conference and Rose Show \$1000.00 toward expenses to be reimbursed at the time the financial statement is filed.

AWARDS/TROPHIES

- 80. The membership of the District Awards Committee shall not be held secret. Each member of the committee may request nominations of worthy individuals from their local society members; however, as

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stated in the American Rose Society (ARS) rules for selecting the recipient of the award, the individuals nominated, and the vote shall remain secret from the local societies.

81. District Rose Show Trophies shall be maintained by funds in a District Trophy Fund. Each local society is requested to contribute at least five dollars annually to this fund. A receipt will be provided by the District Treasurer upon request. Engraving fees for the trophies shall be paid out of this fund, as well as trophy repair and maintenance.
82. To donate a new trophy for a District Award, a proposal shall be presented to the District Trophy Chairman for preliminary approval and consultation.
 - i. Trophies must have a durable carrying case to protect the trophy and its base.
 - ii. The trophy and its case must weigh less than twenty-five (25) pounds and be easily portable.
 - iii. The trophy, case and criteria for the award shall be presented at the next business meeting for approval by the District Council.
 - iv. There shall be adequate room on the base for twenty years of name plates.
 - v. The trophy shall automatically become the property of the NCNH District.
83. The District Trophy shall review and approve all District Rose Show schedules for proper wording and criteria for classes awarding District Trophies. The District Trophy Chairman shall keep a record of all District trophy donors.

DISTRICT SCHOOLS AND SEMINARS

90. SIXTY days' notice shall be given to all local societies regarding any scheduled schools or seminars. Notice should also be placed in *The Criterion* and on the NCNH website.
91. Separate funds shall be kept for NCNH District Schools and Seminars. Registration fees adequate to cover costs shall be charged for attendance. The District Consulting Rosarian Chair, District Horticulture Judges Chair, District Arrangement Judges Chair, District Trophy Chairman and District Memorial Fund Chairman shall be authorized to disperse funds from the appropriate accounts to cover expenses applicable to their specific area of responsibility using the proper Check Request Form.
92. The NCNH District encourages attendance at educational events, subject to the capacity of the event venue. The organizers and sponsors of educational events, such as CR Schools and Seminars, and Judging Schools and Seminars are encouraged to hold them at convenient times and places in our District for the benefit and education of all District members and CRs and to set registration policies consistent with National and District requirements.

If the educational event awards points toward recertification or will include a test for original certification or as a CR or Judge, attendees shall not be required to register and attend any other Local or District event that is occurring in the same time frame. This applies even if the educational event is jointly sponsored, organized, staffed, scheduled in coordination with and/or held at the same time and place as other Local or District events.
93. Note that a Local or District event could contain programs deemed worthy of awarding one or more educational points (with prior approval by District and National Chairs). Attendance at these programs would require registration or otherwise valid attendance at the event presenting the program. The litmus test in such cases is the charging of a separate fee for attendance; if a separate fee is charged for an educational event, then there is to be no additional requirement of attendance at any other NCNH District or Local Rose Society event.

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