

# Northern California-Nevada-Hawaii

## District of the American Rose Society

A 501(c)(3) non-profit educational organization of the American Rose Society

### Protocol for Hosting a Spring District Meeting

#### Purpose:

1. To improve communication between Host Societies and NCNH District
2. To facilitate the efficiency of hosting a Spring District Meeting
3. To clarify the responsibilities of the Host Society and the District

#### Responsibilities of Host Society:

1. Contact District Director to bid on holding a Spring District Meeting. Be sure your Board of Directors gives their approval.
2. Select a site for the meeting that will include bathrooms, a kitchen, parking and room for the meeting plus the raffle, and then select a date. The “norm” is to hold the meeting on the first Saturday in March, but it has been held as late as the third Saturday of March, and sometimes on a Sunday. You will need chairs and tables, microphone and possibly a screen for projections.
3. The meeting will be attended by about 125 persons. The District Raffle can stretch across an entire wall.
4. The delegates will expect coffee and tea at the least when they arrive at the venue. The Host Society is encouraged to supply breakfast breads and hot drinks for early arrivals.
5. The meeting will start at 9:00 a.m. and end just before Noon and a potluck lunch will be held. The attendees provide various dishes (pot luck). Each attendee is expected to bring their own plates, cutlery and glassware, but paper plates and plastic-ware should be available “just in case”.
6. After lunch a short Educational Seminar will be held. This may, but is not restricted to, a CR Seminar, Judging Seminar or Membership Meeting. The Education Chair will coordinate this event with you.
7. Host Society may engage in fund-raising activities to defray expenses (breakfast stuff, speaker fee, maps and directional materials, etc.).

## Responsibilities of the NCNH District:

1. All Business Meetings are 'District Events' and are conducted under the rules of NCNH and ARS, and according to the Bylaws of these organizations. These meetings are open to all and no admission can be charged.
2. NCNH will reimburse the Host Society a maximum of \$500.00 for the costs of the Spring Business Meeting.
3. The District Secretary will send appropriate notice to ARS for insertion on the ARS Web Site.
4. District Education Chair will approve the Speaker
5. District officers will work with the Host Society to ensure the meeting is run under NCNH rules and expectations.