American Hemerocallis Society

Regional Officers Guidelines

Regional Vice Presidents
Regional Publicity Directors
Newsletter Editors

2008 A Revision
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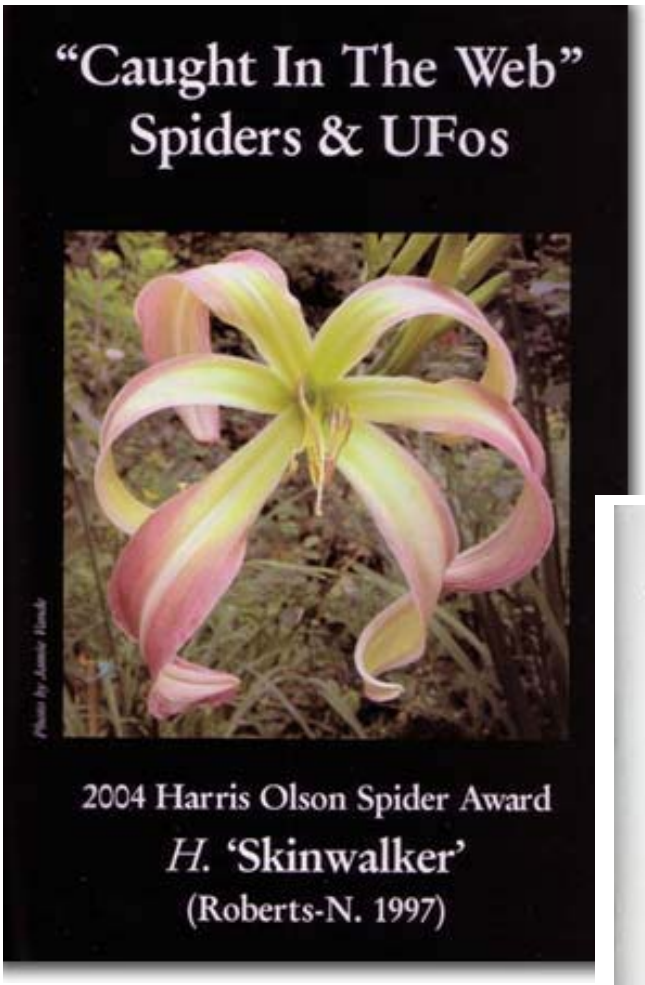

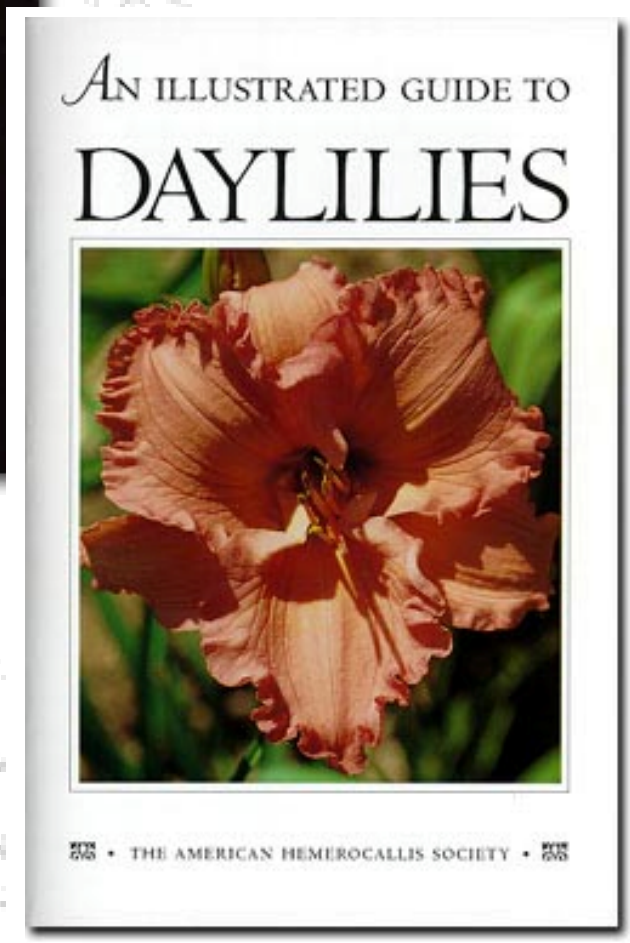

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CONGRATULATIONS!

On behalf of the Board of Directors, I want to begin by thanking you for accepting the position as Regional Vice President (RVP), Regional Publicity Director (RPD), or regional newsletter editor (Editor). As regional officers, you are the management team for your respective regions. Further, you are the glue that binds the regions to the national and provides the vital link for information flowing to and from the membership!

As in any volunteer organization, the strength of the regions, as well as the whole American Hemerocallis Society, depends on such volunteer service. The Board recognizes that the time and effort you will put forth the next two years will be as a volunteer; however, we do hope that you will accept the responsibilities as you would any paid position for which you have been chosen.

We all have a role in making the society the best it can be. As you carry out these responsibilities, think about what you do, and can do to help your region and the AHS continue to be vital and grow. We also hope you will both enjoy the opportunities and benefit from the challenges. The Board of Directors wishes you every success, extends its deep appreciation, and offers you any necessary assistance.

I want to extend my personal thanks and that of the Board to Kay Day Pricola who has performed yeoman efforts to compile, update and expand these *Guidelines* into an effective management resource. I also want to thank those Board members who provided proofreading assistance, especially Gisela Meckstroth, Joanne Larson, and Ken Cobb, as well as those regional officers whom Kay consulted on earlier drafts. This revision reflects their own experiences as RVPs, RPDs, and Editors, and we hope it will assist you in better fulfilling your regional duties successfully.

Kevin Walek

Kevin Walek
AHS President
October 2007

Editorial History of the *Regional Officers Guidelines*

Over the years, various Regional Officers Guidelines Committees have worked diligently to ensure an accurate, quality edition of this important publication. We thank each of them for their efforts. They were:

1988: Kenneth D. Cobb III (NC) Editor
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1990, 1991, 1992: Dorothea E. Boldt (LA)
1993: Earlene D. Garber (LA)
1997: Martha Seaman (OH)
1999: Kay Day (TX) Editor
Betty Roberts (CO)
Melanie Mason (NY)
Beth and Clarence Crochet (LA)
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2004: Beth Crochet (LA) Revision Coordinator
Jim Brennan (MA) Editor
Kay Day (MO)
Hamilton Riggs (MO)

Some of original content in the 1976 *Regional Guidelines* have been retained in this revision. We are grateful to its author, Clarence Crochet (LA), and to John Allgood (NC) for allowing the inclusion of various suggestions for a successful newsletter and to Gisela Meckstroth (OH) for her research and experience of current mailing considerations and option. We thank the many members of the AHS Board of Directors, Special Committee Chairs, and Staff who added their information. Over the years, much of the data was scanned and converted to the then current software. This revision was updated from electronic files using Microsoft© Windows Office Professional Edition 2007 and saved as a Mircosoft © Word 1997-2003 document. Current or former RVPs Neil Richmond (CA), Gary Jones (CT), Joe Agosta (FL) were instrumental in the suggesting the format. The document has been proofed by Pat and Curtis Montgomery (CA), Gisela Meckstroth (OH), Joann Larson (IL), former AHS President Ken Cobb (NC) and current AHS President Kevin Walek (VA). Any mistakes or omission are those of solely of the editor and not the fine team that assisted in the projects.

We hope that each of the regional officers find in these pages some assistance in the fulfillment of the regional obligations.

Kay Day Pricola

Kay Day Pricola
Special Project Chair
June 2008

American Hemerocallis Society

Regional Officers Guidelines

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American Hemerocallis Society
Overview

The purpose of this introductory section is to provide an overview of the structure of the American Hemerocallis Society (AHS) and its history.

Founded in 1945 as the Midwest Hemerocallis Society, and incorporated February 24, 1955 as the American Hemerocallis Society, AHS is a non-profit organization under United States Internal Revenue Code 501(c)(3), organized exclusively for educational and scientific purposes, and especially to promote, encourage, and foster the development and improvement of the genus *Hemerocallis*, and public interest therein. Contributions to the AHS are tax-deductible to the full extent of the law.

Mission Statement

The mission statement for AHS is to promote, encourage, and foster the development and improvement of the genus *Hemerocallis,* and public interest therein by both education to the membership and the public and scientific development with member hybridizers.

U. S. IRS Tax Exemption-Status

In December 1990, AHS obtained a Group Exemption letter from the U.S. IRS containing Group Exemption Number (GEN) 4120, which entitles treasuries of all 15 regions to a U.S. federal tax exemption status. Some states will also honor this tax exemption status for state income tax. Only a few states and cities will honor the status for exemption of sales taxes.

Membership

Presently membership in AHS totals almost 10,000 with members residing in 49 of 50 U. S. states and 8 Canadian provinces, and 28 other countries.

Organization Structure

The organization consists of fifteen (15) elected directors, one from each of the fifteen (15) regions. The director is elected for a three-year term and may serve only two (2) terms for a total of six (6) consecutive years. Each region also elects a regional vice president (RVP); the term of office is for two years, and the RVP may serve for only two consecutive terms.

The elected directors are considered to be a working board responsible for establishing and implementing policies and procedures and for managing AHS organizational matters in strict accordance with its charter. The fifteen (15) directors elect from their ranks a president for a two-year term. The AHS President is responsible for appointing committee chairs and for managing the affairs of AHS. Each board member will be responsible for specific areas, such as scientific studies, membership, etc. The AHS President, based on the current needs of AHS, may appoint committee chairs who are not elected board members. The appointees, named special committee chairs, are responsible for maintaining a specific area of responsibility and for attending board meetings; they, however, cannot vote on motions before the board. While the AHS President appoints the committee chairs, the board ratifies those appointments each year. The AHS President is also responsible for hiring the administrative staff, with board ratification of each selected, hired individual. An organization chart is included herein.

The AHS Board of Directors meets twice annually. The first meeting is scheduled on the Thursday prior to the AHS National Convention; the second meeting is in the fall, generally on the last Saturday in October. All elected board members must attend both meetings. Special committee chairs are invited to both meetings and may attend at their own expense, just as elected board members do. The administrative staff members are invited by the AHS President or Board

member with oversight responsibility to attend. The AHS President, Vice President, Chief Financial Officer and at least two other board members comprise the AHS Executive Committee. The AHS President appoints each of the members of the AHS Executive Committee. This AHS Executive Committee is responsible for meeting on the day prior to the board meeting Administrative staff's travel expenses are paid. and for the discussion of items that require attention based on the discretion of the AHS President. These items are generally outside the day-to-day operation of the Society. The AHS Vice President reports these items and the recommendations to the board the next day.

The standing committees at the present time include the following:

Awards & Honors
-Cultivar Awards
- Service and Other Individuals Awards
Conventions
Display Gardens & Daylily Cities
Educational Outreach
Endowment Funds
Exhibition Judges Records
Exhibitions
Finance & Compensation
Garden Judges Records
History
International Membership
Judges Education
Long Range Planning
Membership
-Membership Renewal
Ombudsman
Photographic Media
Policy & Procedures
Popularity Poll
Publicity & Media Relations
-Press Releases & Website Reprints
Publications
Regional Newsletter Exchange
Regional Officers
-Regional Newsletter Exchange
Registration
Round Robins
Scientific Studies
Special Projects
Technology
Youth

The job descriptions are included in the AHS *Policy and Procedures for Board, Special Committee Chairs and Staff* manual available from the AHS Policy and Procedures Chair. Each standing committee chair has a budget as established by the board at the fall meeting. The budget includes expenses and revenues necessary to manage the affairs of each committee, including postage and reasonable telephone expenses.

The administrative staff includes the AHS Executive Editor, the AHS Special Publications Editor, the AHS Executive Secretary, the AHS Treasurer, the AHS Registrar (who is the international registrar for the genus *Hemerocallis*), the AHS Publication Sales Manager, and the Webmaster. These seven (7) positions are considered part time and are paid accordingly. The AHS General Counsel and Parliamentarian (both positions currently held by one person) is a member of the administrative staff and also is required to attend the executive committee meeting. The AHS-General Counsel, generally, not compensated; however, AHS will provide reasonable compensation for legal filings and the fees associated with those filings.

AHS National Convention

AHS holds an annual business meeting in conjunction with the AHS National Convention. The national convention is sponsored by a local club. The registration fees for the conventions are to pay for the cost of meeting rooms, meals, and tour buses. The sponsoring club can conduct a plant auction. All proceeds are accrued to that sponsoring club who may donate any profits to the region or to AHS. In addition to the annual business meeting, at which the membership votes to accept the minutes of the previous year's meeting, business issues requiring the approval of the membership, such as dues increases or changes in the AHS Bylaws are voted upon. The host club will sponsor exhibition

judges clinics, garden judges workshops, a scientific studies forum, a regional officers forum, a regional officers meeting, a youth meeting, an exhibition workshop, a Round Robin meeting, and other similar meetings of interest. Saturday night's banquet will include the presentation of AHS cultivar and personal awards.

Regional Structure

This manual will provide more detailed information to assist the regional officers in the management of the region. Each region elects a regional vice president (RVP) to serve a two-year term. The elected RVP may serve two (2) consecutive terms. The RVP will appoint a regional publicity director, secretary, treasurer, and other liaisons as necessary to manage the region. An annual business meeting must be held in accordance with the AHS Bylaws and the regional bylaws. This regional meeting may be held in conjunction with host-club sponsored garden tours.

Other Educational Services Provided by AHS

- Display Gardens
- Historical Daylily Display Gardens
- Daylily Cities
- Daylily Exhibitions (Shows)
- Garden Judges Workshops
- Exhibition Judges Clinics
- Popularity Poll by region which is then compiled into a national popularity poll
- Round Robins, including the Email Robin
- Annual selection of cultivar awards as voted on by accredited Garden Judges
- Personal service awards as nominated by the membership and voted upon by the board of directors
- Regional newsletter awards as voted upon by a committee of past AHS presidents
- AHS webpage
- Quarterly publication, named *The Daylily Journal,* only available to the membership
- Annual source list published in *The Daylily Journal* and a separate one on the AHS webpage
- Various publications available for sale to members and the public.

Sources of Income

Membership dues are the single largest source of revenue for AHS. Most publications are self-sustaining. Advertising in *The Daylily Journal* is considered educational information to the membership, and pricing is established on the actual cost of printing space.

Donations are accepted to honor or in memory of individuals. Donations may be designated specifically to the William E. Monroe Endowment Trust Fund, the Bertie Ferris Youth Fund, the Christine Erin Stamile Youth Fund, the Joe E. House Scientific Fund, or *The Daylily Journal* Color Fund. Any unspecified donations are credited to the William E. Monroe Endowment Trust Fund.

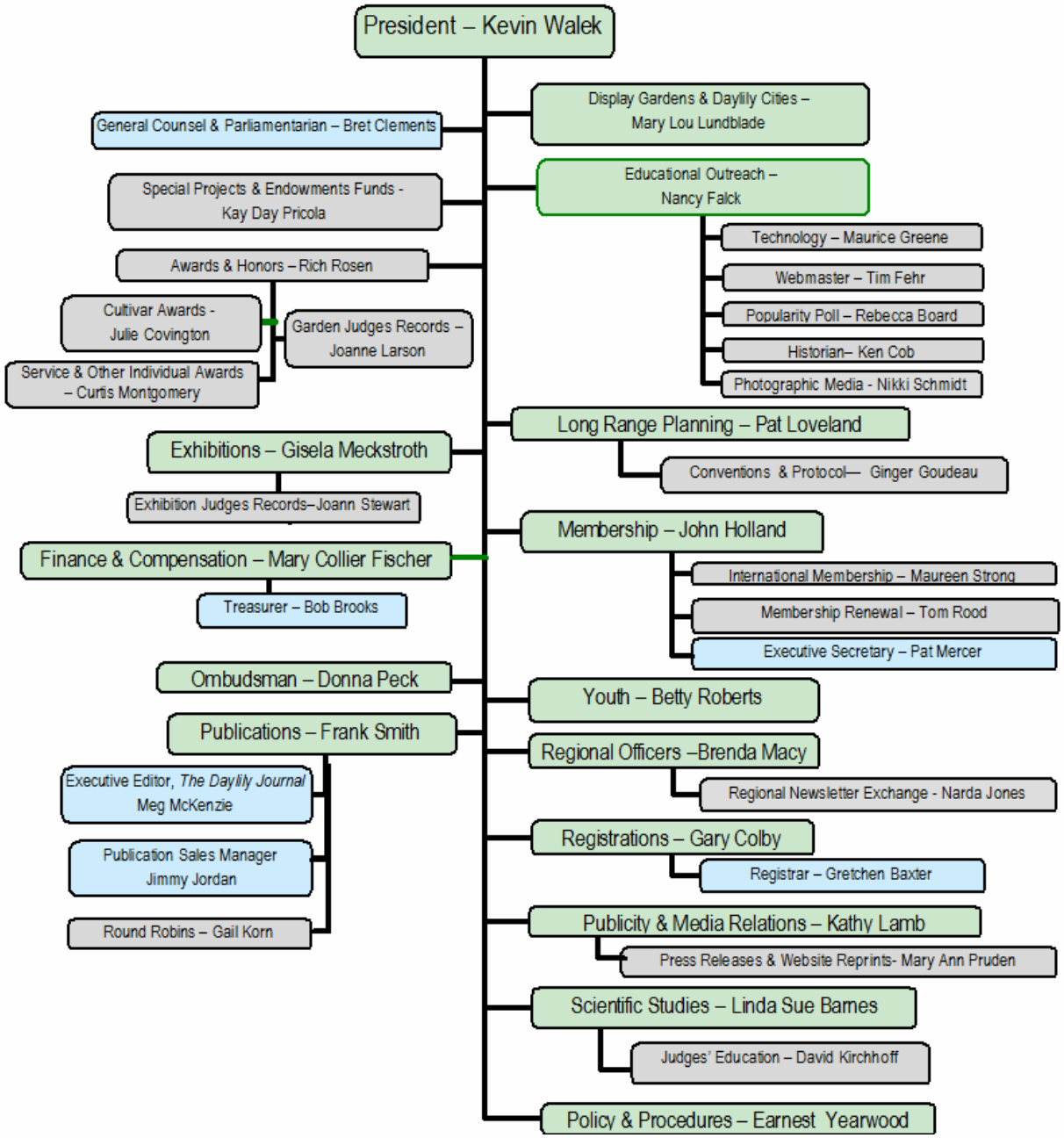
The regions may not collect dues. They may conduct plant auctions and charge for out-of-region newsletter subscriptions. They may also accept donations to support the various regional activities.

Publications

The official magazine of AHS is *The Daylily Journal,* which is published quarterly. *The Daylily Journal* contains scientific articles as approved by the members of the AHS Scientific Studies Committee, articles about hybridizers and other members, as well as areas of general interest to the membership. The contents of *The Daylily Journal* are copyrighted. Advertisements are accepted and limited to daylily sources, daylily – related events, and general garden supplies.

An annual checklist of the cultivars registered for that year is published by AHS as a booklet and as a CD. Currently a membership roster is also published and available only to members. Other publications of interest to daylily advocates are published from time to time. The complete list of publications is available in *The Daylily Journal* or on the AHS website (http://www.daylilies.org).

2008 AHS Board of Directors Committee Assignments



Regional Vice President

The American Hemerocallis Society (AHS) has established fifteen (15) geographical areas of the United States and Canada as official regions of the Society. These, by their very nature, vary in many respects. They differ in size, in growing and climatic conditions, and in the specific needs of their individual members. To manage these regions, the AHS Board of Directors provides for fifteen (15) regional vice presidents (RVPs), who preside over and administer the particular affairs of each region. Each RVP is responsible to the region and its membership for overall management of financial and membership issues for its respective region.

The AHS Constitution and Bylaws, Article VII, Section 2 states: "To manage these regions, these Bylaws provide a method for electing a Regional Vice President for each region who presides over and administers the particular affairs of each region. The Regional Vice Presidents are national officers of the Society who are the official representatives of the Society for each Region and are officers of the region. Each RVP is responsible to the Society in strict accordance with the *Regional Officers Guidelines* as established by the Board of Directors. They report to and take direction from the Board of Directors through the Chair of the Regional Officers Committee. They shall conduct all regional business of the Society in such manner as to promote the best interest of the Society as a whole." (Complete AHS Bylaws can be found in Tab 8)

Qualifications to Serve as Regional Vice President

A candidate for the office of RVP must have been a member of the American Hemerocallis Society (AHS) for at least the three (3) preceding calendar years and must be a member in good standing at the time of nomination.

The RVP must be a leader and a goodwill ambassador for AHS as well as the region. The RVP should be friendly, tactful, resourceful, and very dependable. The office requires a commitment of time and demands discipline, a personal vitality, and a strong sense of care-taking. It requires attention to the day-to-day tasks as well as a vision of future needs. It requires a willingness to listen to ideas that are different from one's own, and the willingness to go the extra mile.

The ability to edit or supervise the editing of the newsletter and supply material for the newsletter is necessary. A wide knowledge of *Hemerocallis* is important. It is even more desirable to know many of the regional members and their talents and abilities which might be put to use in some capacity to further the aims of the AHS at both the regional and national levels.

Non-performance of the assigned duties as outlined in these guidelines shall be reason enough for the directors of the Society, at their discretion, to remove an RVP by two-thirds (2/3) vote and to appoint, subject to the ratification by a two-thirds (2/3) majority of the Board, a replacement RVP to fill out the term of the dismissed RVP. A replacement RVP shall be appointed in the manner set forth in the AHS Bylaws.

As soon as the elections of RVPs have been ratified by the Board, the AHS Regional Officers Chair will send to each a congratulatory letter informing the RVP of the ratification and a copy of the current AHS *Regional Officers Guidelines*. An RVP nominee or anyone who may be interested in serving as an RVP may request a copy of the current AHS *Regional Officers Guidelines* directly from the AHS Regional Officers Chair. The AHS Regional Officers Chair is also responsible for providing updates or changes for the AHS *Regional Officers Guidelines* to the regional officers, as necessary.

Term of Office

The RVP shall serve one term of two (2) calendar years. No RVP may serve more than two (2) terms consecutively. Any RVP who has been out of office for two (2) years may be elected to serve another two-year term.

Should a vacancy arise due to an RVP's inability to complete the term for any reason, or if the region fails to elect a new RVP, a replacement must be selected as quickly as possible. If the region does not have an RVP-elect to step into the office, then the region should follow the procedures set forth in Article VII of the AHS Bylaws (attached hereto) in which the director appoints a *pro tem*. The name of the replacement should be sent at once to the AHS President for board ratification by mail ballot.

RVP's End-of-Term Responsibilities

Near the end of tenure in office, the RVP should assemble all regional files and funds and transfer them to the incoming RVP in orderly fashion. The RVP should ensure that all other regional officers and liaisons do the same for a smooth transition.

It is very essential that an incoming RVP receive from the incumbent RVP all regional files as soon as possible so the next regional newsletter will be produced in a timely fashion. January 1 of the new RVP's term should be the deadline for transferring all these files. The transfer should be expedited to insure the smooth continuation of the office.

RVP's primary responsibilities are:

1. To appoint/elect, subject to any regional bylaws provision to the contrary, a regional publicity director (RPD), editor, treasurer, and liaisons as recommended by the AHS Board. Other than the RPD, editor, and treasurer, the appointment/election of other regional officers and liaisons is at the sole discretion of the RVP based on the size, needs, and available volunteers in the respective region.
2. To answer all communications promptly with a copy of important correspondence forwarded to the AHS Regional Officers Chair and to initiate communication with the membership and, in particular, the clubs within the region.
3. To schedule an annual regional meeting in cooperation with the host society or group and conduct an annual business meeting at regional meeting(s) in a professional manner.
4. To attend each AHS National Convention during the term of office and to participate in the AHS Regional Officers Meeting, the AHS Regional Officers Forum, and other meetings related to the RVP's scope of responsibilities.
5. To schedule exhibition judges clinics and garden judges workshops at regional meetings. In most regions the respective judges liaisons will be responsible for this.
6. To send the regional meeting information to the AHS Executive Editor of *The Daylily Journal* by September 1 with any additions or changes by December 1 and to provide updates for regional information on the AHS webpage as necessary.
7. To edit or supervise the editing of a regional newsletter. The content and the timely distribution of two newsletters per year, if possible, is the sole responsibility of the RVP, even when an editor is appointed.
8. To ensure that the regional financial statement is printed in the regional newsletter annually, as well as prepare and present an annual budget for review and approval at the annual business meeting.
9. To forward garden judges applications promptly to the AHS Garden Judges Records Chair.

10. To notify the AHS President and the AHS Regional Officers Chair of balloting results for the next RVP and for the Director.
11. To inspect, or appoint a designee to inspect, each Display Garden and Historical Display Garden within the region every two years and to report the findings to the AHS Display Gardens Chair and Daylily Cities Chair.
12. To review and approve all content posted, or to be posted, on the regional website to assure adherence to regional and AHS policies and goals.
13. To send a welcome letter to all new members of the region. This responsibility may be delegated to a membership liaison or to the regional secretary.

Details of the above-mentioned RVP responsibilities:

1. To appoint/elect, subject to any regional bylaws provision to the contrary, a regional publicity director (RPD), editor, treasurer, and other regional liaisons as recommended by the AHS Board. Other than the RPD, editor, and treasurer, the appointment/election of other regional liaisons is at the sole discretion of the RVP based on the size, needs, and availability of volunteers in the respective region.

Three officers are required for each region. These are the RVP, RPD, and the treasurer. The incoming RVP appoints an RPD and regional treasurer. All officers and other liaisons selected by the RVP must be AHS members.

Some regions operate efficiently with only these three officers. However, subject to any regional bylaws provision to the contrary, the RVP has the authority to appoint as many regional liaisons and committees as needed to maintain a smoothly running region. The RVP may delegate duties to others, but must retain full responsibility for making final decisions for the region and carrying out all phases of activities as prescribed by the AHS Board of Directors.

The responsibility for publishing a regional newsletter is considered to be the function of the RVP. However, the RVP may appoint the RPD or another individual to perform the vital role of publishing information of local and regional interest. The position of editor is critical to membership within a region. The regional newsletter serves as a vital communication tool. In all cases the RVP maintains responsibility for the content and timely distribution of the regional newsletter.

These officers and other liaisons serve voluntarily and without compensation from AHS or the respective region. In some regions, a small compensatory package is paid to the editor. With or without monetary compensation, there is a considerable amount of work and time involved in each of these positions. These are not jobs for those who hope to get by with minimal effort. The RVP is the elected officer for the region and those officers and liaisons appointed by the RVP owe it to their membership to serve them well. However, the honor and the satisfaction received from a job well done and the many friends made through this work more than compensate for the time and effort involved.

An RVP might consider appointing some other regional liaisons that include but are not limited to the following:

- Regional secretary.
- Membership chair to write letters of welcome to all new AHS members of the region, and in general be responsible for membership retention.
- Auction chair or ways and means chair to oversee fund-raising activities.

- Youth liaison to organize youth-related activities at the regional meeting and publicize them in the regional newsletter.
- Exhibition judges liaison to coordinate Exhibition Judges Clinics.
- Garden judges liaison to coordinate Garden Judges Workshops.
- Endowment fund liaison to coordinate regional fund activity for the William E. Monroe Endowment Fund Trust, the Bertie Ferris Youth Scholarship Fund, the Christine Erin Stamile Youth Endowment Fund, the Joe E. House Scientific Fund, and *The Daylily Journal* Color Fund.
- Scientific studies liaison
- Webmaster
- Regional historian

Responsibilities for these positions are detailed in Tab 4. Some regions may choose to vary or limit the terms of office for positions not specified by AHS.

2. To answer all communications promptly with a copy of important correspondence forwarded to the AHS Regional Officers Chair and to the director from the region, and to initiate communication with the membership and in particular the clubs within the region.

Typical communication is from three sources: the AHS Regional Officers Committee Chair; AHS members within the region; and those potential new members seeking information about daylilies and the Society. Each communication should be answered in an appropriate and timely fashion, and one that reflects the standards of a professional organization.

AHS Regional Officers Committee & Chair
All fifteen (15) RVPs form a committee that is chaired by the AHS Regional Officers Chair. The RVPs and RPDs, Editors and Regional Officers Chair should be in close communication. If any problem arises in the region that has to do with AHS policy, the RVP should seek advice from the AHS Regional Officers Chair. It is the job of the AHS Regional Officers Chair to convey these concerns, or recommendations, to the AHS Board of Directors for its counsel and action. The AHS Regional Officers Chair will keep the RVP, RPD, and Editor informed of Society issues and events on a timely basis.

It is essential that the RVP send copies of all significant correspondence to the AHS Regional Officers Chair and to the region's director. These communications keep the Board aware of the ongoing concerns of the various regions. Any Board member or special committee chair may be consulted directly on any regional problem or concerns pertaining to that chair's office, for example, the AHS Exhibitions Chair on an issue about a daylily show.

It is very important that the RVP, RPD, and Editor respond promptly to any communications or requests for information from AHS Board members and regional members. The new RVP should provide the names of the RPD and Editor to the AHS Regional Officers Chair as soon as they have been appointed, but no later than January 15 each year. Tab 7 provides the addresses and phone numbers of the current Board members, staff, committees, and special committee chairs. It also provides a "Due Dates Quick Reference."

The RVP should send upcoming regional meeting data to the AHS Executive Editor (*The Daylily Journal)* by the deadline for the winter or spring issues. Refer to the applicable form in Tab 6, the current deadlines can be found in a recent issue of *The Daylily Journa*l. The same information should be sent to the AHS Webmaster and the regional webmaster.

While the newsletter is to convey information to the membership within the region, it may be necessary to communicate with the club presidents on various issues. It is advisable to establish an e-mail link to them immediately upon the start of each year. The e-mail addresses for the club president should be forwarded to the

AHS Regional Officers Chair and to the AHS Webmaster.

3. To schedule an annual regional meeting in cooperation with the host society or group.
Although the need to hold an annual regional meeting is a requirement of IRS in order to maintain the 501(c)(3) status, the meeting should be the avenue to strengthen the region's membership and hold the various workshops and clinics. In all cases, it should be a fun and educational event. Generally, the annual meeting is an event where many regions have established traditions over the years. However, RVPs should be able to operate in their own way and not be obligated to operate under rules established by prior RVPs. The traditions help provide continuity from one term to the next. Traditions are appropriate as long as they tend to aid rather than unnecessarily restrict the regional officers and liaisons in the performance of their duties. This applies to all areas, not just the regional meeting.

During the requisite business meeting at the regional meeting the following business items must be presented:

- Introduction of Regional Officers and Liaisons.
- Reading and approving the minutes from the previous business meeting. If the minutes were published in the regional newsletter, the reading is not necessary.
- Presentation of the region's annual financial statement. If published in the newsletter, the report is simply referenced and, if no questions or issues arise, it is filed.
- Election of the nominating committees for RVP and AHS Director in those years as specified in the region's bylaws.
- Report of the nominating committee and election in those years as specified in the region's bylaws.

When possible, it is preferable that each club or area be allowed to host the annual regional meeting in turn. This gives members of a region an opportunity to see gardens in different parts of their region, and it also gives the members a chance to share in the work involved in hosting such an event.

The regional meeting is an opportunity to generate funds to operate the region. Refer to Tab 5, Financial Information.

Many regions have special regional awards separate from AHS awards. These regional awards are funded entirely by the regions.

More detailed information and suggestions for the regional officers' and liaisons' responsibilities at the regional meeting can be found in Tabs 4 and 5.

4. To attend each AHS National Convention during the term of office and to participate in the Regional Officers Meeting and Regional Officers Forum.
The RVP should attend the national convention, not only for the opportunity to meet with his or her contemporaries and enjoy the AHS National Convention tour gardens, but also to attend important meetings for the regional officers.

The first is a forum for regional officers to enable them to become better acquainted and exchange ideas and solutions to problems. This is designed for open discussion of issues important to the regions. The second regional officers meeting is chaired by the AHS Regional Officers Chair and attended by many of the Board members and special committee chairs. This is a working meeting where ideas, plans, and common problems are shared. The RVP should attend both meetings. The incoming RVPs and current RPDs, editors and treasurers are also invited to attend the meetings. If the RVP cannot go to the AHS National Convention, a designee should be selected to represent the region at these meetings.

RVPs may be seated at a reserved table(s) on the night of the AHS business meeting. During this event the RVPs and their regions are honored by being introduced by the AHS Regional Officers Chair. It is most important that

the RVP is present for this honor. Only incumbent RVPs have this privilege.

The cost of registration fees and hotel accommodations are the responsibility of the RVP, unless the respective region votes to finance all or part of these expenses.

5. To schedule Exhibition Judges Clinics and Garden Judges Workshops at regional meetings.

In most regions the respective judges liaisons will be responsible for this. Refer to the separate Judges section in Tab 5.

6. To send the regional meeting information to the AHS Executive Editor for *The Daylily Journal* by September 1, with any additions or changes by December 1, and to provide updated regional information for the AHS webpage as necessary.

Additionally, it is the responsibility of the RVP to provide updates to the AHS Webmaster for the Regional page of the AHS website (http//www.daylilies.org). This information includes the list of regional officers and addresses, the club presidents, meeting dates and any information available about the regional meeting.

7. To edit or supervise the editing of the regional newsletter.

The content and the timely distribution of a two newsletters per year, if possible, is the sole responsibility of the RVP, even when an editor is appointed.

One of the most important and time-consuming duties an RVP has is the responsibility for editing an interesting and timely newsletter. The details of this responsibility are outlined in Tab 3 of these guidelines. If the task is delegated to the RPD or another individual, the final approval of the newsletter is still the responsibility of the RVP. This fact necessitates that, prior to the actual printing date, the newsletter editor submit a manuscript of the newsletter to the RVP for approval of content and appearance.

8. To ensure that the regional financial statement is printed in the regional newsletter annually, as well as prepare and present an annual budget for review and approval at the annual business meeting.

As with many requirements, the need to print the regional financial statement must be done in order to maintain the IRS 501(c)(3) status for the region. It is also a good organizational policy to let your membership know how the funds are spent.

A budget for the upcoming year should be established and approved by the membership at the annual business meeting. Financial considerations and guidelines, as well as a sample budget can be found in Tab 5.

9. To forward Garden Judges Applications promptly to the AHS Garden Judges Records Chair.

Refer to details in Tab 5 (Judges.)

10. To notify the AHS President and the AHS Regional Officers Chair of balloting results for the next RVP and for the Director.

The AHS Bylaws state the following:

"Article V- Elections of Directors and Regional Vice Presidents.

Section 2 - DIRECTORS – The Directors of the Society shall be elected by Region. Each region shall elect a director from Society members of that region. A nomination for the position of Director shall be made by a nominating committee consisting of three members from the region elected by a majority vote of the regional members at the annual regional meeting preceding the annual regional meeting at which the election results are announced. Only one of the three members can have served on the nominating committee during the prior election of a director and under no circumstances can a member of the nominating committee serve more than two consecutive terms. A region may impose such additional conditions for serving on the nominating committee as are not inconsistent with the requirements set forth in these Bylaws. The nominating committee will take into

consideration the specific skills, if any, needed by the Society to best serve the membership."

The section continues with specific information relative to the action of the Director-elect.

"Section 3. REGIONAL VICE PRESIDENTS – The Regional Vice President for each region shall be elected from Society members of that region. A nomination for the position of Regional Vice President shall be made by a nominating committee of three members from the region who shall be elected by a majority vote of the regional members at the annual regional meeting preceding the annual regional meeting at which the election is conducted. Only one of the three members can have served on the nominating committee during the prior election of a Regional Vice President and under no circumstances can a member serve more than two consecutive terms. The chair of the nominating committee shall present the committee's nominee to the regional membership at the annual regional meeting and open the floor for additional nominations. The election shall be determined by a majority vote of the regional members."

While the AHS Bylaws are silent on the need to advise the election results, both the AHS President and the AHS Regional Officers Chair should be advised in a timely manner. Refer to Tab 10 for greater detail on the options available for the region to incorporate into the region's own bylaws.

11. To inspect or appoint a designee to inspect each AHS Display Garden within the region every two years and to report the findings to the AHS Display Gardens & Daylily Cities Chair.

For detailed information, refer to Tab 5, AHS Display Gardens & Daylily Cities

12. To review and approve all content to the regional website to assure adherence to regional and AHS policies and goals.

As with the regional newsletter, the RVP is responsible for the content on the regional website. For more details, refer to Tab 3, Newsletter Editor.

13. To send a welcome letter to all new members of the region. This responsibility may be delegated to a membership liaison or to the regional secretary.

For more details, refer to Tab 5, Membership.

Regional Traditions

Many regions have established traditions over the years. However, RVPs should be able to operate in their own ways, and they should not be obligated to operate under rules established by prior RVPs. The traditions help provide continuity from one term to the next. Traditions are appropriate as long as they tend to aid rather than unnecessarily restrict the regional officers in the performance of their duties. For example: It is usually a good idea to alternate the RVPs among the different states in a region or among the different clubs in a one-state or two-state region.

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Regional Publicity Director

The Regional Publicity Director (RPD) is a regional officer who acts as a reporter for AHS and the region. The individual is appointed by the Regional Vice President (RVP) or elected by the regional membership.

Qualifications

The RPD must have been an AHS member for a minimum of three years, be knowledgeable about the regional membership (its members' talents, special interests, etc.) and be well-informed about daylilies. The RPD will be responsible for writing articles and soliciting informative articles from others for the regional newsletter.

Term of Office

Subject to any regional bylaws provision to the contrary, the RPD is appointed by the RVP. The RPD serves at the pleasure of the RVP and may be reappointed for successive terms by the current or subsequent RVP since AHS has no restriction on years of service. If elected, the term is generally the same as that of the RVP, unless otherwise limited by the region's bylaws.

RPD's primary responsibilities are:

1. To serve as an active member of the AHS Regional Officers Committee.
2. To act as the chief information officer for the region and to publicize the AHS and daylilies, and serve as an active member of the AHS Publicity and Media Relations Committee.
3. To tabulate the regional Popularity Poll unless otherwise designated by the RVP. The results must be sent to AHS Popularity Poll Chair by October 1.
4. To write an RPD message for each issue of the regional newsletter.
5. To attend each AHS National Convention during the term of office and to participate in the AHS Regional Officers Meeting and the AHS Regional Officers Forum.

Each of these responsibilities is detailed below:

1. To serve as an active member of the AHS Regional Officers Committee.

All RPDs are members of the AHS Regional Officers Committee, which is comprised of the RVPs, RPDs, and editors from the fifteen (15) regions. The committee is chaired by the AHS Regional Officers Chair. The RVP is chief operating officer for the region and is the primary contact between the other officers and liaisons within the region and the AHS Regional Officers Chair.

All regional officers and liaisons serve voluntarily and without compensation from AHS or the regions. In some regions, a small compensatory package is paid to the editor. With or without monetary compensation, there is a considerable amount of work and time involved in each of these positions. These are not jobs for those who hope to get by with minimal effort. The RVP as the elected officer for the region and those offices appointed by the RVP owe it to their members to serve them well. However, the honor and the satisfaction received from a job well done and the many friends made through this work more than compensate for the time and effort involved.

2. To act as the chief information officer for the regional, to publicize and daylilies, and to serve as an active member of the AHS Publicity and Media Relations Committee.

The RPD should insure that AHS, the daylily, and significant regional events, such as flower shows, as well as personalities, are publicized not only in the regional newsletter, but in other media such as newspapers, television, magazines, and websites. Press releases could be prepared and distributed as appropriate throughout the region. Sample press releases are available from the AHS Publicity and Media Relations Chair (refer to Tab 7 for the list of contacts).

The RPD should encourage all members to send in clippings, photographs, or other items concerning the daylily societies or members that could be made into a regional memory book or other display for use at regional events. All such clippings should also be sent to the region's historian and/or the AHS Historian for preservation in the AHS archives.

The RPD might coordinate the preparation/collection of slides, videos or electronic images to present personally or to make available to regional members or daylily clubs for presentation to local garden and civic clubs, schools, and other interested groups. The AHS Photographic Media Chair has a list of AHS materials available for use for a small fee (refer to Tab 7 for the list of contacts).

The RPD also serves as an active member of the AHS Publicity and Media Relations Committee. The AHS Publicity and Media Relations Committee Chair will advise from time to time of issues that need to be addressed by all of the RPDs.

3. To tabulate the regional Popularity Poll unless otherwise designated by the RVP. The results must be sent to AHS Popularity Poll Chair by October 1.

The RPD must continually stress the importance of each AHS member's vote in the Popularity Poll.

The ballot for the annual regional Popularity Polls is printed in the summer issue of *The Daylily Journal*. The names and addresses of each region's Popularity Poll tabulator will be included.

The voters send the marked ballot to their region's tabulator or submit entries online via the AHS web page by the September 1 deadline.

The regional tabulator tallies the votes and sends the ballots and the count to the AHS Popularity Poll Chair no later than October 1. The top five (5) cultivars on each region's poll will be printed in the next issue of *The Daylily Journal*.

Each region is urged to print the results of the poll in the regional newsletter. Refer to Tab 5 for more details on the Popularity Poll.

4. To write an RPD message for each issue of the regional newsletter.

The RPD must see that the regional meetings are publicized extensively in the regional newsletter. The RPD needs to work with the regional meeting host club in preparing this publicity. This news should be made available by the RVP, using the Regional Meeting Information Form to the AHS Executive Editor for printing in *The Daylily Journal by winter or spring issue deadlines* (refer to Tab 6 for a copy of the form). All material to be submitted to AHS should be done with the assistance and copy approval of the RVP.

It is NOT necessary to write or solicit other material for *The Daylily Journal* unless specifically requested by the AHS Executive Editor.

The RPD should not wait for news but should aggressively solicit it. The RPD should supervise area reporters and collect club news, obituaries, and other information from them, and forward this to the regional editor. The RPD should publicize notable regional members with write-ups in the newsletter about their accomplishments.

Because of *The Daylily Journal* 's space limitations, the only obituaries accepted for printing are those of past winners of the Helen Field Fischer and Bertrand Farr medals, the Steve Moldovan Mentoring Award, past AHS presidents, AHS charter members, and, with approval of the AHS Executive Committee, other

daylily personalities who were known in many regions. Memorials will always be listed.

The RPD should see that regional and national award winners receive publicity in the newsletter. Attention should also be given to those who receive publicity in national or state magazines, and local newspapers. Information on all daylily shows in the region should be researched by the RPD for coverage in the regional newsletter.

5. To attend each national convention during the term of office and to participate in the AHS Regional Officers Meeting and the AHS Regional Officers Forum.

The RPD should attend the AHS National Convention if at all possible and participate in the annual AHS Regional Officers Meeting. The RPD should attend other convention meetings that may be offered. The cost of transportation, registration fees and hotel accommodations is the responsibility of the RPD, unless the region votes to finance all or part of these expenses.

Other Projects

The RPD may also oversee regional projects like ensuring that copies of the regional newsletter and/or *The Daylily Journal* are donated to local libraries, appropriate college or horticultural organizations, garden centers, and municipal gardens.

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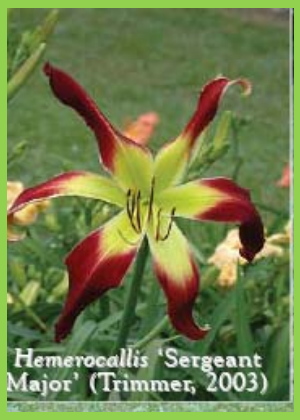

Newsletter Editor

The regional newsletter is the tie that binds the region together and a proficient and knowledgeable editor is important for an effective result. Experiences with journalism, desktop publishing, English grammar, graphic design, and photography are desirable for an editor. AHS relies on dedicated members to perform this most important task of the region.

Qualifications

The key to producing a good newsletter is the content. To this end the editor should be an able writer and organizer, knowledgeable about daylilies, and have a good knowledge of the talents, abilities, and needs of the membership. The technical aspects of producing the newsletter are not overwhelming, and the skills can be acquired by anyone who can type, use a computer, has some basic layout skills, and can coordinate multiple tasks.

Term of Office

The editor, if not serving in the dual role of RVP or RPD, will be appointed by the RVP. Editors and assistant editors must be members of the AHS. Subject to any regional bylaws provision to the contrary, a subsequent RVP may re-appoint an editor as there is no restriction on years of service.

Financing the Regional Newsletter

AHS Financing

A region may ask for and receive $100.00 plus $0.25 per U.S. resident membership label or $0.35 per Canadian resident membership label for a maximum of two regional newsletters per year. In this context, membership label also implies payment for mailing the regional newsletters to all other regions' officers, the AHS Board, special committee chairs, staff, and former AHS presidents. To offset the cost of the requisite mailings outside the region to the other regions' officers, effective 2008, the allowance will include $1.50 per label for this group for a maximum of the two regional newsletters per year. This money must be requested when ordering mailing labels from the AHS Executive Secretary. If the region does not request reimbursement, the appropriate amount will be deposited in the W.E. Monroe Endowment Fund Trust in the name of that region at the end of the fiscal year. It is the responsibility of the RVP to request the reimbursement, or to delegate the request to the treasurer or editor. The following table will assist in determining the amount that can requested for reimbursement.

Fixed Amount	$100.00 per issue (up to two issues)
Regional Label Count	$0. 25 per label for each U.S. label per issue (up to two issues) $0.35 per label for each Canadian label per issue (up to two issues)
Requisite Labels	$1.50 per label (up to two issues)

Usually the first and last newsletters of the year are the best times to request reimbursement. Membership is highest late in the year, and it is also high very early before the non-renewing members are removed from the rolls.

Regional Financing

The region may establish newsletter advertising fees and solicit advertisements from hybridizers and growers. Please note that advertising fees are a source of income and as such are included in the annual gross income.

Contributions for the newsletter may be solicited, but mandatory regional dues are not acceptable as they may be confused with AHS membership dues. All AHS members are entitled to receive their region's newsletter as part of their AHS memberships. Contributions and donations to the region are voluntary only and must never be called dues or subscriptions.

Some regions send the newsletters to non-AHS members as they often join AHS the next year. It is permissible to charge a regular subscription fee for out-of-region members who wish to subscribe to the newsletter.

Newsletter funds may also be raised through mail auctions or live auctions and plant and craft sales at regional meetings.

The editor has no responsibility for fund raising unless so delegated by the RVP.

Newsletter Content

Required Material

Each issue of the regional newsletter must contain the names and addresses of the AHS President, the region's AHS Director, the AHS Executive Editor *(The Daylily Journal*), and the AHS Executive Secretary. Also on that page should be the names, positions, addresses, and email addresses of the region's officers and liaisons. The AHS logo should also appear on this page.

The U.S. Post Office requires that the return address (upper left of addressing block on outside back cover) should start with American Hemerocallis Society and then the region name, for example:

American Hemerocallis Society
Region (number)
Street address of editor
City, State, Zip Code+4 digits

Detailed regional meeting information should be published in a timely fashion. As a minimum this should include the time, place, agenda, and fees. Information concerning garden judges workshops and exhibition judges clinics must be published. Refer to Tab 5, Regional Meeting Information Form for *The Daylily Journal*/Executive Editor.

News of local events, such as exhibitions or daylily shows, plant sales, and club programs should be published in a timely fashion.

Statistically meaningful Popularity Poll results should be printed in the regional newsletters.

At times the AHS Board of Directors and/or staff will provide material that, due to size, timeliness, or content is best suited to be published at the regional level. For example, the responsible committee chair will provide lists of garden judges and exhibition judges to be published annually.

Timely notices should be published as a reminder to the membership for national concerns such as:

- Soliciting nominations for AHS awards. Please note that it is unlikely that someone outside of the region will nominate that same region's member for service and hybridizing awards.
- Gaining recognition for outstanding members by nominating them for these awards.
- Stressing the importance of the members' vote in the Popularity Poll.
- Indicating the time and place of the AHS National Convention.
- Stating the amount of AHS membership dues and the name and address of the AHS Executive Secretary.
- Placing emphasis on the W.E. Monroe Endowment Fund Trust and other AHS funds to which donations may be made.

Most of the above could be placed in an article by the RVP or RPD who should try to write for each issue on topics of regional and national interest to the members.

Suggested Material

As *The Daylily Journal* must, of necessity (space and cost limitations) contain material of national and international interest and concern, the regional newsletters should carry regional articles and information. It is not possible to publish in *The Daylily Journal* cultural instructions and recommendations for daylilies that fit the requirements of every region. Such specific material is best suited to publication at the regional level. Most non-renewals are new AHS

members who did not obtain the specific advice, information, and guidance they wanted.

Please remember that such things as long reports, business meeting minutes (although essential), and detailed garden tours with long lists of names of daylilies without descriptions will not be enough to satisfy many members. Merely having lots of pages does not make a newsletter good or interesting. *Content is the key.*

The editor should refer to back issues of the region's newsletters and those of other regions for ideas. Interesting and informative newsletters, with something to interest all members, are most important for the continued growth of a region and AHS.

Publishing Ethics

All RVPs, RPDs, and editors receive copies of the other regions' newsletters. Many times material created for one newsletter will appeal to another region as well. It is certainly permissible to reprint any articles, art, or other material, as long as the author or artist and the regional newsletter (region, volume number and issue) are credited. However, every effort should be made to provide original material for the majority of the region's newsletter content. The regional editor should read other regions' newsletters for hints and examples.

Articles published in any issue of *The Daylily Journal* or the regional newsletters may be used in other AHS publications without the permission of AHS. Permission of the author is required, and in all cases, the author and region of origin must be credited. It is essential that permission be obtained for use of material under copyright. Permission of the author or artist to include photographs should definitely be obtained before modifying, excerpting, or otherwise quoting or using material out of context where the original intent might be lost. If a graphic, which has been created by an artist, is used, permission should be asked for its use, and credit should be given in the newsletter. A more detailed explanation of copyright issues (with release forms) can be found at the end of this section and in Tab 6, Forms.

It is also permissible to ask out-of-region individuals to write articles for the region's newsletter if they are experts on a specific topic. However, in general, material should be solicited from within the region.

The RVPs or editors should refrain from asking other regions to publish the region's meeting agenda, as the basic details should be published in *The Daylily Journal*. However, adjacent regions may wish to do this on a reciprocal basis.

Publishing Registered Cultivar Names

The AHS Publication Committee established effective summer 2008 the following policy for the use of a cultivar registered name in AHS publications:

a. At the beginning of an article (on first occurrence) the genus name should be spelled out, capitalized and italicized. The species name is always lower case and italicized. The cultivar name is always capitalized and enclosed in single quotes:

b. At the beginning of a paragraph and after the genus has been established per Rule 1 above, the genus may be abbreviated but should be used on first occurrence

c. Within the body of text and after the genus has been established per Rule 1 all species names shall always be coupled with the abbreviated genus name, i.e., the species name should never be used without a genus indicator, either *Hemerocallis* or *H.* as per Rule 1 and 2. Cultivar names may be listed without the genus name or abbreviation:

d. Once another and different genus name has been mentioned in the article, the genus name for Hemerocallis must be rendered per Rule 1, i.e., it must be fully spelled out and italicized. Once the genus name (in this case *Hemerocallis*) has been re-established in the article, Rule 2 applies.

This policy is based upon the rendition adapted from one developed by W. George Schmid, and approved by the International Society of Horticultural Sciences which administers the ICNCP. The AHS Publication Committee does not recommend that the registered cultivar name be bolded.

Assigning Area Reporters

The RVP may delegate the task of assigning area reporters to either the RPD or the editor. Reporters are not required, but can ease the burden on the regional officers and guarantee a steady supply of material of interest to the membership. Assignment of club reporters may be delegated to the local clubs if so desired.

Let the reporters know that more than meeting dates and trivia are needed. Ask for concise cultivar information, careful and useful garden write-ups, and detailed excerpts from programs. Stress that the reporters should also assign subjects to other members in their areas and not write all the material themselves. This same good advice applies to the newsletter. A variety of authors is far more desirable than a newsletter with most articles written by the editor or RVP.

Deadlines

It is extremely important that the new editor start to gather newsletter material long before January 1 so that the first newsletter is in the hands of region members EARLY in the new year. Each region establishes its own newsletter schedules, both closing dates for copy to the editor and mailing dates. The important consideration is that the membership is aware of the dates, and that they are met. Authors in particular should be reminded of the due date for articles.

It is also important to keep in mind that the date the issue is received may be several weeks after the mailing date and many weeks after the closing date. Articles should be written with this time lag in mind. Deadlines should be established for timely dissemination of information, i.e., well in advance of the regional meeting, etc.

Each region also establishes the number of newsletter issues published per year. It is far more advisable to have three or four smaller newsletters per year than one or two extremely bulky ones. Getting timely news into the hands of the membership is far more important than publishing a tome.

Along this same line, the newsletter need not be as perfect as a magazine or other professionally-produced work. What is most important is the CONTENT of those pages. Photographs do add interest to the newsletter, but color photographs are not a requirement for an excellent newsletter. As the cost of color has declined, a number of regions are now including pages with color. Please note that poor quality color images are misleading. A quality black and white daylily picture is better than a poor quality color photograph.

Newsletter Preparation

The necessary steps needed to produce a newsletter are these:

- Collect all the material that must be included.
- Enter the text using publishing software.
- Proofread the final copy. It helps to have at least one other person proofread the typed copy.
- Layout the text, photographs with captions and graphics.
- Send the completed “camera-ready copy” to be reproduced.
- If a commercial printing company will print from electronically prepared layout, the editor should work in close consultation with the printing company regarding publishing/ layout-program, font use, electronic image resolution and format, and all other specific requirements.
- Determine the most economical size of the newsletter (number of pages and physical size of the “booklet” format) by consulting the USPS Quick Guide, Publication 95

(http://www.pe.usps.com) and with the printing company if one is used.

Mailing Responsibilities

Obtaining Mailing Labels

A region may obtain up to four free sets of regional AHS labels per year. Besides a label for each regional AHS member, there may be about 85-95 labels for all members of the AHS Board and special committee chairs, staff, RVPs, RPDs, regional editors, and former AHS presidents. Two of these labels ensure that two copies of the region's newsletter will be preserved in the AHS archives. Each set of labels should be requested from the AHS Executive Secretary, preferably in writing, two weeks before they are needed. Additional sets of regional labels may be obtained at a cost of ten cents per label. The labels will be pre-sorted by ZIP Code unless requested otherwise. The labels can be preprinted by the Executive Secretary or sent on disk for the sole use of mailing the regional newsletters. Use of the data contained on the disk other than for mailing of the newsletter is strictly prohibited.

If the region employs a mailing service to handle the newsletter mailing, ask the mailing service to sign a "confidentiality" agreement and send a copy to the AHS Executive Secretary.

Two copies of new member labels are sent to the RVP by the AHS Executive Secretary each month in which new members have joined the Society. These may be used by the region for record keeping, welcome letters, and a copy of the newsletter to the new member, or as designated by the RVP.

Labels for in-region copies to those who are NOT AHS members, and labels for out-of-region subscribers must be supplied by the RVP, regional newsletter editor or other designee within the region.

Postal Considerations

For help with the following areas of "Mailing Permit Applications and Customer Profile," the nonprofit mailing rates, and the applications for authorization to use them, etc., please contact the AHS Regional Officers Chair. A listing of the current committee chairs can be found in the *The Daylily Journal,* in Tab 7, or on the AHS webpage (http://www.daylilies.org). The AHS Regional Officers Chair can help on a one-on-one basis, by sending the editor filled-out, example application forms and a sample cover letter to the postmaster.

AHS Nonprofit Status

Each AHS region is a part of the AHS corporate charter and not an independent entity. AHS is organized as a nonprofit 501(c)(3) scientific organization; currently each of its 15 regions has been assigned its own *Employer Identification Number* (EIN) under the AHS nonprofit "umbrella." The U.S. IRS has allowed each region to be part of the IRS group exemption. As a subsidiary organization of AHS each region is eligible to apply at the United States Postal Service to mail at *Nonprofit Standard Mail® Rates* under the AHS nonprofit 501(c)(3) "umbrella."

The United States Postal Service has published a *Quick Service Guide (QSG), Publication 95* and *Publication 417/Nonprofit Standard Mail Eligibility* (available at larger post office branches or as a printout from the Postal Explorer at: (http://www.pe.usps.com).

Publication 417/Nonprofit Standard Mail Eligibility discusses eligibility, authorization, and mailing rules for the *Nonprofit Standard Mail Rates*. It explains the categories or organizations that are eligible for the rates, how to request authorization, and how to determine whether a mailing meets the general standards for the rates.

First Class Rates, Nonprofit Standard Mail® Rates, and Mailing Permit Imprint Authorization

Mailing at First Class Rates

(Quantities of fewer than 200 newsletters)

A region may want to mail its newsletters as first class mail. The actual postage for first class mail is expensive, but the RVP or editor may be able to duplicate the newsletter copies at home or at an office supply store, apply the AHS-provided printed labels, affix the first-class postage stamps, and deposit the newsletters in any US Post Office letter box or at any US Post Office. Reminder: Approximately 85-95 copies of the regional newsletter issue need to be mailed to AHS Board members, AHS staff members, all RVPs, RPDs, regional editors, and past AHS presidents. With these requisite mailings, all regions should reach the minimum requirement to obtain Nonprofit Standard Mail® Rates.

Mailing at Nonprofit Standard Mail® Rates
(Minimum Quantities: 200 newsletters or 50 pounds)
Mailing regional newsletters at *Nonprofit Standard Mail® Rates* will reduce a region's actual postage cost. However, these mailings are restricted to Domestic Mail. That means each mail piece must include a complete delivery address with a correct ZIP Code or ZIP Code + 4 digits.

Newsletter copies addressed to AHS members in Canada (addresses with a Canadian Zonal Code) or to AHS members residing in foreign countries should be mailed separately at first-class rates since mailings to foreign countries do not qualify for Nonprofit Standard Mailing discounts.

There are two ways an RVP or editor can apply for authorization to mail newsletter copies at Nonprofit Standard Mail® Rates:

Application for Authorization to mail at Nonprofit Standard Mail Rates® at Additional Mailing Office. (PS Form 3623) Please note that the application must be completed prior to the actual date of the first mailing.

Obtaining authorization to mail at nonprofit standard mail rates at an additional mailing office is relatively simple.

- There is no initial application fee or annual fee for this method of mailing.
- There is also no need to have a Mailing Permit Imprint if the RVP or editor uses the printing company's or the mailing service company's Permit Imprint Number.

Each of the 15 AHS regions is a part of AHS corporate charter, as an affiliate and is not an independent entity or chapter. That should be interpreted by a postal agent at the "mailing requirements" units to mean, that each region is eligible to use PS Form 3623 (1 page) (PSN 7530-02-000-9027) "Application for Nonprofit Standard Mail Rates at Additional Mailing Office" under the already established American Hemerocallis Society's nonprofit (501(c)(3) "umbrella."

Postal Service (PS) Application Form 3623 is a simple, one-page form. The applicant will need to know the Post Office where the *Nonprofit Standard Mail authorization* was granted to AHS (and on which the application is based), that is, the city/state/ZIP Code where *The Daylily Journal* is mailed. It may be helpful to know the AHS Permit number (3605), but since the Permit Number is separate from the USPS *authorization to mail at standard nonprofit rates*, knowing the AHS Permit Imprint Number should not be necessary. The postal agent working on the application will be able to retrieve all relevant AHS-related information on the computer screen.

Item #1 on Form 3623 (The complete name of the organization) should be given as: The American Hemerocallis Society – Region #.

The instructions on PS Form 3623 requests the following information:
A letter (addressed to the Postmaster) attached to the application showing the following:

- An official letterhead (which the region uses for official correspondence)
- Signature of an organization official. (That may be, for example, the editor.)
- The letter must contain a "Statement of request for *Authorization to mail at the*

Nonprofit Standard Mail rates at an additional mailing office."

If the application (using PS Form 3623) is approved, the USPS Pricing and Classification Center will mail a letter of authorization listing an "authorization number." This letter of authorization also shows the city with post office ZIP Code of the "business mail entry unit" where the newsletters must be presented for mailing.

A copy of the authorization letter must be presented at the time the newsletters (presorted and with a permit imprint indicia) enter the designated "business mail entry unit." The actual postage fee must be paid by the region at that time (although some mailing services—if one is used—have established a designated account for that purpose).

Before an RVP or editor decides to apply for this *Authorization to mail at Nonprofit Standard Mail Rates at Additional Mailing Office*, it is advisable to work directly with a larger post office, one which has a "Mailing Requirements" department/unit. Postal agents working in those departments are completely familiar with the purpose of PS Form 3623 and the eligibility requirements. Several regional editors have used this application and mailing process successfully since 1999.

However, if the RVP or editor is working with a local postmaster or postal agent who does not interpret the U. S. Postal code in the manner described on the application PS Form 3623, please accept that decision and use PS Form 3624 to obtain authorization to mail at nonprofit standard mail rates as detailed below.

Application for Authorization to mail at Nonprofit Standard Mail® Rates:

(PS Form 3624) Please note that the application must be completed prior to the actual date of the first mailing.

Obtaining an Authorization to mail at *Nonprofit Standard Mail® Rates* is also relatively simple.

Complete PS Form 3624, (Pages 1-3) PSN 7530-02-000-9014). Copies of the form are available at a post office or on the Postal Explorer at (http://www.pe.usps.com).

Provide the following documentation along with PS Form 3624 to the post office where the RVP or editor wants to present the newsletters for mailing or have the printing company/mailing service present the copies at the "business/bulk mail entry unit" for mailing. (Refer to Tab 6 for copies of the majority of the following documents)

- Certificate of Incorporation (document #8676, dated February 24, 1955)
- Amendment to the Articles of Incorporation (document #37811, dated October 18, 1979)
- 1979 IRS Letter of Non-Profit Status which provides this evidence and a CPA letter dated January 11, 1980, attesting to the tax-deductibility of donations to AHS
- 2007 IRS Letter of Non-Profit Status (updated)
- IRS Group Exemption Letter, dated December 14, 1990, listing the AHS Employer Identification Number (EIN) (36-2445385)
- Group Exemption Number (4120). The Dissolution Clause, Article XIII of document #37811, Amendment to Articles of Incorporation
- A copy of the AHS Group Exemption Letter (GEL) which contains the AHS Group Exemption Number (GEN) Regional Bylaws.
- Regional Financial Statement for the past fiscal year and the budget of the current year
- Minutes of the last regional business meeting
- Some copies of previous newsletters

It is helpful to list the post offices where a region has previously had this special bulk mailing status.

The RVP or editor should be aware that it may take four to six weeks for the approval and should not wait until the first newsletter is ready for mailing before starting the application process.

The actual postage cost for mailing the newsletters must be paid by the region at the time they are presented at the "business/bulk mail entry unit" for mailing.

Obtaining a Permit Imprint Authorization

(Minimum Quantities: 200 newsletters or 50 pounds) (PS Form 3615)

Who might need/not need a Permit Imprint Authorization (Number):

Not needed:

A region will not need to apply for this authorization if it is using the Permit Imprint Number of a printing company or mailing service. Most printing companies and their mailing service departments will allow the use of their Imprint Number free of charge.

However, they do charge a fee for performing the mailing service tasks (for example, spray-printing the mailing addresses, presorting by ZIP Code, and presenting the mail pieces to the USPS "business/bulk mail entry unit.")

Permit Imprint Authorization Needed:

The benefit of obtaining authorization to use a Permit Imprint Number is that the editor can duplicate, or have the newsletters duplicated, at an office supply store and can perform the work normally carried out by a mailing service. If the RVP or editor is willing to apply the address labels (supplied by AHS Executive Secretary), is able to presort according to postal regulations by ZIP Code, and is willing to present the newsletters at the designated "business/bulk entry," it may make sense to apply for this authorization.

The initial fee is currently $175, and there may be an additional $100 annual fee. However, paying those fees may be lower than paying a mailing service to perform the mailing tasks. The difference should, most likely, determine if the Permit Imprint Authorization is needed.

Mailing Permit Application and Customer Profile (PS Form 3615)

The Postal Form (PS) 3615, December 2002, is available at any Post Office. There is an initial $175 fee, and there may be an additional annual fee. All fees must be paid by the region.

- Required on the application are the individual's or company's name, applicant's signature (RVP's or editor's name), address, etc.; two types of identification, and the fee(s). One 501(c)(3) form of identification must contain a photograph of the applicant, for example, a driver's license, voter or vehicle registration. The applicant receives a "Permit Imprint Authorization," a number, and a list of "Standards for Mailing Using Permit Imprints.
- The content and format of the mail pieces must meet the standards in Domestic Mail Manual P023.
- Mail must be presented and accepted where the permit was issued unless permitted by other applicable standards.
- Payment for each mailing must be made by the region when mailing is presented at the post office.
- Minimum quantities apply and all mailing pieces must be of identical weight unless otherwise authorized.
- The mail pieces must not be deposited in street collection boxes.

Setting up the Permit Imprint Indicia

This applies to all newsletters that are mailed at standard bulk mail rates and at standard nonprofit rates.

For detailed information about how to set up the various Permit Imprint indicia (where the postage stamp would normally go) on the newsletter, refer to the Quick Service Guide, Publication 95, page 116-117, "Basic Standards for All Mailing Services," Permit Imprints. Page 117 shows a variety of Permit Imprints for both, standard bulk mailings and for nonprofit standard mailings.

Additional Considerations Relative to Meeting Postal Regulations

Typical AHS newsletters are 8.5" x 11" or smaller and less than ¼" thick so they meet the size and weight limitations set by the U.S. Postal Service. The text must be printed matter only. That means it cannot contain any handwriting or added typewritten material other than the name and address of the sender and the addressee. Sealing with tape is recommended, but not required.

Advertising in regional newsletters may preclude Nonprofit Standard Mailing. Please note that the U.S. Post Office defines "advertising" as anything that "advertises, promotes, offers, or, for a fee or consideration, recommends, describes or announces the availability of any product or service." In general, inclusion of an ad for a commercial daylily garden, notice of meeting or seminar where a fee is charged, or notice of hotel accommodation cost in conjunction with a meeting, but no financial consideration is provided by the hotel for the notice, or a mail-in auction are by this definition advertisements, but permitted by the U.S. Post Office. The specific advertisements precluded are ones for 1) availability of any insurance policy where the insurance company is paying for the advertisement or 2) availability of any travel arrangement and the travel company contributes substantially to the organization in any manner. If there is a question or doubt if an advertisement may be questioned, the RVP or editor should refer to U.S. Postal Publication 417, dated October 1996 or discuss the advertisement with the appropriate postal official.

Regional Newsletter Formatting and Content Requirements:

Additionally the newsletter must contain the following to qualify:

- A title on the front cover page in a style and size of type that clearly distinguish the title from other information on the cover page.
- Be formed of printed sheets—not a stencil, mimeograph or hectograph process.
- Identification statement in the first five pages to include 1) title, 2) issue date 3) statement of frequency, 4) name and address of organization including street number, street name, and Zip Code, and 5) issue number.
- Consist of at least 25% non-advertising matter in each issue.

Additionally the organization name must appear on at least either 1) the outside of the mail piece or 2) in a prominent place on the material mailed, and reflect a return address on the outside of the mail piece.

Presorting Requirements

Once an application for a permit imprint or authorization to mail at nonprofit standard mail rates has been approved, the post office can provide all the necessary instructions, forms and supplies for bulk mailings. Please note that bulk mailing does require a presorting by ZIP Code with a limitation on the weight or number of pieces per sorted bag.

Statement of Mailing

The actual postage for a mailing (depending on the per mail-piece/weight mailing rate that is applicable) can be paid by personal check, or the regional treasurer can maintain an account at the post office and cover the mailing from advanced deposits.

If a mailing service presents the newsletters to the business/bulk mail entry unit, the mailing service may bill the region for the actual postage cost. The business/bulk mail entry postal official can assist in filling out the proper forms correctly.

Delivery Schedules

Each post office that handles the bulk mailing as it is en route to distribution centers, city, and local post offices is required to send it on within 48 hours. Under the best of circumstances a given newsletter may be en route for a week or more. The RVP or editor should anticipate delivery to take from two to three weeks from the date of mailing. Therefore, if the dated material, such as

regional meeting reservation forms, ballots, requests for mail auction bids, or award nominations must be published by a certain date, sufficient time should be allowed for that when planning the mailing date.

Undeliverable bulk mail is not returned to the sender, and it is not forwarded to a new address or a temporary "snow bird" address.

Issues and Copies

Mandatory and Optional Issues

Each region is required to publish two newsletter issues per year if possible. AHS encourages the regions to publish two or more issues. Some regions publish three or four. There is no upper limit on the number of issues or the size of each issue. This depends upon the regional finances, the amount of copy available and the ability of the editor to devote the time to it. In general, members enjoy the smaller but more frequent newsletters as opposed to larger ones that might contain rather outdated material by the time they are received.

Determining Number of Copies to Print

Mandatory copies must be mailed to:

All AHS members of the region, including regional officers and liaisons.

All RVPs	RPDs
Editors	AHS Board Members
Staff Members	Former AHS Presidents
Special Committee Chairs	

Note: The AHS Historian (who is also the archivist) receives two copies.

The number of copies to print is the number of AHS members by label count in the RVPs or editor's region plus an additional, approximately 85-95 for the other mandatory inclusions. These other mandatory labels are included with the labels for the region. There are NO subscription fees or dues authorized.

Optional copies can be mailed to:

Out-of-region AHS subscribers. There is no requirement to offer such subscriptions. The RVP may set the fee for such mailings. A separate fee schedule may be set for foreign mailings to offset the increased postage.

Non-AHS subscribers: There is no requirement to offer subscriptions to non-members, but sometimes they will join AHS once they get involved. The RVP may set a fee for this mailing.

Courtesy copies may be sent to new members joining after the first of the year. Although AHS sends back issues of *The Daylily Journal* to AHS members joining after January 1, it does not require that back issues of the newsletter be sent. If surplus copies are on hand, it is good public relations to send them.

A late fee may be charged to subscribers after a specific date, at the discretion of the RVP. This will help offset the additional postage required to send any back issues and cover the cost of first class versus bulk mail. This fee might also serve as an incentive to pay subscription fees on time. Like dues, late fees or subscription fees cannot be charged to AHS members of the region. When negotiating the printing or photocopy charges, determine the price break. It may be that the total cost for 500 copies will be the same as for 450 copies.

Copyright and Other Releases

The following information in the form of a question and answer dialogue is from the current AHS General Counsel and AHS President.

Q: Why do we need copyright releases?

A: The purpose of a copyright release is not to publish the story, or photo that the author (or photographer) submits to the regional newsletter, or *The Daylily Journal*. By submitting the article or photograph, the author (or photographer) has granted us the right to publish it. Rather, without a release copyright law places certain restrictions on our rights to reuse these materials consistent with our educational and scientific purposes. Thus, the purpose of the release is to allow the reuse of those same materials in subsequent publications of the Society,

whether that is in another regional newsletter, an online reprint of individual articles or in *The Daylily Journa*l.

Q: The author did not include the copyright indication ("C" in a circle followed by the year) anywhere in the article so is a copyright needed?

A: Just because an author (or photographer) does not put the notation of copyright on the item being submitted does not negate the copyright. The notation serves more as a notification that the author (or photographer) intends to protect the copyright. The copyright exists in any "intellectual" property created by the author (or photographer).

Q: Is there a problem if we do not get a release?

A: No, so long as the item is only used for the purpose for which the author (or photographer) submitted it.

Q: Do I need to regularly get a release from the same person each time they submit something?

A: You will note that the form (Refer to Release forms for AHS and for Regions in Tab 6) provides for the author (or photographer) to sign once to cover the instant and any other future submissions. If the author (or photographer) checks this box it is not necessary to obtain that person's signature in the future.

Q: Do I need to get a release from the same person for photographs and for articles?

A: The form is drafted in such a way that it is intended to cover both, but for extra protection, you may wish to cover yourself by getting separate releases.

Q: What effect does signing the release have on the author's (or photographer's) copyright rights?

A: The only effect signing the release has on the author's (or photographer's) copyright rights is that it grants and/or clarifies that the AHS has the right to reuse the material in a manner consistent with the educational and scientific purposes for which it was established. The author (or photographer) is free to sell his or her article or photograph to another publication.

Q: Do I need to get a release for articles or photographs previously published in my region's newsletter or in another regional newsletter or in the *The Daylily Journal*.

A: The answer is it depends.

i) If the article or photograph was published prior to 1976 a release is not necessary.

ii) If AHS or a region paid the author (or photographer) for the article or photograph or the author or photographer was an employee of AHS or a region at the time the article or photograph was submitted, a release is not necessary.

iii) If you reprint an entire copy of a regional newsletter published by your region in print or online in essentially the same form that it was originally printed, a release is not necessary. However, between Volume 51, No. 2 (Summer 1996) and Volume 59, No, 3 (Fall 2004), the *The Daylily Journal* contained language limiting AHS's rights to reprint articles. If your region included the same or similar language in its newsletters, a release is required for any reprinting of newsletters published during the period that language appeared in your newsletter and a period of one year thereafter.

iv) A release is required for all other uses.

Some general advice is helpful when dealing with release situations.

1. Get It in Writing – Although oral releases are generally valid, you should always try to get a release in writing. This way, the model can't claim he or she never agreed to the release. In addition, the terms of an oral release can be hard to remember and even harder to prove in court if a dispute arises.

2. Make It Clear – When a release is sought for a specific purpose, do not hide or misrepresent facts to get the signature. A fraudulently obtained release is invalid.

3. You may find it easier to obtain a signed release if you shrink the release information to the size of a 3x5 or 5x7 card – Photographers have found that photo subjects find the smaller documents less intimidating. Some photographers reduce the material to a font size that fits on the back of a business card. However, if the contract is difficult to read, it will be less likely to be enforceable.

4. Get the Right Signatures – There are two requirements for the signature on a release: it must be an informed consent, which means that the person signing the release understood it; and the person signing must have the authority to grant the release. In the majority of states, a minor is any person under 18 years of age, although in some the age may be 19 or 21. Since a minor may not understand the terms of a release, the signature of a parent or guardian is required before using a minor's name or image.

EXAMPLE:
A 16-year old boy was photographed on a beach and signed a release. His parents did not. The photo was later used on the cover of a tabloid. The father sued the publisher and settled out of court.

It is always preferable to have a release signed by the subject, not an agent. When dealing with an agent, seek an assurance that the agent has the legal authority to sign. This can be done by including the statement, "I am the authorized agent for [name of model]" above the agent's signature line.

5. Get a release signed ASAP – It is sometimes difficult to track down a subject after a photo has been created and there is less incentive for the subject to sign a release later at a later date. Therefore, most photographers obtain releases prior to or directly after a photo session or when the model is paid.

AHS Newsletter Awards

Each year an award is made to the editor of the best regional newsletter as voted by the AHS Board of Directors. Additional awards are made for best articles and best use of Pictures and Graphics as judged by a panel of past AHS presidents. The criteria used by the judges is listed not because the awards are an end in themselves, but because it tends to define the content, character, and balance that editors should strive for in their publications.

Judging of Best Article Awards:

Judges should use the following criteria in their deliberations for best articles:

1. Articles may not win more than once.
2. Only original articles may be judged. Thus, reprinted articles from a prior year of the given region or another region's newsletter are ineligible for article awards. Commercial magazine articles are also not eligible.
3. All other things being equal, articles by regional members shall win over articles from out-of-region individuals.
4. All other things being equal, articles which focus on regional or local topics shall be given higher consideration than those which focus on external or national interests.
5. All original articles are eligible for article awards published in the competition year. Authors are not to be penalized if regions cannot afford, or fail, to publish the minimum number of issues.

Judges should use the following point scale and guidelines in rating articles:

Score:
4 – above average
3 – good
2 – average
1 – below average
0 – N/A

The following criteria should be used as a guideline in rating articles within a given category:

____ attention-getting lead to emphasize the purpose or arouse curiosity/interest

____ most important points stated first (by paragraph and then by sentences within

paragraphs) – inverted pyramid organization

____ relevancy to interests of the region's members; timeliness; impact

____ objectivity; accuracy of facts and research

____ clear and concise writing; use of proper grammar, spelling, and quotations

____ smooth transition of elements; sentences and paragraphs that vary in length

____ emotional appeal or use of humor when appropriate

____ visual appeal – effective blending of photographic/graphic elements and captions

Newsletter Criteria for Best Newsletter and Best Use of Pictures and Graphics:

1. A region must publish an AHS recommended minimum of two issues, by the same editor, in the competition year for the editor to be eligible for consideration for Best Newsletter or Best Use of Pictures and Graphics awards. These two awards are given to the editor, not the region.
2. All other things being equal, an editor who produces more than two issues shall win for Best Newsletter or Best Use of Pictures and Graphics over one who produces only two.
3. All other things being equal, an editor who also performs the layout shall win for Best Newsletter or Best Use of Pictures and Graphics over one who uses outsourcing for that task.
4. All other things being equal, an editor who has not previously won Best Newsletter or Best Use of Pictures and Graphics will be considered over one who has. Further, an editor may win Best Newsletter or Best Use of Pictures and Graphic more than once, but not in consecutive years.
5. Issues mailed late in the competition year, but not delivered until the new year due to postal delays, should still be judged if received in a reasonable time to meet the deadline of the judges – probably received no later than February 1. However, if a competition year issue is not mailed until the subsequent year, the AHS Newsletter Exchange Chair has to make the determination of eligibility for any awards. The newsletter may be required to be judged in the subsequent year.

Judging of Best Newsletter:

Judges (and directors) should use the following criteria in their deliberations for the Best Newsletter award:

1. The use of color should not be given more credit over issues printed in black and white only.
2. The following point scale shall be used in judging the Best Newsletter:

Editorial Content: 60 points

Variety; necessary regional and AHS information as listed in the *AHS Guide for Regional Officers*; articles featuring daylilies; promotional material; general timeliness, scope, and depth.

Format: 30 points

Placement of copy, pictures, ads; amount of editorial material in relation to pictures and ads; legible type font; pagination; headings; quality of pictures.

General Character: 10 points

Style, appearance; cover; table of contents; identifiable and unmistakable features for immediate recognition.

Total 100 points

Judging of Best Use of Pictures & Graphics:

1. Judges should use the following criteria in their deliberations for selecting the newsletter which makes the best use of pictures and graphics.
2. Judges should use the following point scale and guidelines in rating pictures and graphics:

Score: 4 – above average
3 – good
2 – average
1 – below average
0 – N/A

The use of color should not be given more credit over issues printed in black and white only.

The following criteria may be used as a guideline in rating use of pictures and graphics in page layout:

____ cover has unique nameplate which includes volume number, issue number, date, and optional season

____ use of creative graphic devices which contribute to an individualized look and feel for the entire newsletter (such as headers, footers, pagination, semi-transparent backgrounds, etc.)

____ consistent use of headline styles and readable type faces throughout

____ use of images which attract and hold the reader's attention and are relevant to the storyline or purpose of the page; effective combination of images with captions to relate to an article

____ creativity in people pictures – showing action as opposed to being posed

____ effective cropping of daylilies or landscapes to focus on the point of interest while avoiding use of distracting elements

____ images vary in size, shape, and positioning

____ sharp images with proper contrast and tonal range

____ images have proper color and saturation

____ balanced use of photographs with some use of pen-an-ink sketches, cartoons, caricatures, watercolors, etc.

____ effective use of white space

Editor Requirements:

Each newsletter is required to display on the cover and table of contents page (or organizational page) the following: newsletter name, if any; region number; volume number; issue number; date; and optional seasonal identifier. Examples include, but are not limited to:

- The Region xx Daylily Fan, Volume 20, Issue 1, Spring 2008
- The Region xx Daylily Fan, Volume 20, Issue 2, Summer/Fall 2008
- The Region xx Daylily Fan, Volume 20, Issue 3, 2008
- The Region xx Daylily Fan, Volume 21, Issue 3, Fall 2008/Winter 2008

It is NOT acceptable to describe the season and date as crossing two years, e.g. Fall 2008/Winter 2009. This causes confusion in determining the year of eligibility for the judging process. If a newsletter is not judged in the proper year, it could cause an editor to be credited with too few newsletters for award eligibility.

Liaisons Responsibilities

The following is guideline for the responsibilities of recommended regional liaison as defined by the AHS committee who has requested that position.

Regional Membership Chair

Qualifications

AHS member

Responsibilities

It is the Regional Membership Liaison's responsibility to work with the Regional Vice-President and the AHS Membership Chair in coordinating membership recruitment and retention activities. These activities include, but are not limited to the following:

- Welcome new members to region and provide them information on regional activities.
- Encourage new members along with all regional members to participate in activities and in joining a local society
- Assist local societies locating AHS members in their geographical area
- Encourage the development of new local societies
- Activities and publicity for the recruitment of new members
- Activities and publicity for attendance at regional and national meetings
- Informing members as to membership and renewal procedures
- Reminding members to notify the executive secretary of change of address
- Advise executive secretary of death of members

Regional Youth Liaison

Qualifications

AHS member

Responsibilities

- Notify the AHS Youth Chairman of your appointment and relay contact information.
- Encourage youth attendance at local and regional meetings and the national convention.
- Plan activities that will appeal to youth members.
- Work with youth members in establishing their own gardens.
- Encourage participation in flower shows, garden tours, and daylily sales.
- Encourage attendance at exhibition clinics and/or garden judges workshops for those interested in becoming judges.
- Encourage youth members to submit Popularity Poll favorites.
- Encourage eligible youth members to submit nominations for the two national awards available, the AHS Bertie Ferris Youth Scholarship and the Christine Erin Stamile Youth Award.
- Take photos of regional youth activities and encourage the writing of articles for inclusion in local and regional newsletters, the youth newsletter, *Youth News*, published twice yearly.
- Check the AHS website for youth news and announcements.

Regional Exhibition Judges Liaison

Qualifications

AHS member

Senior Exhibition Judge

Recommended to have served in one or more of the following capacities

1. Authorized Exhibition Judges Instructor
2. Master Panel member
3. Exhibition Judges Clinic Instructor
4. Show official, especially Show Chair or Judges Committee Chair

Responsibilities

- Perform long-range planning and scheduling for Exhibition Judges Clinics
- Assist the RVP and AHS in recruiting and training Exhibition Judges and instructors

Regional Garden Judges Liaison

Qualifications

AHS member
Garden Judge
Garden Judge Instructor, if possible

Responsibilities

- Coordinate on behalf of the RVP Garden Judges Workshops
- Recruit and train qualified Garden Judges and Garden Judges Workshop Instructors

Regional Endowment Funds Liaison

Qualifications

AHS member

Responsibilities

- Promote awareness in the regional newsletter and at regional meeting of the William E. Monroe Endowment Trust Fund, the Joe. E. House Scientific Studies Fund, and the Bertie Ferris Youth Fund
- Assist the RVP as necessary in the presentation of Endowment Fund Achievement Certificates as provided by the AHS Endowment Funds Chair
- Participate as requested in the Endowment Funds Committee

Regional Webmaster

Qualifications

AHS member

Responsibilities

- Responsible for establishing and maintaining the Region's World Wide Web (www) Home Page Site on a secure Internet Service Provider (ISP) computer, i.e., server.
- Administer, develop and maintain the region's domain name through internet and a qualified ISP using the region's URL. Using HTML language tags and computer graphic files on a personal computer. The HTML files are uploaded to the ISP server using files transfer protocol (FTP) software. The server is accessible only by logon and password.
- Responsible for monitoring the AHS website to ensure that regional meeting dates and information is up to date.
- Provide the National Webmaster with such information as: Event Dates, Location, Hosting Club, Venue, Schedule, Registration form in Word, pdf (the best) or RTF format if they want that posted. A logo also can be posted if provided. Further, Tour gardens, workshops, guest speakers... whatever other information would help promote the meeting may be provided.
- As necessary update regional information on AHS website by contacting the National Webmaster. Further, the regional webmaster should remind the National Webmaster when the meetings have concluded to remove old information
- Responsible for checking information for Regional Officers and positions listed on the AHS site and providing the National Webmaster, and the AHS Regional Officers Chair updates and corrections as the persons handling the jobs change.

- Responsible for checking information for Local club officers and positions (at a minimum the President) and other local contacts for people interested in attending a local meetings or events.
- Responsible for checking Region's web page information on the AHS site and on the Conventions page and inform the National Webmaster changes, broken links or any other problems.

Regional Scientific Studies Liaison

Qualifications

AHS member

Responsibilities

The Scientific Liaisons for each region of the American Hemerocallis Society have as general responsibilities the encouragement of research and maintaining an awareness of scientific studies involving the genus

Hemerocallis. Specific duties would include:

- Encourage and solicit scientific research about daylilies from members of your region or suggest names of individuals in the region who might be able to do such research to the Chair of the Scientific Studies Committee. Scientific Liaisons are not prohibited from making proposals for funding.
- Encourage RVP and regional newsletter Editor to include a scientific article in each issue of the newsletter. One well written article could be shared among all the regions.
- Answer questions or provide sources of information to the membership of the region about scientific aspects of daylilies including culture, diseases, etc. If unsure of the answer, contact the Scientific Studies group and ask for advice. Pass on to the RVP and editor any information provided from the Scientific Studies committee that seems pertinent to the region.
- Review, as requested by the Scientific Studies Chair, scientific articles submitted to *The Daylily Journal* for publication and make appropriate comments if the article falls within your area of expertise.
- Review proposals for scientific studies and projects that might be funded by the AHS and make appropriate comments if the article falls within your area of expertise.
- Help find a local professor to attend one day of tours when the AHS National Convention is in the region.
- Encourage members of the region, including clubs and the region itself, to donate money to the Joe E. House Scientific Fund. This could be done by writing a brief article for the regional newsletter, writing letters to each of the club presidents in the region, speaking at the regional meetings or individual conversations with the members of the region.
- Encourage members to participate in the rust survey at

http://www.daylilyrust.org/survey.html

Historian Liaison

Qualifications

AHS member

Responsibilities

- Acquire and maintain a repository of regional publications, historical and legal records, and other materials of enduring value.
- Preserve materials through appropriate means, including transfer to other media, and provide storage in a climate-controlled, safe environment to the extent possible.
- Inform the regional membership of historically significant events, gardens, and people through articles and exhibits for the promotion of the daylily, the region, and AHS.
- Serve as a reference provider to the AHS Archivist/Historian, regional officers and regional members as appropriate.

Specific procedures are provided as guidelines

Acquisition of Materials

1. Obtain and retain at least one copy of each regional newsletter.
2. Seek out documents, images, and artifacts of historical significance and urge others to do so, also. Make the AHS Archivist/Historian aware of any significant finds which may be of national interest.
3. Maintain a central repository for regional legal documents to include, but not be limited to: a current copy of regional bylaws, minutes of meetings, financial statements, rules for awards, etc. (This information may be duplicated in the files of other officers, or in newsletters, but a central repository is advised.)
4. Interact as appropriate with the Regional Publicity Director and/or local daylily club publicity officers to obtain other *Hemerocallis*-related materials deemed to have enduring value to either the region or AHS. Materials may include, but are not limited to: newspaper/magazine articles on daylilies or daylily personalities; photographs;

tapes of television shows; oral, written, or video interviews of significant AHS personalities; letters, diaries, studbooks, computer files including captured web pages and digital presentations; and club newsletters. See that copies of such materials are offered and/or provided to the AHS Archivist/Historian when applicable.

5. Facilitate the collection of oral and written histories of regional AHS personalities. Such interviewing may be done by the Historian or delegated to regional members. Documented results, if not published in the regional newsletter, should also be made available to the AHS Archivist/Historian.
6. Develop a selection/retention criteria (a model can be obtained from the AHS Archivist/Historian) for what to accept and store that is not specifically addressed above, such as plaques or trophies.
7. Eliminate existing assets viewed to be without enduring value only with approval of the RVP and after consulting the AHS Archivist/Historian as to the applicability of it being forwarded to the AHS Archives.

Preservation and Storage

1. Focus on the long-term preservation of materials for future generations.
2. Transfer materials, when feasible, to other media for long-term protection, survivability, and safeguarding in order to reduce wear and tear on originals. Protect materials with acid-free boxes or folders.
3. Store historical materials in climate-controlled areas, preferably in metal file cabinets, and secure against theft and other forms of loss, e.g., fire or flood, to the greatest extent possible.
4. Store duplicate materials at an alternate site if possible.
5. Acknowledge that rare, fragile, one-of-a-kind materials should not leave the Regional Historian's control. This is a safeguard to the integrity of the collection as a whole and also limits the liability of other persons for inadvertent damage or accidental loss.

Inform the Membership

1. Develop exhibits appropriate for display at regional meetings, conferences, and other venues to promote the daylily, the region, and AHS. If possible, such exhibits shall use duplicate or copied materials, or other means as necessary to safeguard originals.
2. Create “digital” exhibits on the regional website as time permits, e.g., provide some documents, images, and artifacts online and/or provide “tidbits” on a regular basis which recall the region's excellent and interesting history.
3. Write historical articles for the regional newsletter (or delegate/encourage others to do so) on significant historical events, people, and gardens, which helped shape the region.

Service as a Reference Provider

1. Respond promptly to questions and perform research, upon request, for the AHS Archivist/Historian.
2. Answer questions or perform research for regional members and officers on regional historical matters.
3. Coordinate all requests for information originating external to AHS through the chair of AHS Publicity and Media Relations.
4. Perform all reference services in as timely a manner as possible and to the extent possible within the time constraints and other workloads.
5. Contact the AHS Archivist/Historian, as needed, for assistance.
6. Identify and track other sources of daylily-related materials in public or private hands to which individuals might be referred locally for solutions to their questions. This might include regional or club archives, public libraries, or individual collections.

Other Duties

1. Serve as a member of the AHS History Committee, reporting to the AHS

Archivist/Historian. Note: Committee composition is as follows:

a. Steering Committee: six to eight individuals appointed by the AHS Archivist/Historian because of their specific archival training/knowledge and/or required technological expertise to address issues associated with the AHS Archives.
b. Regional Historians: fifteen individuals, each appointed by their Regional Vice President. (Should one not be appointed, the RPD shall represent the region on the AHS History Committee.) These individuals address the duties outlined in this procedure.

2. Report to the AHS Archivist/Historian at least once per year on the status of historical activities within the region.
3. Inform the AHS Archivist/Historian of the next Regional Historian at end of term, if known. Otherwise provide the name, email address, and phone number of the RVP, especially if a new one, who will be making the next appointment.

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2007 Stout Silver Medal *Hemerocallis* 'Lavender Blue Baby' (Carpenter-J. 1996) Julie Covington photo

General Information

Round Robins

The RVP might add interest within the region by forming a regional Round Robin.

Copies of regional Round Robin letters may be sent by the leader to the AHS Round Robin Chair for excerpting and inclusion in *The Daylily Journal*. However, if these same letters are being excerpted for use in the regional newsletter, an indication of those quotes should be made before sending those letters on to the AHS Round Robin Chair. In this way, readers will not find needless duplication of information in their two AHS sanctioned publications.

The RVP may receive inquiries about other AHS and regional Round Robins. The Robin Application Form is printed in Tab 6.

AHS Awards

Any member may nominate an AHS member from any region for the Helen Field Fischer Service Award, the Bertrand Farr Award for hybridizing, the Steve Moldovan Award for mentoring, or the Regional Service Award (although the latter nomination must come from a member of the nominee's region). These nominations, typed, single or double spaced up to two sheets of paper, may be channeled through the RVP, the region's awards & honors liaison, or may be sent directly to the AHS Awards and Honors Committee Chair by September 1. Refer to the *Judging Daylilies* handbook for award details. Reminders and instructions for these nominations should be published in a newsletter early each year.

All regional newsletters and their contents are eligible for AHS Newsletter Awards. A minimum of two newsletters produced by one editor from the year's newsletters, January 1 to December 31, are eligible for the Best Newsletter Award as voted by the AHS Board of Directors. This award is presented to the editor at the AHS National Convention.

Certificates will be awarded to authors of regional newsletter articles that are judged as the best on such topics as daylily gardens, daylily cultivars, hybridizers, and scientific daylily studies. A certificate will also be awarded to the editor whose newsletter demonstrates the best use of pictures and graphics. These articles and newsletters must have been printed during the preceding calendar year. The award certificates will be presented at the AHS National Convention. No application need be made for any of these newsletter awards.

American Hemerocallis Society Bertie Ferris Youth Scholarship

The Board approved this fund as the AHS General Youth Fund in 1999, a vehicle to recognize and assist young members of the Society. The General Youth Fund was created as another component of our Society's gifts and contributions program. The fund will be used to fund scholarships and activities at the national convention. A major goal will be to provide funds for the development of outreach programs to encourage youths' interest in daylilies and in the AHS. In 2004, the Board renamed this fund the American Hemerocallis Society Bertie Ferris Youth Scholarship.

Christine Erin Stamile Youth Fund

This fund was established in 1996 by Patrick and Grace Stamile to honor the memory of their daughter Christine. She was an AHS Life Member who once expressed the thought that a Life Membership gives, to the holder, daylilies for that person's "whole life." In keeping with this thought, the award presently funds one Life Membership each year to a qualified youth member. There are defined criteria by which a youth member may apply for this honor.

Regional Awards

Regions may have special regional awards for recognition of excellence in hybridizing and/or growing, either as tour garden awards or flower show awards. They may also recognize exceptional regional or local service, or provide awards for any desired purpose in keeping with the aims of the Society. The RVP should review any proposed awards with the AHS Awards and Honors Chair to ensure that they are not in conflict with AHS awards or purposes.

AHS Stationery

As soon as elected, the RVP may request an electronic file containing the AHS logo to create stationery with an AHS letterhead, envelopes, and postcards for use in all official business. This can be requested from the AHS Executive Secretary or can be downloaded from the AHS website (http://www.daylilies.org/AHSLogo.html). The RVP may also request that the AHS Executive Secretary send the electronic file to the RPD, treasurer, and the editor.

AHS Memorials

Some regions send a contribution in memory of deceased members, or to honor members, to the AHS Endowment Funds Chair, specifying the William E. Monroe Endowment Fund Trust, Joe E House Scientific Fund, AHS Bertie Ferris Youth Scholarship Fund, Christine Erin Stamile Youth Fund, General Fund, etc. Other regions leave all memorials up to individual members and local clubs. The RVP should be aware of the procedure traditionally used in the region and should get some input from AHS as to which fund has the most critical current need, in case donors request such information. All undesignated memorials are added to the William E. Monroe Endowment Fund Trust.

The AHS Endowment Funds Chair coordinates with the RVP the appointment of the region's Endowment Fund Liaison in an effort to generate interest in and support for these funds. The liaison will be expected to encourage contributions to the funds and assist the AHS Endowment Funds Chair at the regional level. If so desired, the RVP may serve as this liaison.

Memorials, sent to the AHS Endowment Funds Chair to honor a deceased person should include the name and address of next of kin so that an acknowledgment can be sent to the family as well as to the donor. Donations to honor living individuals should include the name and address of the persons being honored so that they can receive an acknowledgment as well.

AHS Liability Insurance

The AHS holds a Commercial General Liability policy with limits of $1,000,000 each occurrence with a General Aggregate of $2,000,000, plus the $10,000 Medical Expense limit. The purpose for the insurance is to protect the assets of members, local clubs, regions and the AHS.

The AHS and its members are the insured; therefore, the policy does not cover us against each other, either for bodily injury or liability claims. Both limits protect members against a third party, non-AHS member. The insurer will make medical expense payments regardless of fault, not to exceed the $10,000 limit. A claimant who suffers injury in excess of the limit would have to bring legal action and prove negligence.

Although AHS members are covered, local clubs must become AHS members if they wish to have coverage for their shows. Unless the local club is a member its assets would not likely be covered even though a member who was negligent and caused a third party to incur might have coverage. Under the terms of the policy it is not clear whether a member would have individual coverage if the club itself is not a member, since the club hosts the show, not the individual member. The bottom line is that the club must be an AHS member.

There are two additional advantages for clubs to join AHS. One, from a membership standpoint, is the receipt of the regional and national

publications which could be sent directly to a public library, not through the local officers and then to the library. The other advantage, from a legal standpoint, is that if the club is a member covered under the policy, a possible litigant might proceed against the club and not its officers or individual members. Club membership does not offer any coverage to non-AHS members nor is AHS liable for their negligent acts.
Many facilities hosting club shows require an insurance certificate to prove that the organization sponsoring the event has insurance coverage should a mishap occur. When members deal with malls, hotels, etc., they should not volunteer insurance coverage. If the mall requests proof of liability coverage, advise them that AHS will furnish a Certificate of Insurance. If they require that they be added as an additional insured party AHS can also provide that. Bus companies generally will not make any insurance demands, but advise them that AHS requires that AHS be added to their coverage as an additional insured. In the event that the bus company refuses to add the host club, the region, or AHS to their coverage for the dates of the event, the AHS General Counsel should be contacted.

In the event of an accident, a member should never admit liability. Any member doing so might be held personally liable. In the event of bodily injury, offer assistance and simple first aid without mentioning insurance. Keep in mind; the insurance coverage of malls, bus lines or hotels is considered primary insurance. AHS insurance is supplementary, if those limits are exhausted.

Any AHS member may request a Certificate of Insurance through the AHS Exhibition Chair. Insurance Certificates may no longer be requested by members directly from the insurance agency.

Safety Concerns

While AHS has the requisite supplemental insurance to protect the region and national organization against claims, safety at all AHS sponsored functions should always be considered. The RVP and hosting organization should pay particular attention to the needs of a physically challenged individual.

Any public facility should be equipped to meet the needs of physically challenged individuals. Most private homes and gardens are not and are not required to do so by any federal or state law at this time. Prior to any garden tour the homeowner should address general safety precautions.

Transportation of physically challenged individuals, specifically on a bus chartered by a hosting club at a regional meeting or garden tour, is of utmost importance. The RVP should have a discussion with the chair of the regional meeting to insure that the sponsoring organization is aware of potential safety concerns. The U.S. Federal Government enacted the American Disability Act of 1990 to insure that disabled individuals have fair and equal access to any public building. Please note that this law governs public facilities, such as hotels and convention centers. As a non-profit, membership based organization, AHS is not bound by the ADA Act. States may have enacted more strenuous guidelines, and AHS recommends that each AHS region or local club hosting an AHS official function obtain advice from an attorney licensed to practice law in the particular state. Regardless of the legal requirement, AHS does have a moral obligation to insure safe conditions for all participants.

AHS recommends that any transportation provided must be ADA equipped to meet the needs of the attending AHS member(s). This includes private vehicles. The contractor (bus company, etc.) should be aware that a potential need for an ADA equipped vehicle is required. In the event the hosting organization does not advise the contractor of the potential need for an ADA equipped vehicle, the contractor may not be liable if the AHS member(s) is (are) permitted by the hosting organization to ride the vehicle. In the

event the contractor does not have equipment specific to the needs of the attending AHS member(s) and advises the hosting organization of that, the contractor company may not be liable if the AHS member(s) is (are) permitted by the hosting organization to ride the vehicle.

In the event an AHS hosting organization provides transportation on a non-ADA equipped bus, the hosting club and AHS may be liable for any injury to the attending member(s) including those individuals who are asked to assist or volunteer to assist the disabled AHS member(s).

AHS additionally recommends that a notice to all attending members should be issued (the confirmation letter) indicating that an ADA vehicle will or will not be available. The notice should be issued to all, not just the known physically challenged AHS members. Generally speaking, a contractor may charge more for the specially equipped transportation. If so, those additional costs for an ADA vehicle may be included in the registration fee for the individual needing the specially equipped vehicle. The costs of the special vehicle may be spread to all registrants or borne by the individual specifically. AHS does encourage the cost to be prorated to all the participants, but that is truly the choice of the sponsoring organization.

In the event physically challenged AHS members have their own transportation, the hosting club should encourage the member to use that vehicle. AHS also encourages that any cost of transportation should be rebated to the individuals using their own transportation in these specific cases.

AHS strongly recommends that in no case should a physically challenged AHS member be allowed on a vehicle that is not ADA equipped. It has been suggested that the sponsoring club or individuals may provide assistance by lifting the physically challenged individual. The safety risk to those assisting and to the physically challenged individual is too great to permit this scenario.

Regional Meetings

AHS requires each region to have one business meeting annually. The RVP selects the location for the regional meeting from invitations submitted by local societies or members. It is advisable that they are selected several years in advance, if possible, and that meetings are conducted on a simple scale.

To be printed in *The Daylily Journal*, regional meeting news must be submitted on the Regional Meeting Information Form (refer to Tab 6) and must be in the hands of the AHS Executive Editor by the deadline for the winter or spring issues. (See front pages of *The Daylily Journal* for deadlines.) The same form may be sent to the AHS Webmaster for inclusion in the AHS website.

Meetings held by regions should not be called conventions. This term should be reserved for the annual meeting of AHS.

The main purpose of the meetings is to have members get together each year to conduct the business of the region. Garden tours are desirable as an incentive to attend but are not mandatory. Flower shows are an added attraction. Exhibition judges clinics and garden judges workshops are necessary to train new judges and continue the training of current judges and must be held annually at a regional meeting. The following are suggestions for conducting a business meeting including a sample agenda, protocol guidelines, and content of business meeting minutes.

Procedures for Presiding Officer

Note: The presiding officer will be referred to as the "Chair." The presiding officer always refers to himself/herself as "the Chair," "your president," or "your chair," never as "I".

Chair (standing): "The regular, annual, spring, fall, etc.) meeting of Region ___ of the American Hemerocallis Society will come to order." (Only one tap of the gavel at this time.) If there is to be an invocation/inspiration, it comes now.

Chair "The secretary will read the minutes of the (date) meeting." (Chair sits while the minutes are read.) In the event, the minutes have been published and distributed to the entire membership previously, the Chair can dispense with the reading of the minutes.

Chair "The minutes are published in the (name of newsletter) dated (date) on page (page number)." If not the secretary must read the minutes.

Secretary (rises and without addressing the chair, reads the minutes.)

The Chair solicits correction to the minutes.
Chair (standing) "Are there any corrections to the minutes?' Use only "corrections". If there are no corrections, the Chair states "There being none, the minutes stand approved as read." (or as published.")
If there are corrections, direct the secretary to make the corrections and then say "Are there further corrections? If not the minutes stand approved as corrected."

Chair (still standing) "The next business in order is the financial report of the treasurer." In the event the financial report for the previous year has been published, the Chair can dispense with the reading of treasurer's report. It is advisable to have copies of the financial report available for the membership. If the financial report has yet to be printed in the newsletter, the treasurer, standing and without addressing the chair, reads the report. The Chair sits during the reading of the financial report.

Chair (standing) "Are there any questions about the financial report? If not it will be filed." The financial report is not adopted or approved; only an auditor's' report is adopted. If there are questions, they are addressed and answered by the treasurer (standing when answering the questions). If the question cannot be answered during the meeting, the Chair is responsible to

ensure the answers are found and reported in the next newsletter or at the next annual meeting.

Chair (still standing) "The next business is the hearing of reports." The order of the reports should be AHS Director, RVP, RPD and then the standing committees headed by the various liaisons. The Chair will introduce each officer or liaison with the following "(first and last name)} will give the report of (name of the committee)." Chair is seated while the report is given.

Reports: The officer or liaison will stand while giving the report and start the report with "Mr. Chair (or Madame Chair), the report of the (name of the committee) is as follows." If the committee wishes action taken by the membership, the report ends with a motion. "On behalf of the (name of the committee), I move that _____". No second is required unless it is a committee of one.

The Chair (standing) conducts the vote on the motion and reports that vote to the membership.

Chair (standing) "The next business in order is Special Orders." This could include the election of the nominating committee for RVP or for Director, or following the report of the nominating committee, the election of the RVP (based on the procedures in the regional bylaws).

Chair (standing) "The next business in order is unfinished business." As the chair, you should never ask if there is unfinished business.

Chair (standing) "The next business in order is new business. The Chair will announce any new business, for example, letters received requiring action. The secretary will read the correspondences. Any action must be made in the form of a motion. In seeking a motion, the Chair states" What are the wishes of the membership regarding _____?"

A member should make the proper motion before the debate takes place.

Member (standing) "Mister (or Madame) Chair (waiting for recognition by the Chair before speaking again or making the motion, "I move that _____". Another member must second the motion.

Chair (standing) The Chair must state the motion "It is moved and seconded that we (text of the motion). Is there any discussion?" Discussion is now in order. A member wishing to speak, should rise, obtain recognition from the Chair and address all remarks through the Chair. Any member, except the Chair, and the Parliamentarian, may speak to the motion, unless for some vested reason a member should not. After the discussion is finished (or limited fairly by the Chair), the Chair restates the motion and takes the vote by saying: "All those in favor say aye. Those opposed, no. The ayes (or nayes) have it and we will _____."

Chair "Is there any further business?" If none, on some agendas the program comes now. "If there is no objection, we will suspend the order of business and have the program now." If there is no objection, then the program is presented. "The program will be presented by (name of the individual who is giving the program or the individual who will introduce the presenter)." The meeting is not "turned over" to another individual.

Chair: Announcements are made at this time. "Are there any announcements?
Then "Is there any further business to come before the membership?" If none, then "If there is no further business and no objection, the meeting will be adjourned. The meeting is adjourned." The meeting is not adjourned until Chair states that.

A sample agenda is provided on the following page.

Agenda for Presiding Officers

1. Call to Order
2. Invocation, solemn or inspirational (optional)
3. Presiding officer's welcome followed by introductions (refer to protocol)
4. Roll Call (if done verbally, not necessary for regional meeting)
5. Reading of minutes
6. Regional treasurer's report (to be placed on file)
7. Bills for approval (to save time, these may be presented by the regional treasurer. If bills are within the scope of the membership approved budget, it is not necessary to bring them before the membership for payment.)
8. Director's report
9. RVP's report
10. RPD's report
11. Standing committee reports
12. Special orders
13. Unfinished business
14. New business
15. Program
16. Announcements
17. Adjournment

Protocol for Regional Meetings

What is protocol? Basically, it is just good manners. The main objective of proper protocol at meetings is to honor the offices of leadership. It is the office that is recognized and honored and not the individual holding that office.

The RVP is the highest-ranking officer at a regional meeting except for AHS directors.

When the AHS President visits a region, including his/her own, he/she is seated at the head table, if any, to the right of the presiding officer. Other (AHS) officers are seated next; that is, the AHS Vice President, then the AHS Chief Financial Officer; other elected AHS board members are seated in order of region. Because of their important functions, the AHS Executive Secretary, the AHS Treasurer, and *The Daylily Journal*/AHS Executive Editor, may be seated ahead of the special committee chairs. All AHS special chairs attending a regional meeting rank above the regional officers and liaisons. Any special committee chairs may be seated in alphabetical order, by committee names, at the head table.

The RPD is next in rank to the RVP. The regional treasurer, the regional secretary and then any other appointed liaisons are next in order. The listing of the regional officers and liaison as published in the regional newsletter is the appropriate rank order.

When the highest-ranking regional officer is presiding at a banquet with a head table, that individual is seated to the right of the lectern. If that individual is not presiding, the appropriate seating is to the second place to the right of the lectern, with the first place to be reserved for the presiding officer. It is proper and convenient to seat either the person giving the invocation/inspiration or the person who will introduce the speaker at the first place to the left of lectern. Close access to the microphone is most important to them as well as any other person participating in the program. If there is no visiting officer of higher rank, the speaker may be seated to the right of the presiding officer.
Any visiting dignitaries who are to say a few words or bring greetings, or chairs who are to give special report or awards should be seated at the head table if at all possible. These individuals would alternate left and right according to rank. Lacking sufficient space at the head table, these people should be seated nearby. Special groups such as former regional vice presidents and former regional officers may be seated at reserved tables and should be introduced according to the year they served (in chronological order). The chair of the regional meeting should be introduced before members of that committee. If a special table is provided for chairs, they should be introduced alphabetically by their committee chairship. All chairships are of equal rank.

Everyone to be seated at the head table should be notified in advance of the meeting. A protocol sheet should be provided to the presiding officer and the recording secretary giving the following information; seating order, name and office for which each is being honored and an agenda. Place cards should be easy to read and placed in position exactly as listed on the protocol sheet. The protocol chair is responsible for the following:

1. Placing the name cards on the head table in correct order
2. Helping to seat guests at the head table and reserved tables.
3. Checking the list of all seated at the head table and reserved tables to be sure the guests are present.
4. Locating any missing guests and seating them at the correct table.

In the event a head table is not used at the banquet, arrangements for those individuals who will speak or provide reports should be made to seat them as close to the podium as possible. Introductions based on ranking order will still be applicable.

Good planning, courtesy and diplomacy will help to assure a smooth running meeting with few problems or misunderstandings. It is always best to verify that the microphone is operational and those seated the back of the room can hear the proceeding.

NOTE: AHS is indebted to Mrs. Bertie Ferris for compiling this information. Mrs. Ferris was the long time AHS protocol chair, and she was a former AHS president.

Contents of Minutes

Minutes are the legal record of the proceeding of the meeting and should never be destroyed. Nothing is removed from the minutes. Corrections may be made in the margin. If material is to be expunged, a line is drawn through the word(s) to be expunged.

1. The first paragraph of the minutes of the meeting contains
   a) The kind of meeting –regular, special or annual
   b) The name of the organization
   c) The date and time of the meeting, and the place, if is not always the same.
   d) A notation of the presence of the regular presiding officer and the secretary or the name of substitutes.
2. The body of the minutes contains the following as a separate paragraph for each.
   a. Reports:
      i) Officers (at least the Treasurer's Report)
      ii) Executive Committees
      iii) Standing Committees (e.g., Garden Judges)
      iv) Special Committees (e.g., committee studying change of meeting place)
   b. Motions:
      i) Final wording of all main motions with any amendments as incorporated and any motion to reconsider with the result of the vote on the motion, e.g., adopted, lost or temporarily disposed of or if withdrawn.
      ii) All notices of motions
      iii) All points of order and appeals, noting whether sustained or lost, and giving the chairs' reason for the ruling.
      iv) The name of the person who made the motion, but not of the person who seconded the motion.
   c. Announcements
3. The last paragraph contains the time of adjournment.
4. The minutes are closed with the signature and title of the person writing the minutes. "Respectfully submitted" is not necessary when the secretary signs the minutes.

Financial Information

Regional Finances

Regional funds can generally be divided into two categories: 1) those to fund the newsletter, and 2) those to fund other regional operating expenses. The RVP is responsible for ensuring that the region maintains a positive financial position. The Treasurer is responsible to the RVP and the membership of the region to report at the annual meeting the financial position of the region each year. The financial report must be published at least annually in the newsletter.

The RVP may appoint a ways and means committee or an auction committee to raise funds for the region. Fund-raising efforts should state the purpose of the funds. The region may establish newsletter advertising fees and solicit advertisements from hybridizers and growers. Please note that advertising fees are a source of income and as such are included in the annual gross income.

Budget

The RVP, with the assistance of the region's treasurer, is the steward of the region's funds. Budgetary planning and control are keys to maintaining the region's financial health. To accomplish this, each calendar year a budget must be prepared and approved by the membership at the annual business meeting.

The format of the budget should clearly identify sources of income and anticipated expenditures in sufficient detail as to be unambiguous. In addition and for comparison, the previous year's budget reconciliation statement is simultaneously presented.

The RVP may delegate this task to a budget committee which also must include either the RVP or the treasurer. Presentation and explanation of the budget proposal to the membership is the sole responsibility of the RVP.

The approved budget including the previous year's budget reconciliation information must be printed in the next regional newsletter. A sample budget is shown later in this section.

Sources of Revenue

Contributions for the newsletter may be solicited, but mandatory dues are not acceptable as they may be confused with AHS dues. Each AHS member is entitled to the newsletters as part of the national membership. Contributions and donations to the region are voluntary only and must never be called dues or subscriptions.

Some regions send the newsletters to non-AHS members as they often join AHS the next year. It is permissible to charge a regular subscription fee for out-of-region members who wish to subscribe to the newsletter.

Newsletter funds may also be raised through mail auctions or live auctions and plant and craft sales at regional meetings.

A region may ask for and receive $100.00 plus $0.25 per U.S. resident membership label or $0.35 per Canadian resident membership label for a maximum of two regional newsletters per year. In this context, membership label also implies payment for regional officers of other regions, AHS Board, special committee chairs staff, and former AHS presidents. To offset the cost of the requisite mailings outside the region, effective 2008, the allowance will include $1.50 per label for this group for a maximum of the two regional newsletters per year. This money must be requested when ordering mailing labels from the AHS Executive Secretary. It is the responsibility of the RVP to request the reimbursement, or to delegate the request to the treasurer or editor. If the region does not request reimbursement, the appropriate amount will be deposited in the W.E. Monroe Endowment Fund Trust in the name of that region at the end of the fiscal year.

Usually the first and last newsletters of the year are the best times to request reimbursement.

Membership is highest late in the year, and it is also high very early before the non-renewing members are removed from the rolls.
This does not imply that the task of raising/collecting such funds is the responsibility of the editor. It is the RVP's task to handle the fund-raising, or delegate the task to others like a treasurer, or ways and means chair.

Any funds remaining at the end of an RVP's term should be turned over promptly to the incoming RVP. A regional financial statement must be printed annually in the newsletter. It is recommended that a financial audit be conducted with the change of the RVP or at least every two years.

Some funding sources include live plant auctions, mail auctions, and requests for contributions. It is *NOT* permissible to charge regional dues. Voluntary donations or contributions may be requested in the newsletter.

Due to ever increasing demands on hybridizers and growers it is AHS Board policy that, unless a region is very small, under-financed, and without members capable of donating to auctions, solicitations be limited to hybridizers and growers in the home region.

Expenses

Operating funds may be required for normal administrative expenses of the officers and liaisons such as postage, telephone bills, regional awards, etc. Some regions are able to pay the director's and the RVP's travel expenses for attending the AHS National Convention. Either a set amount should be established, or receipts for reasonable expenses, such as car mileage or air fare, hotels, and meals in transit should be submitted for reimbursement. Normally the registration fee for the AHS National Convention is not included, but this is subject to the ability of the region. Expenses for operating the region, such as postage and telephone calls for the regional officers and liaisons should be budgeted and paid upon receipt of invoices. All expenses included within the approved budget may be paid directly by the treasurer without the authorization of the RVP. Any expense over a pre-determined amount, generally $500.00, and not in the budget should be brought before the membership or an executive committee as established in the regional bylaws for approval. Any expense less than the pre-determined amount may be approved by the RVP. The RVP is responsible to review the bank statements each month.

One required expense for the region is the AHS insurance, which is billed annually by the AHS Treasurer. The amount is based on the actual membership for that year and is currently $0.50 per member. Payment should be made in a timely manner.

IRS Non-Profit Status

A number of years ago, the fifteen (15) AHS regions were included under the AHS group exemption letter, and each region was, thereby, granted status as a non-profit 501(c)(3) entity. Each region has its own tax identification number.

Each region should use its own tax identification number for their interest-bearing checking or savings accounts, or certificates of deposit. These accounts must NOT use the AHS tax identification number, nor should a region allow its local clubs to use the region's tax identification number. The AHS tax identification number may be used by the region ONLY when applying for a non-profit organization mailing permit from the U.S. Postal Service. For all other applications, the individual region's tax identification number must be used.

Beginning in 2008, small tax-exempt organizations that previously were not required to file returns may be required to submit an annual electronic notice, Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations not Required to File Form 990 or 990-EZ. Small tax-exempt organizations, whose gross receipts are normally $25,000 or less, are not required to file

Form 990 or 990-EZ; however these small tax-exempt organizations will now be required to electronically submit Form 990-N, also known as the e-Postcard, with the IRS annually.

The e-Postcard will require the organization to provide basic information such as their name and address, any other names they use, a web address if they have one, the name and address of a principal officer of the organization, and a statement that the organization's annual gross receipts are still normally $25,000 or less. Those regions whose annual gross receipts (revenues) are $25,000 or greater are required to file IRS Form 990 or IRS Form 990-EZ annually. Gross receipts are considered normally to be $25,000 or less if the organization averages $25,000 or less in gross receipts for the immediate preceding three (3) tax years including the year for which the return would be filed. Those regions with an extremely successful auction or multiple auctions are likely to have more than $25,000 in revenue each year. Those regions that host a regional meeting or use the region checking account for registration fees for a regional meeting should be advised that the registration fees are considered gross receipts.

Small organizations must submit the e-Postcard electronically. There will be no paper form. The IRS is developing an electronic filing system for the e-Postcard. Filing procedures will be publicized on the IRS website at http://www.irs.gov/eo when the system is completed and ready for use.

The Pension Protection Act that created the new filing requirement also requires the IRS to revoke the tax-exempt status of any organization that fails to meet its annual filing requirement for three consecutive years. The organization must apply (or reapply) for tax-exempt status and pay the appropriate user fee to have its tax-exempt status reinstated if it was revoked for failing to file for three consecutive years.

For more information the IRS website is: http://www.irs.gov/charities. The IRS requests a link from each region's website to http://www.irs.gov/charities/article/0,,id=169250,00.html. The site contains current information about the e-Postcard filing requirements. If the information is not available there, the toll-free number is (877) 829-5500.

Advice for the individual responsible to complete the filing each year.

1. Do not waiting until May 15 to start the process.
2. The website will request the EIN. That number is found for each region on page 48 herein. Do not use the one for AHS.
3. After completing the registration, IRS will respond with an e-mail to a line to activate a login ID. Experience advises to wait at least 30 minutes prior to login since the password created during registration may take this amount of time to be activated in the system.
4. In completing the IRS Form 990-EZ, a response is required to the several questions, in a pull down menu. One question is "Does your organization make $25000 per year or less?". The operative word is LESS. If the region makes more that $25,000.00 then an IRS 990 form must be used.
5. The main heading is American Hemerocallis Society. The response to the question "Is there another name for your organization?" is AHS Region and the appropriate region number.
6. Input the appropriate address for the region—either the RVP's or the Treasurer's. information for Region 7.
7. For the individual's address, use the RVP's.
8. IRS will generally respond within an hour with an E-mail to acknowledge receipt and any issues.

Any club that asserts that it is a tax exempt entity must file the e-Postcard.

Sample Budget Presentation

AHS Region XX Calendar Year 20XX Budget Proposal	Previous Year Approved Budget	Previous Year Actual	Current Year Proposed Budget
EXPENDITURES			
NEWSLETTER PRINTING	5,800	5,679	6,300
NEWSLETTER POSTAGE	300	290	320
DIRECTOR'S TRAVEL	1,000	788	1,000
DIRECTOR'S EXPENSES MISC.	50	65	75
RVP TRAVEL	500	389	500
RVP EXPENSES MISC.	135	90	100
RPD/EDITOR TRAVEL	0	0	500
RPD/EDITOR EXPENSES	150	160	175
WEB SITE	500	425	480
AWARDS	250	192	270
YOUTH AWARD	500	500	500
AHS INSURANCE	225	248	260
W. E. MONROE E. F. T. DONATION	500	500	500
MEMORIALS	150	125	150
MISC.	150	210	240
CONTINGENCY	200	220	250
Total	10,410	9,881	11,620
RECEIPTS			
CLUB DONATIONS	2,500	2,600	3,000
NEWSLETTER SUBSCRIPTIONS	160	120	150
INTEREST ON ACCOUNTS	200	229	300
PLANT SALES	6,950	7,827	7,600
AHS MAILING REIMBURSEMENT	400	411	420
MISC.	200	128	150
Total	10,410	11,315	11,620

Regional Tax Identification Numbers

AHS Group Exemption Number 4120
Regional Group Exemption Numbers

REGION 1	421401414	REGION 9	943126418
REGION 2	943126414	REGION 10	943126419
REGION 3	943126415	REGION 11	943126420
REGION 4	113050203	REGION 12	943126422
REGION 5	943126416	REGION 13	943126423
REGION 6	943126417	REGION 14	943126425
REGION 7	954415365	REGION 15	943126427
REGION 8	931108123		

The RVP or designee is responsible to advise the IRS of any name and address changes.

Membership

AHS Membership

The stability of any region and by default of AHS is based on the ability to maintain current membership and to obtain new members. The RVP should work with the AHS Regional Officers Chair and other RVPs to share suggestions on ways to interest present members and add new members. The biggest loss of membership is among those who have just joined and drop out after only one year. From time to time, the RVP will receive membership suggestions from AHS that should be passed on to the regional members through the newsletter.

A computer printout list of the regional AHS members is available from the AHS Executive Secretary. Every three months an updated list of the region's members is provided to the RVP. Each month two mailing labels for any new members and copies of any correspondence received and answered from individuals, companies, etc., located in the RVP's region are mailed to the RVP.

Each new member should promptly be welcomed by telephone and/or letter and be listed as a new member in the next newsletter. The AHS membership brochure indicates that each new member will be contacted by a regional officer. The RVP may appoint a regional membership liaison to accomplish this.

The RVP should see that a prompt personal note is sent to any member deserving thanks or recognition for writing newsletter articles, hosting garden tours, holding clinics or regional meetings, or for honors won. All mail should be answered promptly. Attention to such details is important to the overall effectiveness of the RVP.

Membership Voucher Program

A new program initiated by AHS is the Membership Voucher program. It is designed for new members or for current members who renew at a higher level to obtain a voucher from the AHS Executive Secretary. This voucher is valid for exchange from a volunteer grower for a daylily of at least $25.00 value. A PDF file for download is available on the AHS website (http://www.dayliies.org) for the most current membership voucher program information and for a list of vendors who are honoring the voucher.

AHS Dues Structure

While the majority of RVPs are likely to be familiar with the dues structure, it is included in these guidelines as a point of reference. The membership form is found in Tab 6. A sample ~~of~~ membership brochure is included in all exhibition materials. Additional brochures are available from the AHS Publication Sales Manager for a small fee.

	Individual	Dual*
1 year	$ 25.00	$ 30.00
3 years	$ 70.00	$ 83.00
Life	$500.00	$750.00
Youth**	$ 10.00	

*Dual: Two individuals at the same address; one set of publications.
**Youth: Through age 18.

A Membership application and a check for the correct amount made payable to the American Hemerocallis Society should be mailed to:

Pat Mercer, AHS Executive Secretary
P. O. Box 10,
Dexter, GA 31019

Cross Border Membership

In 1995, the AHS Board approved a cross-border (or adjacent region) membership policy for requests from AHS members to change from a region in which they geographically reside to a neighboring (adjacent) region that provides them closer access to a daylily club and daylily club functions. A member may request membership in an adjacent region by contacting the AHS Executive Secretary. The AHS Executive Secretary will change the region designation but

not the mailing address. Thereafter the AHS member will be shown as a member of the adjacent region and will receive that region's newsletter. The AHS member will be entitled to vote, be appointed or elected, just as any other member residing in the adjacent region. The AHS member may request a cross-border membership only once each calendar year. The cross border membership will continue to apply unless otherwise changed by the AHS member.

Garden and Exhibition Judges

Garden Judges

Garden judges are the AHS members who are eligible to vote the Awards and Honors ballot. Each region is entitled to have garden judges comprise 15% of its membership. The AHS Garden Judges Records Chair will send application forms to the RVP who will mail them to members wishing to become garden judges. The applicants may also receive the form by attending Garden Judges Workshop 1. The applicants, upon successful completion of Garden Judges Workshops 1 and 2, may return the completed forms to the AHS Garden Judges Records Chair by August 1 of the year in which they complete the two workshops. In that event the AHS Awards and Honors ballot will be provided to them so that they may vote that year. The applicants may also return the form to the RVP by December 1. The RVP may write a recommendation on the back of the application.

The RVP should encourage persons from all areas of the region to apply. This may require writing letters and soliciting applicants.

The RVP may submit an unlimited number of applications to the AHS Garden Judges Records Chair. However, when the region's quota is filled, applications will be held in order of receipt until such time as there is an opening.

In August of each year, renewal notices are mailed by the AHS Garden Judges Records Chair to each AHS garden judge whose term is expiring. These renewal forms indicate that it should be returned to the RVP by November 1. The RVP must send all renewal forms and new applications with comments to the AHS Garden Judges Records Chair by December 1. If garden judges have not returned their renewal forms to the RVP by November 1, the RVP should send a card or letter reminding the judges that their renewal is due to the AHS Garden Judges Records Chair by December 1.

The RVP should direct applicants for honorary status to the AHS Garden Judges Records Chair. To qualify, the AHS garden judge must have served for twelve (12) or more consecutive years. Honorary judges are not counted in the regional quota.

Each year the RVP will receive a list of all of the region's AHS garden judges and the date on which their certificates expire. This should be published in the regional newsletter.

Exhibition Judges

The AHS exhibition judges are members who have completed the two exhibition judges clinics and the other requisite requirements. While the RVP has no direct responsibility for the applicants, the RVP should ensure that the three exhibition judges clinics are offered, as needed, at the regional meeting. It is the responsibility of the RVP to advise the regional meeting chair of the necessity for scheduling clinics. General information on setting up clinics is described in the *Judging Daylilies* handbook. A more specific instruction pamphlet for clinic chairs, instructors, and master panel members may be requested from the AHS Judges Education Chair.

At the beginning of the year, the RVP will receive a list of the region's AHS exhibition judges and the dates on which their certificates expire. This information alerts the RVP to the necessity of holding clinics at that current year's regional meeting. The RVP will ensure that the regional exhibition judges liaison is informed and that this list is printed in the regional newsletter.

The RVP should direct applicants for honorary status to the AHS Exhibition Judges Records Chair. To qualify, the AHS exhibition judge must have served for twelve (12) or more consecutive years. Honorary judges are not counted in the regional quota.

Garden Judges and Exhibition Judges Training

Training sessions for both garden judges and exhibition judges are coordinated through the AHS Judges Education Chair. To schedule a workshop or clinic and receive the training material, contact the Chair at least six weeks prior to the event. The training materials are shipped without cost to the region or the sponsoring club. The completed forms for the training and any unused forms must be returned in a timely manner and at the expense of the region or sponsoring club.

Garden Judges Training

The RVP may appoint a liaison to coordinate the workshops at the regional meeting. Workshops are not limited to a regional meeting. Clubs may sponsor the workshops in coordination with the AHS Judges Education Chair and the regional garden judges liaison.

The RVP must see that the following workshop publicity is always made available in the regional newsletter:

- Specific workshops being conducted, listed by name as, for example, Garden Judges Workshop 1 or 2.
- Day and time of each workshop and clinic. (Note that Garden Judges Workshop 2 must be held in a garden during bloom season.
- The need for advance preparation through purchase and review of the handbook, *Judging Daylilies* handbook.
- Cost - Fee is payable at the time and place of the specific, scheduled workshop.

Exhibition Judges Training

The RVP may appoint a regional exhibition judges liaison to coordinate the clinics at the regional meetings.

Clinics do not have to be held in conjunction with a regional event. Local clubs may also hold clinics. However, in all cases, the publicity should stress the need for pre-registration since that helps in ordering, printing, and shipping the correct quantities of exams and related clinic forms.

The RVP must see that the following clinics-related publicity is always made available in the regional newsletter:

- Specific exhibition clinic(s) being conducted, listed by name, for example, Exhibition Judges Clinic I, Clinic II, and/or Refresher.
- Day and time of each clinic. (Note that only Clinic II must be held during bloom season.)
- The need for advance preparation through purchase and review of the *Judging Daylilies* handbook.
- Cost - Fee is payable at the time and place of the specific, scheduled clinic.

AHS Display Gardens, Historical Gardens, and AHS Daylily Cities

AHS Display Gardens

An AHS Display Garden is an approved garden of an AHS member who meets the following criteria:

- The primary owner of the garden must have been an AHS member for two years at the time of application.
- The garden must contain a representative sample of all types and forms of daylilies.
- The garden must be clean, safe, and free of weeds during the bloom season.
- The registered cultivars must be labeled with the registered name and the name of the hybridizer. Many labels also include the year of registration.
- The applicant must submit two photographs or digital images of the garden with the application. These photographs are retained by the AHS Display Gardens & Daylily Cities Chair.
- The garden owner must be open to the public during bloom season. This may be by appointment only.

Annual renewal application by the garden owner to the AHS Display Gardens & Daylily Cities Chair is required by October 1 each year. The garden owner must maintain a current AHS membership.

The RVP should encourage members in the region to consider obtaining AHS Display Garden status. A copy of the application form requesting AHS Display Garden status is in Tab 6, Forms. The applicant will return the completed application form to the AHS Display Gardens & Daylily Cities Chair. While AHS encourages the RVP to inspect the garden prior to its approval, it is recognized that in some regions, the ability to do this is restricted by the size of the region. The RVP may appoint a responsible and knowledgeable AHS member in the applicant's area to inspect the garden.

Once an inspection of the applicant's garden has been completed and the garden has been determined to meet the requisite criteria, the RVP should send a letter of approval to the AHS Display Gardens & Daylily Cities Chair for final approval.

The AHS Display Gardens & Daylily Cities Chair is responsible for notification of approval and inclusion on the AHS website. The Chair accepts new gardens at any time as long as applicants have been screened and approved by the respective RVPs.

Every two years the RVP shall check the status of all AHS Display Gardens within the region. An appointee may be used to inspect the gardens and report the findings to the RVP. The RVP will furnish a report of the findings to the AHS Display Gardens & Daylily Cities Chair by October 1 of the reporting year. Gardens not maintaining or meeting the qualifications for display gardens will be removed from the list.

A renewal form is mailed to each AHS Display Garden owner or liaison by September 1 (Refer to Tab 6, Forms). This annual renewal form must be returned to the AHS Display Gardens & Daylily Cities Chair by October 1. The garden owner must maintain a current AHS membership.

AHS Historical Daylily Display Gardens

As a result of the growing interest in species and historical daylilies, a special category of AHS Display Gardens has been created. The requirements are similar to the well-established display gardens with the exception that a certain number of species and historical daylilies must be featured in the garden.

The process for the applicant and the RVP are the same.

AHS Daylily Cities

For many years AHS has sanctioned private, commercial and public AHS Display Gardens based on application, selection criteria, and an approval/renewal process. Beginning in 1999, a similar concept has been introduced for

communities that achieve a defined level of promotion of daylilies. Each selected city or town will be designated an AHS Daylily City. The objective is to create and maintain an awareness of the benefits of daylilies for landscape usage in public locations and increase the overall usage of daylilies in educational and promotional events within the city.

Any city that uses daylilies in a landscape or display manner in public access areas is eligible. Display areas must maintain an acceptable appearance year round. Promotion within the city must insure that a reasonable percentage of citizens be aware of the activities. Selection will be based on a point system with a minimum number of points required as es by the AHS Display Gardens & Daylily Cities Committee. A Daylily City designation is valid for five consecutive years and may be renewed. The RVP or a designee shall check the status of all Daylily Cities within the region and the RVP will report the findings to the AHS Display Gardens & Daylily Cities Chair by October 1 of the reporting year. Cities not maintaining or meeting the qualifications will be removed from the list.

Procedures

Club or Sponsor Actions:

- Obtain approval of the appropriate city department.
- Submit the application and $50.00 fee with photographs, slides, or digital images, locale descriptions and a maintenance plan to the appropriate RVP.
- Coordinate a public announcement with city officials upon selection.
- Reapply on behalf of the city within six months prior to the expiration date.

RVP Actions

- AHS Display Gardens & Daylily Cities Chair will advise the RVP of a pending application. To the extent possible, the RVP or designee should visit the area.
- Submit application materials to the AHS Display Gardens & Daylily Cities Chair with the recommendation of acceptance or denial.
- Feature each approved Daylily City in a regional newsletter article as soon as possible upon notification of approval.

AHS Display Gardens & Daylily Cities Chair Responsibilities

- Evaluate every application and assign points. A successful application must score a minimum of 50 out of 200+ points.
- Advise the applicant and RVP of acceptance or denial. Provide recommendations for improvement, if denied.
- Provide a certificate and/or plaque to a successful applicant.

The Scale of Points will provide a variety of opportunities for achieving the minimum level of certification with points allocated for: public plantings, a public AHS Display Garden, local or AHS-accredited shows, school presentations, adoption of the daylily as the "official" city flower, and maintenance partnerships with clubs, neighborhood groups, government, youth groups, etc. The highest levels of certification will involve ongoing promotion/advertising, regional/national media coverage, and daylily-centered events such as festivals or parades.

The application is available on the AHS website but not included in these guidelines due to its size.

Popularity Poll

The Popularity Poll's purpose is to determine the favorite daylilies from each region among its members. It is the hope of the AHS that this Popularity Poll presents a true picture of which daylilies perform well in a given area and which are best liked by the membership. Popularity polls are important to daylily growers--both AHS members and nonmembers--who make daylily selections for purchase.

Normally the RPD is responsible for the tabulation of the votes; however, the RVP may delegate this responsibility to another regional member.

Voting Process and Criteria

- All AHS members are eligible to vote and should participate.
- The member may vote for up to, but no more than ten (10) cultivars. Note: a valid ballot may consist of only one vote.
- Price should not be a consideration.
- The selection should be based on the members' favorite registered daylily (no seedlings), grown in well established clumps and observed within the region.
- The ballot should be mailed or emailed to the regional tabulator.
- The ballot may be the one from the AHS website (http://www.daylilies.org), from *The Daylily Journal,* the regional newsletter, or an e-mail to the regional tabulator. In all cases the date (postmark) must be by September 1 of each year.

Tabulator Responsibilities

The regional tabulator is responsible for counting the number of votes per registered cultivar. Any votes for unregistered (seedlings) are not counted. The five cultivars, including ties, that receive the most votes are considered the most popular daylilies for the region and should be published as that in the regional newsletter, as well as used for the Regional Popularity Poll section in exhibitions within the region. It is preferable to publish the other statistically significant cultivars in the regional newsletter to the extent possible. The regional tabulator is responsible for sending, no later than October 1, the complete tabulation to the AHS Popularity Poll Chair. The AHS Popularity Poll Chair is responsible for providing the totals for all regions to the AHS Executive Editor for *The Daylily Journal* and to the AHS Webmaster.

Elections

The Society recognizes that there are differences between its regions which may justify the use of different election procedures by its regions. Each region has several options for procedures to be utilized by the regions for the conduct of the elections of the Director and the RVP. Notwithstanding these options it is the policy of the Society to encourage the regions to adopt those election procedures which will in the opinion of each region result in the widest possible participation of the Society's members in the Society's election. Each region shall adopt one of the election procedures set forth in Article 5, Sections 4 through 6 of the AHS Constitution and Bylaws for the elections of both the Director and the Regional Vice President. Each region shall adopt the election procedure to be used in that region in the same manner as provided in that region's bylaws for the amendment of its bylaws. In the event of a conflict between the election procedure adopted by a region and the bylaws of that region, the election procedure so adopted shall be deemed to be an amendment of that region's bylaws.

Election of Director

Qualifications

To qualify as a director, the candidate must have been a member of the Society for at least five years and have attended at least three national conventions and three annual regional meetings, preferably in the representation region. Non-attendance of a director at two consecutive board meetings or non-performance of the assigned duties shall be reason enough for the board by a vote of two-thirds (2/3) of its members to appoint a replacement director to fill out the term of the replaced director.

Term of Office

The term of office for an AHS director is three (3) calendar years, and no director shall be elected to more than two (2) successive terms, but may again be elected after being out of office for three years. Each director shall be elected by the individual region of the Society and shall, before taking office, certify in writing that the director-elect is qualified, able and willing to serve the Society actively in any position designated by the AHS Board of Directors and/or the AHS President and has access to resources adequate to absorb all reasonable costs incurred with attendance at two board of directors meetings annually, one of which shall be at the annual convention of the Society. This written statement and the name, address and telephone number of the winning candidate are then sent by the nominating committee to the president of the Society.

Nominating Committee for Director

A nomination for the position of Director shall be made by a nominating committee consisting of three members from the region elected by a majority vote of the regional members at the annual regional meeting preceding the annual regional meeting at which the election results are announced. Only one of the three members can have served on the nominating committee during the prior election of a director and under no circumstances can a member of the nominating committee serve more than two consecutive terms. A region may impose such additional conditions for serving on the nominating committee as are not inconsistent with the requirements set forth in these AHS Bylaws. The nominating committee will take into consideration the specific skills needed by the Society to best serve the membership.

Director's Responsibility upon Notification of Election Results

Within thirty (30) days of being notified of the election results, each director-elect shall submit a written statement to the AHS President that the elected person has the ability, the willingness, and the qualifications to serve as a director of the Society. If, at the time of the Society's fall Board meeting, any region has not elected a qualified

director who has agreed in writing to serve as a director of the Society, the AHS President shall appoint, in collaboration with the RVP, a director from the membership at large, subject to ratification by two-thirds vote of the Board.

Vacancy

If there is a vacancy in a board position during a regular term, the President shall appoint, in collaboration with the RVP, a member from the region to fill the vacancy, subject to the ratification by two-thirds vote of the Board by mail. Any appointed member of the Board serving more than one-half of the regular term of three years shall be deemed to have served a full term.

Election of an RVP

Qualifications

A candidate for the office of RVP must have been a member of AHS for at least the three preceding calendar years and must be a member in good standing at the time of nomination.

The RVP must be a leader and a goodwill ambassador for AHS as well as the region. The RVP should be friendly, tactful, resourceful, and very dependable. The office requires a commitment of time and demands discipline, a personal vitality, and a strong sense of care-taking. It requires attention to the day-to-day tasks as well as a vision of future needs. It requires a willingness to listen to ideas that are different from one's own, and the willingness to go the extra mile.

Term of Office

The RVP shall serve one term of two calendar years. No RVP may serve more than two (2) terms consecutively. Any RVP who has been out of office for two years may be elected to serve another two-year term.

Nominating Committee for RVP

A nomination for the position of RVP shall be made by a nominating committee of three members from the region who shall be elected by a majority vote of the regional members at the annual regional meeting preceding the annual regional meeting at which the election is conducted. Only one of the three members can have served on the nominating committee during the prior election of an RVP and under no circumstances can a member serve more than two consecutive terms.

The incumbent RVP should supply the nominating committee members with a copy of at least the RVP section of these Guidelines, the AHS Constitution and Bylaws and the regional bylaws to assist them in understanding the duties required and the qualifications that they must be looking for in selecting an RVP. The nominee must be made fully aware of the scope of the assignment.

Vacancy

If the office of RVP should become vacant, a replacement must be selected as quickly as possible. If the region does not have an RVP-elect to step into the office, then the region's director shall appoint a *pro tem* to serve until the next election. The name of the replacement should be sent at once to the AHS President for board ratification by mail ballot.

Regional Bylaws Election Options

Election by Mail-in Ballot

If a region adopts the election procedure set forth in the AHS Bylaws Article V, Section 4, the committee shall send to the membership a ballot for voting by insertion in the regional newsletter or by first class United State mail at least forty-five (45) days prior to the annual regional meeting with the committee's nomination and with space for write-in candidates. If an incumbent director is eligible to serve a second three-year term and unless the incumbent director indicates in writing an unwillingness to do so, the name must be included on the ballot. The ballot must be signed and returned to the chair of the nominating committee hand delivered or postmarked within fifteen (15) days prior to the date of the annual regional meeting. The

nominating committee shall count the ballots and ascertain that all ballots are from active members as certified by the AHS Executive Secretary through the mailing labels provided for the regional newsletter in which the ballot appears. The election shall be determined by a plurality of the votes cast. The results will be reported to the regional membership at the annual regional meeting and the President of the Society.

Election at Annual Meeting

If a region adopts the election procedure set forth in the AHS Bylaws Article V, Section 5, the chair of the nominating committee shall present the committee's nominee to the regional membership at the annual regional meeting and the floor shall be opened for additional nominations. The election shall be determined by a majority vote of the regional members casting a vote at the meeting. If no candidate receives a majority of votes cast at the meeting, a runoff election shall be held between the two candidates receiving the greatest number of votes. Balloting at a regional meeting can be show of hands or by written ballot with space to write in the names of candidates nominated after the floor has been opened for additional nominations.

Election by Combined Mail and Meeting Ballots

If a region adopts the election procedure set forth in the AHS Bylaws Article V, Section 6, written ballots shall be distributed to all of the members of the region in the same manner as set forth in the AHS Bylaws, Article V, Section 4. A member may cast a vote by returning the ballot by mail in the same manner set forth in Section 4. Those members who do not vote by mail shall have the opportunity to cast their vote at the annual regional meeting. All balloting at the annual regional meeting this election option shall be conducted by means of written ballot conforming to the requirements for written ballots with a space to write in the name of candidates nominated after the floor has been opened for additional nominations. The chair of the nominating committee shall maintain a list of those persons who voted by mail and all written ballots submitted at the annual regional meeting shall be checked against that list to ensure that only one ballot per member is counted. If a member who submitted a ballot by mail also submits a ballot the ballot submitted at the meeting shall be counted and the ballot submitted by mail shall be disqualified. Thereafter, all ballots submitted by mail and at the meeting shall be tabulated.

Eligibility to Vote

Each regular, lifetime or honorary member shall be entitled to cast one vote for director and one vote for RVP. In the case of Family or Dual memberships, each such member shall be entitled to cast one vote for director or RVP. Current Associate Life Members who did not elect to convert their membership to a Dual Life Membership prior to January 1, 2001, shall have the right to vote for director and RVP. Youth members shall have the right to vote for director and RVP.

Forms

The majority of these forms are available on the AHS website at http://www.daylilies.org.

The U.S. Postal forms are available at http://www.usps.gov/forms.

The scanned copies of the Articles of Incorporation were made from the best available document, as were the letters from the IRS and CPA.

Regional Meeting Information Form for *The Daylily Journal*, Executive Editor & AHS Webmaster

AHS Region _____ Theme_____

Date of Regional Meeting_____

Host Club_____

Headquarters Location_____ (if other than hotel)

Hotel_____ Telephone _____

Hotel Address_____

Hotel Rates_____

Garden Tours (list gardens by AHS member's names)

_____ _____
_____ _____
_____ _____
_____ _____
_____ _____

Workshop and Clinics	Date/Times	Location
Garden Judges Workshop 1		
Garden Judges Workshop 2		
Exhibition Clinic I		
Exhibition Clinic II		
Exhibition Clinic III (Refresher)		

Other Events_____ _____
_____
_____

Regional Meeting Chair: Name_____
Address_____City_____ State___Zip_____-_____
Telephone_____ E-mail_____
Registrar: Name:_____
Address_____City_____ State___Zip_____-_____
Telephone_____ E-mail_____

Registration Fee $_____ Youth Registration Fee $_____
Cut-off date for registration:_____

Copy deadlines for publication of *The Daylily Journal*
Winter issue - September 1 Spring issue – December 1
Summer issue – March 1 Fall issue – June 1

American Hemerocallis Society
Round Robin Application

Use Form on AHS Website
www.daylilies.org

Gail Korn, Robin Chairman
85261 Hwy 15
Wayne, NE 68787 e-mail - gkorn@bloomnet.com

About You

Name_____ Date_____
Street_____
City_____State_____ Zip Code_____
Phone_____ E-Mail_____
AHS member?_____ Signature_____

Preferences (Check all categories that interest you)

_____Diploids	_____Tetraploids	_____Species
_____Hardiness	_____Small Flowers	_____Landscaping
_____Rebloom	_____Polytepals	_____Doubles
_____Spiders/Unusual Forms	_____Earlies and Lates	_____Edges

Are you a hybridizer?_____Approximately how many have you registered?_____
Approximately how many daylilies do you grow? How many robins are you interested in joining at this time?_____ List any AHS Robins to which you currently belong:
1._____ 2._____ 3._____

Briefly describe your garden, including companion planting, special collections, unusual features:_____

Use Form on AHS Website
www.daylilies.org

American Hemerocallis Society

Request for AHS Display Garden Status

1. Name: _____
2. Garden Name: _____
3. Street Address: _____
4. City: _____State: _____Zip: _____
5. Telephone No: _____ - _____ Email_____
6. AHS Member for minimum of 2 years or more. Yes _____ No _____
7. Local AHS group Yes_____ No_____ Name of group_____
   Are you a Garden Judge Yes_____ No_____ Are you an Exhibition Judge Yes_____ No_____
8. On a separate plain sheet of paper describe your garden. Enclose 2 slides or 2 snapshots for your file. No CDs, please
9. Why do you want AHS Display Garden Status?

10. Approximately how many diploid daylilies do you grow? _____
11. Approximately how many tetraploid daylilies do you grow? _____
12. Do you grow doubles? _____
13. Do you grow spiders? _____
14. Do you grow miniatures? _____
15. Do you grow small flowers? _____
16. Do you hybridize daylilies? _____
17. Do you test or exhibit for other hybridizers?_____
18. Do you grow other plants besides daylilies?_____
19. Will your garden be open for visitors for the majority of the blooming season?_____
20. Do you sell commercially?_____
21. Estimate the number of garden guests you had the previous growing season._____
22. Is your garden well maintained?_____
23. Do you have legible labels listing daylily cultivar names and their hybridizer's name?_____
24. If your garden is approved, do you agree to complete and mail the annual renewal report form to the Display Garden Chairperson by October 1 of each year?_____ (This report's purpose is to gather information about gardens for potential publicity and to update data in your files).
25. Pay AHS dues by December 1st of each year.

Approved by Regional Vice President_____Date:_____

Approved by Display Garden Chairperson_____Date:_____

Use Form on AHS Website
www.daylilies.org

American Hemerocallis Society
Request for AHS Historical Daylily Display Garden Status

1. Name:_____
2. Garden Name:_____
3. Street Address:_____
4. City: _____ State: _____Zip code: _____-____

   Telephone Number _____

   E-mail _____

   Address:_____
6. Have you been an AHS member for minimum of 2 years or more? Yes _____

   No_____
7. Are you a Local daylily club member? Yes _____ No _____

   Name of club:_____
8. Are you an AHS Garden Judge? Yes _____ No _____
9. Are you an AHS Exhibition Judge? Yes _____ No _____
10. On a separate plain sheet of paper, describe your garden. Enclose two slides or two snapshots for your file. Computer-printed photos are acceptable. No CDs, please.
11. Why do you want AHS Historical Daylily Display Garden Status?
12. Approximately how many daylily species do you grow? _____
13. Approximately how many historic daylily cultivars do you grow? _____
14. Do you grow other plants in addition to daylilies?
15. Will your garden be open for visitors for the majority of the blooming season?
16. Do you sell commercially?
17. Estimate the number of garden guests you had the previous growing season.
18. Is your garden well maintained?
19. Do you have legible labels listing daylily cultivar names, their hybridizer's name, and the year of registration?
20. If your garden is approved, do you agree to complete and mail the annual renewal report form to the AHS Display Gardens Chair by October 1 of each year? _____ (This report's purpose is to gather information about gardens for potential publicity and to update data in your files.)

Approved by Regional Vice President _____ Date _____

Approved by AHS Display Gardens Chair _____ Date _____

Use Form on AHS Website
www.daylilies.org

AMERICAN HEMEROCALLIS SOCIETY

Renewal Form for AHS Display Gardens

Return by October 1
Do you wish to continue as an AHS Display Garden?

Garden Name: _____

Your Name: _____

Address: _____

_____

Phone Number:_____E-mail address:_____

All AHS Display gardens will be listed in *The Daylily Journal*, and on the official AHS Web pages. If possible, would you like your e-mail address included in the listing on the web?

AHS member for how long_____? You must renew your AHS membership by January 1.

Do you belong to a local club? _____
Fill in appropriate blanks:
Private Garden
Commercial Garden
Botanical Garden or Public Garden
Other (Describe)

Approximately how many visitors did you have last year?

Approximately how many cultivars do you currently grow?

___ Do you have any special collections? (ie: spiders, doubles, miniatures etc.)

Thank you for completing this form. Please mail it back no later than October 1 to:

Mary Lou Lundblade
511 W. Ness St.
Valley Center, KS 67147-4920

The form is also available on the AHS website (http://www.daylilies.com) and will also be accepted via e-mail. A copy will be printed out and added to your file. Please send e-mail response to the AHS Regional Display Gardens & Daylily Cities Chair: daylilyqueen@sbcglobal.net.

American Hemerocallis Society
Garden Judges Workshop Application

Use Form on AHS Website
www.daylilies.org

Region _____ Date of Workshop ___/___/___

Workshop Location _____ Workshop 1 ____ 2 ____

(City, State, Zipcode) (check one)

Sponsoring Organization _____

Chair of Workshop _____

Chair's Mailing Address_____

Chair's e-mail _____Chair's phone:_____

Note: at least one qualified instructor is required, with as many assistants as desired

Workshop 1 - Introduction to Garden Judging (1.5 to 2 hrs minimum) INSTRUCTOR(S) NAME

A. Overview: The Garden Judge _____
B. History of AHS Awards System
Awards and Honors Committee
Cultivar Awards Not Voted by Garden Judges _____
C. The Pyramid of Awards _____
D. Specialty Awards _____
E. Judging the Whole Plant with Point Scoring _____
F. Responsibilities and Etiquette _____
G. Accreditation, Initial Appointment, Reappointment _____
H. Open Forum _____
Expected Number of Students _____

Workshop 2 - Techniques of Garden Judging (1 to 1.25 hours minimum)

A. Demonstration in the Techniques of Garden Judging _____
B. Demonstration of Point-Scoring Registered Cultivars _____
C. Demonstration of Judging Seedlings in the Garden _____
D. Students Point-Score in Garden _____
E. Review _____
F. Questions and Answers _____
Expected Number of Students _____

Please return completed form to:

Michael Bouman, Garden Judges Education Scheduler
7155 Cambridge Avenue
Revised 2006 St. Louis, MO 63130
(314) 725-1811 mbouman@mohumanities.org

Use Form on AHS Website
www.daylilies.org

American Hemerocallis Society
Application for Appointment as an AHS Garden Judge

_____
Last, Name, First Initial, Phone, E-mail Address, AHS Region #, Date

_____
Mailing Address City State Zip How many years and months have you been an AHS member, without a lapse

(If you need more space, use back of this page.)

1. How many registered daylilies, other than your own registrations, do you grow? _____ Please list up to 25 hybridizers whose daylilies you grow.
   _____
   _____
   _____
   _____

2. How many registered cultivars, other than your own registrations, have you added to your collection in the last two years? _____ Please list up to 25 of them:
   _____
   _____
   _____
   _____
   _____
   _____

3. How many cultivars have you discarded in the past two years? _____

4. Is your garden open for visiting by AHS members for display and plant evaluation? _____

5. List dates and cities of AHS National Conventions you have attended in the last five years.
   _____
   _____
   _____

6. List years and locations of Regional Meetings you have attended during bloom season in your own region in the last three years.
7. List years and region numbers of other AHS Regional Meetings you have attended during bloom season in the last three years.
   _____
   _____
   _____

8. Other than official meetings you have already mentioned, list gardens containing representative collections of modern daylilies that you have visited in the past year. Approximate number of visits to each garden may be noted.

_____
_____
_____
_____

9. What special characteristics or good qualities do you most look for or desire in a daylily?

_____
_____
_____
_____

10. Using the current Garden Judges point-scoring worksheet printed in the Judging Daylilies handbook, please list the ten varieties growing in your garden to which you assign the highest score.

_____
_____
_____
_____
_____

11. List the dates and locations you attended Garden Judges Workshop 1

_____

Garden Judges Workshop 2

_____

12. Do you own, and are you familiar with the contents of Judging Daylilies (2006 edition) and the updates that were included in your training? Yes __ No __

I certify that I have been an AHS member for 24 consecutive months prior to submitting this application.

_____

(Signature and Date)

If you complete your training during the summer and you want to vote the current year's ballot, submit your application immediately to your RVP. If you complete your training in the fall, the deadline for getting this application into the hands of your RVP is December 1. To qualify for initial appointment as a Garden Judge, applicant must have held AHS membership for at least twenty-four (24) consecutive months (2 years) immediately prior to applying; own and be familiar with the contents of the *Judging Daylilies* handbook (2006 Update) as it relates to Garden Judges; have attended and successfully completed Garden Judges Workshops 1 and 2; have attended a National AHS Convention within 5 years and/or a regional meeting within 3 years of applying.

Attention RVP (or Garden Judges Liaison): Please use this sheet for comments and recommendations. If the timing of the application permits the candidate to vote the current year's AHS Garden Judges ballot by September 1, please forward to the Garden Judges Records Chair without delay. The annual deadline for transferring applications to the Garden Judges Records Chair is December 15.

Use Form on AHS Website
www.daylilies.org

AMERICAN HEMEROCALLIS SOCIETY
Application for Appointment
AHS GARDEN JUDGES WORKSHOP INSTRUCTOR

_____

Last Name First Name Initial Phone Email

_____

Mailing Address (Street or PO Box) City State Zip Code

Years of AHS Membership _____

Years Served as AHS Garden Judge _____

List dates, locations, regions and the AHS Accredited Garden Judges Workshop Instructor you assisted.

Garden Judge Workshop 1

Dates Location Region Instructor

Garden Judge Workshop 2

Dates Location Region Instructor

I certify that I have met the above qualifications and I agree to follow the workshop curriculum as set forth by the AHS Judges Education Committee in annual updates of workshop materials on the AHS Web Site.

Your signature_____Date_____

Application must be received by your Regional Vice President (RVP) prior to December 1 of the year qualifications have been met.

RVP: Please use space below and/or on the back of this form for your comments and recommendations. Applications must be received by Garden Judges Records Chair no later than December 15 of the year qualifications have been met.

Use Form on AHS Website
www.daylilies.org

American Hemerocallis Society

Application for Exhibition Judge Student-in-Training Status

Registration Number _____ Clinic Location _____

Name _____ Address _____

City _____ State _____ Zip _____-_____

Region _____ Phone No. _____ E-mail _____

I certify that I have been an AHS member for the past 24 consecutive months prior to this clinic.

I understand that I must pay dues by January 1 annually to retain my certification.

I grow a representative collection of daylilies from at least ten hybridizers.

I own and have read the appropriate chapters of *Judging Daylilies* handbook (2006 updated Edition).

I understand that I may not judge until I have received certification that I have passed both this Clinic and Exhibition Judges Clinic II.

Your Signature _____ Date _____

(Form Revised 2007)

Use Form on AHS Website
www.daylilies.org

American Hemerocallis Society

Application for Junior Exhibition Judge

Registration Number _____ Clinic Location _____

Name _____ Address _____

City _____ State_____Zip _____

Region _____ Phone No. _____ E-mail _____

I certify that I am currently a Student-in-Training, having passed Clinic I no more than 3 years ago.

I understand that I must pay dues by January 1 annually to retain my certification.

I own and am familiar with the appropriate chapters of *Judging Daylilies* handbook (2006 updated Edition)

I understand that I may not judge or serve on a Master Panel until I have received a passing grade and accreditation certificate from the AHS Exhibition Judges Records Chair.

I am aware that I must:

1) complete the additional requirements for Senior Exhibition Judge within 4 years of having passed Clinic I

2) attend a (Refresher) Clinic III within 4 years of passing Clinic I

Your Signature _____ Date _____

(Form revised 2007)

Use Form on AHS Website
www.daylilies.org

American Hemerocallis Society

Senior Exhibition Judge Application Form

Please Print Region _____

Name _____ Address_____

City _____ State _____ Zipcode_____

Options: (Judge must choose and complete two of the following)

I have
1) exhibited in an accredited AHS Flower Show
2) served on the Classification Committee of an accredited AHS Flower Show
3) clerked in the Horticulture On-Scape division of an accredited AHS Flower Show
4) been responsible for editing and producing the schedule of an accredited AHS Flower Show
5) served as Chairman or Co-Chairman of an accredited AHS Flower Show

Option Number ____
Date ___/___/___ City _____ State _____ Club _____

Option Number ____

Date ___/___/___ City_____ State _____ Club _____

I served as a Junior Exhibition Judge on panels with two Senior Exhibition Judges on the following dates: (Judges must serve twice at AHS accredited flower shows or twice on Master Panels at AHS accredited clinics or one of each)

Date ___/___/___ City _____ State _____Club _____

Date ___/___/___ City _____ State _____Club _____

Applicant's Signature _____ Date _____

Upon completion of ALL of the above requirements, please attach the show schedules showing proof and mail to:

Joann Stewart, Exhibition Judges Records Chair
2300 Simonton Bridge Road
Watkinsville, Georgia 30677-2167

(Form Revised 2007)

Use Form on AHS Website
www.daylilies.org

AMERICAN HEMEROCALLIS SOCIETY

Joann Stewart, Chair, Exhibition Judges Records Committee

Dear AHS Exhibition Judge:

The AHS Board of Directors wishes to express our appreciation for your services as an AHS Exhibition Judge during your four-year term, which expires on _____ Your willingness to serve has helped promote the daylily and the AHS, and will continue to be an integral part of our Society. We trust that you have found it a rewarding experience and that you will be able to continue to serve the Society as an AHS Exhibition Judge for many years.

- This four-year log record is for recording your judging experiences and personal data, to be included when you apply for re-certification. Remember to pay your dues each year by January 1; to attend refresher clinics whenever you can (and no later than the last year of your term), and to notify the Exhibition Judges Records Chair in the event that you are unable to comply with the criteria.

Please complete and mail this form and your 4-year log sheet to the Exhibition Judges Records Chair following your (Refresher) Clinic III. This, along with your attendance at the (Refresher) Clinic III, will enable the chair to process your application quickly.

Your cooperation and conscientious service are both appreciated and essential to the program.

RETURN THE APPLICATION FORM TO:

Exhibition Judges Records Committee
Joann Stewart, Chair
2300 Simonton Bridge Road
Watkinsville, Georgia 30677-2167

APPLICATION FOR REAPPOINTMENT AS AN AHS EXHIBITION JUDGE

Last Name First Initial Mailing Address

City Address State Zip Region # Phone # EMail

WHERE ADDITIONAL SPACE IS NEEDED PLEASE USE THE BOTTOM OF PAGE TWO

Approximately how many named *Hemerocallis* cultivars, excluding your own introductions, do you grow? _____ How many cultivars have you added during the past 5 years? _____. How many seedlings of your own?_____

Please list the year and locations where you attended your own AHS Rregional Mmeetings during the last 4-year period._____

_____

Please list the year and region number where you attended regional meetings in other regions during the last 4 years.

_____

_____

Please list the years and locations of AHS National Conventions you have attended during the last 4 years.

_____

_____

When and where have you attended Exhibition Judges Clinics in the last 4-year period.

_____

_____

_____

Please list when and where you judged in accredited AHS shows during the past 4 years.

_____

_____

_____

_____

If you are an Exhibition Judges Instructor, please list when and which you instructed during the past four years.

_____

_____

_____

Honorary Exhibition Judges:

Exhibition Judges who have served for 12 consecutive years are eligible for this status. As an Honorary Judge, you will not be able to judge. If you desire to become an Honorary Judge, you may write to the Exhibition Judges Records Chair for Honorary Exhibition Judge status at any time.

Note: Applications must be received by the Exhibitions Judges Records Chair no later than one month following your attendance at a Refresher Clinic (Clinic III). Applications for recertification must have the approval of the Exhibitions Judges Records Committee.

Use Form on AHS Website
www.daylilies.org

AMERICAN HEMEROCALLIS SOCIETY

EXHIBITIONS INSTRUCTOR APPLICATION

Last Name First Initial Mailing Address

City State Zip Region # Phone # E-Mail Address

1. I certify that I have been an AHS Senior Exhibition Judge for 4 (or more) years and that I have judged in at least 15 AHS certified flower shows._____(please initial)
2. I certify that I assisted instruction in Exhibition Judges Clinic I in (location)_____, instructing in (topic)_____covered in the *Judging Daylilies* handbook in sections _____
3. I certify that I assisted instruction in Exhibition Judges Clinic II in (location)_____, instructing in (topic)_____covered in the *Judging Daylilies* handbook in sections_____
4. I certify that I assisted instruction in Exhibitions Judges Clinic III (Refresher) in (location)_____, instructing in (topic)_____ covered in the *Judging Daylilies* handbook in sections_____
5. I certify that I participated in judging with a Master Panel (seedlings____, registered cultivars_____) at _____ which was a {local club meeting, regional meeting or the AHS National Convention (underline one)}
6. I have asked for recommendations to accompany my application from two instructors for clinics in which I served, which will be forwarded to me directly from these individuals, and without which my application cannot be processed

Approximately how many named *Hemerocallis* cultivars, excluding your own introductions, do you grow? _____
How many cultivars have you added during the past 5 years? _____. How many seedlings of your own?_____
Please list the year and locations where you attended your own AHS Regional Meetings during the last 4-year period. _____
Please list the year and region number where you attended regional meetings in other regions during the last 4 years.
_____
_____
Please list the years and locations of AHS National Conventions you have attended during the last 4 years.
_____
_____
When and where have you attended Exhibition Judges Clinics in the last 4-year period.
_____

Signature_____Date_____

Return Form to:

Exhibition Judges Records Committee,
Joann Stewart, Chair
300 Simonton Bridge Road
Watkinsville, Georgia 30677-2167

Copyright Release Form – AHS

The undersigned hereby acknowledges that the American Hemerocallis Society ("AHS") is the holder of the copyright in the collective work as that term is defined in the Copyright Act relating to all Article(s) and/or photograph(s) previously submitted or being submitted for publication in *The Daylily Journal* published by AHS. In addition to those rights granted to AHS by law, the undersigned hereby grants the AHS and its Regions the right to reprint or republish such article(s) and/or photograph(s) in any of the newsletters or journals published by AHS or any of its Regions; to publish such article(s) and/or photograph(s) on any website maintained by or on behalf of AHS or any of its Regions; and to publish such article(s) and/or photograph(s) in any other publication published by AHS or any of its Regions in the ordinary course of their educational and scientific activities and that to the extent that the use of such article(s) and/or photograph(s) is consistent with foregoing grant, that such article(s) and/or photograph(s) may be used and may appear outside of the context in which the article(s) and/or photograph(s) originally appeared. The undersigned shall retain ownership of all individual copyright rights in the article(s) and/or photograph(s) covered by this agreement except for those rights granted to AHS herein or by law.

Initial (a), (b) or (c) whichever is applicable:

____ a) The undersigned represents and warrants that the undersigned is the author or photographer of all article(s) and/or photograph(s) previously submitted or being submitted to AHS by the undersigned and is the owner of all copyright rights with respect to such article(s) and/or photograph(s) other than those rights otherwise granted to AHS herein or by law.

____ (b) The undersigned represents and warrants that the undersigned, either individually or collectively with others who have executed an otherwise identical copy of this form, is the owner of all copyright rights with respect to any articles previously submitted to AHS by _____ other than those rights otherwise granted to AHS herein or by law.

____ (c) The undersigned is unable to check either of the previous subparagraphs above because third parties may hold copyright rights in some or all of the article(s) and or photographs previously submitted or being submitted by the undersigned or previously submitted by _____. The undersigned represents and warrants that either subparagraph (a) or (b) is applicable to the article(s) or photograph(s) set forth on Exhibit "A" attached hereto and made a part hereof.

Optional – initial if selected:

____ The undersigned hereby grants AHS the same rights granted to AHS herein with respect to all article(s) and photograph(s) the undersigned may hereafter submit to AHS in the future until such time as this grant is hereafter revoked by written instrument delivered to AHS.

The undersigned has entered into this agreement in order to assist educational, scientific, and charitable goals and hereby waives any right to compensation for such uses by reason of the foregoing authorizations, and the undersigned and his successors or assigns hereby hold AHS, its Regions, employees, officers, directors and its successors and assigns harmless from and against any claim for injury or compensation resulting from the activities authorized by this agreement.

The term "photograph," as used in the foregoing agreement, shall mean motion picture or still photography in any format, as well as videotape, video disc any other mechanical means of recording and reproducing images.

Dated: _____

Signature: _____

Address: _____

_____

Signature of Witness: _____

Copyright Release Form – Region

The undersigned hereby acknowledges that by submitting an Article and/or photograph for publication in a newsletter or journal published by one of the Regions of the American Hemerocallis Society ("AHS"), that the Region and/or AHS is the holder of the copyright in the collective work as that term is defined in the Copyright Act. In addition to those rights granted to the Region and AHS by law, the undersigned hereby grants the AHS and its Regions the right to reprint or republish such article and/or photograph in any of the newsletters or journals published by AHS or any of its Regions; to publish such article and/or photograph on any website maintained by or on behalf of AHS or any of its Regions; and to publish such article and/or photograph in any other publication published by AHS or any of its Regions in the ordinary course of its educational and scientific activities and that to the extent that the use of such article and/or photograph is consistent with foregoing grant, that such article and/or photograph may be used and may appear outside of the context in which the article and/or photograph originally appeared. The undersigned shall retain ownership of all individual copyright rights in the article(s) and/or photograph(s) covered by this agreement except for those rights granted to the Region and AHS herein or by law.

Initial (a), (b) or (c) whichever is applicable:

____ a) The undersigned represents and warrants that the undersigned is the author or photographer of all article(s) and/or photograph(s) previously submitted or being submitted to the Region by the undersigned and is the owner of all copyright rights with respect to such article(s) and/or photograph(s) other than those rights otherwise granted to the Region and AHS herein or by law.

____ (b) The undersigned represents and warrants that the undersigned, either individually or collectively with others who have executed an otherwise identical copy of this form, is the owner of all copyright rights with respect to any articles previously submitted to the Region by _____ other than those rights otherwise granted to the Region and AHS herein or by law.

____ (c) The undersigned is unable to check either of the previous subparagraphs above because third parties may hold copyright rights in some or all of the article(s) and or photographs previously submitted or being submitted by the undersigned or previously submitted by _____. The undersigned represents and warrants that either subparagraph (a) or (b) is applicable to the article(s) or photograph(s) set forth on Exhibit "A" attached hereto and made a part hereof.

Optional – initial if selected:

____ The undersigned hereby grants the Region and AHS the same rights granted to the Region and AHS herein with respect to all article(s) and photograph(s) the undersigned may hereafter submit to the Region in the future until such time as this grant is hereafter revoked by written instrument delivered to the Region.

The undersigned has entered into this agreement in order to assist educational, scientific, and charitable goals and hereby waives any right to compensation for such uses by reason of the foregoing authorizations, and the undersigned and his successors or assigns hereby hold AHS, its Regions, employees, officers, directors and its successors and assigns harmless from and against any claim for injury or compensation resulting from the activities authorized by this agreement.

The term "photograph," as used in the foregoing agreement, shall mean motion picture or still photography in any format, as well as videotape, video disc any other mechanical means of recording and reproducing images.

Signature:_____Dated:_____

Address: _____

_____

Signature of Witness: _____

Use Release Form

I hereby grant to the American Hemerocallis Society ("AHS") the right to use my image and name in all forms and media including composite or modified representations for such uses that are consistent with its educational and scientific purposes. I waive the right to inspect or approve versions of my image used for publication or the written copy that may be used in connection with the images.
I release AHS from any and all claims of any nature whatsoever that may arise regarding the use of my image consistent with the above purposes. AHS is permitted, although not obligated, to include my name as a credit in connection with the image.

AHS is not obligated to utilize any of the rights granted herein.
I have read and understood this agreement and I am over the age of 18.
Name: _____ Date: _____

Signature: _____

Address: _____

Parent/Guardian Consent [include if the person is under 18]
I am the parent or guardian of the minor named above. I have the legal right to consent to and do consent to the terms and conditions of this release.
Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____

Parent/Guardian Address: _____

Articles of Incorporation and Amended Articles of Incorporation

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ARTICLES OF INCORPORATION OF

THE AMERICAN HEMEROCALLIS SOCIETY

We, the undersigned being citizens of the State of Iowa, and such other persons as may hereafter be associated with us as members of said American Hemerocallis Society desiring to form a corporation other than for pecuniary profit under the provisions of the Code of Iowa, do hereby incorporate ourselves together with our associates and successors as a body corporate with all the rights, powers and privileges, conferred by said laws, and adopt the following;

ARTICLES OF INCORPORATION

ARTICLE I

The name of this corporation shall be The American Hemerocallis Society.

ARTICLE II

The period of the existence and the duration of the life of this corporation shall be fifty years unless sooner dissolved as provided by law.

ARTICLE III

The principal office and place of business of this corporation shall be in the City of LeMars, Iowa with postoffice address at LeMars, Iowa.

ARTICLE IV

The corporation shall not have a corporate seal.

ARTICLE V

The objects, purposes and business of this corporation shall be scientific and educational in nature and purpose, and especially to promote, encourage and foster the development and improvement of the Genus Hemerocallis, and public interest therein, by all suitable and appropriate means.

drop

ARTICLE VI

The membership shall consist of any person or organization in sympathy with the objects of the Corporation.

ARTICLE VII

The business of the Corporation shall be managed and conducted by the following parties, to-wit; twelve directors elected by the members at the annual meeting of the corporation, in groups of four for three year terms, and they shall have complete and comprehensive power and authority to conduct the business and affairs of the Corporation and shall have full discretion and decision in any

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and all non-constitutional questions that may arise, except as limited by the By-Laws and vote of the membership.

The officers of the Corporation shall be a President, three or more Vice-Presidents, a Treasurer to be elected from the Board of Directors, and an Editor, secretary and a Registrar shall be elected annually by the Board of Directors from their own number or from the membership.

ARTICLE VIII

The Annual meeting of the members of the Corporation shall be held each year at any appropriate time and place as determined by the Board of Directors upon giving notice as set out in the By-Laws.

Immediately subsequent to the Annual election of the directors and not later than November first of each year the President shall call a business meeting of the Board of Directors, and at the close of this meeting the new directors shall be qualified. The Board of Directors shall also meet at such times and places as may be necessary to conduct the affairs of said Corporation as the By-Laws prescribe.

ARTICLE IX

Title to real estate shall be taken in the name of the Corporation.

ARTICLE X

Conveyance of real estate by the Corporation shall be executed by the President and secretary in the name of the Corporation, but no sale of real estate shall be made except upon a resolution of the directors authorizing it.

The corporation may buy, sell, transfer and convey real estate, borrow money, execute mortgages or real estate, accept gifts or bequests, and transact such business as is determined by the Board of Directors subject to the By-Laws and Constitution of said Corporation and within the limits of a Corporation organized as a corporation not for pecuniary profit.

There shall be no capital stock in the Corporation and no dividends or distribution of any property or the proceeds thereof shall be made among the members of the Corporation. No distribution shall be made until dissolution of the Corporation of the capital assets of the Corporation.

ARTICLE XI

The private property of the members of the Corporation shall not be liable for the Corporation debts.

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himself or herself, acknowledged the same to be his or her free and voluntary act and deed for the uses and purposes therein expressed.

Witness my hand and notorial seal, the day and year last above written.

Notary Public in and for Woodbury County, State of Iowa.

My Commission Expires July 4, 1957.

STATE OF IOWA
SS
COUNTY OF PLYMOUTH

Be IT remembered that on the 17th day of February, 1955, before me Geo. W. Sturges, a notary public in and for Plymouth County, State of Iowa, personally appeared Maria Marcue and Harry Cannon, said persons being to me personally known to be the identical persons whose names are subscribed to the foregoing articles of incorporation and each for himself or herself, acknowledged the same to be his or her free and voluntary act and deed for the uses and purposes therein expressed.

Witness my hand and notorial seal, the day and year last above written.

Geo. W. Sturges
Notary Public in and for Plymouth County, State of Iowa

My Commission Expires July 4, 1957

OFFICE OF THE SECRETARY OF STATE
Des Moines, Iowa
This instrument recorded in Book 2-R, Page 618 Feb. 24 1955
Expires Feb. 24-2005 Cert. No. 8676 Sec. No. 8676
Filed By Sturges & Sturges Attys. Le Mars Iowa
Filing Fee 5.00 Recording Fee Mary Lynchurst

1632
STATE OF IOWA } ss.
Plymouth County }
Filed for Record this 1 day of March A.D., 1955 at 8:00 o'clock A.M. and recorded in Book 3 of Art Inc
Record at Page 69 72
Marie Jahn
Helen Hansen
DEPUTY

$2.40
Sturges & Sturges
Le Mars Iowa

621

Amended Articles of Incorporation

84482

AMENDMENT TO
THE ARTICLES OF INCORPORATION OF
THE AMERICAN HEMEROCALLIS SOCIETY

That pursuant to Section 504 of the Code of Iowa, there was a properly called meeting of the Board of Directors of The American Hemerocallis Society, and there was a proper quorum for this meeting. At this said meeting it was decided, by two-thirds of the said Board of Directors of the said Society, to repeal Articles II and XII of said Society's Articles of Incorporation. It was also decided by two-thirds of the said Board of Directors of the said Society that the Society voluntarily adopts all of the provisions of Section 504 of the Code of Iowa. The said Board of Directors then further decided, by a vote of two-thirds of its members, that henceforth, Articles II and XII of Articles of Incorporation of The American Hemerocallis Society, shall read as follows:

ARTICLE II

The period of existence and the duration of the life of The American Hemerocallis Society shall be perpetual, unless sooner dissolved as provided by law.

ARTICLE XII

These articles of incorporation may be amended, changed, or altered by a majority vote of the Board of Directors of The American Hemerocallis

AME 20 $10.00 DMC 2 4/20/05
531289
05 APR 20 AM 11:03
SECRETARY OF STATE IOWA

Society as authorized and allowed under Section 504.1002 of the Code of Iowa.

In witness whereof we have hereunto subscribed our names this 24 **day of** March **, 2005.**

Maurice Greene

Maurice Greene, President

Sworn to and subscribed Before me this 24th **day of** March **, 2005.**

Ann Griffin **(Seal)**
Notary Public
My Commission Expires: My Commission Expires 2/7/06

Pat Mercer

Pat Mercer, Secretary

Sworn to and subscribed Before me this 30th **day of** March **, 2005.**

Dawn Graham **(Seal)**
Notary Public
My Commission Expires: My Commission Expires Aug. 6, 2007

FILED
IOWA
SECRETARY OF STATE
4·20·2005
11:03AM
W423545

IRS Non-Profit Status Letter (page 1)

Internal Revenue Service

District Director

Department of the Treasury

1100 Commerce St., Dallas, Texas 75242

The American Hemerocallis Society
Rt. 2, Box 360
De Queen, Arkansas 71832

Person to Contact:
M. Busby
Telephone Number:
(214) 767-1227
Refer Reply to:
EO:2:309:RLH DAL:EO:79-2003
Date:

Ladies/Gentlemen:

DEC 1 2 1979

On September 14, 1978, you submitted a signed Form 1023, Application for Recognition of Exemption, which indicated that you were in agreement to changing your exempt status from section 501(c)(5) to section 501(c)(3) of the Internal Revenue Code.

Based on information supplied and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, effective February 24, 1955.

We have further determined you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 509(a)(2).

You are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. You are not liable for the taxes imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes under sections 2055, 2106 and 2522 of the Code.

If your purposes, character, or method of operation is changed, you must let us know so we can consider the effect of the change on your exempt status. Also, you must inform us of all changes in your name and address.

If your gross receipts each year are normally more than $10,000, you are required to file Form 990, Return of Organization Exempt from Income Tax, by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of $10 a day, up to a maximum of $5,000, for failure to file a return on time.

IRS Non-Profit Status Letter (page 2)

-2-

The American Hemerocallis Society

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. Please use your employer identification number on all returns you file and in all correspondence with the Internal Revenue Service.

Please keep this determination letter in your permanent records.

If you have any further questions, please contact the person whose name and telephone number are shown at the beginning of this letter.

Sincerely yours,

A. W. McCanless

A. W. McCanless
District Director

IRS Non-Profit Status Letter (2007)

Internal Revenue Service

Date: April 27, 2007

AMERICAN HEMEROCALLIS SOCIETY
% BOB BROOKS
469 ENA RD APT 1803
HONOLULU HI 96815

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

Person to Contact:
John Kennedy ID 31-07927
Customer Service Representative
Toll Free Telephone Number:
877-829-5500
Federal Identification Number:
~~36-2445385~~
36-2445385
Group Exemption Number:
4120
85

Dear Sir or Madam:

This is in response to your request of April 27, 2007, regarding your organization's tax-exempt status.

In October 1990 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under section 509(a)(2) of the Internal Revenue Code.

Based on the information supplied, we recognized the subordinates named on the list your organization submitted as exempt from federal income tax under section 501(c)(3) of the Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,

Michele M. Sullivan

Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations 1

CPA Letter Verifying AHS gifts Tax-Deductible

BEAM and McCULLOUGH
CERTIFIED PUBLIC ACCOUNTANTS
MEMBERS OF AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
THOMAS BUILDING
P. O. BOX 401
DeQUEEN, ARKANSAS 71832

OFFICE LOCATIONS
MENA, ARKANSAS 71953
DeQUEEN, ARKANSAS 71832
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BILLY G. BEAM, CPA
J. RICHEY McCULLOUGH, CPA
KARL CUNNINGHAM, CPA
GEORGE KITCHENS JR. CPA

January 11, 1980

American Hemercollis Society
Rt. 2, Bx. 360
DeQueen, Ar. 71832

Attention: Luke Senior, Jr., Treasurer

Gentlemen:

The letter you received from the Internal Revenue Service of December 12, 1979, regarding your organization's tax exempt status under Section 501(C)(3) allows donations of charitable contributions to your organization to be deducted for Federal income, state, and gift tax purposes as follows: donations by individuals and corporations are deductible for Federal income tax purposes in the year made subject to the 20% limitations on charitable contributions for individuals. Bequests, legacies, and devices made upon the death of an individual are deductible from the estate for Federal estate tax purposes. Gifts made by individuals are exempt from Federal gift taxes.

Sincerely,

J. Richey McCullough, CPA
Partner

JRM/la

Appendix H4
AHS Guidelines for Regional Officers
July, 2000

AHS Group Exemption Letter

Department of the Treasury
Internal Revenue Service

FRESNO, CA 93888

DEC 14 1990

In reply refer to: 8916603779
Dec. 07, 1990 LTR 1169C M
36-2445385 0000 00 000
04564

AMERICAN HEMEROCALLIS SOCIETY
% BOB BROOKS
965 SALEM STREET
VISTA CA 92084-7406

Employer Identification Number: 36-2445385
Group Exemption Number: 4120
Name of Organization: American Hemerocallis Society
Tax Period:
Form: 990

Dear Taxpayer:

We processed your request for a Group Ruling and have assigned 4120 as your Group Exemption Number (GEN). Please notify your subordinates of this number. When you or your subordinates are corresponding with the IRS, the GEN should be included for identification purposes.

If you have any questions about this letter, please write us at the address shown on this letter. You may call Hazel Sharp between the hours of 6:00 AM and 3:00 PM at 209-454-6839 for assistance. If the number is outside your local calling area, there will be a long-distance charge to you. If you prefer, you may call the IRS telephone number listed in your local directory. An employee there may be able to help you, but the office at the address shown on this letter is most familiar with your case.

When you write, please include your telephone number, the hours you can be reached, and this letter. You may also want to keep a copy for your records.
Telephone Number ( )_____ Hours_____

The most current US Postal Forms as referenced in Tabs 3 and 5 are found on the Internet at: http://www.usps.gov/forms

Contacts

These lists are updated each year and will be provided by the Officers Chair. You may also obtain the list from the AHS website (http://www.daylilies.org).

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John Holland, Membership
Pat Loveland, Long Range Planning
Brenda Macy, Regional Officers
Gisela Meckstroth, Exhibitions
Betty Roberts, Youth

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Due Dates Quick Reference

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January 1	AHS membership dues. Mandatory payment date for all Regional Offices and Liaisons, Garden Judges, Exhibition Judges and Display Garden owners including Historical Daylily Garden owners.
January 15	List of Regional Officers and Liaisons with addresses, telephone numbers and e-mail addresses due to the AHS Regional Officers Chair.
March 1	AHS dues. Members' dues not paid at this time are considered delinquent, and all membership privileges are revoked.
April 1	Awards and Honors ballot mailed to all Garden Judges (Honorary Judges do not receive a ballot). Imaging Award Submissions to Service and Other Individual Awards Chair
May 15	IRS File date for Form 990 (predicated on a fiscal year of January – December each year.
August 1	New Garden Judges successfully completing the two workshops and submitting their application to the Garden Judges Records Chair by this date will also receive an Awards and Honors ballot.
September 1	Popularity Poll ballot due to the Regional Tabulator. Awards and Honor ballot due to the AHS Awards and Honors Chair. Nominations due for Regional Service Awards, Bertrand Farr, Helen Field Fischer, and Steve Moldovan awards. Status review of Display Gardens due to the AHS Display Garden Chair.
October 1	Popularity Poll tabulation due to the AHS Popularity Poll Chair. Garden Judges application due to Garden Judges Records Chair. Renewal application for AHS Display Gardens or Historical Daylily Display Gardens status due from garden owners to AHS Display Gardens Chair.
November 1	Garden Judges Renewal applications due to the Garden Judges Records Chair. Advise AHS Regional Officers Chair of new or changes of Regional Officers and Liaisons.
December 31	Completion of records and files transfer to incoming RVP.

AHS Convention Schedule

AHS Convention 2009	May 21-23	Lake Mary, Florida (Orlando area) (Region 12)
AHS Convention 2010	May 27-29	Valdosta, Georgia (Region 5)
AHS Convention 2011	May 26-28	Baton Rouge, Louisiana (Region 13)
AHS Convention 2012	July 21-23	Columbus, Ohio (Region 2)

Note: Dates are subject to change.

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AMENDED CONSTITUTION & BYLAWS
American Hemerocallis Society
Approved October 28, 2006

ARTICLE I – *NAME*

The name of the organization shall be the American Hemerocallis Society, Inc. The Articles of Incorporation and any amendments thereto of this organization shall be kept in the possession of the Chief Financial Officer. Copies of these shall be maintained by the Secretary and the President.

ARTICLE II – *PURPOSE*

The American Hemerocallis Society, Inc., is a non-profit organization. Said corporation is organized exclusively for educational and scientific purposes, and especially to promote, encourage and foster the development and improvement of the genus *Hemerocallis* and public interest therein. These purposes are expressly limited so AHS qualifies as an exempt organization under Section 501(c)(3) of the U. S. Internal Revenue Code of the 1954 or the corresponding provision of any future U.S. Internal Revenue Law.

ARTICLE III – *MEMBERSHIP*

Membership in the American Hemerocallis Society, Inc., shall be open to any person or organization who is interested in the objectives of the Society, adheres to the *Constitution and Bylaws* and promptly pays the appropriate dues in advance, as recommended by the Board of Directors and approved by the majority of the membership at the annual meeting of the Society shall be divided into the following classes.

a. Regular Membership shall include individuals and organizations who shall have all the usual privileges of membership and is available on an annual and triennial basis.

b. Family or Dual Memberships shall include not more than two individuals at one address and are available on an annual and triennial basis. They shall have all the usual privileges of membership except that they will be sent only one copy of *The Daylily Journal.*

c. Youth Memberships shall include individuals who pay dues prior to their eighteenth birthday at an appropriate rate. Youth membership status shall continue through the end of the calendar year following the member's eighteenth birthday. Such members shall receive *The Daylily Journal.*

d. Life Membership shall include individuals who shall have all the usual privileges of membership. The specified dues shall be placed in the Life Membership Reserve Fund. Interest from this fund may be transferred to the General Fund. The principal from the Life Membership Reserve Fund may be transferred to the General Fund upon the death of the individual and for organizations after 25 years or upon the dissolution of the organization.

e. Dual Life Memberships shall include two individuals living as a family unit at the same address. The specified dues, which shall be one-half that of the life member's, shall be placed in the Life Membership Reserve Fund. Membership for the dual life member shall continue for the life of the individual. The dual life member shall have full membership privileges except that only one copy of *The Daylily Journal* will be mailed to the life/dual members' address. Associate life members shall have the same privileges

as dual life members except that memberships shall terminate at the end of the calendar year in which the life member dies.

f. Honorary Membership may be conferred upon individuals who have contributed significantly to the development and improvement of the genus *Hemerocallis*, or who have rendered honorable and distinguished service to the Society. Honorary members shall be elected by the Board of Directors and have all the usual privileges.

g. International Memberships shall include all individuals residing outside the United States of America or Canada who pay the specified membership dues. International members shall have all the usual privileges of membership and shall receive *The Daylily Journal.*

ARTICLE IV – *PAYMENT OF DUES*

Section 1. Annual dues shall be payable in advance on January first of each year.

Section 2. Dues remaining unpaid on March first (and after renewal notice has been given by the Secretary) shall cause removal of the name of the member from the publications mailing list of the Society and suspension of the member.

Section 3. The business and fiscal year of the Society shall be the calendar year.

ARTICLE V – *ELECTION OF DIRECTORS AND REGIONAL VICE PRESIDENTS*

Section 1. ELECTION PROCEDURES.

The Society recognizes that there are differences between its regions which may justify the use of different election procedures by its regions and thus these Bylaws grant the regions several options for election procedures to be utilized by the regions for the conduct of the elections contemplated by this Article. Notwithstanding these options it is the policy of the Society to encourage the Regions to adopt those election procedures which will in the opinion of each region result in the widest possible participation of the Society's members in the Society's election. Each region shall adopt one of the election procedures set forth in the Sections 4 through 6 below for the elections of both the Director and the Regional Vice President to be elected by that region. Each region shall adopt the election procedure to be used in that region in the same manner as provided in that region's Bylaws for the amendment of its Bylaws. In the event of a conflict between the election procedure adopted by a region and the Bylaws of that region, the election procedure so adopted shall be deemed to be an amendment of that region's Bylaws.

Section 2. DIRECTORS

The Directors of the Society shall be elected by region. Each region shall elect a director from society members of that region. A nomination for the position of Director shall be made by a nominating committee consisting of three members from the region elected by a majority vote of the regional members at the annual regional meeting preceding at which the election results are announced. Only one of the three members can have served on the nominating committee during the prior election of a director and under no circumstances can a member of the nominating committee serve more than two consecutive terms. A region may impose such additional conditions for serving on the

nominating committee as are not inconsistent with the requirements set forth in these Bylaws. The nominating committee will take into consideration the specific skills needed by the Society to best serve the membership. Within thirty (30) days of being notified of his or her election each director-elect shall submit a written statement to the President of the Society that the elected person has the ability, the willingness, and the qualifications to serve as a director of the society. If, at the time of the Society's fall Board meeting, any region has not elected a qualified director who has agreed in writing to serve as a Director of the Society, the President shall appoint a director from the membership at large, subject to ratification by two-thirds vote of the Board. If there is a vacancy in a board position during a regular term, the President shall appoint, in collaboration with the Regional Vice President, a member from the region to fill the vacancy, subject to the ratification by two-thirds vote of the Board by mail. Any appointed member of the Board serving more than one-half of the regular term of three years shall be deemed to have served a full term.

Section 3. REGIONAL VICE PRESIDENTS.

The Regional Vice President for each region shall be elected from society members of that region. A nomination for the position of Regional Vice President shall be made by a nominating committee of three members from the region who shall be elected by a majority vote of the regional members at the annual regional meeting preceding the annual regional meeting at which the election is conducted. Only one of the three members can have served on the nominating committee during the prior election of a Regional Vice President and under no circumstances can a member serve more than two consecutive terms.

Section 4. ELECTION BY MAIL-IN BALLOT.

If a region adopts the election procedure set forth in this Section 4, the committee shall send to the membership a ballot for voting by insertion in the regional newsletter or by first class United State mail at least forty-five (45) days prior to the annual regional meeting with the committee's nomination and with space for write-in candidates. If an incumbent director is eligible to serve a second three-year term and unless the incumbent director indicates in writing an unwillingness to do so, the name must be included on the ballot. The ballot must be signed and returned to the chair of the nominating committee hand delivered or postmarked within fifteen (15) days prior to the date of the annual regional meeting. The nominating committee shall count the ballots and ascertain that all ballots are from active members as certified by the Secretary of AHS through the mailing labels provided for the regional newsletter in which the ballot appears. The election shall be determined by a plurality of the votes cast. The results will be reported to the regional membership at the annual regional meeting and the President of the Society.

Section 5. ELECTION AT ANNUAL MEETING.

If a region adopts the election procedure set forth in this Section 5, the chair of the nominating committee shall present the committee's nominee to the regional membership at the annual regional meeting and the floor shall be opened for additional nominations. The election shall be determined by a majority vote of the regional members casting a vote at the meeting. If no candidate receives a majority of votes cast at the meeting, a runoff election shall be held between the two candidates receiving the greatest number of votes. Balloting at a regional meeting under this Section 5 can be show of hands or by written ballot with space to write in the names of candidates nominated after the floor has been opened for additional nominations.

Section 6. ELECTION BY COMBINED MAIL AND MEETING BALOTS.

If a region adopts the election procedure set forth in this Section 6, written ballots shall be distributed to all of the members of the region in the same manner as set forth in Section 4 above. A member may cast a vote by returning the ballot by mail in the same manner set forth in Section 4 above. Those members who do not vote by mail shall have the additional opportunity to cast their vote at the annual regional meeting and all balloting at the annual regional meeting pursuant to this Section 6 shall be conducted by means of written ballot conforming to the requirements for written ballots described in Section 5 of this Article. The chair of the nominating committee shall maintain a list of those persons who voted by mail and all written ballots submitted at the annual regional meeting shall be checked against that list to ensure that only one ballot per member is counted. If a member who submitted a ballot by mail also submits a ballot the ballot submitted at the meeting shall be counted and the ballot submitted by mail shall be disqualified. Thereafter, all ballots submitted by mail and at the meeting shall be tabulated.

Section 7. ELIGIBILITY TO VOTE.

Each regular, lifetime or honorary member shall be entitled to cast one vote for Director and Regional Vice President. In the case of Family or Dual memberships, each such member shall be entitled to cast one vote for Director or Regional Vice President. Current Associate Life Members who did not elect to convert their membership to a Dual Life Membership prior to January 1, 2001, shall have the right to vote for Director and Regional Vice President. Youth members shall have the right to vote for Director and Regional Vice President.

ARTICLE VI – *BOARD OF DIRECTORS*

Section 1. The Board of Directors shall consist of at least as many directors as the number of regions designated pursuant to Article VII below, all of whom shall be responsible to the entire membership regardless of their respective residence or region. If the Board shall designate one or more additional regions pursuant to the provisions of Article VII below, the President shall appoint a director from each such newly designated region pursuant to Section 4 of this Article below to serve until such time as the region elects a director in accordance with the procedures set forth elsewhere herein provided that the initial terms of such newly appointed directors may be varied to the extent necessary to preserve, as closely as possible, the requirements of Section 2 below that one third of the directors are to be elected each year.

Section 2. The term of office for directors shall be three years or until their successors are duly elected and qualified and no director shall serve more than two successive terms (except as provided in Article VIIa, Section 3), but may serve again after being out of office for three years. The terms of new board members will begin on January first of the year after election. The expiration date of the terms of directors shall be staggered so that as close as possible to one third of the directors are to be elected each year to fill the regular terms on the Board. Before taking office each director shall certify in writing of the ability, willingness, and qualifications to serve the Society in any position designated by the Board

of Directors and/or President, and has access to resources adequate to absorb all reasonable costs incurred by attendance at two board of directors meetings annually, one of which shall be at the annual convention of the Society. To qualify as a director the member must have been a member of the Society for at least five years and have attended at least three national conventions and three annual regional meetings. Non-attendance of a director at two consecutive board meetings or non-performance of duties assigned by the President or Board shall be reason enough for the Board by a two-thirds vote to appoint a replacement director to fill out the term of the replaced director.

Section 3. The Board of Directors shall be charged with the sound and constructive management of the Society, and by virtue of the authority vested in it,
may adopt and amend rules, regulations and procedures for its own government.

Section 4. The Board of Directors shall have the authority to ratify the election of officers of the Society and to create, appoint, and abolish all standing and special committees and to delegate to such committees such powers and functions as it may deem proper. The Board shall likewise have authority to ratify the election of assistants to officers and all members of the administrative staff and designate such special advisors as may be needed by the Board or by committees. All officers and committee chairs elected or appointed by the directors shall hold office until the end of the calendar year for which they are elected or until their successors are duly elected qualified. Should a vacancy arise in any of these offices during the course of the year, the President shall appoint a replacement to fill the unexpired term caused by such vacancy, subject to ratification by members of the Board by mail.

ARTICLE VII – *REGIONS*

Section 1. The Board of Directors shall designate, describe, and constitute geographical areas of the United States and Canada as official regions of the Society. It is desired that no region comprise less than two and one-half (2.5) percent or more than fifteen (15) percent of the membership unless geographical consideration would make it extremely difficult for the region to operate as a homogeneous unit. All members of the Society who reside in a region so designated shall be members of that region as well as members of the Society and shall have the right to vote for the Director elected from that region and the Regional Vice president for that region as described elsewhere herein. Notwithstanding the residence of a member within a particular region, the Board may establish guidelines for permitting a member who would otherwise be a member of a particular region to switch the member's regional membership to an adjoining region to accommodate those cases where it would be more convenient for a member to become a member of the adjoining region, provided that in no event shall a member be a member of more that one region.

Section 2. The Regional Vice Presidents are national officers of the Society who are the official representatives of the Society for each Region and are officers of the region. Each RVP is responsible to the Society and the region and its membership for overall management of financial and membership issues for its respective region. The Regional Vice Presidents are responsible for the regional activities of the Society in strict accordance with guidelines

established by the Board of Directors. They report to and take direction from the Board of Directors through the Chair of the Regional Officers Committee. They shall conduct all regional business of the Society in such manner as to promote the best interests of the Society as a whole. In order to be nominated as a candidate for the office of Regional Vice President, the nominee must have been a member of the American Hemerocallis Society for at least the three preceding calendar years and must be a member of good standing at the time of nomination. Regional Vice Presidents shall be elected for no more than two (2) consecutive terms of two (2) years each. Any past Regional Vice President may be elected again after being out of office for two years. The Board of Directors shall confirm the election of Regional Vice Presidents by regional memberships in accordance with Article V, Section 2. In the event the office of Regional Vice President becomes vacant during the term of office, the director elected from the region shall appoint a replacement pro tem pending the next regional election.

Section 3. Each region shall adopt its own set of Bylaws. The Bylaws of each region shall conform to those Bylaws in all material respects as to matters contained herein and in the event of any conflict between the Bylaws of a region and these Bylaws, these Bylaws shall control. The Bylaws of a region shall not contain any provision which would prevent the region from qualifying under the Society's group exemption letter for purposes of qualifying the Society and each of its regions as Section 501(c)(3) organizations for Internal Revenue Service purposes and any provision contained in the Bylaws of any region that would disqualify the region from inclusion under such group exemption letter shall be null and void. Subject to the foregoing restrictions, the Bylaws of each region shall contain such matters pertaining to the governance of the region, as the region deems appropriate. Notwithstanding the foregoing, the Society shall have the power to amend the Bylaws of any Region or all regions by acting in the same manner as provided in Article XI below for the amendment of these Bylaws. Any amendment to the Bylaws of a region made pursuant to Article XI below shall not be subject to amendment by the region by virtue of any provision contained in the region's Bylaws which otherwise provides for the amendment of the region's Bylaws unless the region first request and obtains a resolution from the Society's Board authorizing the region to seek an amendment of its Bylaws in accordance with the procedures otherwise contained in the region's Bylaws. Nothing contained in the proceeding sentence shall prevent the region from amending it Bylaws as to any subject matter that has not been amended by the Society.

ARTICLE VIIA – *OFFICERS*

Section 1. At the fall board meeting during the first year of the President's term, the Board shall elect a nominating committee of no fewer than three (3) members of the Board. The first person elected to the committee shall serve as chair. The committee's duties shall be to report to the Board at the AHS annual board meeting its recommendation for the office of president. The President shall conduct the election after having called for nominations from the floor. A majority vote of the directors present at the meeting shall constitute election. The president-elect shall be presented to the membership at the annual AHS business meeting.

Section 2. The newly constituted Board of Directors shall organize each year at the fall board meeting of the year in which they are elected. Acting upon the recommendation of the President for the upcoming year, the Board shall ratify a slate of officers whose offices are determined solely by qualifications of the individuals to meet the needs of the Society and without any chain of succession through the society officers and, further to approve an executive committee and administrative staff. The officers of the Society shall be the President, Vice President, and Chief Financial Officer. The officers of the Society shall also include the Regional Vice President described in Section 7 above who shall be elected in the manner specified elsewhere in these Bylaws. The Executive Committee of the Board shall be comprised of the officers and at least two other directors.

Section 3. The President shall be the chief executive officer of the Society and shall preside at all meetings of the Society and of the Board of Directors, and during the term of office shall be charged with the general supervision of the affairs of the Society and shall be an *ex officio* member of all committees except the nominating committee. A president's term of office shall consist of two consecutive years. In the event a president shall have only one year remaining of a current term as a director, an automatic one-year extension will be granted.

Section 4. The Vice President shall perform the duties of the President in the absence of that officer.

Section 5. The Chief Financial Officer (CFO) shall

1. Have overall authority over the accounting, investments, and control of all funds of the Society.
2. Be assisted by a staff member who shall be the Treasurer of the Society.
3. Establish policies and procedures, which ensure proper reporting, disbursement, and control of all funds.
4. Ensure that the treasurer is carrying out the duties of that officer as required.
5. Be responsible for ensuring that the Society and to extent possible, its regions, are in compliance with current U.S. IRS rules and regulations.

ARTICLE VII B - *STAFF*

Section 1. The Secretary shall

1. Keep the records of the proceedings of the Society, be responsible for the membership property records and provide them as needed for others to conduct the business of the Society, maintain an updated *Constitution and Bylaws*, and prepare the necessary annual and board meeting information
2. Be responsible for collection of monies and mailing society publications and promotional items as designated by the Board of Directors.
3. Report to the Board of Directors and give a written report at each meeting of the Board of Directors.
4. Account, monthly, for and transmit to the Treasurer all monies collected.
5. Submit the books and records annually to an audit committee appointed by and at the time designated by the Board of Directors.
6. Perform other duties as prescribed by the President and/or the Board of Directors.

Section 2. The Registrar shall

1. Be responsible for the registration of all new cultivars of the genus *Hemerocallis* in accordance with the provisions of the *International Code of Nomenclature for Cultivated Plants* and the rules of the Society.
2. Maintain all registration records and prepare for publication a *Check List* of all registrations at the direction of the Board of Directors and S*upplements* on a yearly basis.
3. Report to the Board of Directors through the Chair of the Registration Committee and give a written report at each meeting of the Board of Directors.
4. Submit all monies and bills to the Treasurer on a monthly basis.

Section 3. The Treasurer shall

1. Keep safe in the name of the Society and account for all monies and securities of the Society.
2. Disperse money for documented expenses duly authorized within the approved budget, or upon authorization of the President or the CFO, which authorization must be confirmed in writing.
3. Keep the Board of Directors informed as to the financial condition of the Society on an as-needed basis and report at each regular meeting of the Board of Directors and prepare a formal detailed annual report for the Board of Directors and membership at the end of each fiscal year.
4. Prepare a proposed budget for the upcoming year, prior to the fall board meeting, reflecting the estimated income and expenses from each board member, special committee chair, and staff member and issue a final budget after it has been approved by the Board of Directors.

The Treasurer and others handling the society funds in excess of one thousand dollars per year shall give bond at the expense of the Society in such amount and in such form and with surety as the Board of Directors shall require. The books of the Society shall be audited at an interval consistent with the Society's insuring agency's requirements by a firm selected by the audit committee approved by the Board. In those years where an independent audit is not required an internal audit will be conducted by a committee appointed by the President and approved by the Board.

Section 4. The Editor

1. Is responsible for the preparation, printing, and distribution of the *The Daylily Journal* within budget guidelines on a prompt, timely basis.
2. Is responsible for the appearance, quality, content, and cost of *The Daylily Journal* within the guidelines of the Board of Directors.
3. Reports to the Chair of the Publications Committee and is responsible for providing information to develop accurate cost budgets and reporting to the Board of Directors at each regular meeting or as otherwise required.
4. Shall approve all bills and submit them promptly to the Treasurer for payment along with quarterly financial statements.

Section 5. Additional staff and assistants may be appointed as needed at the direction of the President with the approval of the Board of Directors or its duly constituted officers.

ARTICLE VII C – *REMOVAL FOR CAUSE*

Section 1. The Board of Directors by a two-thirds vote has the authority to remove any officer(s), appointed official(s), or staff for acts of dishonesty or non-performance of duties assigned by the Board of Directors or its duly constituted officers.

ARTICLE VIII – *MEETINGS*

Section 1. The annual business meeting of the Society shall be held each year at an appropriate time and place determined by the Board of Directors. Notice of the date, time and place of such meeting shall be given to each member of the Society at least thirty (30) days in advance but not more than sixty (60) days in advance, by Publication in the *The Daylily Journal*. Any notice that is timely published in *The Daylily Journal* may be amended by written notice sent by first class mail mailed not less than ten (10) days before the date of the meeting, provided that such amendment does not alter the date, time or place of the meeting. A report of the meeting shall be made to the membership as soon as possible, and shall constitute due notice of the actions taken and rulings made.

Section 2. One hundred members shall constitute a quorum at any regular or special business meeting of the Society.

Section 3. The President may call special meetings of the Society. Not less than thirty days (30) notice of the time, place, and description of the purpose of such meeting shall be given by the Secretary.

Section 4. Any action that could be taken by members at an annual meeting or at a special meeting may be approved by written ballot. If action is to be taken by written ballot, the Society shall deliver a written ballot to every member entitled to vote on the matter. A written ballot shall set forth each proposed action and provide an opportunity to vote for or against each proposed action. Approval by written ballot pursuant to this section shall be valid only when the number of votes cast by ballot equals or exceeds the quorum required to be present at a meeting authorizing the action, and the number of approvals equals or exceeds the number of votes that would be required to approve the matter at a meeting at which the total number of votes cast was the same as the number of votes cast by ballots. All solicitations for votes by written ballot shall indicate the number of responses needed to meet the quorum requirements; state the percentage of approvals necessary to approve each matter other than election of directors; and state the time by which a ballot must be received by the Society in order to be counted. A written ballot shall not be revoked. A written ballot may be delivered and a vote may be cast on the ballot by electronic transmission. An electronic transmission of a written ballot shall contain or be accompanied by information indicating that a member, a member's agent, or a member's attorney authorized the electronic
transmission of the ballot.

Section 5. Regional meetings may be held from time to time at the instance of the Regional Vice President and for such purposes as may be in the best interest of the Society.

Section 6. Subsequent to the annual election of directors and not later than November fifteenth, the President shall call a business meeting of the Board, to which the newly elected directors shall be invited for counsel. At this meeting all pending business, unfinished and new, shall be considered and completed insofar as possible. The Board shall then elect the officers of the Society for the ensuing year. At the close of this meeting new directors shall be seated, effective January 1 of the year elected or appointed to serve.

Section 7. Other business meetings of the Board shall be called as needed by the President for the proper handling of the society affairs. A full report of the transactions of all board meetings shall be published in the next issue of the official publication of the Society and shall constitute due notice of the actions taken and rulings made.

Section 8. All meetings shall be called and conducted in conformity with rules prescribed by the Board of Directors. *Roberts Rules of Order, Newly Revised,* shall govern all meeting procedures not provided for in the Bylaws.

ARTICLE IX – *COMMITTEES*

Section 1. Subject to the directions and approval of the Board of Directors, the principal functions of the Society shall be performed by committees, to whom shall be delegated all necessary authority to enable them to meet their duties within the approved budget. These committees, except the nominating committee, shall be named each year by the President and shall report to the President and the Board of Directors. Each committee must have a specific job description approved by the President and the Board of Directors and shall be headed by a chair who shall be a director or past director of the Board. However, if specific expertise is needed, which is not available on the Board, non-board members may be appointed chair. The number of committees, their duties and responsibilities shall be sufficient to meet the requirements of the Society and shall be determined by the President with the approval of the Board of Directors. It is the responsibility of the chair of each committee to report in writing to the Board of Directors at each regular meeting, or as otherwise required, and to submit the committee's proposed budget for their operating budget for the upcoming year prior to the fall board meeting.

ARTICLE X – *COMPENSATION AND REIMBURSEMENT*

Section 1. Service as a director of the Society shall be voluntary and without compensation. Staff positions may be compensated by the authority of the Board to an extent commensurate with the service rendered and within the budgeted economic limits of the Society.

Section 2. Normal and necessary expenses incurred by the directors, staff, and committee members on behalf of the Society in the performance of their duties will be reimbursed by the Society.

Section 3. Upon the retirement from office, each President of the American Hemerocallis Society shall be granted a regular Life Membership with all privileges thereof, which may be assigned to an individual of the President's choice.

ARTICLE XI – *AMENDMENTS AND PROPOSITIONS*

Section 1. The *Constitution and Bylaws* may be amended on recommendation and approval of the Board of Directors, followed by a concurring approval by a two-thirds vote of the members at the annual business meeting of the Society. The notice of any meeting of the members at which approval of an amendment to the Bylaws is sought must state that the purpose or one of the purposes, of the meeting is to consider the proposed amendment and contain or be accompanied by a copy or summary of the amendment. If approval of the members is sought by written ballot, the material soliciting the approval shall contain or be accompanied by a copy or summary of the amendment. Amendments may be initiated at the annual business meeting of the Society by a two-thirds vote of members and followed by a concurring two-thirds vote of the Board of Directors at its next regular or special called meeting. In either case, the effective date of the amended *Constitution and Bylaws* shall be the date of the concurring approval, in the absence of another effective date being specified in an amendment or amendments.

Concurring approval by Board vote on October 28, 2006

Regional Incorporation Options

Tab to be added as the project develops