



OPERATIONS MANUAL

**The International Plant
Propagators' Society, Inc.
Southern Region of North America**

Revised 27 June 2022

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Southern Region of North America

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MISSION STATEMENT

We, the members of the International Plant Propagators' Society, Southern Region of North America, are joined together by a common interest in the propagation and production of plants – as part of a global plant production knowledge network. “To Seek and To Share” is our motto, as we “seek” new propagation and production ideas and techniques for enhancing Horticulture/ Green Industry and developing new plants. We enthusiastically “share” that which we learn. Ultimately, through our interactions with one another, we strive to increase our plant propagation and production knowledge. With this knowledge, we hope to increase profitability in our industry and to beautify the landscape for this and future generations.

SECTION I - GENERAL ORGANIZATIONAL INFORMATION

A. Governance

1. Name

The name or title by which this organization shall be known in law is

"The International Plant Propagators' Society, Inc. - Southern Region of North America" (IPPS-SR)

Copies of the regular Southern Region letterhead shall be supplied, upon request, to the Directors and Chairpersons of IPPS-Southern Region Committees as needed.

2. Purpose

"Purposes - The purposes of the IPPS Southern Region are to promote and encourage area, region, national, and international interest in research and education in plant propagation and production in all its branches of Horticulture/ Green Industry through: a) the sponsorship of an Annual Meeting to provide a forum for research reporting, lectures, tours, and public discussion on plant propagation and production; b) dissemination of plant propagation and production knowledge through the publications of the *IPPS Combined Proceedings*, IPPS web page, social media, and other publications of the Region; c) the development of mutual understanding among individuals and organizations concerned with the science and profession of plant propagation and production."

3. Organization The IPPS- Southern Region of North America was incorporated in 1976 as the sixth region affiliated with the International Plant Propagators' Society.

The term for which the IPPS- Southern Region of North America is organized shall be perpetual.

The U.S. Internal Revenue Service granted IPPS- Southern Region of North America exemption from federal income tax under section 501(c)(5) of the Internal Revenue Code.

4. Constitution and By-laws

The Region is governed by its Constitution and By-laws, which provide authority for all legitimate Region activities and outline basic rules of procedure.

- a. The Constitution and By-laws can be amended at any annual business meeting by a 2/3rds (67%) vote of the members present and voting, provided such amendment is presented in writing to the members of the organization at least two months prior to the meeting by the Secretary.
- b. No amendment to the Constitution and/or Bylaws shall be valid if such amendment conflicts in any way with the Constitution or Bylaws of the International Plant Propagators' Society, Inc. in the judgment of the Board of Directors of the International Plant Propagators' Society, Inc.
- c. In all other respects, this corporation adopts the Constitution and Bylaws of the International Plant Propagators' Society, Inc. and such Bylaws will remain in effect for the corporation until specifically amended as provided above.

5. Operations Manual

IPPS- Southern Region of North America Operations Manual. There shall be a manual that specifies the standard operating policies and procedures (SOP) of the Region and serves as a reference on all matters of the Region's operation. The manual may be amended or revised at the discretion of the Executive Committee at any regularly called meeting.

6. Administrative Year

The Administrative Year of the Region shall commence with the adjournment of the Annual Business Meeting of each year and shall conclude with the adjournment of the next succeeding Annual Business Meeting. The fiscal year begins July 1 and ends June 30, of the following year.

7. Rules of Procedure

The rules of procedure of all bodies of the Region shall be according to *Roberts Rules of Order* (latest edition), so far as applicable and when not inconsistent with the Constitution and By-Laws. The rules of procedures may be suspended by a majority vote of those present and voting at the meeting.

Minutes of Meetings - The presiding officer of each body (*i.e.*, committee) of the Region shall be responsible for forwarding accurate minutes of all meetings promptly to the Secretary/Treasurer and Editor.

8. Dissolution of the Region

All the property of the Region and accumulation thereof shall be held and administered to effectuate the above-described purposes. In the event of the dissolution of the Region no Member, director, officer, or any private individual shall be entitled to share in the disposition of any of the Region assets and all such assets shall be distributed for their stated purposes or to scientific, educational, or charitable corporations, trusts, or foundations meeting the requirement of the Internal Revenue Code of 1954 or the corresponding provisions of any subsequent revenue law.

B. Membership

1. Membership - Eligibility, Admission, Duration

Eligibility - Any person in accords with the purposes of the IPPS- Southern Region of North America who is actively engaged in plant propagation and production of plants and/or in related businesses, teaching, research or extension shall be eligible for membership in accordance with the Constitution and By-laws. Members must be willing to share their knowledge and experience in plant propagation and growing as they may have. Potential members should meet all requirements as set forth by Article 3, Section 3.3 of the International Constitution. The Executive Committee shall prescribe the procedures

for application for membership (including payment of dues) and benefits, privileges, and duties of the membership. There shall be no limit to the number of members.

Duration of Membership - Membership in the Region shall continue until terminated by death, failure to pay the annual dues, or as otherwise provided in these by-laws.

IPPS- Southern Region of North America supports the concept that a concerted effort shall be made to involve women, minorities, and the handicapped in the mainstream of the Region's affairs and activities.

2. Classes of Membership (with Benefits)

Classes of Members: Members shall be divided into classes as follows: Active Members and Complementary Student Members.

2.1 - Active Members. Any person engaged in the propagation and production of plants and/or in teaching and research related to plant propagation, production, and all branches of the Green Industry. Active members can be commercial or non-commercial. Privileges of Active Membership shall include electronic access of the *IPPS Combined Proceedings* and other regularly distributed digital publications as decided by the Executive Committee; the right-to-vote and hold elective office; to serve on Committees; to be eligible for election as a Fellow of the Region; and to receive other privileges as designated by the Executive Committee. The annual dues are set by the International and IPPS-SR.

2.2 – Complementary Student Members. To enable 2-year and 4-year students of higher education, graduate students, and military veterans to gain exposure to the Green Industry, IPPS, and the profession of plant propagation and production. Privileges of Student Membership shall include electronic access of the *IPPS Combined Proceedings* and other regularly distributed digital publications, as decided by the Executive Committee. There are discount rates for students and veterans attending the annual meeting, and conference scholarships for qualified individuals.

Students are required to fill out a form that includes their background and professional interests, current status of academic enrollment, and contact information of their academic advisor. Military veterans should include their background and professional interests. Complementary Student Membership expires after two-years, but both matriculating students and military veterans can reapply. Individuals are encouraged to become Active IPPS-SR Members during their professional career.

3. Resignation, Suspension, and Expulsion of Members

Resignations - A member may withdraw from the Region by contacting the Secretary/Treasurer.

Suspension and Expulsion of Members - A Member may be suspended or expelled for cause by a vote of the Executive Committee at any meeting of the Executive Committee, provided the written notice of the proposed suspension or expulsion and a copy of the charges brought against such Member shall be mailed to the Member at the last known address, at least 30 days prior to date of the meeting of the Executive Committee at which such suspension or expulsion shall be considered. *See Addendum A on IPPS-SR Anti-Harassment Policy and Complaint Procedure Policy*, including possible expulsion.

4. Membership Year

Membership Year - The Membership Year shall be a 12-month period as determined by the Executive Committee. Presently, it is January 1 to December 31.

5. Membership Directory and Membership Record System

IPPS will publish members' names, addresses, email addresses, etc. on the IPPS International website, which is found in the "members only" area of this website.

The Secretary/Treasurer will maintain an up-to-date list of all members.

Southern Region Membership lists are for individual use, and not intended for publication or mailing lists.

C. Executive Committee

1. Composition of the Executive Committee

Composition - The Executive Committee normally consists of thirteen voting members. There are ten elected, voting members (President, 1st and 2nd Vice Presidents, Immediate Past President, four Directors, International Delegate and Alternate International Delegate; three voting members who are appointed annually by the Executive Committee: Secretary/Treasurer, Editor, and Digital Communications Director; in years the IPPS-SR hosts the International meeting, there is a fourteenth voting member, the International President, who is elected by the general membership

2. Terms of Office and Vacancies

Terms of office shall begin at the close of the Annual Business Meeting following the election, and end at the close of the next Annual Business Meeting (or subsequent Annual Business Meeting when terms are for more than one year.) No person may hold two elected offices concurrently. No elected officer may serve more than two consecutive terms in the same office.

The Executive Committee shall have the authority to fill vacancies occurring in elective positions until the next annual meeting at which time the members shall elect a replacement.

3. Authority and Responsibilities

The Executive Committee shall have all the powers conferred on it by law, by the Certificate of Incorporation, and by the By-laws. The Executive Committee is the governing and policy-making body of the Region. Without limiting the generality of the foregoing, but by way of illustration, it shall be the duty of the Executive Committee to:

- a. manages the property and affairs of the Society;
- b. determines the scope and extent of the activities of the Region and define and carry out its policies;
- c. prescribes the procedures for application for membership;
- d. determines the rate of annual dues;
- e. accepts contributions and sponsorships;
- f. invests and reinvest funds of the Region
- g. elect, appoint, employ, and dismiss such officers, and employees as the Executive Committee shall deem necessary or desirable, and to delegate such powers of the Executive Committee as may lawfully be delegated; and
- h. fill vacancies occurring in elective positions between meetings. This may be done by mail, telephone ballot, or by virtual conference when necessary.

The Executive Committee shall arrange for the Annual Business Meeting, Special Business Meetings, the Annual Meeting, and such other convocations of Members as appropriate. Aside from membership alone, the Executive Committee is the ultimate power of the Region. However, much of this power is allocated to the Secretary/Treasurer, and to various other Committees, officers, and representatives of

the Region.

4. Meetings and Reports

There are regularly scheduled meetings of the Executive Committee (EC) during the year. There will be a June, mid-year meeting prior to the annual meeting, an Executive Committee meeting at the beginning of the annual meeting and a Post Conference Executive Committee meeting on the last day of the annual meeting. There are also periodic, scheduled virtual meetings called by the President.

Special meetings of the Executive Committee may be called by the President or upon petition of any three (3) members of the Executive Committee. The Secretary must give a two (2) week notice of such special meetings. Special meetings may be facilitated by a conference call or other appropriate means.

The Secretary-Treasurer shall request all Committee Chairpersons to submit written reports to reach the Secretary/Treasurer at least four weeks prior to the Executive Committee Meetings at the mid-year and annual meetings, so that the reports can be included in the agenda for the meeting.

5. Quorum

Seven members shall constitute a quorum in meetings of the Executive Committee.

6. Voting

The vote of a majority of the Executive Committee present shall be necessary for the transaction of any business. The President shall vote only in case of a tie.

7. Policies of the Executive Committee

Policies of the Executive Committee pertain to subjects not specifically dealt with in the Southern Region's Constitution or By-Laws but which were established by Executive Committee action or adhered to by mutual consent. These Policies may be changed or amended by Executive Committee action at any regularly called meeting. The Executive Committee shall have full authority to conduct the affairs of the IPPS Southern Region, subject to the constitutions and By-Laws of the Southern Region and of the International Plant Propagators' Society.

D. Elected Officers

1. Elected Officers

The ten elected officers of the Region shall be the President, First Vice President, Second Vice President, past President, four Directors, International Delegate, Alternate International Delegate. In years the SR-IPPS hosts the International meeting, an International President is elected.

Officer Liability

Elected and appointed officers shall not be liable for acts or omissions made in good faith except in the event of willful malfeasance. Elected officers shall serve without pay. All elected and appointed officers must sign a Conflict-of-Interest Policy Statement, *see Addendum B*.

2. Terms

The President, First Vice-President, and Second Vice-President shall be elected at the Annual Meeting from among the membership at the business meeting. They shall hold office for one (1) year and shall not serve for more than two (2) terms. Two directors shall be elected each year at the annual business meeting from among the membership of the Southern Region. They shall hold office for two (2) years making a total of four directors on the Executive Committee. The International Delegate and Alternate

International Delegate are also elected at the annual business meeting by the membership. They serve 2-years each, so an Alternate International Delegate is committing to serve for four years. During years the IPPS-SR hosts the International meeting, an International President is elected for a 1-year term as Vice-President, and the following year, President of the International.

3. President

The President shall be the chief executive officer of the Region, a voting member of the Executive Committee, and an ex-officio (voting) member of all Standing Committees, with the exception of the Nominations Committee. The President shall have the general powers of supervision and management usually vested in the office, subject, however, to the right of the Executive Committee to delegate any specific power(s) to any other officers of the Society.

4. First Vice President

The First Vice President shall serve as a voting member of the Executive Committee and, in the absence of the President, shall perform the duties of the President and other such duties as may be prescribed by the Executive Committee or the By-laws, or as delegated by the President. The individual also serves on the Education Endowment Committee, Membership Communications Committee, and Margie Jenkins Industry Conference Work/Scholarship Committee.

The First Vice President is responsible for the Annual Meeting Program, and chairs the Program Committee.

5. Second Vice President

The Second Vice President shall serve as a voting member of the Executive Committee, and chairs both the Fellows Committee and Sponsorship Committee. Additional responsibilities include chairing, leading, promoting, and coordinating sponsorship activities of the region. This individual also serves on the Membership Communications Committee. The Second Vice President shall perform other duties as may be prescribed by the Executive Committee, or as delegated by the President. This individual will facilitate communication from the EC Board and brief the Fellows of current society issues, seeking their input, at the annual Fellows Breakfast.

6. Directors

The Directors shall serve as voting members of the Executive Committee, and as ex-officio members on Committees as assigned by the President.

The Directors shall work closely with the Committees in administering and assisting committees with their responsibilities, and also to be a liaison with the Region Members. First-year Directors will also serve on the Membership Communications Committee and Sponsorship Committee. Second-year Directors serve on the Secretary/Treasurer, Editor, and Digital Communications Director Review Committee. Directors are to assist with running the annual meeting. *See Section II for further duties.*

7. International Delegates

The Society is under the direction of an International Board of Directors which shall be constituted as follows: One voting Director (i.e., International Delegate) from each Region, plus the International Officers. There is one non-voting alternate delegate from each region. The IPPS- Southern Region International Delegates (one voting delegate and one non-voting alternate) shall be elected by the membership at the annual business meeting. All regions have alternate delegates, the main purpose being to establish continuity from the alternate gaining experience in the affairs and workings of the International Board before he or she steps up to be the voting International Delegate. In years the

Southern Region hosts the International meeting, the membership elects a Vice-President of the International (to serve the year before hosting the International meeting) - who becomes the President of the International the year the Southern Region hosts the International.

Qualifications:

1. A history of service as an officer or Executive Committee member of the Southern Region with extensive knowledge of the Region's affairs
2. Knowledge of the International Board's responsibilities.
3. A commitment to attend the International Board Meetings – both in person and virtual.

IPPS-SR Committee Assignments and Duties:

Committee assignments in the IPPS-SR for the Alt. Intl. Delegate include serving on the Education Endowment Committee and Membership Communications Committee. The Intl. Delegate serves on the Audit Committee, and will give periodic written and oral reports, assisted by the Alt. Intl. Delegate - as requested by the Executive Committee and President. In years the IPPS-SR hosts the International Meeting, the International President from the SR chairs the International Award of Honor Selection Committee.

Term of Position:

Delegate (International Board Member) - two (2) years, and no Delegate may serve more than two (2) terms. *Alternate* - two (2) years, and no alternate Delegate may serve more than two (2) terms.

Remuneration:

Both the International Delegate and the Alternate International Delegate serve without pay. Travel expenses of the Delegates not paid by the International Board will be reimbursed by the Southern Region. This includes: the Alternate's travel expenses, meals, parking to and from the International Board Meeting are paid by the Southern Region; the Region will reimburse the Delegate and Alternate Delegate their tour and registration fees.

Should an International Delegate or Alternate International Delegate be unable to serve out their term, the Executive Committee shall be responsible for choosing a replacement delegate.

E. Appointed Officers

1. Secretary-Treasurer

The Secretary-Treasurer shall be appointed annually by and serve at the discretion of the Executive Committee and shall be responsible directly to the Executive Committee for all operations of the Region. The Secretary-Treasurer shall be responsible for: keeping all records of the region; collecting membership dues and other accounts; managing the financial and business affairs of the Region, with the aid of, and in consent with, the President; and administering all programs and service functions of the Region in accordance with policy established by the Executive Committee. The Secretary-Treasurer is responsible for communicating and corresponding the day-to-day business of the Region. The individual is to assist the Digital Communications Director in maintaining the Region's webpage with appropriate documents, information, photo illustrations, as needed.

Qualifications:

1. Organizational Skills.
2. Management Experience.
3. Financial & Budgetary Acumen.
4. Serve as custodian of all organizational funds. His/her accounts shall be reviewed annually by the Audit Committee. Each year at the mid-year Board meeting, the Audit Committee will recommend to the Executive Committee (EC) if a formal audit is necessary. The EC is to vote on the Audit Committee's recommendation. (From By-laws Section 10-C).
5. Communications, written and computer skills.

Remuneration: Annual stipend for the Secretary-Treasurer position shall be determined by the Executive Committee.

Term of Position: The Secretary-Treasurer shall be appointed by and serve at the discretion of the Executive Committee and shall be directly responsible to the Executive Committee.

Type of Position: The Secretary-Treasurer will be treated as an independent contractor, and not as an employee of the Southern Region IPPS.

2. Editor

The Editor shall be appointed annually by and serve at the discretion of the Executive Committee and shall be responsible directly to the Executive Committee. The Editor will attend Executive Committee meetings. Besides general editing responsibilities, the individual will also assist with special projects as needed by the President and Executive Committee.

Qualifications:

1. Membership in Southern Region IPPS.
2. Horticultural knowledge including specific understanding and familiarity with propagation and growing topics discussed in annual Southern Region programs.
3. Good editing skills.
4. Competency with voice recording, word processing, scanning and printing technology.
5. History of consistently meeting deadlines.

Remuneration: Annual stipend for the Editor position shall be determined by the Executive Committee.

Term of Position: The Editor shall be appointed by and serve at the discretion of the Executive Committee and shall be directly responsible to the Executive Committee.

Type of Position: The Editor will be treated as an independent contractor, and not as an employee of the Southern Region IPPS.

3. Digital Communications Director

The Digital Communications Director (DCD) shall be appointed annually by and serve at the discretion of the Executive Committee - and shall coordinate activities with the Secretary-Treasurer. The DCD will attend Executive Committee meetings.

Qualifications:

1. Membership in Southern Region IPPS.
2. Competency in designing and maintaining websites.
3. Knowledge of Facebook and other media platforms for creating a social media strategy.
4. Communication & marketing skills for retaining & recruiting new membership.
5. Leadership in managing the Membership Communications Committee.

Remuneration: Annual stipend for the DCD position shall be determined by the Executive Committee, including compensation based on meeting annual goals for obtaining new members.

Term of Position: The DCD shall be appointed by and serve at the discretion of the Executive Committee and shall be directly responsible to the Executive Committee.

Type of Position: The DCD will be treated as an independent contractor, and not as an employee of the Southern Region IPPS.

F. Committees

1. Standing Committees

The twenty Standing Committees of the Region shall be as follows: Audit Committee, Fellows Screening Committee, Meadows Award Selection Committee, International Award of Honor Selection Committee, Financial Advisory Committee, Local Site Committee, Long-Range Site Committee, Auction Committee, Sponsorship Committee, Membership Communications Committee, Education Endowment Committee, Necrology Committee, Nominations Committee, Program Committee, Resolutions Committee, Secretary-Treasurer, Editor, and Digital Communications Director Review Committee, Charlie Parkerson Student Research Competition Committee, Dr. Vivian Munday Young Horticulture Professional Work/ Scholarship Committee, Early Career International Exchange Program Committee, and Margie Jenkins IPPS-SR Industry Conference Scholarship Committee. Members of each Standing Committee must be members of the Region; they shall be appointed following standard operating procedures (SOP) of the *IPPS-SR Operations Manual* as hereinafter provided and shall serve from the close of the Annual Meeting held in the year. They are appointed until the close of Meeting held in the year in which their terms expire, unless otherwise specified.

2. Special Committees

On approval by the Executive Committee, Special Committees shall perform specified duties or assignments on a continuing basis for as long as needed. Requests to the Executive Committee for the establishment of Special Committees may be initiated by the President, the Vice-Presidents, or a petition of 15 or more Members to the Executive Committee.

A special Committee may be continued for several years, or for as long as it serves a needed purpose.

3. Ad Hoc Committees

On approval by the Executive Committee, Ad Hoc Committees shall perform special tasks as needed.

Members of the Ad Hoc Committee shall be appointed or reappointed by the President or First Vice President.

Ad Hoc Committees are often structured for special tasks of short duration, and when the task is completed, the Committee is discharged.

4. Committee Meetings and Communications

Committee Meeting - The year of action for Committees extends from one Annual Meeting to the next.

Committee Communications - Between Annual Meetings, most Committee work is conducted by correspondence, telephone, email, personal visitations, or virtually. Committees, such as the Membership Communications Committee, have monthly virtual meetings.

5. Committee Reports

Reports of Region Committees are given to the Executive Committee at the mid-year, June EC meeting, and at the annual business meeting and conference.

SECTION II - DUTIES AND RESPONSIBILITIES OF OFFICERS, DIRECTORS, AND INTERNATIONAL DELEGATES

A. President

1. During or immediately following the Annual Meeting the newly elected President shall:
 - a. Appoint Chairpersons of Necrology Committee and Resolutions Committee, in consultation with the Secretary-Treasurer.
 - b. Follow up on any new business, suggestions or problems indicated at Annual Meeting. (E.g., Proposed changes in Constitution, site problems, promotion.) This may involve special committees, correspondence with the Executive Committee members, etc.
 - c. Appoint directors to serve ex officio on various committees.
 - d. Serve as an ex-officio member of all committees except the Nominating Committee.
 - e. Act on personal ideas for the advancement of the Society, in conjunction with the Executive Committee.
2. During the year, between Annual Meetings, the President shall:
 - a. Maintain liaison with First Vice President on next year's Annual Meeting plans.
 - b. Maintain liaison with the Local Site Committee Chairperson on next Annual Meeting plans to ensure planning and arrangements are progressing on schedule.
 - c. Meet in mid-June at the next Annual Meeting site with the Executive Committee, and the Local Site Committee to review and approve preparations for the upcoming Annual Meeting.
 - d. Handle or personally delegate all correspondence of the Region which does not fall specifically within another job description.
 - e. Maintain liaison with the Secretary/Treasurer regarding the business of the region and ensure cooperation and support from other Officers and Directors.
 - f. Maintain communications with the Secretary-Treasurer and International Delegates to ensure all obligations and responsibilities to the International Board and to other Regions are met and discharged in a timely and business-like manner.
 - g. Check with Secretary-Treasurer on developing agendas for all Executive Committee meetings.

- h. Conduct the mid-year EC meeting and scheduled, virtual Executive Committee meetings during the year.
3. At the Annual Meeting following his/her election, the President shall:
 - a. Conduct the Executive Committee meeting prior to the General Sessions.
 - b. Welcome members and guests at the beginning of Session 1. (A copy of these introductory remarks should be given to the editor for publication in the *Combined Proceedings of the IPPS*.)
 - c. Conduct Annual Meeting (General Meeting) of the Membership.
 - d. Greet and welcome members (especially new members) and guests to the Annual Meeting.
 - e. Relay appreciation to appropriate individuals, welcome the newly elected President and pass the gavel. At the conclusion of the meeting, pass the bell to the 1st Vice- President.

B. First Vice President

1. Prepare the program and line up the speakers for the annual meeting, as chair of the Program Committee.
 - a. Coordinate with local site committee chairman on arrangements of tours and speaker sessions for the meeting.
 - b. Request input from recent Program Chairpersons on how to set up a successful program.
 - c. Solicit potential topics and proposed speakers for next year's program at the scheduled annual meeting.
 - d. By correspondence and telephone, firm up program, speakers, moderators, (including "Questions Box Moderator[s]"). Prepare a draft copy of the program and send it to the Secretary-Treasurer one month prior to the mid-year June EC meeting. This will be reviewed at the mid-year, June Executive Committee meeting.
 - e. Have a final copy of the program to the Secretary-Treasurer to meet publication deadlines by June 1.
 - f. In writing, remind each speaker and moderator of his/her date, time, topic, and length of presentation. Send names and addresses of speakers and moderators to Editor and Secretary-Treasurer (target date - June 15).
 - g. Obtain a brief resume from each speaker for the moderator to use when he or she introduces the speaker.
 - h. Determine whether any speaker needs any special audio/visual equipment. Work with the local site committee and Secretary-Treasurer to obtain such equipment.
2. Oversee the general operation of the meeting room.
 - a. Make sure moderators keep the meeting on time and have the Certificates of Appreciation to present to the speakers. Be aware that two directors are assigned to the meeting room and one should take care of the lights, the other the projector (or they will delegate someone to do it - if so, First Vice President should know to whom the task has been delegated.) These directors should also assist with the microphones for questions from the floor.
 - c. At conclusion of the Annual meeting, gather Question Box, microphone lavalieres, IPPS tripod and IPPS emblem, and other IPPS props and given to the Secretary/Treasurer to store them until the next Annual meeting.
3. Coordinate with the Secretary-Treasurer about funds available for "special" speakers. The First Vice President may have at his/her discretion \$3,000 to spend on non-IPPS member speakers. The Secretary-Treasurer should be informed of any special arrangements, complimentary registration or rooms, travel, etc. made with any speaker. In general, it is a good idea to remind speakers they are responsible for their own registration, room reservations, and travel arrangements. Registration can be waived for non-

IPPS members attending the conference for the day of their talk.

4. Coordinate with the Secretary-Treasurer on the pre-meeting tour inspection to be held the prior year before the meeting.
5. Attend all Executive Committee meetings.
6. In the absence of the President, chair meetings of the Executive Committee and General Membership meeting. Also carry out other duties of President if necessary.
7. Maintain the gavel and bring it to the next annual meeting.
8. At the end of the annual conference, chair the Post-EC meeting as the new President.

C. The Second Vice President (*See Addendum E – 2nd VP Checklist*)

1. Take over duties of First Vice President if that officer is unable to serve.
2. Become acquainted with duties of all officers.
3. Attend all Executive Committee (EC) meetings.
4. Prepare the Certificates of Appreciation for the sponsors. Have these ready before the Annual Meeting for signature by the President. Get blank certificates from the Secretary-Treasurer.
5. Coordinate with the "Fellows" Committee, of which the Second Vice President is an ex-officio member. Schedule, host and chair an informal "Dutch-treat" breakfast with them during the Annual Meeting. This is scheduled ahead of time so the Secretary-Treasurer to include the time, location, etc. in the Registration mailings.

Chair the Fellows breakfast meeting. This includes leading discussion of pertinent matters on behalf of the membership of the Region and the EC. The 2nd Vice-President later reports suggestions and recommendations of the Fellows to the Executive Committee.

6. At the Annual Meeting, distribute a "call for papers" to help next year when the Second Vice President advances to the post of First Vice President and Program Chairman. Survey all members of the Region for their input on topics, speakers, etc. for the next annual meeting. Develop a questionnaire and distribute it during bus tours and the conference – asking for membership input in program topics and speakers
7. Make a presentation of the Fellows Award to the recipient(s) at the Annual Meeting.
8. Chair and coordinate (in collaboration with the Secretary-Treasurer) the Sponsorship Committee for the administrative year. Actively seek conference sponsors beginning in January of the conference year.

D. Immediate Past President

1. Assist the President in any way possible.
2. Attend Executive Committee meetings.

3. Provide continuity between former Executive Committee members, current Executive Committee members, and the Southern Region membership.
4. Advise the Executive Committee of any uncompleted projects whose completion would benefit the Society and/or the Southern Region.
5. Serve on the three-member Nominations Committee with two (2) previous past presidents.
6. Serve on the five-member "Meadows Award" Selection Committee.
7. Chair the Audit Committee.

E. Directors

1. Attend Executive Committee meetings.
2. Attend Annual Business meeting.
3. Provide a conduit for input to the Executive Committee from the general membership.
4. Provide guidance for policy decisions of the Executive Committee.
5. Coordinate with those in charge of the Annual Meeting and assist where help would be beneficial -- at the Registration desk, as welcomers, in the meeting room, i.e., controlling lights, assisting with document distribution and counting votes at the annual business meeting, etc. (Encouraging members to return to the meeting room in a timely fashion is always helpful.)
6. Serve on special projects or committees when requested by the officers.
7. First-year Directors will also serve on the Membership Communications Committee and Sponsorship Committee. Second-year Directors serve on the Secretary/Treasurer, Editor, and Digital Communications Director Review Committee.

F. International Delegates

1. Attend International Board of Directors' meetings.
2. Provide a conduit for input from the Southern Region membership and the Southern Region Executive Committee to the International Board.
3. Provide guidance for effective management of the Society's affairs.
4. Attend Southern Region Executive Committee meetings and report to the Board on International activities and business affairs.
5. There should be coordination of dates, places, and times of all scheduled International meetings so the Southern Region does not overlap other Regional annual meetings – and visa-versa.
5. Attend the Fellows "Dutch-treat" breakfast scheduled during the Annual Meeting and brief the Fellows on IPPS issues.

6. Attend the Southern Region Annual Meeting and report to the Membership on International activities and business affairs.
7. Committee assignments in the IPPS-SR for the *Alt. Intl. Delegate* include serving on the Education Endowment Committee and Membership Communications Committee. The *Intl. Delegate* serves on the Audit Committee, International Award of Honor Committee, and will give periodic written and oral reports, assisted by the Alt. Intl. Delegate - as requested by the Executive Committee and President. In years the IPPS-SR hosts the International Meeting, the *International President from the SR* chairs the International Award of Honor Selection Committee.

G. Appointed Officers

G1. The Secretary-Treasurer

1. Provide copies of minutes of previous Executive Committee meetings.
2. Provide copies of Treasurer's report at regularly scheduled Executive Committee meetings and at Annual Meeting and provide monthly updates of the financial status to the Executive Committee.
3. Retain minutes of all Executive Committee meetings, and of General Business meeting of the Membership. (These minutes to be furnished to Secretary-Treasurer by the Editor.)
4. Provide copies of minutes of all Executive Committee meetings and General Business meeting of past year, and copies of Treasurer's report, for members attending the General Business meeting.
5. During the Annual Meeting, obtain signatures of newly elected officers for the checking and savings accounts.
6. Have all EC members sign the IPPS-SR Conflict of Interest Policy Statement.
7. Prepare proposed budget for Executive Committee action at mid-year Executive Committee meeting.
8. Throughout the year keep in close touch with President and First Vice President.
9. Membership:
 - a. Provide list of new members of the Southern Region of the Society to the Executive Committee.
 - b. Manage annual conference registration, creating data base of participants, events registered for, payments, etc.
 - c. Maintain list of Southern Region members and their up-to-date addresses and email addresses.
 - d. Make above three lists available to members of Executive Committee, members of Membership Committee, and to others where appropriate.
 - e. Maintain file of membership status.
 - f. Receive all applications for membership from new members, deposit payment, add to member file and send welcome letter that includes any relevant information.
 - g. Notify Southern Region members who are delinquent in participation requirements and encourage them to return to good standing. Send an updated list of paid members each June so unpaid SR members are not an issue with the International.
 - h. Instruct members of Membership Communications Committee as to general duties.

10. Annual Meeting & Mid-Year EC Meeting Related
 - a. Attend the mid-year, June Executive Committee (EC) meeting, meet with officers and Local Site Committee(s) at the upcoming Annual Meeting site to review and approve preparations.
 - b. Arrange for printing of programs, registration forms, tickets, and other materials for registration packet.
 - c. Registration packets are made available digitally, and currently by snail mail, to Southern Region Members, other Region and International Secretaries, new member applicants, and others upon request.
 - d. Provide local site committee with necessary registration materials.
 - e. Accept Annual Meeting receipts, deposit them or arrange for a registration company to provide these services and pay all Annual Meeting expenses.
 - f. In conjunction with First Vice President, officers of the EC at the mid-year, June meeting, and adherence to Southern Region and Executive Committee policies - ***set registration fees.***
 - g. Arrange for plaques, special citations, speaker Certificates of Appreciation, special identification ribbons and name tags for use during Annual Meeting and at Annual Banquet.
 - h. Assist Local Site Chairperson and his/her local committee(s) in any way needed with planning, arranging, and conducting the Annual Meeting.
 - i. Accept all registrations, and/or arrange for a registration company to provide these services prior to Annual Meeting, provide Local Site Committee Chairperson with needed information from the registrations.
 - j. Prior to the Annual Meeting, email all current and new Executive Committee members and committee chairpersons a list of their job responsibilities (SOP) from the *IPPS-SR Operations Manual*, inform them of posted information on the regional website, and follow-up with Post-Conference emails.
 - k. Work with Editor to have photos of student and member award presentations, new members and annual meeting activities and tours, etc. – forwarded to Digital Communications Director for posting on the IPPS-SR web page and other social media venues.
11. Provide agendas for Executive Committee meetings, coordinating with the President, and others as necessary.
12. Handle general correspondence for Southern Region.
13. Work closely with all Southern Region committees and serve ex-officio on those committees to which appointed by President.
14. Work closely with all Southern Region officers and directors in conducting and promoting the affairs of the Region.
15. Handle the daily affairs of the Southern Region, and other duties as Executive Committee may direct. These include, but are not limited to:
 - a. Releasing Society and Regional information
 - b. Printing membership applications
 - c. Writing letters of appreciation
 - d. Maintaining contacts with other IPPS regions
 - e. Coordinating and overseeing IPPS Southern Region booths to attract new members and dispense Society information
 - f. Notify committee chairpersons (and others as necessary) to have their reports as needed for the

Executive Committee meetings and the Annual Meeting

16. Handle fiscal affairs of the Southern Region under the direction of the Executive Committee.
 - a. The Secretary-Treasurer is the custodian of all organization funds. His/her accounts shall be reviewed annually by the Audit Committee. Each year at the mid-year Board meeting, the Audit Committee will recommend to the Executive Committee (EC) if a formal audit is necessary. The EC is to vote on the Audit Committee's recommendation.
 - b. Prepare a one-, two-year, and three-year annual operating budget for approval by the Executive Committee.
 - c. Receive and pay Southern Region bills, keeping receipts and records in an orderly and professional manner, submitting monthly and annual financial reports. Coordinate with the Audit Committee, Finance Advisory Committee and approval by the EC. Submit annual income tax filing for the region.
17. Provide the International Executive Director and SR Digital Communications Director with:
 - a. Names, addresses, and telephone numbers of elected/appointed officers, including International Director and Alternate, regional committee members.
 - b. Program of annual meeting and any other pertinent meetings for inclusion in the International Newsletter/ International IPPS website.
 - c. Dates, places, and times of all IPPS-SR scheduled meetings.
18. Provide the International Executive Director with:
 - a. Name, mailing address and other membership directory information, and dues for all new and reinstated members. Be sure to indicate status of reinstated members. (International Membership year is calendar year.)
 - b. Members should now update their own information (mailing and email addresses) on line; the Secretary-Treasurer can assist upon request. This is especially important so that issues of the *IPPS Combined Proceedings* and newsletters can be accessed.
 - c. Deaths or resignations of members.
 - d. Transfers to or from your region.
 - e. Names of members to be dropped for "non-participation."
 - f. Items to be placed on agenda of International Board of Directors Meeting, and written discussion to be circulated for Directors, if pertinent.
 - g. Transfer annual dues of active members as early in year as possible.
 - h. Review annually for discrepancies, the regional roster on the International roll.
 - i. Transmission of timely information regarding regional business, including minutes of pertinent regional meeting, and Constitutional vote counts.
19. Provide the other Regional Secretaries with:
 - a. Transfers of Membership
 - b. Pertinent items of business, newsletters, etc.
20. When necessary, send news releases regarding IPPS Southern Region activities to trade magazines and other publications. Maintain Sec-Tres -to-Sec-Tres communications with other regions.
21. The Southern Region Secretary-Treasurer will annually submit an announcement seeking nominations from the general membership to be submitted to the Secretary-Treasurer for the Southern Region IPPS Sydney B. Meadows Award of Merit and Fellows of the IPPS-SR. The Secretary-Treasurer also helps announce solicitations for the Dr. Vivian Munday Young Horticulture Professional

Work/Scholarship, Early Career International Exchange program, and Margie Jenkins IPPS-SR Industry Conference Scholarship. The Secretary-Treasurer will also provide this information to the appropriate committee chairs.

G2. The Editor

1. Assist the 1st Vice-President (annual Program Director) with instructions and deadlines for speakers in preparing their presentations and submitting their papers for publication in the *Combined Proceedings of the IPPS*.
2. Shortly after the Annual Meeting program is completed, notify speakers of deadline dates and format specifications for manuscripts to be considered for publication in the *Combined Proceedings of the IPPS*. Follow up with requests to speakers who have not submitted their papers at the Annual Meeting – both during and after the meeting.
3. Help speakers with writing/ editing assistance as needed.
4. Attend all Executive Committee meetings, record minutes, and submit minutes to Secretary-Treasurer within one month after meetings.
5. Attend Annual Meeting sessions, including the Annual Business Meeting and Executive Committee meetings. Provide minutes of Annual Business Meeting to Secretary-Treasurer within one month after meeting.
6. At or prior to Annual Meeting, collect from all speakers electronic and/or two hard copies of manuscripts presented.
7. Within two months after the Annual Meeting, send an electronic copy of the annual Meeting report, the names and addresses of new officers, directors, and committees for the upcoming year, and all committee reports to the International Editor.
8. Within two months of the annual conference edit all manuscripts, send edited manuscripts to the International Editor for publication in the *Combined Proceedings of the IPPS*, and have pdfs of edited papers posted on the region's webpage for the membership to access.
7. On receipt of the galley proofs from the International Editor, email send a copy to each speaker for approval and correction, allowing two weeks for return. Review second copy for errors.
8. After all corrections are made, return the corrected galley proof to the International Editor. This completes the work of the Southern Region Editor in preparation for the *Proceedings*.
9. Work with Secretary/Treasurer and Digital Communications Director to have photos of the Executive Committee officers and directors, student and member award winners, new members and annual meeting activities and tours.
10. Assist the Digital Communications Director with the SR-IPPS web page for updates and developments.
11. Work with the President and Executive Committee on special projects during the year.

G3. Digital Communications Director

Overall responsibilities of the Digital Communications Director include: a) design and maintain the SR website, b) create a social media strategy through Facebook and other appropriate media platforms, c. help lead in the retention & recruitment of new members through appropriate media platforms and other communications, and d) lead/ Chair the Membership Communications Committee.

Responsibilities of the Digital Communications Director include:

1. Upload submitted content.
2. Post information for the upcoming Annual Meeting, as it becomes available.
3. Post edited papers from the past annual meeting, supplied by the Editor.
4. Post information from the poster presentations.
5. Post information about the upcoming student competition and exchange programs.
6. Post and archive announcements such as the President's message.
7. Build, distribute, and archive the monthly e-newsletter.
8. Post and archive award recipients.
9. Post and maintain contact information of the current Board of Directors.
10. Update sponsor information on website and in e-newsletter
11. Develop a schedule for posting, editing, refreshing, and removing time sensitive content. Review this schedule annually.
12. Develop a schedule for refreshing photos.
13. Provide analytics to the Board on web and social media usage
14. Troubleshoot and repair the website, as needed.
15. Participate in planning for future changes to the website.
16. Report problems or issues to the International Web Master.
17. Attend the Annual Conference. Be available during oral presentations, business meeting, and both Board meetings.
18. Be available to attend the mid-year Board meeting.
19. Attend Board of Director conference calls.
20. Chair the Membership Communications Committee scheduled conference calls.
21. Present a web user seminar at each annual meeting when requested.
22. Make announcements during the annual meeting requesting content.
23. Take photos during the annual meeting for specific and general content to compliment those taken by other sources.
24. Develop a plan for signing up new members through the website.
25. Create a comprehensive Facebook social media strategy.
26. Keep the Facebook page current.
27. Provide Social media analytics.
28. Develop a Blog and manage its activity.
29. Set goals for obtaining new members via outreach and social media platforms each year - *and expect compensation based upon reaching these goals.*

The Digital Communications Director (DCD) will report to the Secretary/Treasurer. The Secretary/Treasurer will distribute content from most sources to the DCD. Content may also come directly from the Regional Editor as well as the President and other EC members.

SECTION III - AWARDS & SELECTION COMMITTEES

The selection committee members of the three awards are selected by standard operating procedures (SOP) from the *Operations Manual*, and not elected.

A. Sidney B. Meadows Award of Merit – IPPS, Southern Region of North America

Sidney Meadows was a distinguished nurseryman, honored horticultural leader, humanitarian – and one of the founders of the IPPS-SR. He was a long-time nursery ambassador, and avid supporter of education, research, and the Green Industry/Horticulture. In 1976, at the 1st IPPS-SR meeting in Mobile, Alabama – Sidney Meadows planned the nursery tours. Meadows was a frequent speaker at IPPS conferences, highly respected, a great mentor – and exemplified the IPPS motto: To “Seek and Share”. In 1990, the IPPS-SR initiated the Sidney B. Meadows Award of Merit.

Purpose of the Sidney B. Meadows Award of Merit

- To honor and recognize outstanding individuals for their contributions to the nursery industry and to plant propagation in the Southern Region of North America.
- This is the highest honor the IPPS-SR bestows upon a member.

Criteria

- a. Is a current member of the Southern Region IPPS
- b. Has made an outstanding contribution to the IPPS and to plant propagation and production
- c. Dedication to the ideals of the society to "seek and share"
- d. Award cannot be presented to an individual more than once
- e. Desirable that the individual has been recognized as a Fellow of the Southern Region IPPS.

Award Committee

- a. Composed of five members: 3 most recent past presidents and 2 most recent recipients of the award
- b. *The chairperson is the earliest elected past president, i.e., senior past president. The chairperson is rotated off the committee after each year.*

Nomination Process

- a. Any member can nominate an individual for consideration. The Secretary-Treasurer must receive this nomination by **June 1**.
- b. Requests for nominations are included in the Southern Region E-Newsletter asking for nominations to be submitted to the Secretary-Treasurer from the general membership to pass onto the Chairperson.
- c. If there are no nominations from the membership, the Secretary-Treasurer will submit a list of potential nominees for the committee to consider from membership files, which contains past positions held, contributions to the IPPS, propagation, and other worthy achievements.
- d. After receiving this information from the Secretary-Treasurer, the Chairperson sends the list of potential awardees, along with any information received by the Secretary-Treasurer, to committee members in June.
- e. Each committee member ranks the top three (3) candidates and submits the information back to the Chairperson who tallies up the score: 1st = 10 points, 2nd = 7 points, and 3rd = 4 points. There should be a column to indicate that no submitted candidate should be considered for that particular year (the award does not need to be given annually.) This scored information, with the award winner's name, is forwarded back to the Secretary-Treasurer.
- f. The Secretary-Treasurer has a plaque made up (by September) for the awardee (the Secretary-

Treasurer should personalize this each year - see samples.)

- g. It is the Chairperson's responsibility to write a biographical sketch of the awardee and forward it to the Secretary-Treasurer. Award is presented at the annual banquet or general business meeting and is presented to the awardee by the Chairperson.
- h. *Note* - The Sidney B. Meadows Award of Merit is not required to be awarded annually, but is awarded in years when there is an outstanding member who meets the criteria.

B. Fellows of the Southern Region IPPS

Purpose of the Fellows

- a. To honor and recognize outstanding individuals for their contribution to the nursery industry and to plant propagation in the Southern Region. This program was started in 1993.
- b. To serve as a forum for fellowship and information exchange among long term IPPS members who may no longer directly participate on the Southern Region IPPS Board.
- c. At the discretion of the current board of directors, the Fellows can be used as a potential sounding board for current and long-term issues, strategic planning and future direction of the Southern Region IPPS.

Mechanics

- a. The Fellows meet for a "Dutch-treat" breakfast during the Annual IPPS meeting. The current region 2nd Vice President will chair and the Secretary-Treasurer and International delegate shall be present to brief the Fellows on IPPS issues.
- b. In the event the current board of directors requests an ad-hoc committee to be formed, a rotating chair will be selected among those Fellows present at the meeting.

Criteria and Eligibility

- a. Election as a Fellow of the IPPS Southern Region is an honor. A Fellow is recognized for contributions to the nursery/ Green Industry in the Southern Region and to plant production and propagation.
- b. A Fellow must be an active member of the Southern Region with at least 10 years membership in the IPPS.
- c. To enhance the intent of election as a Fellow, it is recommended that no more than two individuals per year may be selected as a Fellow. Each new class of Fellows will be recognized at the Annual Business Meeting or Annual Banquet and presented with a Fellow's plaque.

Nomination Procedures

- a. During early spring, the Secretary-Treasurer will send out an announcement to the general membership asking for nominations of Fellows.
- b. The sponsor of a nominee shall be an active member of the society. The sponsor is to contact the Secretary-Treasurer and request a nomination packet, which must be completed by the sponsor and submitted back to the Secretary-Treasurer by **June 1**.
- c. No current board member is eligible for election as a Fellow until after his/her term expires.

Screening Committee Selection

- a. The nomination committee selects the Fellows Screening Committee members via standard operating procedures (*SOP*) from the *Operations Manual*, and not elected.
- b. The Fellows Screening Committee shall be composed of four (4) members and chaired by the 2nd Vice-President. At least two of the members must not be current members of the Executive

Committee Board.

- c. Each year one new committee member will be rotated on for a three-year term.
- d. A selection committee member may serve no more than two (2) continuous terms.

Action by the Screening Committee

- a. Upon receipt of the completed nomination documents from the Secretary-Treasurer, each committee member will rank the top five candidates (#1 = 10 points, #2 = 8 points, #3 = 6 points, #4 = 4 points, and #5 = 2 points) and mail such votes to the current 2nd Vice-President.
- b. As chairman, the 2nd Vice-President will report the committee's recommendation to the Secretary-Treasurer. The committee's recommendation should be reported at the June mid-year Executive Committee Meeting. The newly elected Fellows are announced at the Annual Banquet or Business Meeting.

C. International Award of Honor

The IPPS International Board established the International Award of Honor in 1986 to recognize outstanding members from different IPPS world regions who exemplify the IPPS motto “To Seek & Share” - in the global plant production knowledge network. An awardee is chosen from the Region that is hosting the International meeting. The award is given by the IPPS International board and presented by the International President. The three awardees to date from the IPPS-SR include Charles Parkerson, Richard “Dick” Marshall, and Fred Davies.

Purpose of the International Award of Honor

- a. This is the sole award given by the IPPS International Board of Directors
- b. To recognize an outstanding member from the IPPS for their contributions and professionalism in “Seeking and Sharing” plant production and propagation knowledge globally and in their Region.
- c. The awardee is chosen from the IPPS-SR in the year our Region hosts the International meeting.

Criteria & Eligibility to selected from the IPPS-SR

- a. The individual is an outstanding member of the IPPS-SR who exemplifies the IPPS commitment to “seek and share”.
- b. For their International and Regional contributions to the profession of plant propagation, production and Horticulture/ Green Industry.
- c. For exceptional and distinguished service to the IPPS-SR as a member and in leadership roles.
- d. It is desirable that this individual will have been recognized as a previous Meadows Awardee and Fellow of the IPPS-SR.

Award Committee

The four-person committee will be chaired by the International President from the IPPS-SR, and also composed of the International Delegate, the most recent Past-President, and the chair of the Nominations Committee

Nomination Process

- a. In the year prior to hosting the International meeting, the Chair of the committee will query her/his committee and also seek the counsel of other IPPS-SR members in developing a *confidential* short-list of eligible candidates.
- b. After consultation, the Chair will make a short-list of the top five-candidates in January of the year the IPPS-SR hosts the International meeting. It is the responsibility of the chair and committee to establish a

ranking system of candidates. A zoom meeting or other venue is preferable for the committee to agree on the ranking system – and discuss the top five candidates – *without voting*. At a later date, the four committee members will rank their top three (3) candidates and submit the information back to the Chairperson who tallies up the score: 1st = 10 points, 2nd = 7 points, and 3rd = 4 points. If there is a tie between the two top candidates then committee should convene to make a final decision.

- c. In confidentiality, and **by May or earlier**, the Chair forwards the name of the awardee to the IPPS Regional President and Secretary-Treasurer -who has a plaque made to present to the awardee during the fall when the SR hosts the international.
- d. It is the responsibility of the Chair to develop a “Dedication” article of the awardee to posted on the International Webpage and/or published with the year’s *IPPS Combined Proceedings*. See hardcopies of Vol 67 (2017) or Vol. 68 (2018) for examples.
- e. The Award is presented by the International President (Chair) in the presence of the International Board at the International dinner hosted by the SR. The International President later recognizes the awardee in the presence of the SR membership at the SR annual banquet and/or during the first day of the regular SR annual conference.

SECTION IV - OTHER, STANDING COMMITTEES

Committee work is a very important function of the organization. All committee chairs are expected to participate in the Executive Committee mid-summer meeting either virtually or through previous reporting to the Secretary-Treasurer or President. The time and location will be determined by the President. All standing committees are selected by standard operating procedures (*SOP*) from the *Operations Manual*, and not elected.

The remaining 17 standing committees are as follows:

A. Audit Committee

Purpose

To provide annual monitoring of the financial records of the Southern Region.

Make-up of Committee/How Members are Chosen

Three (3) members, consisting of the Past President, the President, and the International Delegate. The Past President shall serve as chairperson.

Term

Concurrent with their respective terms of office.

Duties and Responsibilities

- a. Evaluate the accuracy of the Region's financial records at least annually.
- b. Report its findings to the Executive Committee at its June mid-year meeting
- c. Report the findings of the annual audit to the membership at the Business Meeting during the Annual Meeting.
- d. Make recommendations to the Executive Committee if an official audit is needed.

B. Finance Advisory Committee

Purpose

To advise the Secretary-Treasurer on prudent investing of funds on hand for carrying forward the mission of the Southern Region IPPS.

Make-up of Committee/How Members are Chosen

Three members elected by the membership with one new member elected each year. The most senior committee member will serve as chairperson.

Term

Three years, may serve no more than two (2) consecutive terms.

Duties and Responsibilities

- a. Jointly monitor the invested funds of the Region at least twice each year; prior to the June, mid-year Executive Committee meeting, and prior to the Annual Meeting.
- b. Report to the Executive Committee (EC) twice a year recommendation for the Region's invested funds for approval by the Executive Committee at its summer meeting and at the Annual Meeting. This report may be submitted in writing in lieu of personal attendance.

Additional Information and Guidelines

The policy of the Southern Region IPPS is to maintain a Reserve Fund for maintaining the viability of the organization should adverse weather or unforeseen events prevent the annual meeting - depleting annual revenue generation. The goal is to gradually accumulate \$125,000 for emergency/reserve funds as a line item, to be placed in reserve/money market account through annual contributions. Yearly contributions are at the discretion of the SR-Board, i.e., \$10,000/year or funds available at the end of each fiscal year. A portion of this fund could be used in an exceptional year where the SR subsidizes the price of a more expensive, suitable hotel for the annual meeting.

C. Local Site Committee

Purpose

Except for obtaining speakers, the purpose of this committee is to arrange the necessary ingredients of a smooth and successful annual meeting and host the membership and guests to an enjoyable and educational visit to the chosen site.

Make-up of Committee/How members are chosen

The chairperson is elected by the membership four (4) years before her/his area hosts the meeting. The individual selects a committee of unlimited (but dedicated) volunteers to attend to the many details of staging a successful Annual Meeting.

Term

The committee is in existence for four years, although it is normal for several members to perform most of their responsibilities within the final 1 to 2 years before the meeting is in their locale.

- a. In the event the chairperson cannot fulfill his/her duties, a replacement will be determined by the officers of the Executive Committee, including the President, 1st Vice-President, Sec-Treasurer, etc., in consultation with the Long-Range Site Committee chair for a decision.
- *See Addendum D: IPPS Conference Planning Outline* for the Local Site Chair and Committee - which contains key needs and dates in planning, developing and conducting the Annual Conference

Duties and Responsibilities of Local Site Committee Chairperson

- a. Hotel: It is never too early to start looking and investigating which hotel would be suitable to host our IPPS meetings. Cost, location, convenience, stability of management, size, experience in conventions, willingness to accommodate, and general appearance are all important factors to consider. A hotel contracting company may be used.

Contracts should be signed 2 - 3 years prior to the meeting dates. Our members want a nice hotel at reasonable prices. The hotel should be at least a 3-star property. If a hotel is in need of repairs or looking worn three years prior to the meeting, the local site chairman would need assurance of repair and remodeling. A hotel will deteriorate and age significantly in 3 years. One in good condition today will wear greatly in 3 years. The Secretary-Treasurer can provide a list of past hotels that have hosted our meetings for you to provide to the hotel management, along with HelmsBriscoe management – that can help with pricing and booking of hotels. The Secretary-Treasurer will assist – and sign all contracts.

This data will provide you and the hotel with a history of attendance and hotel use. The hotel should have restaurants and/or other restaurants within close walking distance. The Secretary-Treasurer will need to fill out a credit application with the hotel. Many hotels will provide shuttle service free to IPPS guests from the airport. Special treatment can generally be arranged for Vice-President and President. Check on upgrades for special guests and officers. Ask the hotel management about complimentary rooms based on IPPS room usage.

Establish a close relationship with the Sales Manager. Have periodic phone conversations and occasional lunches to keep things rolling.

- b. Other Hotel Details [These details must be included in the hotel contract].
- i. Can an early breakfast buffet be arranged for our large group?
 - ii. Arrange a smaller separate meeting room for executive meetings, membership communications committee, site committee and general use, available at all times.
 - iii. Arrange for executive dinner or lunch and meeting time with hotel, Secretary-Treasurer and President.
 - iv. Arrange for any other special breakfast, such as Long-Range Site Committee meetings.
 - v. Be sure the large meeting room is large enough. The hotel meeting space should be for 250+ attendees, with the seminar room seating in a classroom or theater/classroom combination. The banquet space should be for at least 200 attendees.
 - vi. Check audio-visual equipment, availability and cost.
 - vii. Discuss room arrangements.
 - viii. Schedule refreshments during breaks. Ask for sponsorship from suppliers and nursery associates to offset costs. The Secretary-Treasurer and Sponsorship Chair can assist with sponsorship info.
 - ix. Check on parking availability for those who drive.
 - x. With the Sales Manager of the hotel, plan a site inspection during the mid-year, June, EC meeting with the Secretary Treasurer, 1st Vice-President and other officers of the Executive Committee. Ask for a staff hotel management meeting including registration, kitchen, security, housekeeping, and other key hotel departments the day before the meeting starts. Professionalism of the hotel will greatly enhance the process of our meeting. Costs for the meeting, lodging and food must be available for discussion at the mid-year, June, EC meeting.
 - xi. Coordinate with the Secretary-Treasurer and Digital Communications Director so that on-line registration for the meeting and hotel is available by 1 July-

- xii. Ask for the possibility of box lunch preparation for use on bus tours.
 - xiii. Work with hotel on expected arrival of members at airport to schedule transportation.
 - xiv. Try to get meeting rooms at no charge.
 - xv. Plan for Question Box.
 - xvi. Arrange for adequate bar help after tours and in prime time.
 - xvii. Check every few weeks to make sure that the same Sales Manager is still on the job. This seems to be a problem in a lot of hotels. A new manager may not know a thing about your meeting.
 - xviii. Try to get the hotel to agree to a cut-off date for reservations about 2 weeks prior to the meeting. Historically, most of our registrations come in less than a month before meeting time.
 - xix. Try to get a check-out time of 1:00 - 1:30 p.m. the last day of the meeting. We usually run right up to 12:00 noon before adjournment.
 - xx. Ask for a block of rooms a little larger than the anticipated need. This figure can be reduced as the meeting date approaches, but additional rooms are often hard to come by a few weeks prior to the meeting. Take care when determining the number of rooms in the room block, while we want enough for our needs we do not want to have to pay for unused contracted rooms.
 - xxi. Ask the hotel about the availability and costs of easels for poster display.
 - xxii. Work very closely with the Program Chairman so times and events will be coordinated.
 - xxiii. Report to the Executive Committee during their summer meeting.
 - xxiv. Involvement of local IPPS members: Plan a meeting of local IPPS members. The initial meeting could be a social affair and then discuss the upcoming meeting. Include everyone. These people can be of great help in making your meeting successful. Volunteers for tour scheduling, bus arrangements, special hospitality functions, tour guides and other tedious jobs can be found. After the initial meeting, another one may not be necessary. As site chairman, you can manage the whole affair by phone. Professional hotel contract companies can also be used to secure hotel accommodations.
- c. Tours and Buses: Designate a local IPPS member to take charge for scheduling at visiting nurseries and to make arrangements for bus services. Otherwise, you will have to do it. Shop for competitive prices and serviceable buses. Closely time nursery visits and in-transit times. Allow for a tight, but not hectic, schedule that will return to the hotel at a reasonable time. Stress to all tour hosts the need to stay on schedule. Refreshments at every nursery are not necessary. Two nurseries can share the cost if necessary. The Southern Region *officially discourages* the practice of taking private, rental or university vehicles on tours during the Annual Meeting for reasons of liability and inconvenience to the hosts.

Tour bus guides should be on each bus to tell of points of local interest. Microphone or megaphone should be available for nursery and bus tour guides. They should know the route and assist with parking, loading and unloading of the buses.

Bus arrangements need to be flexible, allowing for short-notice additions or cancellations according to our needs. Run the bus routes and tours for specific time and scheduling.

- i. At the May/June preview meeting, have the member who is responsible for the tours on hand and prepared for a dry run visit to all tour sites.
- ii. Touch bases with your nurseries and tour sites several weeks prior to the meeting. Give them approximate times of arrival and departure on the tour dates.
- iii. Try to arrange for enough tour guides at each facility so that the group can be broken up into as many small groups as possible. People can hear better and more questions can be asked. Emphasize to all tour sites the importance to our society of an organized tour at every stop,

explaining to each group the method of operation, why they perform certain procedures, etc. Each site should provide a brief, concise handout giving history, purpose, size, crops propagated, etc. to be distributed on the bus prior to arrival at each stop. Never have groups "dumped" at a tour site and be told, "Look around and if you have any questions, just ask!"

- iv. After the meeting, send letters of thanks to the owners or managers of all the toured facilities.
- d. Registration: The Secretary-Treasurer is responsible for registration. **USE LARGE TYPE ON NAME BADGES. DOUBLE PRINT ON BOTH SIDES.** Plain white tags keep with the intent and focus of the name and affiliation. Registration may be outsourced to a registration company while the Secretary/Treasurer retains overall responsibility.
- e. Hospitality - Create a feeling of extended hospitality by yourself, your city, and area to IPPS members by their involvement. Tend to details and put final touches together. Think about prior meeting, problems presented, irritations present, and work to avert similar situations. Arrange for a recommended restaurant list and a list of area attractions.
- f. Airlines - Arrange for an "official carrier." This represents savings for our members and for IPPS Southern Region. These commitments need to be made 6 months before the meeting. Similar deals can be made for car rentals.
- g. Other Items
 - i. Arrange for appropriate amount of food at food functions. This saves embarrassment to all involved. Work with the Secretary-Treasurer on this.
 - ii. Have the names and telephone number handy of the people to contact in case there is a problem with the buses, food caterer, hotel service, etc. Be sure that they are in management positions so there will be no delay in correcting a problem.
 - iii. At least six months before the Annual Meeting, check with Auction Committee Chairperson to be sure Auction plans are on schedule.
 - iv. Include key members of your local-site committee in their respective parts of May/June preview meeting.

Duties and Responsibilities of Local Site Committee Members

- a. Think back to the most successful Annual Meetings you have attended and duplicate or improve on what made them successful meetings.
- b. Extend hospitality to all members and guests.

Additional Information and Guidelines

- a. Consult with previous Local Site Committee members who will gladly help you with details.
- b. Keep good records and notes in an orderly manner on planning the conference to pass on to the next Local Site Chair.

D. Long Range Site Committee

Purpose

Provide continuity in scheduling and staging successful Annual Meetings in all areas of the Southern Region IPPS.

Make-up of Committee/How Members are Chosen -

The six members are selected based on the year and location the Southern Region will hold its annual meeting. The local site committee chairperson from the previous year's meeting will serve as committee chairperson.

Four members will serve as Local Site Chairs during the subsequent years the Southern Region meets in their location. The 6th member is the most recent Past-President.

Duties and Responsibilities

- a. Select a site for the Annual Meeting in advance. It is strongly encouraged that future sites be selected four years out from the current meeting site.
- b. Select an IPPS member who agrees to serve as Local Site Committee Chairperson. This person should have attended multiple Southern region conferences and preferably has planned other events.
- c. Coordinate with the Nominating Committee to place him/her for selection to the Long Range Site Committee. This person will be responsible for staging a successful Annual Meeting.
- d. Monitor the progress of all upcoming meeting plans. Offer constructive suggestions and assist the Local Site Committees in any way possible.
- e. The Chairperson should report on all upcoming meeting plans at the summer Executive Committee meeting, the Annual Meeting Executive Committee meeting, and the Annual Meeting business session.
- f. *See Addendum D: IPPS Conference Planning Outline* for the Local Site Chair and Committee - which contains key needs and dates in planning, developing and conducting the Annual Conference. The Secretary-Treasurer helps future Local Chairs with planning & logistics.

Additional Information and Guidelines

The Long Range Site Committee meets during the Annual Meeting, generally at a 6:00 a.m. breakfast meeting, or as otherwise scheduled.

E. Auction Committee

Purpose

The purpose of the auction in conjunction with the annual meeting is to generate revenue for educational needs of the society in a fun yet organized fashion, while moving new/rare plants into the trade. Special, non-plant items are also bid on. Revenue is used towards the Southern Region Endowment Fund managed by HRI at the discretion of the Executive Committee during the fiscal year of the auction. There is both a live auction and a silent auction (that closes prior to the live auction).

History

The first auction was held in the Maryland meeting in 1991 and has continued since. It has followed the Annual Banquet, evening normally on Monday night. The Auction Committee was later established in 1996.

Procedure

An Auction Chairman, Vice Chairman, Local Coordinator and/or Committee solicits items for the auction.

Selection of the Committee & Chairperson

The Auction Committee is selected by Local Site Chairman.

Responsibility

Committee members are responsible for the intake of donated plants, maintaining and displaying plants in an organized manner and selecting 12-15 plants for the live auction. Committee members are to monitor the silent action room during the hours it is open and help those with winning bids collect their plants and non-plant items after the auction. The Auction Committee is also responsible for protecting the carpet and tables used in the auction room.

Personnel Required for the Live Auction:

Auctioneer:	A qualified and competent Auctioneer is needed.
Bid Spotter:	Located with Auctioneer, show items and assist with spotting bids.
Floor Bid Spotters:	2 to 4 persons to be sure no bids are missed.
Runner:	3 or 4 persons to carry items to buyers.
Plant Promoters:	When available – a recognized expert to humorously describe plants to the audience during the auction.
Sales Clerks - Auction Checkout:	Secretary Treasurer along with persons selected by the Secretary Treasurer, including Vivian Munday Interns are responsible for tabulating silent auction bids and collecting payments.
Auction Chairman:	Coordinates the total Auction in conjunction with the Local Site Chair, Auction Vice-Chair, and the Secretary/Treasurer
Auction Vice Chairman:	Sees that all physical arrangements are in place for the auction. Arranges to get all auction materials properly displayed and tagged. This person will become next year's Auction Chair.

Physical Requirements of Live Auction Room

- a. Generally held in the same room as the Annual Banquet.
- b. Reliable Sound System - 2 microphones preferred.
- c. Riser to put auctioneer above audience level. A small platform accommodating 4 to 6 people is desirable.
- d. Attendee name tags are to be numbered and this number is to be used as the bidder number.

Silent Auction

- a. To speed-up and reduce the number of items in the Live Auction. Both plants and non-plant items are bid on at the Silent Auction. The Silent Auction closes prior to the live auction.
- b. Each item will have an I.D. number on its description sheet. There is also a master list of items, item numbers and donors.
- c. Three-part carbonless forms are to be used for bidding.

Collection

Collection for all purchases should be made by the end of the Auction. If at all possible, collect before leaving the banquet dinner site.

See Addendum D – IPPS Conference Planning Outline for further information about the live and silent auctions.

F. Sponsorship Committee

The Southern Region of the International Plant Propagators' Society is dedicated to providing the best factual educational experience possible for its members – and outreach to the Green Industry and cultivating students and new members. To accomplish this goal, it is helpful to have businesses and individuals underwrite events to keep the cost affordable for the membership. The Sponsorship program was started in 2007 and essential for the financial solvency of the Region and greatly enhancing educational programs for members, the green industry and students.

Selection of the Committee & Chairperson

The Sponsorship Committee Members are: 2nd -Vice-President (chair), local site chair, and the two 1-Year Directors. These members are selected by SOP.

Sponsorship levels and benefits are currently:

Sponsorship Levels	8,000 Diamond	5,000- Platinum	\$2500- Gold	\$1000- Silver	\$500- Bronze
Complimentary Registrations (including tours)	3	2	1	0	0
Sponsorship recognition plaque	yes	yes	yes		
Logo on screen during PowerPoint breaks	yes	yes	yes		
Announcements and banquet and welcome reception	yes	yes	yes		
Manned Display Table in Sponsorship Room at hotel (Mon-Wed)	yes	yes	yes		
Company name posted at sponsored event	yes	yes	yes	yes	
Sponsorship sign outside education session	yes	yes	yes	yes	yes
Sponsor category is listed on outside of brochure	yes	yes	yes	yes	yes
Sponsor listing on Regional Website with link	yes	yes	yes	yes	yes

1) No exhibits presenting non-plant products or services will be allowed in the meeting room. This especially applies to speakers from non-plant companies who will not sell products during talks.

2) It is permissible to allow Southern Region signage to list sponsor who have contributed to an event in the lobby outside the meeting room or in separate exhibit room. This includes use of a company logo. All contributors will have similar layout of this recognition. At the discretion of the site committee, sponsorship levels may be presented.

3) If a company sponsors a specific event, such as an ice cream social, there may be special recognition for that event outside of the meeting room without listing other meeting sponsors.

4) Signage always should be tasteful.

6) Tote bags, tee shirts, etc. designs must be pre-approved by the board and ordered by the secretary/treasurer.

7) At the discretion of the site committee, a separate room or space may be designated for sponsors to display information on their company. This right may be limited to certain sponsor levels.

- 8) At the discretion of the site committee, a company may sponsor a bus used for tours provided only the sponsor company name, city, state, phone number and logo are listed on the bus.
- 9) Sponsor names may be acknowledged from the podium by the site chairman or officer; sponsorship names can also be digitally displayed on screens during breaks in the meeting room and during the annual banquet.
- 10) Sponsors may be granted the right to attend the meeting sessions at no additional cost. Sponsorship level will determine if and how many full registrations, banquet tickets, meeting sessions, tours, etc. a sponsor may receive. This is to be determined by the Executive Committee.
- 11) When a specific policy is not in place, the executive committee will make the final decision of what is appropriate. The guiding principles are: to be tasteful and “low key” with sponsorship acknowledgements.
- 12) Violations will result in the loss of the right of a company to participate at any time in the future unless specifically allowed by the executive Committee.
- 13) The Executive Committee may, from time to time, amend this policy to fit changing conditions affecting the Society.

G. Membership Communications Committee

The Membership Communications Committee is made up of the previous “Membership Committee” and “Technical Communications Committee”. The roles and responsibilities of the Membership Communications Committee include coordination of information for the monthly newsletter, social channels; coordinating specialty events at the annual meeting; communicating about current meeting planning, including speakers, tours and sponsorship; coordinating membership outreach programs – from retention of current members to recruitment of new members to solicitation of new members from the current year’s meeting area.

The 8-person committee will be chaired by the Digital Communications Director who will set the monthly agenda. Other committee members include: the Secretary-Treasurer, International Alternate Delegate, 1st Vice-President, the two First-year Directors, one current local site committee members, and a member from the annual meeting location to occur in two years.

There are two classes of membership in the IPPS-SR: Active Members and Complementary Student Members.

Active Members. Any person engaged in the propagation and production of plants and/or in teaching and research related to plant propagation, production, and all branches of the Green Industry. Active members can be commercial or non-commercial. Privileges of Active Membership shall include electronic access of the *IPPS Combined Proceedings* and other regularly distributed digital publications as decided by the Executive Committee; the right-to-vote and hold elective office; to serve on Committees; to be eligible for election as a Fellow of the Region; and to receive other privileges as designated by the Executive Committee. The annual dues are set by the International and IPPS-SR.

Complementary Student Members. To enable 2-year and 4-year students of higher education, graduate students, and military veterans to gain exposure to the Green Industry, IPPS, and the profession of plant propagation and production. Privileges of Student Membership shall include electronic access of the *IPPS Combined Proceedings* and other regularly distributed digital publications, as decided by the Executive Committee. There are discount rates for students and veterans attending the annual meeting, and conference scholarships for qualified individuals.

Students are required to fill out a form that includes their background and professional interests, current status of academic enrollment, and contact information of their academic advisor. Military veterans should include their background and professional interests. Complementary Student Membership expires after two-years, but both matriculating students and military veterans can reapply. Individuals are encouraged to become Active IPPS-SR Members during their professional career.

On the IPPS-SR website both Active Membership and Student Membership can be applied for on-line, and a pdf of membership application forms can also be printed off from the website and mailed into the Secretary-Treasurer.

For retaining and recruiting new members, the Membership Communications Committee responsibilities also include:

- a. Present advantages of membership and recruit potentially good members.
- b. Promote and make membership applications available to prospects and assist them in the application process – via the personal contact, the IPPS-SR website, and contacts with the Secretary-Treasurer.
- b. Devise and execute a plan for recruiting new Active Members and Student Members in the area that the Annual Meeting is taking place; it is critical to focus on contacting and recruiting potential industry members and students from local, regional community colleges and universities in the area the Annual Meeting is occurring.
- c. Provide relevant information to members via e-newsletters, social media, and other methods as necessary on a regular basis.
- d. The Chair should plan a Membership Communications Committee Meeting to be held at the Annual Meeting. The meeting date, time, and location should be published in the program for the Annual Meeting.
- e. To assist the Secretary-Treasurer by personally calling/contacting Active Members who have not renewed their membership.
- f. During the annual conference and/or annual banquet, both the President and Chair of the Membership Communications Committee shall announce and recognize new members for the current year.

H. Education Endowment Committee

Background

In 2017, the Southern Region- IPPS Educational Endowment Fund (SREE) was initiated with a base donation of \$20,000 from an anonymous donor. As of June 2022, the Education Endowment balance is at \$100,000 – and growing. The SREE is managed by HRI, and is currently in a restricted temporary account, which allows the SR to access the corpus if needed. The goal of the SREE is to support SR education outreach and scholarship programs. The SR outreach education programs currently support Vivian Munday Young Horticulture Professional Scholarship/Work Program, Early Career International Exchange Program, Charlie Parkerson Student Research Awards Program, and the Margie Jenkins Industry Scholarship for Industry Professionals.

In 2021, the SR spent a minimum of **\$10,650 on educational activities that supported 12 individuals**, including the: 1) Early Career International Exchange program, 2) The Vivian Munday Young Horticulture Professional Scholarship Work Program “four-pack system” [\$600/student, plus comped, shared hotel rooms], 3) Charlie Parkerson IPPS Student Research Competition, etc. Support is also given to SR hosts who assist with hosting IPPS members from the European-SR Professional Exchange program – traveling to visit SR nurseries. In 2022, additional monies will be used to support the new Margie Jenkins Industry Conference Scholarship.

The SR has developed unique, educational opportunities that other organizations do not offer. Monies are annually taken out of the general funds and/or annual Auction donations for maintaining the educational program. The SR goal is to take money directly from the Education Endowment in future years. The Education Endowment gives the SR more flexibility to continue supporting education and outreach programs, by not diverting monies from general funds - which help supplement the annual education support cost to the general membership, i.e., *keeping the annual registration costs under the \$500 threshold limit (2021)*.

Former SR President, Kevin Gantt, has been leading fund-raising activities for the SREE since its inception. A new marketing brochure (*see Addendum C*) was developed for the HRI-managed SR-Education Endowment, which includes information on legacy gifting. The intent is to accelerate funding of the Endowment. The SREE could be enhanced by monies from estates, stock options, required minimum deduction contributions (RMDs), etc. Contributions can be paid directly to HRI as a 501(c)3 (for the SREE) - so that donors receive tax credit. There is a form that can be downloaded electronically from the SR webpage. All SR members also receive the Education Endowment brochure in their membership renewal forms.

Committee Members

Committee members include the Editor, Secretary-Treasurer, Chair of the Charlie Parkerson Research Committee, International Alternate Delegate and the two most recent Meadows Awardees.

Responsibilities

The Committee assists Kevin Gantt with annual fund-raising activities, promotion, and makes recommendations to the Executive Committee about funding the SREE - and also maintaining and developing educational and outreach programs for the IPPS-SR.

I. Necrology Committee

Purpose

Communication both to and from the membership on the death of any member or close friend of the Southern Region IPPS.

Make-up of Committee/How Members are Chosen

One (1) member appointed annually by the President.

Term

One Year

Duties and Responsibilities

- a. Receive information from the membership of the death of any member or close friend of the Region.
- b. Maintain communication throughout the year with the Secretary-Treasurer.
- c. Report to the membership at the Annual Meeting.

J. Nominations Committee

Purpose

Recommends members for officers, directors, international delegates, and key positions to lead the Region to be voted on at the Annual Business Meeting.

Make-up of Committee/How Members are Chosen

The three (3) most recent past presidents of the Region. The Chairperson is the earliest elected past president, i.e., senior past president.

Term

A committee member serves for three years, with one new member coming on each year and the senior past president rotating off after 3 years.

Duties and Responsibilities

- a. Meet or correspond prior to the Annual Meeting to consider members suited to fill elected offices and key positions.
- b. Secure assurance of prospective nominees of their willingness to serve if elected.
- c. Offer a slate of nominees consisting of at least one nominee for each elective office for a vote of the membership at the Annual Business Meeting of the Region. The slate should be available at the Executive Committee Meeting of the mid-year June EC meeting, and the Annual Conference.

Additional Information and Guidelines

- a. Consider an individual's qualifications for duties to be performed, balanced geographic representation, and a balance between commercial and academic members.
- b. The chairperson should arrange for communication by all committee members on potential candidates prior to the mid-year June EC meeting, and the Annual Conference.

K. Program Committee

Purpose

Organize an educational program geared to the membership's interests.

Make-up of Committee/How Members are Chosen

The 1st Vice President serves as Program Chairperson. He or she may appoint additional members to this

committee as needed.

Term

One (1) year.

Duties and Responsibilities

Preparation of the program for the annual meeting. A detailed listing of the duties and responsibilities of the Program Committee can be found in Section II, item B, "First Vice President."

L. Resolutions Committee

Purpose

To extend appreciation on behalf of the membership to all those responsible for the success and growth of the IPPS Southern Region during the past year.

Make-up of Committee/How Members are Chosen

One (1) member is appointed by the President.

Term

One (1) year.

Duties and Responsibilities

- a. Deliver a Resolution Committee report at the Annual Business Meeting expressing appreciation to and recognizing individually those who made contributions throughout the year and at the annual conference. These might include officers, committee members, board members, local site committee members, hosts for tours, and other contributors.
- b. Email a file copy of the Resolutions Committee to the Editor for inclusion with the Annual Business Meeting minutes within two weeks of the Annual meeting conclusion.

M. Secretary-Treasurer, Editor, Digital Communications Director Review Committee

Purpose

To evaluate and make recommendations to the Executive Committee on the performance and remuneration of the Secretary-Treasurer, Editor and Digital Communications Director.

Make-up of Committee/How Members are Chosen

Three (3) members, the immediate Past President, and the two 2nd-Year Directors shall comprise this Review Committee. The immediate Past President shall serve as chairperson.

Duties and Responsibilities

- a. Review and evaluate the individual performance of the Secretary-Treasurer, Editor and Digital Communications Director prior to the Executive Committee summer meeting. For guidance, evaluations can be based on the officers respective job descriptions in the *Operations Manual*.
- b. Report to the Executive Committee at its mid-year June meeting regarding past performance, current expectations, and any recommendations for change.

N. Charlie Parkerson Student Research Competition Committee

This program was begun, in 1985, with the objectives to: 1) stimulate student research and career interest in the propagation and production of plants in Horticulture/ Green Industry and 2) raise the quality of educational programs through student participation and interaction with the membership at Annual Conference of the IPPS-

SR. Three Awards are 1st-\$1000, 2nd- \$500, 3rd- \$250, plus a \$500 travel stipend /awardee.

In 2007, the program expanded, supporting up to 4 graduate poster presenters at \$500 travel stipend/awardee. Registration is also comped for the top seven students. In some years, as many as 12-15 students have applied to compete (paper and oral presentation). The Committee/Review Panel is composed of industry and academia who evaluate and rank student research papers. Students with the top-ranked papers are invited to make oral presentations at the annual meeting - from which the final selection is made; remaining students are encouraged to give poster presentations. And all students are encouraged to publish their papers in the *Combined Proceedings of the IPPS*. In 2016, the SR-IPPS Student Research Awards program was named: *Charlie Parkerson IPPS-SR Student Research Awards Program*.

Purpose

To stimulate student research interest in propagation, production, and all aspects of the Green Industry; to enhance IPPS-SR educational programs and outreach through student participation; to expose students to the IPPS and Green Industry; to cultivate young careers in the Green Industry.

Make-up of Committee/How Members are Chosen

The committee Chair (1-year) is annually selected by the Nominations Committee. The Chair then develops a review panel (1-year) by soliciting IPPS-SR members from industry and academia as volunteer judges - to read and rank the written papers, and later evaluate the top three oral presentations at the Annual Conference.

Term

One (1) year.

Duties and Responsibilities

Each spring (March or April) send out letters and use social media - making teachers, professors, scientists around the southeast aware of the IPPS-SR Student Competition. Information is also posted about the competition on the IPPS-SR website, including posting of last year's winning student papers. Titles are due to the Chair, currently Dr. Mack Thetford, by **August 15** so that we know there will be adequate papers for the competition at the Annual Conference. The manuscripts are due in by **September 1**. The manuscripts are sent out to the review panel *without* the authors' names and addresses, i.e., they are identified as Paper A, B, C, etc. The review panel members individually rank the papers, and email their rankings to the chairperson. The chairperson shall not rank manuscripts unless there is a tie.

The chairperson notifies the top three-students that they have been selected to compete for oral presentations of their papers at the annual meeting. The Chair also notifies students of the next top-four ranked papers and invites them to give poster presentations at the annual meeting. The Chair is responsible for the seven students submitting revised manuscripts to be turned in to the Editor; all are awarded \$500 travel stipends, and encouraged to share hotel rooms with other students. Other students not selected in the "top seven" are also encouraged to have their papers published in the *Combined Proceedings of the IPPS*. The Chair introduces the student speakers and students giving poster presentations to the membership during the Annual conference and banquet. Additional student papers can also be presented as posters at the Annual Conference – and supported with a travel stipend - at the discretion of the Executive Committee.

O. Dr. Vivian Munday Young Horticulture Professional Work/Scholarship Committee

This program was established in 1997, as the *Vivian Munday Undergraduate Awards Program* - in memory of Dr. Vivian Munday, Professor of Horticulture, University of Georgia. Dr. Munday was passionate about: undergraduate students, all flora and fauna, the SR-IPPS, and her job as editor for 18 years. The scholarship work program is to support worthy undergraduate students and introduce them to the SR-IPPS and the Green

Industry.

In 2013, the program was reorganized as the *Vivian Munday Young Horticultural Professional Scholarship Work Program*. It includes students in horticulture/ agriculture with a career interest in the Green Industry/ Horticulture. The program is geared to introduce students to career opportunities in the Green Industry, Horticulture and the IPPS – global plant production network. Awardees actively participate at the annual meeting – helping with and attending the educational sessions, nursery tours, and general assistance with running the conference. A goal is to enhance educational interaction with the students and green industry professionals. Through greater engagement / participation between students and professionals - awardees are encouraged to become future members of the society. There are four individuals (4-pack) selected. The awardees receive free registration, banquet ticket and tours, and co-share a hotel room at the conference for an equivalent value of \$500. A meal stipend of \$100 is given at the discretion of the Executive Committee.

Purpose

- a. To create a scholarship/work program to provide financial assistance to horticulture students and young horticulture professionals interested in attending the annual meeting in exchange for work during the annual meeting.
- b. Work assignments will be designed and scheduled so that scholarship recipients will be able to participate in the majority of the meeting events.
- c. Scholarship recipients will report to the Secretary-Treasurer for assignments. Examples of assignments: assist with the plant auction, conference registration, assist the audio/visual technician during the educational program, nursery tours, etc. When assignments are performed as instructed by the local site chairman, the meeting will progress smoothly and scholarship recipients will gain a sense of involvement with our organization.

Make-up of Committee/How Members are Chosen

The Selection Committee is composed of the two most recent SR-IPPS Fellows, the Secretary-Treasurer and a fourth member, the chair of the Charlie Parkerson Student Research Competition, who serves as the facilitator.

Term

One (1) year.

Eligibility of Applicants

- a. A nonmember/first time attendee is preferred.
- b. Applicant must either be a horticulture student, young horticulture professional (less than five years as a horticulture professional) and/or veteran.
- c. Priority will be given to applicants in the host and adjacent states to the annual IPPS-Southern Region meeting.
- d. Scholarship recipients must agree to report to and perform work assignments as set forth by the Secretary-Treasurer.

Award

- a. Each year a maximum of four (4) scholarships will be provided. A full registration for the meeting will be provided by IPPS-SRNA as well as half the cost of a hotel room. Scholarship recipients are encouraged to share a hotel room or cover the cost of half the hotel room rate.
- b. No money is to be exchanged. The approximate value per recipient is \$500 - \$900 when the shared hotel room is included, plus \$100 meal stipend, based on Executive Committee approval..

Funding

- a. IPPS-SRNA to budget plus-\$2,000 annually. This includes a \$100 meal stipend (as needed) and paid, shared hotel rooms.
- b. Members may support this program with a line-item donation on the annual meeting registration form and membership dues renewal form.

Procedure and Selection of Recipients

- a. The description, application instructions, and application are to be posted by the webmaster on the SR website.
- b. It shall be the responsibility of the Vivian Munday Committee with the assistance of the Executive Secretary/Treasurer to notify IPPS faculty members at universities, junior colleges, and technical schools in the state of the annual meeting and adjacent states of the scholarship/work opportunity.
- c. The Vivian Munday Committee is encouraged to solicit the help of IPPS members and others involved in the horticulture field to make eligible young horticulture professionals and students aware of the scholarships.
- d. It shall be the responsibility of the Secretary/Treasurer to relay submitted applications to the Vivian Munday Committee for their review.
- e. Selection of the recipients shall be determined by the Vivian Munday Committee. It shall be comprised of the three most recent IPPS-SRNA members recognized as a Fellow. The three members will select a chairperson to act for the following year.
- f. Applications must be submitted to the Secretary/Treasurer by **1 June**.
- g. Notification to the winning students/young horticulturists shall be made promptly so as to facilitate their plans to attend the annual meeting (at least 60 days prior to the annual meeting).
- h. It shall be the responsibility of the Secretary/Treasurer to notify the scholarship recipients. It is the responsibility of the Secretary/Treasurer and local site chairperson to instruct the scholarship recipients about the time and location to report for duties upon arrival at the annual meeting.

P. Early Career International Exchange Program Committee

In 2013, the SR-IPPS began the *Early-Career Propagator Exchange* program with the European (GBI) Region. This is an outreach program to attract and educate early career nursery/ green industry professionals. The goal is to interchange early career nursery/ green industry professionals between international regions – and give an early career professional the opportunity to learn about the industry/ profession in another world region of the IPPS. The IPPS-SR awardee is currently hosted by the European Region – visiting regional nurseries and attending their annual conference.

Award

The Award is up to \$2,000 (plane, other travel expenses – based on receipts, registration, etc.). Typically, the international hosts cover additional travel expenses during the 2-week exchange.

Funding

The international periodically pays \$2,000 for travel & expenses on a rotating basis. However, in most years the IPPS-SR contributes \$2,000 towards the awardees travel (plane, other travel expenses), plus some reimbursement to help the local SR hosts cover some of their expenses in hosting the professional from the European region in their visit to IPPS-SR and green industry tour.

Make up of selection committee

The committee is composed of the Secretary-Treasurer, Alternate International Delegate and the Chair of the Nominations Committee. The committee makes recommendations to the Executive Committee by or before

July 1; the application deadline is **June 1** [It is important that the awardee be notified to have ample time to make travel arrangements – at least two months in advance].

Eligibility & Requirements of applicants

Applicants must be a member in good standing of IPPS Southern Region. Must provide a completed Early Career International Exchange Program application by the stated deadline. The application form can be downloaded from the IPPS-SR website – and includes education, references, employment experience, and a 200-word essay. In a future IPPS-SR Annual Conference, the awardee is expected to give a presentation and about their international IPPS experience.

Q. Margie Jenkins Industry Scholarship Conference Committee

Margie Jenkins was a long-time member of the IPPS-SRNA - who started her nursery/green industry career later in life. She became a mentor for everyone and was deeply passionate about plants. Under her leadership, the Jenkins Farm and Nursery enlarged and prospered, and “Ms. Margie” became recognized as a botanical authority across the Gulf States. She was a frequent guest speaker and lecturer at nursery and botanical organizations. She received awards from many nursery associations and was the first woman to be inducted into Louisiana's Department of Agriculture Hall of Distinction. Ms. Margie was passionate about mentoring – and introducing new plants to the green industry. She exemplified the IPPS motto: “To Seek and Share”.

Purpose

- a. To enable individuals who are employed or self-employed in the nursery/green industry to attend an International Plant Propagators Society – Southern Region of North America (IPPS-SRNA) meeting for their first time. <http://sna.ipps.org/>
- b. The award will cover full-registration [educational program, tours and banquet (\$500-plus)].

Criteria

- a. Must be employed or self-employed in the nursery/green industry.
- b. Award will be presented to an individual who has never before attended an IPPS-SRNA conference.
- c. Preference is for awardees to be local from the region where the annual meeting takes place.
- d. Required: Application form, plus recommendation letter from employer or customer; application form downloaded from IPPS-SR website – and sent to Secretary-Treasurer
- e. Deadline: **1 June** to receive application; annual IPPS-SR Conference normally occurs in October.
- f. Recipients to write a short summary of their Conference highlights to post along with their photo on the IPPS-SR website.

Selection Committee & Responsibility

Committee members include the Local Site Chair, Membership Communications Chair, 1st Vice-President, and Secretary-Treasurer. Responsibilities include promoting the Scholarship Award in the region of the Annual Meeting, contacting the local state Green Industry/Nursery Association, and making personal contacts with local industry professionals.

Funding

Funding can come from soliciting members from the previous and current years' registration (gifting form with registration), the IPPS-SR Education Endowment Fund, and Auction monies. It is envisioned that in future years – as many as 6 local professionals will be selected (\$3,000-plus) for the scholarship.

ADDENDUM A - ANTI-HARASSMENT POLICY AND COMPLAINT PROCEDURE

The International Plant Propagators' Society, Southern Region North America (IPPS-SRNA) is committed to a learning environment in which all individuals are treated with respect and dignity. Each individual has the right to participate in a professional atmosphere that promotes equal opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, IPPS-SRNA expects that all relationships among members and persons participating in sponsored events will be free of discrimination and harassment.

It is the policy of IPPS-SRNA to ensure equal opportunity without discrimination or harassment on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran. IPPS-SRNA prohibits any such discrimination or harassment.

IPPS-SRNA encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of IPPS-SRNA to promptly and thoroughly investigate such reports. IPPS-SRNA prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

Definitions of Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature that is personally offensive.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law or that of his/her relatives, friends or associates, and that a) has the purpose or effect of creating an intimidating, hostile or offensive environment; b) has the purpose or effect of unreasonably interfering with an individual's participating in sponsored events or c) otherwise adversely affects an individual's opportunities to benefit from sponsored events.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group at IPPS-SRNA events or programs via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

Individuals and Conduct Covered

These policies apply to all IPPS-SRNA members and event participants whether related to conduct engaged in by fellow attendees or someone not directly connected to IPPS-SRNA (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable at IPPS-SRNA sanctioned activities, including, but not limited to, conferences, field trips, meetings and social events.

Complaint Process

Individuals who believe they have been the victims of conduct prohibited by this policy statement or who believe they have witnessed such conduct should discuss their concerns with the IPPS-SRNA current President, Past President, President-Elect, Sec-Treasurer or other Executive Committee Board member.

IPPS-SRNA encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. The complaint should be documented via a written document or email with the date, place and full description of the incident that occurred. The Policy Committee, composed of the President, Past-President, Secretary-Treasurer and Editor, will review the case. The accused will be given the opportunity to respond to the complaint. Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. IPPS-SRNA will make every effort to keep all details of the harassment confidential as circumstances permit; however, due to the nature of harassment and its investigation, IPPS-SRNA cannot and does not guarantee confidentiality.

If the investigation confirms, to the satisfaction of the Policy Committee, that harassment has occurred, the Policy Committee will take appropriate disciplinary action up to and including expulsion from the IPPS-SRNA and future sponsored activities.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

False and malicious complaints of harassment, discrimination or retaliation may be the subject of appropriate disciplinary action by the Policy Committee.

ADDENDUM B - Conflict of Interest Policy

It is in the best interest of The International Plant Propagators' Society-Southern Region, NA (IPPS-SR) to be aware of and properly manage all conflicts of interest and appearances of a conflict of interest. This conflict-of-interest policy is designed to help directors, officers, employees and volunteers of the IPPS-SR identify situations that present potential conflicts of interest and to provide the IPPS-SR with a procedure to appropriately manage conflicts in accordance with legal requirements and the goals of accountability and transparency in the IPPS-SR operations.

Conflict of Interest Defined

In this policy, a person with a conflict of interest is referred to as an "interested person." For purposes of this policy, the following circumstances shall be deemed to create a Conflict of Interest:

A director, officer, employee or volunteer, including a board member (or family member of any of the foregoing) is a party to a contract, or involved in a transaction with IPPS-SR for goods or services.

A director, officer, employee or volunteer, (or a family member of any of the foregoing) has a material financial interest in a transaction between the IPPS-SR and an entity in which the director, officer, employee or volunteer, or a family member of the foregoing, is a director, officer, agent, partner, associate, employee, trustee, personal representative, receiver, guardian, custodian, or other legal representative.

A director, officer, employee or volunteer, (or a family member of the foregoing) is engaged in some capacity or has a material financial interest in a business or enterprise that competes with IPPS-SR.

Other situations may create the *appearance of a conflict*, or present a *duality of interests* in connection with a person who has influence over the activities or finances of the nonprofit. All such circumstances should be disclosed to the board or staff, as appropriate, and a decision made as to what course of action the organization or individuals should take so that the best interests of the nonprofit are not compromised by the personal interests of stakeholders in the nonprofit.

Gifts, Gratuities and Entertainment. Accepting gifts, entertainment or other favors from individuals or entities can also result in a conflict or duality of interest when the party providing the gift/entertainment/favor does so under circumstances where it might be inferred that such action was intended to influence or possibly would influence the interested person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of the IPPS-SR.

Definitions

A "Conflict of Interest" is any circumstance described in Part 1 of this Policy.

An "Interested Person" is any person serving as an officer, employee or member of the Board of Directors of the IPPS-SR or a major donor to the IPPS-SR or anyone else who is in a position of control over the IPPS-SR who has a personal interest that is in conflict with the interests of the IPPS-SR.

A "Family Member" is a spouse, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister, of an interested person.

A "Material Financial Interest" in an entity is a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect an Interested Person's or Family Member's judgment with respect to transactions to which the entity is a party.

A "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods or services, the providing or receipt of a loan or grant, the establishment of any other type of financial relationship, or the exercise of control over another organization. The making of a gift to the IPPS-SR is not a Contract or Transaction.

Procedures

Prior to board or committee action on a Contract or Transaction involving a Conflict of Interest, a director or committee member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting. If board members are aware that staff or other volunteers have a conflict of interest, relevant facts should be disclosed by the board member or by the interested person him/herself if invited to the board meeting as a guest for purposes of disclosure.

A director or committee member who plans not to attend a meeting at which he or she has reason to believe that the board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.

A person who has a Conflict of Interest shall not participate in or be permitted to hear the board's or committee's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.

A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote.

The person having a conflict of interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting. For purposes of this paragraph, a member of the Board of Directors of the IPPS-SR has a Conflict of Interest when he or she stands for election as an officer or for re-election as a member of the Board of Directors.

Interested Persons who are not members of the Board of Directors of the IPPS-SR, or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of Board or committee action, shall disclose to their supervisor, or the Chair, or the Chair's designee, any Conflict of Interest that such Interested Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Interested Person. The Interested Person shall refrain from any action that may affect the IPPS-SR's participation in such Contract or Transaction.

In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to his or her supervisor or the Chair or the Chair's designee, who shall determine whether full board discussion is warranted or whether there exists a Conflict of Interest that is subject to this policy.

Confidentiality

Each director, officer, employee and volunteer shall exercise care not to disclose confidential information acquired in connection with disclosures of conflicts of interest or potential conflicts, which might be averse to the interests of the IPPS-SR. Furthermore, directors, officers, employees and volunteers shall not disclose or use information relating to the business of the IPPS-SR for their personal profit or advantage or the personal profit or advantage of their Family Member(s).

Review of policy

Each director, officer, employee and volunteer shall be provided with and asked to review a copy of this Policy and to acknowledge in writing that he or she has done so.

Annually, each director, officer, employee and volunteer shall complete a disclosure form identifying any relationships, positions or circumstances in which s/he is involved that he or she believes could contribute to a Conflict of Interest. Such relationships, positions or circumstances might include service as a director of or consultant to another nonprofit organization, or ownership of a business that might provide goods or services to the IPPS-SR. Any such information regarding the business interests of a director, officer, employee or volunteer, or a Family Member thereof, shall be treated as confidential and shall generally be made available only to the Chair, the Executive Director, and any committee appointed to address Conflicts of Interest, except to the extent additional disclosure is necessary in connection with the implementation of this Policy.

This policy shall be reviewed annually by each member of the Board of Directors. Any changes to the policy shall be communicated to all staff and volunteers.

BASIC CONFLICT OF INTEREST DISCLOSURE FORM- IPPS SOUTHERN REGION OF NORTH AMERICA

Date: _____

Name: _____

Position (employee/volunteer/Board member): _____

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between the International Plant Propagators' Society – Southern Region of North America and your personal interests, financial or otherwise:

_____ I have no conflict of interest to report

_____ I have the following conflict of interest to report (please specify other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own):

1. _____

2. _____

3. _____

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Policy of Conflict of Interest of the IPPS-SR.

Signature: _____

Date: _____

Policy Adopted from a template policy provided by the Minnesota Council of Nonprofit Organizations

June 2020

ADDENDUM C – IPPS-SR Education Endowment Fund

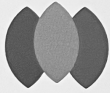
IPPS-Southern Region Education Endowment Fund

IPPS

Sharing Plant Production Knowledge Globally

Southern Region
of North America

and



Horticultural
Research Institute

The AmericanHort Foundation

IPPS-Southern Region Educational Endowment Fund

The IPPS-Southern Region Educational Endowment Fund through HRI was established with a \$20,000 contribution from an anonymous donor. IPPS Southern Region is working to build this Endowment Fund with a goal to create long-term funding to support educational and outreach activities of IPPS-SR.

Programs like the Vivian Munday Young Hort Professional Scholarship/Work Program (which provides students the opportunity to attend the IPPS-Southern Region annual conference), our Early Career International Exchange Program, the Margie Jenkins Scholarship for Industry Professionals, and the Charlie Parkerson Student Research Awards Program will be supported by your donations.

You can support the IPPS-Southern Region Educational Endowment Fund through HRI in a number of ways including a cash gift, gifts of stock, through planned giving, or through a qualified charitable distribution (sometimes called a charitable IRA rollover gift).

How to Give

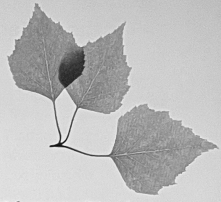
Cash Gifts

Cash gifts offer industry professionals, businesses, and organizations the opportunity to immediately put resources to work through Horticultural Research Institute. You can send checks payable to the Horticultural Research Institute, 2130 Stella Court, Columbus, OH 43215 marked with your support for the IPPS-Southern Region Educational Endowment Fund or you may send a one-time or monthly gift via credit card at this link: <https://secure.givelively.org/donate/horticultural-research-institute-endowment-fund-inc/ippssouthernregion-education-fund>.

Legacy Gifting

Qualified Charitable Distributions
(Also referred to as Charitable IRA Rollover Gifts)

The Qualified Charitable Distribution (QCD) is an excellent way for donors aged 70 ½ and up to show your support



for the Horticultural Research Institute and receive tax benefits in return. As you plan your required minimum distributions (RMD), consider using your IRA account to make the most of your charitable giving (i.e.: transferring up to \$100,000 from a traditional IRA while potentially receiving income tax benefits). Please consult your tax or financial advisor regarding your specific tax situation.

Gifts of Stock

Gifts of highly appreciated stock can hold significant financial benefits for you, while fulfilling your philanthropic goals. Giving stock may eliminate the capital gains tax that would otherwise be due had the stock been sold. Additionally, you may become eligible for a charitable income tax deduction of the full fair market value of the stock, rather than the purchase price. For more information about a stock gift, call 614-884-1155 or email JenniferG@AmericanHort.org.

Planned Giving

A commitment to HRI through a planned gift ensures a future of research and scholarship excellence. While cash gifts are the most popular, there are other strategies that address your interest in supporting HRI, but also provide you with income and tax benefits.

HRI welcomes the opportunity to work with you to remember the industry in your future plans. A planned gift is one you arrange during your lifetime with the benefit to HRI deferred. Planned gifts create a permanent legacy through the eventual establishment of endowed research and scholarship funds.

Planned gifts made through trusts, bequests, charitable gift annuities, and other long-term arrangements enable individuals of all means to create a permanent legacy through the eventual establishment of endowed scholarships and programs.

Donors who provide support for HRI in their will are recognized as HRI Heritage Club members. Other options include creating a trust or charitable gift annuity, naming HRI as the beneficiary of a retirement or life insurance plan, and donating tangible personal property.

Support the Work

Please help us continue work on your behalf. Become a supporter of the Horticultural Research Institute. Contributions are tax-deductible.

Name: _____

Company: _____

Address: _____

City, State & Zip: _____

P. _____

Email: _____

I am interested in speaking to HRI about the IPPS-Southern Region Educational Endowment Fund:

- ☐ Stock Transfer
- ☐ Qualified Charitable Distribution
- ☐ Planned Giving

Please accept my gift toward the IPPS-Southern Region Educational Endowment Fund at the following level:

- ☐ Custom Amount: _____
- ☐ \$100 ☐ \$500
- ☐ \$250 ☐ \$1000

Donations payable to Horticultural Research Institute, RE: IPPS-Southern Region Educational Endowment Fund.

- ☐ Check (No. _____)
- ☐ Credit Card (or give online at <https://secure.givelively.org/donate/horticultural-research-institute-endowment-fund-inc/ippssouthernregioneducationfund>).

Cardholder: _____

Card No.: _____

Exp. Date: _____ CVV Code: _____

Signature: _____

Return to: Horticultural Research Institute
2130 Stella Court, Columbus, OH 43215
P. 614.487.1117 F. 614.487.1216
JenniferG@AmericanHort.org



Horticultural Research Institute

The  AmericanHort Foundation

What is the Horticultural Research Institute (HRI)?

Horticultural Research Institute supports scientific research and students for the advancement of the horticultural industry. HRI was established by industry leaders on the premise that no one could better direct needed research to advance horticulture than the very people who work in it. We adhere to that same vision today: we fund and guide horticultural research efforts with direct input from industry professionals. It is the strong foundation upon which to build the industry.

Horticultural Research Institute
2130 Stella Court, Columbus, OH 43215
Phone 614 884 1155

WWW.HRIRESEARCH.ORG


Strategic Partnership
to help the industry
Thrive!

IPPS
Sharing Plant Production Knowledge Globally

**Southern Region
of North America**



**Horticultural
Research Institute**

The  AmericanHort Foundation



ADDENDUM D IPPS CONFERENCE PLANNING OUTLINE

The IPPS-SR Conference is the vehicle by which Southern Region provides education and networking for members and others in the industry. Planning for this event is a long-term commitment and takes the skills and time of many people. Each Local Site Chair (LSC) and Committee should make their own detailed timeline of their specific duties and needs working within these dates. Much of the detail info is needed in early summer and with spring being the busiest time for folks in our industry, having as much as possible done before the spring rush is preferred.

2-3 Years Out

Local Site Chair (LSC) makes presentation to Long Range Site Committee for hosting an IPPS-SR Annual Meeting. Site Committee makes recommendation to the SR Board and the board makes the final decision on location.

The Board and LSC, should review past conference budgets and schedules to get an idea of how the conference works. Now is the time to make changes specific to the location or re-evaluate events and scheduling.

After Board approval of the location The Sec/Tres along with the LSC will work together to secure meeting facilities and hotel rooms. Then Sec/Tres will sign the facility contract and all other contracts. The LSC and Auction Chair should attend the IPPS-SR conference, prior to theirs, to observe events & procedures.

Facilities and Tours

The local site chair should select a small group to help with the various duties: managing the auction, scouting tour locations, tour bus captains, researching tour bus contracts, food and beverage selections, etc.

Secure Hotel / Meeting facilities

The LSC working through SR Secretary/Treasurer and usually a meetings procurement contractor (Helms Briscoe is currently the company we use) - secure a meeting space and hotel's room block. Local Site Chair / Committee members should visit the short list of possible facilities to determine the most appropriate for IPPS. This process will take at least a month and sometimes much longer.

Items to consider

Adequate meeting space for Seminars, auction (tables and space to walk around), registration, tour buses to load and unload, Sponsor tables (approx. 12), poster displays (17+), banquet, food and beverage options, and all within our price range.

Meeting Space Requirements

- Seminar space for approx. 250, class room set up or theater / class room combination
- Audio Visual equipment.
- Banquet Space for 200.
- Room for Plant Auction (tables) and ease of unloading and receiving plants.
- Conference Registration area.
- Committee Meeting rooms (Long range site committee, Membership committee, Fellows (breakfast). Executive Committee Pre-conference meeting.
- Executive Committee Post-conference meeting and lunch.
- Annual Meeting (usually held in seminar room).
- Poster displays.
- Ideally, exhibitors, poster displays and break area in the same space.

Tour

Tour stops should offer interesting or unique ideas for attendees. It would be nice if all tour stops were IPPS members but usually that is not possible so non-member nurseries and industry related facilities should be considered. Garden Centers, Botanical gardens, Research Centers are good options also. Selected tour sites should provide a short description of the facility and photo or company logo for the conference brochure. These should be sent to the Sec/Treas.

Proposals for Bus Contract should be solicited a 1+ year out, thus the tour stops and routes need to be determined at least a year out also. The Sec/Treas. signs the contract.

LSC should determine if Porta Johns/ portable toilets are needed for Tour stops. If so, make arrangements to have them available and coordinate with tour stop management on placement.

Tour Stop Considerations

- Does the facility offer something interesting for attendees?
- Does the distance from hotel and other tour stops work well?
- Does the stop have enough staff to talk to a large group (divided into small groups)?
- Can the roads and layout of the facility handle full size buses?
- Can lunch be held at sites visited during the lunch hour? (Space, tables, chairs, covering in case of rain, etc.)
- Some sites may be rural, thus limited options for lunch caterers.
- Caterers need to have vegetarian/vegan/gluten free meal options

□ Bus Captains

Refreshments on Buses

Bottled water, crackers etc. Check with bus company for their restrictions on what can be brought on the buses.

Tour stop Handouts

LSC gathers this information and works with Sec/Treasurer on having copies on the buses.

Social Events

Opening night (usually Sunday) event

This is a wonderful kick off for the conference, however it is the *least important* so if the budget has to be cut this is the first event to eliminate. This is a 60–90-minute event - just light food and beverage. It's not always dinner - depends on price and other options, etc.

Ice Cream Social / Question Box

The Question Box is loved by some and others have no interest. The ice Cream social is a way to attract some of the latter even if they do not participate in QB. The moderator needs to be someone who can keep the speakers on task and not let it be dominated by a few. Kevin Gantt, Judson LeCompte, and Tom Yeager have done a good job at this in the past. The room for Question Box should be for about 100. Not everyone participates so the main seminar room may be too large. The Sec/Tres will provide the question cards.

Banquet and Auction

If LSC feels the schedule needs to deviate from the usual: Sunday Tour, Sunday evening social (optional, depending on the budget), Full Education on Monday, Banquet & Auction on Monday evening, Tuesday Full

Day Tour, Question Box/Ice Cream Social Tuesday evening, Wednesday education ending at noon, the LSC should notify the Executive Committee for approval and coordinate with the Education Chair (1st VP) ASAP.

TIME-LINE YEAR PRIOR TO ANNUAL CONFERENCE

12-14 Months Out

Education Chair (1st VP) begins contacting possible speakers and putting program together. Confirmed speakers should provide presentation title, bio, a 2-3 sentence seminar description and written version of presentation for Proceedings. Education chair should provide speaker list and contact info to Editor (Fred Davies) so that Editor can contact speakers about format for Proceedings.

Student Speakers – CP Student Research Chair, Mack Thetford, will coordinate the student competition and supply the student speaker name to Sec/Treas. The 1st VP/Education Chair should allow time on the program for the student presentations, awards, and sponsor acknowledgment. This also includes an allocated time for poster presentations.

12-14 Months Out

Sponsorship Chair (2nd VP) should begin making a list of possible sponsors and work with Secretary/Treasurer on Sponsor request letter.

LSC and Auction Chair should attend IPPS-SR conferences to observe how tours and auction work.

Registration

Secretary/Treasurer will manage registration alone or with a registration company.

Budget /Registration Fees

The Executive Committee has final approval of the budget and registration fees. The Secretary/Treasurer will stay in contact with the LSC reviewing the budget so that registration fees are determined early in the process and can be included in conference brochure. LSC & Secretary/Treasurer work out registration fees. All invoices should be sent to Secretary/Treasurer for payment.

Sponsorship

The 2nd Vice President is the Sponsorship Chair. The duties are to solicit corporate sponsorship for the conference. The Sec/Tres & the previous sponsor chair will provide a list of past sponsors. The Chair should begin soliciting sponsorships immediately following the last conference. Possible Local sponsors can be contacted even earlier. LSC and committee should help with local sponsors.

Promotion / Advertising

The Secretary/Treasurer will send the conference brochures (or pdf version but additional copies can be provided for the LSC committee to give out at state and regional meetings, etc. E-blasts and social media will be handled by the Digital Communications Director. Sec/Treasurer and LSC will provide information for the promotions.

TIME-LINE DURING YEAR OF ANNUAL CONFERENCE

February

- 15th 1st report from Sponsor Chair to Sec/Treasurer
- 28th Budget and registration fees complete – Local Chair & Foster
- 28th Budget/Fees to EC to approve - Foster

April

- 30th Program/Education Complete (titles, speaker names, brief descriptions, schedule) Program to Sec/Tres. This needs to be “ready to print. Education Chair should provide speakers full names (and titles where appropriate), a properly worded seminar description and title, seminar time slot, ready to be added to the promotional brochure.
- 30th registration prices, early bird fee deadline, etc. to Sec/Tres to create registration form (LSC to Secretary/Treasurer); IPPS Board has final approval on registration fees.

May

- 15th 2nd report from Sponsor Chair.
- 15th Brochure text (speakers, seminar titles program, sponsors, photos, sponsor logos -everything) to graphic artist for brochure layout. This information is provided by the Local Chair and Education Chair and sent to the early bird fee deadline, etc. to Sec/Tres to create registration form (LSC to Secretary).
- 31st Sec/Tres, Sponsor chair, Local Chair and Education Chair 1st proof brochure, changes, corrections, additions. Conference highlights & Hotel information begin in the e-news.

16 weeks out (Mid-June)

- 15th Final copy of brochure to printer (Sec/Tres/graphic artist)
- Start posting Sponsor logos to website (Sec/Tres and Digital Communications Director)

12 weeks out (Mid-July)

- 15th registration link from Registration Company to Digital Communications Director to post in coming weeks – Sec/Tres
- *15th on line registration opens*
- *15th pdf of brochure posted on line – Digital Communications Director*
- *25th brochure mail out to membership (Sec/Tres) -or PDF (mailing may no longer be best)*
- Ship brochures to various IPPS members to give out at their nurseries and other trade shows. (Sec/Tres)
- Request for auction plants begins in e-news.

8 weeks out (Mid-August)

- Email Blast highlighting: Hotel registration info
- 15th Registration Reports start
- Early bird registration deadlines highlighted in e-news

6 weeks out

- 1st Updates/Changes for onsite brochure to Sec/Tres.
- Start Weekly Registration head counts to Local Site Chair – Sec/Tres.
- LSC, 1st VP, and others proof on-site brochure, proper room assignments, speaker info, etc.

5 weeks out

- news of highlights

4 Weeks out (Mid Sept)

- On-site brochure to printer –Sec/Tres/
- News highlighting: plant auction donations, registration link

2 weeks out

- Email Blast highlights

After Conference

- LSC may need to ship boxes back to IPPS Office if Sec/Tres flies instead of drives to conference.

Auction

The Plant Auction is a fund raiser for SR educational programs and the SR/HRI Education Endowment. The Auction Chair needs to be organized and available starting the Saturday evening before the conference through Wednesday morning. Plants (and non-plant items) begin coming in on Saturday evening. The auction rooms should set-up with adequate tables (ordered from the hotel), covered with plastic as necessary, plastic covering the carpet as necessary. SR will provide 3-part carbons bid sheets for bidding and a plant description sheets to be completed by donors. Auction Chair and committee are responsible for placing plants in an organized manner for viewing, labeling with plant description sheets, monitoring bid sheets for replacement when full, determine plants for silent auction #1 and #2, and Live auction. An auctioneer is also needed. We hope for an auctioneer who will trade auctioneering for dinner at banquet or payment of no more than \$200. It is helpful if a master list of donors and plants is made as plants come in.

Sample of Auction Committee Outline / Information - *Bill Barr* created years ago, use as needed. **Communication with Auction Committee**

AUCTION COMMITTEE MEMBERS

Times that auction plants will be accepted

- Saturday Time, Date.
- Sunday Time, Date.

Jobs

- Receive the plants.
- Determine which plants go into the live auction and which plants go into the silent auction.
- Assign a bid card to each plant.
- Help fill out important information about the item, that creates interest in the item. For plants we want to know the name, hardiness zone, description, etc.
- Help with the live auction.
- Bring plants to the front.
- Hold them up so audience can see them.

Other

- We have enough people on the committee (plus student help) that not everyone has to help all the time. We want to spread it out so no one is over-worked.
- Let me know if I've forgotten to cover something.
- See you this coming weekend.
- Thanks for "Seeking and Sharing"!!

Asking for Donations – sample note (edit times, locations, etc.) (*sample note*)

In keeping with our IPPS Southern Region tradition, we will hold our plant auction again this year. The auction is an important fund raiser and helps support our Southern Region programs. In addition, the auction is a great way to seek and share plants, seeds, books, and other things those fellow members are interested in obtaining. Your generous donations will help ensure that the Texas auction will be a success. Please bring your donation items to the Park West Ballroom West. The hours listed in the IPPS brochure are Saturday 6-8 pm, Sunday 7-9 pm, and Monday 7 am to noon. Auction committee volunteers will be available to assist in unloading. They will have item bid sheets for you to fill out regarding the name, description, USDA hardiness zone, and any cultural information. Because many people will be flying - we encourage small plants, seeds, books, etc., however we will appreciate any item that is donated, including large plants.

Thanks for Seeking and Sharing!

Some Information from the Local Site Committee to the Auction Chair (*sample note*)

Thanks for volunteering to be the auction chair. I wanted to connect you with **Mike Jones**, copied in the email, who will be providing the auctioneer for the event. I've told him that the event will be from 7:00-9:00 at the Omni Dallas Hotel at Park West, **1590 LBJ Fwy, Dallas, TX 75234**, and will include a banquet followed by a plant auction. We expect there to be around 160 people, and will probably auction of 2-3 dozen items, that should go from \$40-400 each. I've let him know that there will be *spotters* to help out, and we will have folks that will take care of collecting payment. Also, there will be "*Plant Gurus*" that will describe and hype the plants. We agreed to a \$200 fee, and will provide a banquet meal for the auctioneer and guest. Mike will send us an Auction Agreement for us to review. I think I covered it, but if there is anything else, you can let us know. [*In recent years, Kevin Gantt of the SR has been the volunteer auctioneer*].

[About 12-15 items maximum for the Live Auction]

Tracking Auction donations

- Item number Donor (person or company) Item Description
- Sample request for Plants from Auction Chair (Sec/Tres will send it out):

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IPPS Plant Auction [*sample*]

Call for Plants

The time is fast approaching for the IPPS Southern Region North America meeting in (**CITY, STATE**) (**DATE**) The plant auction is always a popular part of the annual meeting and we need plants to make it a successful event. Attendees look forward to seeing new varieties and being able to bid on uncommon and unusual specimens. The auctions will take place on *Monday*.

Now is the time to think about some great plants that you have to contribute to the plant auction. There are two ways to help us with the auction.

1. You can email me a list of plants you plan to bring. Include common and scientific names and some information about the plant that would help us sell it for a premium price!

2. You can copy the attached information sheet and fill one for out every plant you donate and bring the information sheet with you to **Auburn**. (I would still appreciate an email letting me know what you plan to bring.)

It is a big help to have as much information and as much done prior to the auction so please let me know what you are bringing.

Bring your plants to the **XXXX Room** of the **xxx Hotel (Host Hotel)** *Saturday 12pm – 7pm., Sunday 6:30am - 7:30am, 3pm-5pm, 7pm-9pm.*

I look forward to hearing from you and seeing some great plants in Auburn.

John Olive

olivejw@auburn.edu

251-342-2366

Fax 251-342-1022

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Posters

Need space to set up approx. 17 easels with posters. Dr. Mack Thetford coordinates this program – Charlie Parkerson Student Research Competition.

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Conference Schedule Draft / may change a little from year to year. There will probably be some changes to the seminar schedule but that is mostly a 1st VP issue. (sample)

Saturday

4:00 p.m. Hotel Check in begins

4:00- 8:00 p.m. Registration Open (**Location**) and Auction Plants Accepted (**Location**)

8:00 - 10:00 PM Executive Committee Meeting

Sunday

6:00 A.M. -9:30 A.M. Registration Open (**Location**)

7:30 A.M. Load Buses for Tours (**Location, which area of the hotel**)

7:45 A.M. Buses Depart

- A.M. Arrive at
- A.M. Depart
- A.M. Arrive at
- A.M. Depart
- Lunch at
- P.M. Depart
- P.M. Arrive at
- P.M. Depart
- P.M. Arrive at
- P.M. Depart
- P.M. Arrive at back at hotel
- P.M. Kick Off Social (**optional**) (**Location**)

➤ Time for *Student Research & Green Industry Posters* to be set-up (Location)

(Dinner on your own)

5:00 P.M. - 9:00 P.M. Registration open (Location)

7:00 P.M. - 9:00 P.M. Auction Plants Accepted (Location)

Monday

6:00 A.M.- Noon P.M. Registration Open (Location)

6:00 A.M.- Noon Auction Plants Accepted (Location)

6:15 A.M. - 7:15 A. M. Long Range Site Committee Meeting (Location)

6:15 A.M. - 7:15 A. M. Membership Committee Meeting (Location)

6:15 A.M. 7:15 A.M. Fellows Breakfast (can be Monday or Tuesday morning- Tuesday is best)

7:00 A.M. Vendor Setup (Location)

7:00 A.M. Time for *Student Research & Green Industry Posters* to be set-up (Location)

7:30 A.M. Silent Auction begins

7:30 A.M. President Welcoming Remarks & Question Box Promotion (Location)

7:35 A.M. Local Site Chair Remarks concerning Monday Tour Schedule

7:40 A.M. President, Introduction of Moderator for Session 1

7:45 A.M. Moderator #1

7:50 A.M. seminar

8:10 A.M. seminar

8:30 A.M. seminar

8:50 A.M. Questions for Session 1 Speakers, Moderator

9:00 A.M. Recognition of New Members, Membership Chair, any special awards

9:10 A.M. *Poster Pitch*, TBA - *Suggest two 30-min time blocks to view posters*

9:25 A.M. Sponsor Recognition, Sponsorship Chair

9:30 A.M. Break- Visit with Exhibitors- Visit Silent Auction-Posters

9:50 A.M. Introduction of Moderator for Session 2, President

9:55 A. M. Moderator #2

10:05 A. M. First Student Speaker

10:20 A.M. Second Student Speaker

10:35 A.M. Third Student Speaker

10:50 A.M. Questions for Student Speakers, Dr. Mack Thetford, / Education Chair

11:10 A.M. Fellows Award Presentation, 1st VP [*If Awards presented at Mon night banquet, use time slot to view poster presentations*]

11:20 A. M. Sidney B. Meadows Award Presentation, Committee Chair

11:30 A.M/ Exchange Program speaker

11:50 A.M. Sponsor recognition by President or Sponsor chair

11:55 A.M. Meeting announcements

noon LUNCH (on your own ??)

Noon Silent Auction Group 2 begins

1:15 P.M. Moderator

1:20 P.M. seminar

1:40 P.M. seminar

2:00 P.M. seminar

2:20 P.M. seminar

2:40 P.M. questions and answers
 2:50 P.M. Break Visit with sponsors
 3:10 P.M. Moderator
 3:15 P.M. seminar
 3:35 P.M. Seminar
 3:55 P.M. seminar
 4:15 P.M. questions and answers
 5:00 P.M. Silent Auction group 1 ends
 5:00 P.M. Registration Open
 7:00 P. M. Registration Closes
 7:00 P.M. Banquet and Live Plant Auction (Location)
 9:30 P.M. silent auction group 2 closes (Silent Auction can be 1 group)
 9:00 P.M. Banquet and Live Plant Auction Ends
 9:00 -11:00 P.M. Auction Check out (Location)

Tuesday

On the Tuesday tour there is usually an attendee survey passed out on the buses. We have a basic survey, LSC and Sec/Tres can edit it over the summer.

6:00 A.M. - 9:00 A.M. Registration Open (Location)
 6:15 A.M. 7:15 A.M. **Fellows Breakfast (flexible can be Monday or Tuesday)**
 6:15 A.M. - 7:15 A.M. Membership committee meeting (Location)
 7:45 (flexible – earlier or later) Buses leave

- A.M. Arrive at
- A.M. Depart
- A.M. Arrive at
- A.M. Depart
- Lunch at
- P.M. Depart
- P.M. Arrive at
- P.M. Depart
- P.M. Arrive at
- P.M. Depart
- P.M. Arrive at back at hotel

- Dinner on your own
- 8:00 P.M. Ice Cream Social
- 8:15 -10:00 P.M. Question Box

Wednesday

7:00 A.M. - 10:00 A.M. Registration Open
 7:00 A.M. Vendor Setup
 8:00 A.M. Welcoming Remarks, President or local site chair (Location)
 8:05 A.M. Introduction of Moderator for Session 5; President or 1st VP
 8:10 A.M. Seminar
 8:15 A.M. A Sneak Peak of SR-IPPS next year's meeting
 8:35 A.M. Seminar
 8:55 A.M. International Delegates Report
 9:15 A.M. Questions for Session 5 Speakers, Moderator

9:20 A.M. Annual Business Meeting, President Presiding
 10:20 A.M. Break – Visit with Vendors, View Posters
 10:40 A.M. Introduction of Moderator for Session 6
 10:45 A.M. Moderator
 10:50 A.M. Seminar
 11:10 A.M. Seminar
 11:30 A.M. Seminar
 11:50 A.M. Questions for session 6 Speakers, Moderator
 12:00 P.M. Education Session and IPPS 2016 Concludes. *Thank you for attending!*
 12:30 P.M. Executive Committee Post-Meeting Luncheon (Location)

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Vivian Munday Interns

description:

Use:

- 1-2 interns need to help at registration Sunday morning right until the bus leaves. Too many last minute badge pickups and on-site registrations for Sec/Tres Donna Foster to handle alone.
- Interns help with registration, auction, and limited duties on the tours (They are not to be bus captains, etc. just helpers)

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ADDENDUM E IPPS-SR 2ND VICE-PRESIDENT CHECKLIST (*Sample, Brie Arthur, 3 Jan 2019*)

Meetings- participate in board meetings and conference calls.

Technical Communications Committee- Coordinate quarterly calls with webmaster, social media chair and other members of this committee.

Sponsorship Chair- this is your main role as 2nd vice president.

MID DECEMBER: Following the annual meeting send an email or letter to past year sponsors thanking them and introducing yourself and explaining the details of the next year's meeting including dates, location and hotel. Include attachments with sponsorship levels and payment information.

JANUARY-MARCH: Stay in touch with sponsors via email or phone calls. Mail a hard copy of the sponsorship letter and sponsorship level/ payment procedure. It is shocking how many still pay by mailing a check - so include Donna Foster's details. Send thank you's as sponsors commit. Ask other IPPS members, particularly those who live near where the meeting will be held - to reach out to other businesses who may be interested. Having an "in" helps a lot- cold calls or emails often go unnoticed.

APRIL-JUNE: Follow up with thank you's and a request for a logo to use as a promotion for website, social media and printed materials. Donna already has a lot from years past but this is a good excuse to stay on their radar.

*****Provide the hotel and registration link as soon as available so they can easily make arrangements.**

JULY-OCTOBER: Keep in touch with any sponsors who have not responded. Communicate with Donna regularly to make sure everyone who has committed has paid and provided a logo.

AT THE MEETING: Introduce yourself, thank them, spend time with them, introduce them to other members and generally make them feel welcome and appreciated.

KEEP IT ORGANIZED as an excel document and **SHARE WITH DONNA** at least once a month. After the meeting, please email your records to the incoming 2nd VP so they are ready to embrace this process with ease.

Sponsor Certificates - Donna will mail these to you in advance- **DO NOT FORGET TO BRING THEM!** Confirm with Donna the proper names of each business sponsor. Print in calligraphy if possible. Bring to the meeting and have the president sign. You will present these to the sponsors during the awards ceremony of the educational session.

Resolution Report- Prepare report from the past years notes making appropriate changes. This will be presented by you during the business meeting. Email to Fred Davies in advance of the meeting.

Necrology Report- Donna will send out an email to membership regarding any passings of current or former IPPS SR members. Also, ask through-out the meeting. This is the first report given during the business meeting. Present list and ask attendees if there are any others to include. Conclude with a moment of silence.

Fellows Selection- Donna will email the general membership to solicit nominations. You are to coordinate with the fellow selection committee by providing the applications and organizing their consensus. We do not have a limit for the number of fellows awarded – but generally it is limited to new two fellows per year. Please share this information ONLY with Donna Foster and the current President and 1st VP so only key people are aware of the recipient in case someone needs to step in for you to make the announcement.

Fellows Award Ceremony- This is included in the awards ceremony of the educational sessions. First, define what the award means so that new members have a full appreciation. Using information from the submitted application, write a thoughtful introduction of the recipient(s). After announcing the fellow, ask the winner to come forward while you share their information and qualifications for the fellowship. Present the plaque and pose for photos. (Plaques will be in a white box near stage) [Depending on year, may also be given at annual banquet].

Fellows Breakfast- This is generally held the morning of the second tour day in the hotel and runs an hour. Check the printed schedule to confirm time and place. Allow 20 minutes for everyone to settle with their breakfast and then share critical details from the EC board meeting. This is part information sharing but more importantly about seeking the counsel of the IPPS Fellows who can provide valuable insights from the past.

Preparing for Program Chair- At the conclusion of the meeting, you advance to 1st Vice-President whose main responsibility is scheduling speakers and moderators for the next year's annual meeting. Since presenting at IPPS is pro-bono and no expenses are paid (including registration to the event) start inquiring about speaker commitment/ availability early. Explain in the introduction email the basics- When, Where, why, WE DO NOT PAY OR COVER EXPENSES and we request a PAPER BE SUBMITTED for the proceedings. Include the Speaker Agreement Document and Paper Proposal Outline in the initial correspondence to be clear from the start of our expectations of the speaker. Many presenters book 12+ months in advance so please value their schedule with advanced notice. Provide the hotel and registration link as soon as available so they can easily make arrangements. [For a non-IPPS speaker, there is \$3,000 budgeted per year to help defray travel/registration costs under exceptional circumstances; normally the \$3k is not used]

General- Pay attention to what the President and 1st VP are doing because you will be taking on those roles in the near future. Be prepared to answer questions during the meeting from the general membership.