

STANDING RULES

Standing Rules are considered the general procedures and policies for the efficient operation of an organization.

The Standing Rules can be modified or deleted during any Board of Directors meeting. Any deletion or modification must be made following the regular rules of order.

The following rules will be attached to the current *Constitution* of the Canadian Iris Society.

Rule 1. Dues

The Board shall set the dues for each type of member that is established by the Board. The memberships and dues are as follows:

Annual	15.00
Triennial	35.00
Youth Triennial (with bulletin)	15.00
Life	Not available
Organizations	15.00
Regional Groups	25.00
Outside Canada	20.00USD

Rule 2. Signing Authority

Three officers of the Canadian Iris Society, of which two must be President and Treasurer, will have signing authority for the bank accounts of the Canadian Iris Society.

Two signatures are required for each payment issued.

The Secretary will provide the Treasurer with the required documents indicating to the Canadian Iris Society's financial institution those officers having signing authority whenever those officers are changed.

Rule 3. Attendance at Board Meetings

Any director who misses two consecutive meetings without notifying the Secretary will have their position reviewed at the next meeting of the Board of Directors. The Board may declare the position vacant in the absence of redeeming circumstances.

Rule 4. Regional Groups

- a) Initial Charter. All regional groups shall be granted an initial annual charter upon application to the CIS.
- b) Members: Charters will be granted to regional groups based on an annual payment of \$25. Any regional group with the lower of either 10 members or 25% of their membership as CIS members shall have this payment waived. There is no minimum number of members required to become a regional group.
- c) Membership Audit: The regional groups membership list shall be forwarded to the CIS Membership Committee each year at the time of renewal.
- d) Executive. All executive members must be members of the CIS.
- e) Activity: Each regional group shall send an activity report to the Secretary of the CIS before the CIS Annual General Meeting.

- f) Charter Renewal: The Membership Committee shall recommend to the Board of Directors whether that regional group's charter is to be renewed. The recommendation will be based on the group's activity, the number of members holding CIS memberships, and their general support of CIS objectives.

The Board of Directors shall review the recommendation of the Membership Committee at the next Board of Directors meeting and take one of the following actions:

- a. Extend the charter.
- b. Extend the charter for one year, and notify the regional group of its perceived shortcomings. The regional group is expected to make reply to this perception within the year and take remedial action as necessary.
- c. Withdraw the charter, and notify the members of the CIS of this action through its publications.

In each case, the Board of Directors shall notify the regional group of any change in its charter in advance and in writing.

Rule 5. Standing Committees

The following listed committees shall be considered as Standing Committees of the CIS:

- a) Program. The President shall appoint a Program Chairman.
The Program Committee shall organize specific activities of the CIS, including:
All Annual Shows. A subcommittee could handle much of the activities associated with the shows.
Speakers for any CIS program, including the Annual General Meeting.
CIS sales and auctions.
Other activities as they arise.
The Program Committee is responsible for advertising all activities to the members and to the general public.
- b) Finance. The President shall appoint a Finance Chairman. The Treasurer of the CIS shall not be the chairman.
The Finance Committee shall review all financial activities of the CIS and prepare annual budgets for presentation to the Board of Directors.
The Board of Directors shall arrange an independent audit of the financial reports of the Canadian Iris Society. The auditor(s) shall not sit on the Board of Directors, but it is preferred to have the auditors come from the ranks of the regular membership. Two auditors are required if a registered accountant cannot be obtained.
The Board of Directors shall ensure the audited financial reports are published in the CIS publications each year following the Annual General Meeting.
- c) Membership. The President shall appoint a Membership Chairman.
The Membership Chairman or their delegate shall receive all dues, note any new members along with the type of membership, and deposit the cheques or monies, or deliver those funds to the Treasurer.
The Chairman or their delegate shall keep all records of members, welcome new members in writing, and furnish mailing labels to the Newsletter Editor upon request.
The Chairman shall notify all members of the pending renewal date of their membership at least forty-five (45) days before the renewal date, and shall send a second notice fifteen (15) days after the due date if payment has not been received.

- d) Publications. The President shall appoint a Publication Chairman. The Publication Committee shall consist of the Chairman, the Newsletter Editor, and the Web Site Manager. The Board of Directors may appoint additional members to the Committee. The Committee shall prepare, edit and publish official documents or publications of the CIS. The primary intent of all such documents or publications is to keep all members advised of current or new varieties of iris, growing procedures and products. Regional group activities, shows, and other meetings of the members shall be published on a timely basis. The President and the Board may request attention be given to topics and information concerning the CIS. For example, the CIS financial statements and AGM minutes shall be published following the AGM.
- e) Nominations. The Past-President is suggested to be the head of the Nominations Committee. At least one member will not be a current officer of the CIS. The Nominations Committee shall pursue members to provide a slate of officers to the Board of Directors and to fill vacancies on the Board of Directors. Their report shall be provided to the Secretary of the CIS prior to the summer board meeting.

Rule 6. Other Committees.

The following list of committees is to be considered as possible areas of interest to the members, from which committees may be struck:

- a. Aquisitions
- b. Education and slides
- c. Youth
- d. Special Projects
- e. Fund raising
- f. History

Rule 7. E-mail Communications

For the purposes of this standing rule e-mail correspondence is defined and intended to include both regular postal service and properly documented telephone conversations directed to the attention of the Secretary of the CIS.

The Board of Directors shall undertake decision-making using the Internet and e-mail as much as possible between meetings of the Board. This does not mean that Rules of Order can be ignored; proper procedures must be followed, *especially if reopening business for discussion*. Instead, it is intended to improve and provide structure to the entire decision making process of the Board of Directors.

Motions: Motions must be made to the Secretary. The Secretary may request clarification in the wording of the motion, but shall not delay forwarding the motion on to all members of the Board.

Seconds: A motion sent to the members of the Board may be discussed without a seconder. However the motion will die unless there is a seconder.

Discussion: All substantive discussion must be sent to all members of the Board.

Voting: NO voting is permitted until the Secretary receives a second to the original and any amendments. The Secretary then restates the motion as moved and seconded, along with any properly

structured amendments. The Board members send their vote privately to the Secretary. Should time permit, paper ballots delivered to the Secretary are accepted.

Unless otherwise specified by the Board of Directors, the Secretary shall not cast an electronic vote on a motion made via e-mail and is never permitted to cast a determining vote in any circumstance (*that is the President's role*).

Note: The slate of officers presented to the Board of Directors is not made electronically, but by a report presented to the Board of Directors during a formal board meeting.

Results: The Secretary shall allow seven days for Board members to cast their vote by e-mail. The Secretary shall tabulate the vote and announce the outcome as soon as the results are available.

The Secretary shall keep the votes received on file (paper or electronic) for a year or until such time as the motions so presented and voted upon can be read into the minutes of the next Board of Directors meeting. A motion that has been presented and seconded, but not voted upon shall be added to the agenda of the next Board of Directors meeting

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Rule 8. Privacy

The Canadian Iris Society (CIS) is committed to protect the privacy of its members. All membership information will be used exclusively by the CIS and its recognized affiliates for administration purposes only.

The information will be used by recognized CIS affiliates exclusively to provide services for the CIS and/or the services of the affiliate.

The CIS will not loan, sell, or otherwise provide its membership mailing list information to any other third parties outside of the CIS organization."

The CIS will include a statement concerning privacy to its new members; the following is proposed:

"The Canadian Iris Society (CIS) is committed to protect your privacy and the information provided to it for administration of your membership. The information you share with us may be used by our recognized CIS affiliates exclusively to provide services for the CIS and/or the services of the affiliate. The CIS does not loan, sell or otherwise provide its membership mailing list information to any other third parties outside of the CIS organization."