Summary of Policies and Procedures
The American Dahlia Society

March 2020 Draft

Compiled from the *Bulletin of the American Dahlia Society,* 1993 through June 2010 and the ADS Executive Committee Meeting Minutes on the ADS website **through September, 2019N**. The document expands on the format developed earlier by Harry Rissetto and Mark Alger.

In March 2008, the Executive Committee concluded that this Policy Manual should include the evolution of policies over time rather than simply summarize the current policy. The following materials therefore catalog the changes in policies over time.

By Ron Miner

Bold material in the following text was incorporated in the December 2017 manual update. ***Material in bold and italicized font is new in this March 2020 draft.***

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Summary of Policies and Procedures of the American Dahlia Society

I. The Statement of Mission:

The Society is formed for the purpose of stimulating interest in and promoting the culture and development of the dahlia; to establish a standard nomenclature; to test our new varieties and to give them such recognition as they deserve; to study the diseases and insects of the dahlia and find remedies for same; to disseminate information relating to the Dahlia; to secure uniform standards for judging Dahlia shows and to give exhibitions when deemed advisable.

The spring meetings of the ADS were extended to the entire weekend starting in 2005 with the objective of trying to improve the effectiveness of the entire organization. By the end of 2006, these efforts led to the development of a new set of visions, missions, and goals. They were summarized in the December 2006 Bulletin. A brief summary is included here.

American Dahlia Society Plan for the Future: September-2006

Vision Statement

To be an organization that serves all types of dahlia growers from the home gardener who just grows a few dahlias to the enthusiast who grows dahlias to exhibit and/or hybridize.

Mission Statement

The American Dahlias Society is organized to promote and encourage the development of and appreciation of the dahlia through educational and research activities and by supporting the local dahlia societies.

Goals

Promote the dahlia as a garden flower as well as a flower to be exhibited at shows and fairs.
Increase membership in ADS by 100% over the next ten years through implementation of programs that appeal to the various dahlia interests including home gardeners, commercial growers and the gardening retailers
Increase and improve the effectiveness of ADS support to the local dahlia societies especially to those societies that are just starting out or are in distress.
Broaden the scope of the dahlia research that ADS supports to include several aspects of raising dahlias
Continue ADS support for the judging, exhibiting and the introduction of new varieties of dahlias
Increase the visibility of the ADS to the general public especially those interested in gardening
Increase the number and improve the quality of ADS publications and DVDs on all aspects of dahlia culture and make them available to both members of the ADS and the general public

Improve the financial condition of the ADS
Establish a National Center for the Dahlia which would include research facilities, demonstration gardens, offices for ADS staff, dahlia library, etc.

A number of short term action items were also identified

II. Dahlia Nomenclature and Evaluation

A. Classification

Extensive information on the classification of cultivars, the definition and standards for determining the types of dahlias, colors and color standards are published annually in the Classification and Handbook of Dahlias. The evolution in those standards can be determined by examining those books. That information will not be repeated here.

In the August 26, 1996, Annual Meeting, the RHS color chart was adopted as the official color chart of the ADS. The Dahliadel had been the official color chart of the ADS. Subsequently, at the April 2004, Executive Committee meeting, it was agreed that the new ADS Color Chart would become the standard for the determination of colors and it should be used for the determination of the color of all new seedlings.

A lot of work was done on the definitions of "other types" in 1995, culminating in the acceptance of a new series of definitions for the peony, anemone, collarette, single, mignon single, orchid, and novelty types. In addition, a procedure for describing their color was adopted. Classification of color of the open-centered cultivars continues to evolve. Changes are captured in the Classification and Handbook of Dahlias and will not be included here.

The Stellar type dahlias were officially recognized and defined at the Annual Meeting in New York in 2001. The Novelty class was separated into fully double and open-centered types at the November 3, 2001 Executive Board Meeting in Atlanta. The Classification Book will now include: Stellar Dahlias (ST), Novelty Open (NO), and Novelty Fully Double (NX). The number of characters of a dahlia name was also limited to twenty-two (22).

The Orchette (OT) class was approved for addition to the set of forms recognized by the ADS in the March 2013 Executive Committee conference call. The addition was included in the 2014 CHD.

In the 2012 Annual Meeting, the Classification Committee reported that, in response to suggestions of having a "Micro" class, Bay Area show schedules included two Micro classes, one for Fully Double and one for Disc Center for cultivars up to 2 inches in diameter.

A new judging manual (Guide to Judging Dahlias) was published in 2002. The new manual departed from previous practices in one major way. The definitions of form were stated in ideal terms, rather than generic terms. These ideal definitions were incorporated into the 2003 CHD and used for classification and judging purposes during the 2003 show season. The change was not without controversy. Some thought that the ideal definitions might result in fewer cultivars in any one class. Others argued that the ideal simply reflected the peak of the "form mountain" around which a wide range of cultivars existed. After several rounds of reconsideration, the ideal definitions were retained in 2004. The CHD will continue to provide the latest "ideal" definitions as they evolve.

In the November 2006, conference call, the Executive Committee agreed to acknowledge the occurrence of black dahlias. They will be, at least for the time being, classified and judged with purple dahlias.

In December 2008, the Executive Committee agreed to target the introduction of a 4-digit classification system for the 2011 Classification and Handbook of Dahlias. This new system will provide the flexibility to separate incurved from straight cactuses as well as to handle evolving other classification and color changes.

Changes in the definitions of our various cultivars occur periodically. Those changes are captured in the CHD and will not be repeated here.

B. Requirements for Dahlia Judges

The requirements for retaining status as a dahlia judge were summarized in the June, 2000, and, subsequently, in the September, 2004, ADS Bulletin.

The requirements for retaining status and moving to the next level as a dahlia judge were updated, again, in 2006, as follows. In addition, at the Executive Committee Meeting in September 2006, a judging seminar, as described in the following requirements, is recommended to be a minimum of 4 hours every other year.

Accredited Judge Requirements

1. Must be a member in good standing of the ADS during the candidate training period for at least two consecutive years including the year of fulfilling the judging requirements.

2. Must have grown, exhibited dahlias in ADS sanctioned shows for at least five years or have grown and exhibited in at least eight ADS shows for three years.

3. Must pass a written examination on judging dahlias based on the ADS Guide to Judging Dahlias, the ADS Classification List, and the ADS Seedling Score Card, both fully double and open center dahlias during training period.

4. Attend two judging/training sessions during training period.

5. Serve as a candidate judge on a team with ADS Accredited and or Senior Judges in at least five (5) dahlia shows in a period not to exceed five years or serve as an candidate judge in seven (7) shows in a three year period.

Judges need to judge seedlings at a Trial Garden or on the Seedling Bench to the satisfaction of the Judging Chair. The recommended number of seedlings is three per year but not less than 15 in five years. Trial Garden experience in judging six seedlings to the satisfaction of a Senior Judge may be counted in lieu of one show.

Societies without seedling bench evaluation entries or trial gardens reasonably close may have their candidate judges fulfill their requirements by:

a. Score, using the ADS score card, disseminated cultivars set up as seedling entries at the society show, training class, or seminar to the satisfaction of the Judging Chair.

b. A garden of a society member may be used for a garden scoring experience when two or more disseminated cultivars of the save variety are grown side by side provided there are 6-8 blooms and the scores are reviewed by the Judging Chair.

c. Judges must fulfill the requirement of judging "entries". The recommended number of seedlings is three per year but not less than 15 in five years.

Candidate judges who have fulfilled all of their judging requirements in three years may be advanced.

Senior Judge Requirements

Senior Judges are those who are qualified to judge seedlings and to work with candidate judges. An Accredited Judge may become a Senior Judge by meeting the following additional requirements:

1. Be a member of good standing of the ADS continuously.

2. Continue to grow and exhibit in ADS sanctioned shows virtually every year (minimum 4 of 5 years).

3. Serve at least four (4) year apprenticeship as an Accredited Judge and judge on a team with Senior Judges in at least eight ADS sanctioned shows.

4. Judge several seedling entries either at a Trial Garden or on the Seedling Bench to the satisfaction of the Judging Chair. The recommended number of seedlings is five per year but not less than 25 in five years.

Societies without seedling bench evaluation entries or trial gardens reasonably close may have the candidate Senior Judge fulfill their requirements by:

a. Score, using the ADS score card, disseminated cultivars set up as seedling entries at the society show, training class, or seminar to the satisfaction of the Judging Chair.
b. A garden of a society member may be used for a garden scoring experience when two or more disseminated cultivars of the same variety are grown side by side provided there are 6-8 blooms and the scores are reviewed by the Judging Chair.
c. Judges must fulfill the requirement of judging several "entries". The recommended number of seedlings is five per year but not less than 25 in five years.

5. Demonstrate to the satisfaction of the team with Senior Judges, when judging seedlings, their ability to use the double and open center score cards properly in judging seedlings.

6. Be able to classify, by the current classification description, properly a seedling variety under consideration as to size, type, color.

7. Be able to name the current competition a seedling will compete against, either from memory or from the Classification Book.

8. Attend three judging seminar/training sessions during training period.

9. Satisfactorily take the Senior Judges test during training period.

Accredited Judges who judge 15-20 seedlings in a Trial Garden, Seedling Bench, or someone's back yard each year for three consecutive years may be advanced as long as all other requirements have been met.

Maintain judging status - Accredited or Senior

Must be a continuous member of good standing of the ADS and fulfill the following requirements:

1. Continue to grow and exhibit in ADS sanctioned shows virtually every year (minimum 4 of 5 years).

2. Judge in at least eight ADS sanctioned shows in five years.

3. Judge seedling entries either at a Trial Garden or on the Seedling Bench. The recommended number is two per year but not less than 10 in five years.

Societies without seedling bench evaluation entries or trial gardens reasonably close may have their judges fulfill their maintenance requirements by:
a. Score, using the ADS score card, disseminated cultivars set up as seedling entries at the society show, training class, or seminar to the satisfaction of the Judging Chair.

b. A garden of a society member may be used for a garden scoring experience when two or more disseminated cultivars of the save variety are grown side by side provided there are 6-8 blooms and the scores are reviewed by the Judging Chair.

d. Judges must fulfill the requirement of judging "entries". The recommended number is two per year but not less than 10 in five years.

4. Attend a judging seminar once every other year and satisfactorily take judges test once every five years.

5. Senior Judges are required to judge every and all classes if asked by the Judging/Show chair unless they have an entry in that class.

Additionally

All judges must be given the opportunity to score seedlings even though they may not be assigned to the scoring team which will give the seedling the official score. Their score will be compared with the official team score and reported back to them.

Full directory information; surname, given name, address, zip code, telephone number, and name of "home" dahlia society should be provided with each application for a new judge or new Senior Judge. Where E-mail addresses are available, they should be reported.

The Evaluation Chairperson of each Conference and of each non-conference dahlia society is responsible for maintaining records of their judges and for reporting to the ADS Accreditation Chairperson the status of their judges and all deletions because of death, disability or loss of interest: transfers to or from other dahlia societies; and changes in addresses and telephone numbers. Yearly reports on deletions, corrections, and activities should be made to the ADS Accreditation Chairperson on the date to be determined by the ADS Accreditation Chair.

Honorary status (H) may be used at the discretion of the Evaluation Chairperson to designate those judges who have served many years but for reasons as determined by the Evaluation Chair are no longer fully active, but continue to serve by judging occasionally or contributing other valuable assistance. The category will be listed in the directory, but no special card will be issued.

The criteria and the requirements for Honorary Judges were discussed at the April 2016 planning meeting. Several changes were approved at the associated Executive Committee Meeting. The name was changed to Honorary Senior Judge. They were disqualified from judging seedlings and the Head Table and from serving as a team leader. They may return to active status by meeting a set of requirements listed in the April, 2016, Executive Committee Meeting.

Judges that do not fulfill all the listed requirements to advance or maintain their judges' status will be reduced to the next lower level of accreditation until they have demonstrated that they have completed approved training or experience to remedy the reason for demotion and retaken the judges test for the next level of accreditation.

The procedure for reinstatement of judges was implemented in advance of the 2012 Annual Meeting and included in the judging materials on the website at that time.

The Executive Committee approved the purchase and distribution of pins for Accredited and Senior Judges in the January 2013, meeting. It is anticipated that this recognition of accomplishment could help increase the number of members entering the judging program.

The Federation of Northwest Dahlia Growers has supplemental requirements. These were summarized in the June 1998, ADS Bulletin and they are included here as Appendix I.

C. Judging Criteria

1. Seedling Evaluation Score Cards
   The ADS publishes seedling evaluation score cards that are used for the evaluation of new cultivars. The score card for the evaluation of fully double cultivars was most recently published in June 2000. The score card for single, mignon single, collarette, anemone, peony and novelty cultivars was most recently published in May, 1999. The front half of each of the score cards is published in the back of the Classification and Handbook of Dahlias. The back half of the score cards summarize the positive and negative characteristics of each of the dahlia attributes on the score cards. The positives and negatives are based on Cook's Manual and the most recent definitions in the classification book.
   New evaluation score sheets were developed by the Trial Garden and Seedling Bench Evaluation committees over the winter of 2011 and included in the 2012 CHD. The evaluation criteria are based on the 2002 ADS Guide to Judging Dahlias and the evolving criteria in the CHD. The score cards for Open-Centered cultivars was further edited in the fall of 2015 to help capture the evolving requirements for color information on those cultivars. The changes were incorporated in the 2016 CHD.

2. Sepal or Calyx Petals, Spur Leaves
   The issue of the presence of and the removal of sepal or calyx petals and spur leaves or pig ears and the consequence on judging was determined in the Executive Board Meeting on July 8, 2000 and published in the September 2000, ADS Bulletin as follows. The removal of sepals, a calyx or an unpaired leaf ("spur leaf") from a bloom may result in a penalty, if the removal is obvious or distorts the overall bloom. While penalties might be in order, disqualification is not an acceptable judgment, nor is elimination from further competition due only to the removal of sepals or a spur leaf.

3. Judging Teams

The makeup of judging teams was discussed at the April 8, 2000, Executive Board Meeting with the following conclusion: It was decided that the policy of the ADS is that where possible, a majority of judges should be ADS accredited or honorary judges. Seedling Bench teams must be composed entirely of ADS Senior or Accredited judges.
The responsibilities of the team leader were reviewed in some detail at the spring meeting in 2017. Publication of a booklet describing those responsibilities was subsequently approved and the booklets were distributed in time for the 2017 judging season.

4. Color Chart
In the November 2001, Executive Committee Meeting, the creation of a color chart was made possible by the generosity of Eugene Boeke, who agreed to let his donation to the ADS serve as seed money for the creation of the chart. Sales of the color chart would subsequently be used to put funds back into the funds he donated earlier.
The printing of the new color charts was authorized in the November 2002, Executive Committee meeting.
It was determined at the April 2004, Executive Committee meeting that the new ADS Color Chart was to be used for the determination of the color of all new seedlings.

D. Seedlings, New Introductions

1. Definition of Undisseminated
The definition of an undisseminated cultivar was much discussed and finally published in the March 2001, ADS Bulletin. The full text of the definition is included in the Classification and Handbook of Dahlias and is updated there as appropriate.

2. Age of Eligibility
The age required for a seedling to be eligible for entry on the bench and in the Trial Gardens was changed from 3 years to 4 years in the August 2002, Annual Meeting.

3. Trial Garden Rules
The Trial Garden evaluations were modified in 2000 to honor the contributions of Evie Gullikson to the development of "other" types of dahlias. The changes were published in the June 2000, ADS Bulletin and adopted in the ADS Annual Meeting on September 24, 2000.

The most recent revision of the complete set of rules governing Trial Garden operation is published in the Classification and Handbook of Dahlias and will not be repeated here.

In the Executive Board Meeting held on July 24, 1993, the issue of the probationary period for Trial Gardens was reviewed. The conclusions reached were as follows. The two year waiting period may be waived or reduced by the Executive Board, upon

submission to the board of certification from the president of the Society desiring to sponsor the Trial Garden that (1) the plot that will be used for the Trial Garden has been used within the most recent two years for growing dahlias and (2) specific named members of the society have agreed to supervise or participate in disbranching, disbudding, tying, judging and, if necessary, in other tasks of caring for the garden in a manner stipulated by these rules.

The fees for the return of roots from the trial gardens were reviewed in the Executive Board Meeting in July 2001. It was agreed to charge $10.00 for one clump and $20.00 for two or three clumps to return to grower. In addition, in the November 2001, Executive Board Meeting, it was determined that the Trial Gardens must be willing to return an originator's roots at the end of the season. This latter decision was reversed in the April 2007, Executive Committee meeting and the Trial Gardens unable to return roots should let that be known in the Bulletin announcement for the Trial Gardens. Other changes adopted in the April 2007, meeting are described in the December, 2007, Bulletin and captured in the Trial Garden rules in the Classification and Handbook of Dahlias published annually.

4. Entry of Seedling in ADS National Shows
   The concept of showing seedlings in open competition with ADS cultivars was encouraged in the November 13, 1999, Executive Board Meeting as follows. In all ADS National Shows, seedlings should be allowed to be shown in open competition as single or multiple bloom entries.

5. Seedling Bench Evaluation Rules
   The rules regarding the evaluation of seedlings are published annually in the Classification and Handbook of Dahlias. The changes cited here were incorporated into those rules in the year following their adoption.

   The seedling bench evaluations were modified in 2000 to honor the contributions of Evie Gullikson to the development of "other" types of dahlias. The changes were published in the June 2000, ADS Bulletin and adopted in the ADS Annual Meeting on September 24, 2000.

   In the Executive Board Meeting of November 13, 1999, the issue of the reconciliation of the size and form of seedlings was discussed with the following conclusion: The size, form and color of all seedlings, whether they score or not, should be reported to the classification chair by the Show Chairs. The reporting sheets will be changed to reflect this.

   Additional changes were approved in the April 2007, Executive Committee Meeting and published in the December 2007, Bulletin as well as the following Classification and Handbook of Dahlias.

E. Established Cultivars

1. Criteria for an ADS Show
   Some have directed questions to the board concerning the criteria for holding ADS accepted shows. A lengthy discussion at the November 13, 1999, Executive Board Meeting led to the development of the following criteria for an ADS show:

   1. The capability to enter flowers in all classifications.
   2. Sponsored by an ADS society, either participating or affiliated.
   3. Must use current ADS classification.
   4. In June 2009, the Board reaffirmed the requirement that in years succeeding 2009, there will be an Artistic Design/Arrangement section with an ADS award in each National show.

   A manual detailing the requirements for and the process of holding an ADS National Show was developed and distributed in 2012. It is included as Appendix 3, below.

2. Awards

   a. The President's Cup was retired at the Centennial Show on Long Island in September 2015. It was won by Mr. Steve Santos; see comments below.

   The basis for the award of the President's Cup was modified at the Annual Meeting on September 24, 2000 and published in the September 2000, ADS Bulletin as follows: The original motion on the President's Cup was as follows. It was moved and seconded that the ADS accept a 12-inch sterling silver vase, to be designated the President's Cup [hereinafter referred to as "the Cup"] in memory of Richard Vincent, Jr., founding President of the American Dahlia Society. The Cup is to be awarded annually at the National Show for the best single bloom entry of a dahlia classified as BB size under the following conditions, as agreed to by the Board and the donors:

   1. The winner of The Cup (if a member of the ADS) is entitled to its possession until no later than the following July 1, at which time The Cup shall be returned to a designee of the board for transfer to an appropriate representative of the Society hosting the National Show that year. (If the recipient is not a member of the ADS, the ADS representative of the society sponsoring the Show shall retain possession of The Cup.

   2. A miniature cup, suitably engraved, shall be presented on a permanent basis to the winner of The Cup.

   3. The Cup shall be permanently retired after the National Show in 2015, the year of the 100th anniversary of the formation of the American Dahlia Society, be awarded to the exhibitor who has won The Cup most frequently during the years 1990 to 2015

inclusive. In the case of a tie, the winner shall be the party to the tie who won The Cup most frequently between the years 2005-2015. If a tie still remains, possession will be determined by lot. The individual to whom The Cup would be awarded under this procedure must be present in person to receive the award unless the Executive Board waives the requirement.

4. Until permanently retired in 2015, The Cup shall remain the property of the American Dahlia Society, which retains the exclusive authority to mark, engrave, or alter The Cup in any way. It shall be the responsibility of the American Dahlia Society to have the name of the annual winner of The Cup engraved on a separate plate attached to the base of The Cup.

5. The President designates the Chairman of the Special Awards Committee who shall have immediate responsibility of The Cup, including keeping winners' names up to date, maintaining records of possession, shipping The Cup to the Society hosting each year's National Show, and any other duty necessary to assuring the integrity and availability of The Cup under the conditions of this resolution.

In the April 2002, Board Meeting, The Cup was renamed the Alger Cup.

Mr. Steve Santos won the lot per the preceding procedure and was awarded the Alger Cup at the 2015 Annual Show on Long Island. He was present to receive the award.

b. The Boeke Award

The Boeke Award was approved at the April 21, 2001, Executive Board Meeting and reported in the September ADS Bulletin of the American Dahlia Society. In recognition of a generous gift from Mr. Eugene Boeke, originator of dahlias with the prefix Bo-, the ADS agreed to sponsor a special award at the annual show for the best Boeke introduction in the show. In order to be eligible for the prize, the entry must win a higher award. Funding for the prize will come from interest on half of Mr. Boeke's gift. The prize will accumulate if there is no winner in any given year. The other half of the donation will be used to support the publications and the communications of the ADS.
As a consequence of additional gifts and a request from Mr. Boeke, the value of the award was increased from $100 to $1000 in the March 2008, Spring Executive Committee Meeting.

c. Hart and Dudley Medal Changes

The definitions of the various classes of dahlias eligible for the Hart and Dudley medals were reviewed over the '05 season. Subsequently the classes were redefined in such a way as to make the awards parallel between the Seedling Bench and the Trial Garden. These changes were published in the '06 CHD.

d. Stanley Johnson Award

In June of 2009, the ADS recognized that there has been some confusion regarding the dates for the Stanley Johnson Award. It was agreed that year engraved on the medal will be the year in which it wins the most awards. In November 2016, the Executive Committee approved a motion to offer the winner of the Stanley Johnson photo contest an option of a framed copy of the print or $200.00 in cash.

F. Virus Research, **Endowed Chair at WSU for Dahlia Research and Development**

At an Executive Board Meeting on November 12, 1994, the ADS officially initiated a virus research project at Washington State University as follows.

WHEREAS, the ADS has for many years supported and contributed to research on the dahlia viruses.
WHEREAS, the ADS acknowledges and applauds the gifts received by the Washington State University Foundation to support a dahlia research project.
WHEREAS, the ADS Executive Committee recognizes the need for additional funding to the Washington State University Foundation to support the establishment of a distinguished professorship in plant pathology with an emphasis in dahlia related research.
WHEREAS, the ADS Executive Committee supports the idea of a challenge grant to assist in funding dahlia research through the establishment of a distinguished professorship.
NOW THEREFORE IT IS MOVED, that the Executive Board endorse the establishment of a program to continue dahlia plant research through the establishment of a distinguished chair in plant pathology at Washington State University and the use of a challenge grant to support the program, provided that a committee, to be designated by the Executive Committee, advises the ADS that it approves the goals and methodology of the project, and provided further, that said committee approves that the terms of the project, including the use of funds contributed, access to research, recognition of the ADS, and the adequacy of assurances that all funds contributed will be used exclusively for dahlia virus research.

In March 2008, the Executive Committee agreed to broaden the basis of research activities sponsored by the ADS. The initial idea was for a project to extend vase life. The research projects will be awarded to the most eligible and cost-effective among the proposers.

In September 2014, Mr. Jim Chuey donated $350,000 from the Scheetz-Chuey Foundation to reinvigorate the dahlia research project at WSU. The objective for the donation was to expand research on dahlia viruses and to explore the possibility of developing virus elimination protocols. The June 2015, ADS Bulletin included a

brochure of pictures and counsel for reducing virus in our dahlia gardens. The brochure was based on the WSU research and supported by contributions of the Scheetz-Chuey Foundation. Another donation in 2016 established a testing facility at WSU that was open to the U.S. public. The donation substantially underwrote the cost of the testing.

Endowed Chair for Dahlia R&D: During the summer of 2017, Jim Chuey donated $805,000 to WSU through the Scheetz-Chuey Foundation and on behalf of the American Dahlia Society. That donation added sufficient funding to the project to make it eligible for an official University Chair. With Professor Pappu already actively involved in the work of the chair, a portion of the funding was made available to create a Dahlia Resource Center with the core task of making sure that ADS members were informed on how best to take advantage of the knowledge and the developments at WSU in our dahlia gardens. The activities of the Chair will focus on the needs and the requirements of the American Dahlia Society <u>in perpetuity</u>.
The new and improved technology will provide the Resource Center with the basis for improvements in our dahlia gardens. The full breadth of the agricultural knowledge of the University will be accessible to the Resource Center for that transfer to our gardens. The near-term activities of Professor Pappu, holder of the new Carl F. and James J. Chuey Endowed Chair for Dahlia Research and Development, will continue to focus on the resolution of virus in dahlias and the development and staffing of the Dahlia Resource Center. Intermediate-term objectives will include study of the approaches to making clean dahlias commercially available in the North American dahlia market. The long-term activities will be tailored to ADS priorities and the needs of our dahlia growers.

G. Dahlia Genome Sequencing Project

In June of 2016, a project was initiated to begin to characterize the dahlia genome. With the support of the Monterey Bay Dahlia Society and the offices and expertise of Professor Virginia Walbot, a fund-raising project was initiated within the ADS to support a first-cut of the genome sequence.
An effort subsequently evolved to propose an NSF grant for a more complete analysis of the dahlia genome. This proposal was submitted to the NSF by Professors Pappu at Washington State, Walbot at Stanford, and Saar at Murray State in April of 2017.

H. Garden Qualities of Dahlias

A proposal for the evaluation of dahlias as garden flowers was used in the Oregon Trial Garden and summarized in the June 2001, ADS Bulletin.

In the November 2003, Executive Board Meeting, the Garden/Cut Flower Committee was established to help promote the American Dahlia Society among dahlia gardeners.

A “Garden Dahlia of the Year” award was established in the October 2004 ADS Executive Committee Meeting.

The Garden Dahlia Committee published a series of evaluation characteristics for container/border dahlias in the March 2006 Bulletin. They included early bloom, need for staking, quality and number of blooms through the season, quality of bloom color and foliage, compatibility with other plants in containers and borders. Based on those characteristics, the first Container/Border Dahlia of the year was chosen.

III. American Dahlia Society Issues

A. Letter of Incorporation

The American Dahlia Society was incorporated in 1927 in the state of New York as a non-profit organization. Over time the IRS has enacted various regulations dealing with non-profit organizations and we had not kept our Articles of Incorporation current and therefore these needed to be amended. The amended Articles of Incorporation were published in the June, 1997 issue of the Bulletin and amended at Denver to delete the words "flowers, ferns, palms, shrubs, plants and vegetable growths of all kinds" (section 2(a)). The amended Articles of Incorporation were unanimously adopted at the August 31, 1997 Annual Meeting.

B. Membership

a. Life Memberships

The opportunity for life memberships was discussed in the November Board meeting in 1992. The conclusion, by common consent, was that the cost of a Life Membership would be $500 commencing January 1, 1993. The Board reserved the right to increase the rate and agreed that the rate would be reviewed at least within 5 years.

b. Membership Rates

The issue of the cost of foreign mailing and membership fees were discussed in the April 2001 Executive Board Meeting and ADS policies were modified and published in the June 2001 ADS Bulletin as follows:

The cost of mailing the Bulletin has increased. Some foreign members join the ADS through a participating society and thereby receive a $3.00 discount. Beginning in 2002, they will no longer receive this discount and will pay $35.00. Returning members (members who have let their memberships lapse and then return at a later date) will not receive a second Grow Guide. The package given to new members will be determined by Harry (Rissetto, President), Mac (Boyer, Treasurer) and Alan (Fisher, Membership Chair). (See new item below.) Other discussion on this issue took place in the April 2002 meeting wherein the overseas mailing rate was increased

to $40 and the surcharge for 1st class mailing to U.S. and Canadian members was increased to 8$.
Membership rates were increased by $4 in the August 2011 Annual Meeting.

c. New Member "Package"
The package to go with new memberships were discussed in the April 2, 2016 meeting with the passage of a motion that the package should consist of a welcome letter, a copy of "Dahlias, A Monthly Guide" published by the Puget Sound Dahlia Association, and a copy of the current version of Classification and handbook of Dahlias. The new member will be advised that back issues of the ADS Bulletin are available on the "members" portion of the ADS website. A "new member" is a person(s) who has not previously appeared in the records of the ADS as a member.

d. Timing of membership renewal
The Spring 2013 Planning Meeting included a lengthy discussion regarding an ongoing concern about tardiness in renewing memberships. Renewals that extend well into the following year greatly complicate decisions on sending Bulletins, etc. and delays access to the renewal fees. More effective communication with the local societies through the ADS Reps, by direct emails to the local Presidents and Membership Chairs, and publishing the desired schedule in the September Bulletin were all options discussed in the meeting. Incentives for the clubs, like free program DVDs, were also considered as options to encourage more timely submission of memberships.

e. International Membership
Accommodation of expanding interest in international memberships has been under discussion for some time. A committee to keep current with other international dahlia societies was established at the June 2013 Conference call.

f. Overseas Supporters

The ADS membership at its 2019 Annual Meeting adopted a by-law amendment intended to make the its Bulletin and annual Classification and Handbook of Dahlias (CHD) more accessible to overseas dahlia growers outside the western hemisphere. The amendment reads as follows:

Article II. Membership.
Section 8. Overseas Associates – Overseas Associates shall be deemed Friends of the Society, and on the payment of a fee, will receive an electronic version of the ADS Bulletin and Classification and Handbook of Dahlias, pursuant to rules adopted by the Board. Overseas Associates must reside outside the Western Hemisphere and shall not be members of and will not have full rights and privileges of membership in this society. Nothing herein will preclude someone

qualifying as an Overseas Associates Membership from becoming a member of the Society under Clauses 1-7 above.

Previously, dahlia growers outside the Western Hemisphere could not receive any ADS publications without becoming members at an annual cost of $48.00 (US). This was a limitation on the ADS' ability to communicate with much of the dahlia-world. In an effort to alleviate this, the ADS has created a non-member status that will provide email access to the Bulletins and the CHD.

The supporter status will become effective in the December 2020. The initial service will run from December 2020 thru December 2021. It may be renewed annually

The annual cost of this service will be $15.00(US).

It will be accessible thru the ADS website's web-store. www.dahlia.org/webstore paypal service

This new service will not preclude anyone from securing or maintaining an overseas membership, including hard copies of the Bulletin and CHD, as well as membership voting rights.

C. Business Memberships

A Business Membership program was approved in November of 2009. The idea was to have a program that induces business of all sizes to support the American Dahlia Society. Business Memberships will be available beginning in 2010. There will be three levels of business membership which are described as follows:

a. Giant Membership: minimum of $1000 per year.

2 Family memberships mailed with First Class Postage.
20%discount on advertising in Bulletin
First right of refusal for use of the full-page front or back inside cover of the Bulletin
Listing in the Dahlia Suppliers section of the ADS web site
Discounted rates on all ADS Publications
Name on merchandising item (e.g. notepad, pencil tote bag etc.) that the ADS will produce and give to the local society sponsoring the National Show each year.
Ability to state they are sponsors of the ADS on their other printed and web advertising and in conjunction with this a limited license to use the ADS Logo.

b. Large Membership: minimum of $500 per year.

1 Family Membership mailed with First Class Postage
15% discount on advertising in the Bulletin

Listing in the Dahlia Suppliers section of the ADS web site.
Discounted rates on all ADS Publications
Ability to state they are sponsors of the ADS on their other printer and web advertising and in conjunction with this a limited license to use the ADS logo

c. Medium Membership: minimum of $150 per year.
1 Family Membership mailed with First Class Postage.
10% discount on advertising in the Bulletin
Listing in the Dahlia Suppliers section of the ADS web site.
Discounted rates on all ADS Publications
Ability to state they are sponsors of the ADS on their other printed and web advertising and in conjunction with this a limited license to use the ADS logo.

Many details were left to be worked out.

In March 2010, it was agreed to begin a process to obtain advertising on the inside front and inside back covers of the 2011 Classification and Handbook of Dahlias to be determined by the open bidding process of Gold or Silver Business Partners with an opening minimum bid of $1200. Later that year, this advertisement was opened to everyone interested. The nomenclature for the Business Partners program was also adjusted to become Gold, Silver, and Bronze.

D. Communication

The responsibilities of the various officers of the ADS are spelled out in the By-Laws, Appendix 2. In addition, the role of the ADS Representatives in communicating between the ADS and the various member societies was reviewed in the July 16, 1994, Executive Board Meeting. The following conclusion was reached. It is the intent of the Executive Board that the role of the ADS Representative be used to the greatest amount feasible in facilitating communication with ADS members that move or disappear. The ADS Representatives will be asked to initiate action for quarterly society news reports and any item that has a deadline, etc.

A handbook was developed for the ADS Representatives in 2005, after concurrence on the need for the handbook in the October 2004 meeting of the Executive Committee. An objective was also established to set up routine email communications with the Reps.

Making the most effective use of the ADS Reps is a topic that has been frequently discussed by the Executive Committee, particularly in Spring Planning Meetings. Making them members of the local society boards, establishing a list of key deadlines/dates, development of a specific job description, requiring computer literacy, and implementation of conference calls among the Reps and their Coordinators were ideas specifically discussed in the Spring Planning Meeting, 2013.

The general policy for the dissemination of ADS information on the internet changed starting in about 2015. The older approach was to wait until after it appeared in the Bulletin. The evolving approach became to publish the information as soon as it became available. In 2011, the Trial Garden and Seedling Bench results began to be published on the website when they became available. In 2015, the Cream of the Crop and Fabulous 50 were also released on the website when they were available.

The ADS undertook a different approach to its Executive Committee meetings in April 2005. Instead of a brief 2 to 4-hour meeting, a weekend planning meeting was held that lasted from Friday night through noon on Sunday. This approach afforded the opportunity to discuss basic issues about the organization and its future, as well as the normal, basic Executive Committee business *du jour*. The new approach was sufficiently successful that the two-day meeting format persisted.

In the July 2007 Conference Call, the Board adopted a disclaimer to be published in each Bulletin to indicate that the material included was not an official position of the ADS but rather reflects the opinions of the individual authors. Further, the ADS does not recommend or endorse the use of specific chemicals or other substances in connection with the cultivation of dahlias.

The Executive Committee, in its June, 2012, conference call, approved the use of Cherokee Botanical Library, the site of the Atlanta History Museum and the holder of the archives for the American Daffodil Society, as a repository for the American Society archives.

The need for an updated version of an ADS Guide to Growing Dahlias, targeting new and beginning dahlia growers was discussed in detail at the Spring, 2013, Planning Meeting. A number of volunteers were assigned various portions of the brochure. Publication of a digital version was also discussed. A target date of the end of 2014 was established.

A new approach for the organization of the Executive Committee began to be discussed in 2015. The objective was to make it easier for decisions to be made quickly where appropriate and with some confidentiality where appropriate. In the April, 2016, meeting a motion was approved to investigate what needs to be done to move forward with this modified type of structure for the ADS.
The new organizational structure was incorporated in the Bylaws considered and approved at the Annual Meeting in September 2017. The new structure is illustrated in Figure 1 at the end of this Policy Manual.

E. Honors and Awards

From time to time, the ADS finds it appropriate to honor individuals who have made extraordinary contributions to the objectives and the successes of the ADS or to the

dahlia. The criteria for the various awards that have evolved over time were summarized by the Awards Committee in 2017 as follows.

The ADS Gold Medal - Awarded to individuals who have made significant, enduring, and/or extraordinary contributions to the ADS. This contribution reflects exceptional time, effort, dedication, financial support, or a combination of these, provided by a person to further the purposes and programs of the ADS.

The ADS President's Award - This award is given largely at the discretion of the ADS President. The intent is to recognize individuals who have gone far beyond being simply interested in dahlias. It identifies people who have seriously promoted the dahlia and who have been especially supportive of the community of dahlia lovers, extending beyond the local society. Being intimately involved with the operation of the ADS is not a requisite.

The ADS Silver Medal - Recognizes people the ADS recognizes as Dahlia Ambassadors." These are individuals, sometimes from outside North America, who have clearly promoted the dahlia and dahlia activities. Awardees are supportive of North American dahlia members and our activities, for example by attending and actively participating in ADS National Shows.

The ADS Commemorative Medal - Is typically given to people in recognition of special contributions directed to ADS activities. It may also be given to foreign societies for their use as awards at shows and other events as they deem appropriate. This medal may also occasionally be used as a promotional piece.

The Awards Committee retains the responsibility and the authority to use their discretion with regard to the choices and the timing of the awards.

F. Advertising Policy

A schedule of fees was reviewed and passed in the March 2012 Planning Meeting. Please see that schedule at the end of those meeting minutes on the website.
Further discussion in the April 2013 meeting led to a plan to coordinate advertising among the ADS website, Newsletter, and Bulletin.

G. Committee Chairpersons and Vice Chairpersons

A policy was established at the March 2012 Planning Meeting asking each Executive Committee member to establish a Vice Chairperson for their position.

In a July 2014 conference call the Executive Committee approved a policy to make it possible to purchase equipment required for a Committee member to fulfill their ADS

duties. The ADS retains ownership of the equipment and can transfer it to another individual as appropriate.

H. Digital Newsletter

The creation of a quarterly digital newsletter for the internet was approved by the Executive Committee at the March 2012 Planning Meeting. The target for the newsletter will be the broad range of dahlia growers and gardeners.
The Newsletter was further discussed in the April 2013 Planning Meeting. A budget of $750 was approved to start the Newsletter, with a target distribution of once every two months. That timing was changed to quarterly in the June 2013 Conference call.

I. ADS Logo
A long process of creating and discussing the terms of use of an ADS logo culminated in approval of a policy in March of 2010. The terms of use of the logo adopted were as follows: The American Dahlia Society does not permit wording that any product, service, or concept of an advertiser has the endorsement of the ADS.

With the exception of the provision regarding the Stanley Johnson Medal Winners, all advertisers interested in displaying an Approved Image of the ADS logo must be current members of the American Dahlia Society. A statement of ADS membership may be used in advertisements, e.g., "Member of the American Dahlia Society." Only advertisers who participate in the ADS Business Partner Program may also use wording that indicates they are financially sponsoring the ADS, e.g., "Member and Financial Sponsor of the American Dahlia Society."

The American Dahlia Society logo must be displayed separately and shall not be combined with the name or logo of the advertiser.

The American Dahlia Society will permit members to use the specific Approved Images of the ADS logo use for advertising and announcements of all American Dahlia Society medal winners, including: the Lynn B. Dudley, the Derrill W. Hart, the Evie Gullikson, the Border/Container Dahlia of the Year and the Stanley Johnson medal winners. The wording associated with the logo must be limited to the year the medal was awarded and the name of the award, as in "2009 Derrill W. Hart Award Winner." In all cases, the size of the font used to identify the winning variety must not exceed the size of the logo. The Approved Images of the logo may be used in conjunction with all medal winning cultivars without restriction to duration, subject to the periodic review by the ADS.

It was reported in the June 2012 Executive Committee Conference Call, that Morgan Lewis (Harry Rissetto's Law Firm) had succeeded in establishing a live trademark, consisting of the logo and a few words associated with it, on behalf of the ADS.

J. Website

An entirely new website was developed and rolled out late in 2008, incorporating the inputs and the objectives for the site as developed in the various Executive Committee meetings and workshops.

In April of 2009, the Executive Committee decided simply to list Bulletin advertisers on the website pending the development of a broader advertising practice.

In June 2009, the Committee agreed to begin the process of placing "teaser" articles from the Bulletin onto the public portion of the website in order to try to encourage site visitors to join the Society.

In November of 2009, the Executive Committee concluded that show results should be published on the public portion of the website and be available for downloading in the members-only portion of the site.

In March of 2010, it was agreed that the content of the dahlia store could be expanded to include publications and items from local dahlia societies as well as commercial dahlia items that are deemed acceptable by a committee for the dahlia store.

In April 2010, the Executive Committee agreed to put scans of the ADS Bulletins over the decade from 2000 through 2009 up on the website. A second decade, 1990 through 1999 was approved in June 2011.

In March 2013, the Website Committee was authorized to proceed with the development of a new software system to support an online classification guide to make classification information and cultivar pictures available online.

The website was discussed in some detail at the April 2013 planning meeting. One key conclusion was that each Executive Committee member needs to 'own' and to regularly review that portion of the site for which they have responsibility. They concluded that the Calendar of Events should be removed in favor of a link to the Colorado site. There was discussion about making old Bulletins available on the public portion of the site, but no conclusion was reached.

This last issue was resolved in the March 2014 Executive Committee conference call in which a motion was passed to make all Bulletins older than 1 year available on the public portion of the site. It was also agreed that current Bulletins would be scanned and made available in the Members-only portion of the site one month after they are published and distributed. Subsequent practice became to publish the Bulletins on the website when they became available in digital format.

K. Gifts and Endowments

ADS policies for accepting gifts and endowments were reviewed and modified as follows at the August 26, 1996 Annual Meeting of ADS.

1. UNRESTRICTED GIFTS: Gift given-without restriction. To be used at discretion of the Board of Directors. No special segregation or accounting of such gifts
2. RESTRICTED GIFTS - LIMITED DURATION. A gift given for a specific purpose, which will be disbursed over no longer than 3 years unless the ADS Executive Board designated a longer period. Principal shall be given accounting. A separate account will be established in the general fund to which expenditures will be charged pertaining to the purposes of the gift. Any interest earned will remain available for general use in the general fund.
3. ENDOWMENT FUND GIFTS. An endowment fund(s) will be established for gifts for a specific purpose that are in the amount of $25,000 or more. Monies shall be invested in an endowment fund. The income shall be available each year for the use specified (Note: Income can accrue for future use or addition to fund). Any gain in principal shall accrue to the endowment fund. All endowment funds are pooled and income and/or gains or losses shall be allocated based on the percentage of the year's total and time of investment. Each endowment shall show each year's Total Endowment plus or minus changes in capital received, as well as Total Income (excluding capital change) available for purpose designated plus any carryover income from previous years. The term and disposition of the gift will be determined by agreement with donor, or if that is impossible by the ADS Executive Board.
4. SPECIFIC USE. The Board of Directors may form Trust units and solicit funds for same as occasion may dictate (e.g., Virus Trust Fund). Such Trust Funds would be handled separately as "Endowment Funds."
5. ADS AND DONOR. Unless otherwise agreed by ADS and Donor, existing ADS Gift & "Endowment Funds" shall continue through year 2000. Subsequently, such funds (principal and any accrued interest) shall be transferred to fund a new "Past Dahlia Giant's Fund." Such fund shall be operated as an endowment fund. This fund will be used to support the annual show or for such other purposes as the Board shall designate. The Executive Board may accept future memorial gifts into this fund. Each gift shall be acknowledged by the Board of Directors in writing. (Note) Efforts will be made by the Board to secure whatever consent is necessary to reclassify existing designated gifts to the "Past Dahlia Giants" Endowment Fund.

The following changes in the status of ADS bequests and endowments were approved by the Executive Committee at the annual Planning meeting in Atlanta in April, 2007.

1. Bequests. The Richard Vincent Society was established to acknowledge members and friends of the ADS who plan for bequests of $1000 or more to the Society in their wills.
2. Special Gifts. Recognition of annual gifts to the ADS as follows:
    a. Andreas Dahl Circle - $1000 or more.
    b. Mark Alger Benefactor - $500 - $1000.
    c. Stanley Johnson Associates - $100 - $500.
3. Endowments. The ADS affirmed its policy of encouraging significant gifts of $25,000 or more. All endowments will go into the Endowment fund; interest from the fund will be used to support ADS projects.

4. Web-Site. At the same time, the Web-site challenge fund was created. This fund was completed in 2008.

L. Tax-Exempt Status

Efforts by ADS President Harry Rissetto led to the clarification of the tax-exempt status of the ADS. This was discussed in the August 29, 1999 Executive Board Meeting and the conclusions published in the March 2000 ADS Bulletin, as follows. The American Dahlia Society is tax exempt, which means donations to the ADS or expenses for services performed for the ADS may be deducted on your income tax return. Local societies are independent so cannot be included under the ADS umbrella.

M. By-Laws

Revisions to the by-laws of the ADS were published in the June 1998, ADS Bulletin and adopted in the August 30, 1998 Annual Meeting.

Revisions to the by-laws of the ADS were published in the June 2003, ADS Bulletin and adopted in the September 2003 Annual Meeting. The primary change to the By-Laws was a switch to two-year terms for the officers.

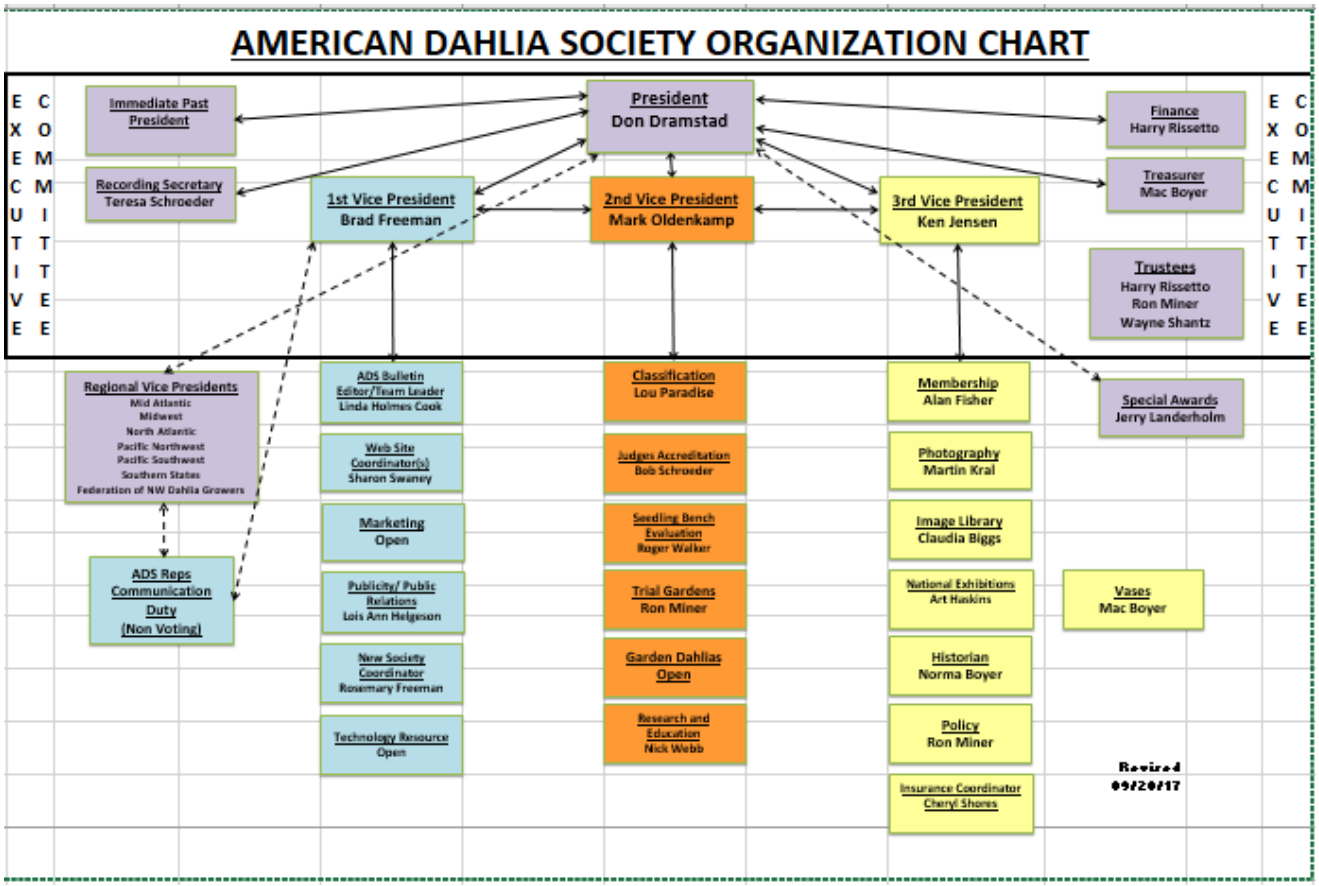
Revisions to the by-laws of the ADS were published in the June 2008, ADS Bulletin and adopted in the September 2008 Annual Meeting. The primary changes to the By-Laws were additions of committees and a description of the responsibilities of the ADS Representatives.

Revisions to the by-laws of the ADS were published in the June 2017, ADS Bulletin and adopted in the September, 2017 Annual Meeting. The primary changes to the By-Laws involved streamlining the Executive Committee to enhance the operation of the organization and enhance the development of the experience among the ADS leadership.

The complete text of the by-laws is presented in Appendix 2.

N. Miscellaneous

Figure 1: 2017 ADS Organizational Chart



Appendices

1. The Federation of Northwest Dahlia Growers Judging Standards

Requirements to become a CANDIDATE JUDGE

The Candidate Judge is one who demonstrates an interest in growing, exhibiting, and judging dahlias. This is the initial level of a multi-year program that may culminate with Senior Judge status.

To be eligible to become a CANDIDATE Judge an applicant must maintain membership in at least one (1) local dahlia society, the Federation of Northwest Dahlia Growers, the American Dahlia Society and complete ALL of the following requirements in one or two years.

_____	_____
year	year

1. Exhibit dahlias in at least two ADS affiliated dahlia shows.

2. Clerk or assist judging teams at two ADS affiliated dahlia shows at the direction of the Show Committee. *(After these two shows, an applicant may judge if invited by the Show Committee)*.

3. Judge three seedlings at the Trial Garden or on the Seedling Bench, under the supervision of a senior judge.

4. Successfully complete a beginning class on judging dahlias.

5. Complete the study guide questions to the satisfaction of the judging instructor.

6. Attend one Federation workshop.

Requirements to become a ACCREDITED JUDGE

The ACCREDITED Judge must be able to judge competently in ALL sections of a dahlia show.

To be considered for advancement to ACCREDITED Judge status, a person must maintain membership in at least one (1) local dahlia society, the Federation of Northwest Dahlia Growers, and the American Dahlia Society, and meet all the following requirements.

_____ _____ _____
year year year

1. Exhibit dahlias at ten (10) ADS affiliated dahlia shows.

2. Judge dahlias at ten (10) ADS affiliated dahlia shows.

3. Judge a minimum of three (3) seedlings per year at the trial garden or on the seedling bench, under the supervision of a Senior Judge.

4. Attend the accredited class on dahlia judging and classification.

5. Pass written and practical tests.

6. Attend a minimum of one (1) Federation Workshop per year.

7. Successfully complete a special project under the direction of the judge's evaluation chair.

Requirements to become a
SENIOR JUDGE

The SENIOR JUDGE must be able to lead a judging team, judge seedlings in ADS classes, impartially judge all classes at a dahlia show, and assist in the education of candidate and accredited judges.

To be considered for promotion to SENIOR JUDGE, a person must maintain membership in at least one (1) local dahlia society, the Federation of Northwest Dahlia Growers, and the American Dahlia Society, and meet all the following requirements.

_____ _____ _____ ____
year year year year

Complete the following in four years or more as accredited judge

1. Exhibit dahlias in at least twelve (12) ADS affiliated dahlia shows.

2. Judge dahlias at least twelve (12) ADS affiliated dahlia shows.

3. Judge five (5) or more seedlings per year at the Trial Garden or on the seedling bench. Must do at least one bench judging and one trial garden judging during the four years.

4. Attend at least one senior judging class and at least one Trial Garden training class.

5. Pass written and practical tests.

6. Attend a minimum of four (4) Federation Workshops.

7. Serve as a team leader in two ADS affiliated shows.

8. Successfully complete a special project under the direction of the judge's evaluation chair.

REQUIREMENTS TO MAINTAIN CANDIDATE, ACCREDITED OR SENIOR JUDGING STATUS

1. Continuous member of ADS, Federation and local club(s).

2. Judge and exhibit at two (2) dahlia shows annually.

3. Attend a judging class every other year.

4. Successfully retake and pass the ADS Judge's test once every five years.

5. Attend a minimum of one (1) Federation Workshop on an annual basis.

6. Accredited and Senior judges must judge a minimum of eight (8) dahlias at a trial garden every other year. Candidate judges must evaluate three cultivars using the ADS seedling score sheet under the supervision of a Senior judge EVERY year. *(Fulfillment of the Trial Garden requirement may be waived in the event of illness, extensive travel distance or other extenuating circumstances. Waiver must be requested annually on your judging report to judge's evaluation chairpersons.)*

7. Judge every and all classes if asked by the judging chairperson unless you have an entry in that class

NOTE: *Any Senior Judge who decides that they are no longer able to fulfill the requirements necessary to maintain their status may petition the Judges Evaluation Committee and Governing Board to become an Honorary Senior Judge.*

2. Bylaws as Revised at the 2017 Annual Meeting

BYLAWS OF THE AMERICAN DAHLIA SOCIETY

Article I - Name and Object

Section 1. The name of the Society shall be THE AMERICAN DAHLIA SOCIETY, INCORPORATED, "ADS".

Section 2. The ADS has formed for the purpose of stimulating interest in and promoting the culture and development of the dahlia; to establish a standard nomenclature; to test new varieties and to give them such recognition as they deserve; to study the diseases and the pests of the dahlia and find remedies for the same; to disseminate information relating to the dahlia; to secure uniform standards for judging dahlia shows and to give exhibitions when deemed advisable.

Article II - Membership

Section 1. All flower lovers shall be eligible for membership in this Society, provided they have applied to the Membership Chairman or through a Participating Society and paid dues for the current and/or succeeding calendar year.

Section 2. There shall be the following classes of Membership.

Clause 1. Members-at-Large are members whose membership is independent of any society. They shall have full voice in the affairs of the Society, shall be entitled to vote in the election of officers and in other matters as shall be decided by vote and call for a division. They shall receive one copy of each issue of the BULLETIN of The American Dahlia Society and the current Classification and Handbook of Dahlias.

Clause 2. Members of the Participating Societies who have been registered by the duly elected or appointed officer of such Society shall become Members of the American Dahlia Society, Inc. upon payment of dues and shall be entitled to all the rights and privileges of Members-at-Large.

Clause 3. Family Membership shall include any two individuals living at the same address.

Such members may hold membership as Members-at-Large or through Participating Societies. Both members shall enjoy full rights and privileges as Members-at-Large. They shall receive one copy of each issue of the BULLETIN and two copies of the current Classification and Handbook of Dahlias.

Clause 4. Sustaining Memberships shall be individuals, two individuals at the same address, business firms or institutions who desire to make a contribution each year beyond the regular dues as specified by the Board to further the interests of the Society. The Board currently recognizes two categories of Sustaining Memberships: Benefactor and Patron. Benefactor and Patron memberships are considered family memberships. The Board will establish the dues levels for Benefactor and Patron levels of Sustaining Memberships.

Clause 5. Life Membership is granted upon approval of the Board and payment to the Society of an amount specified by the Board and ratified by the membership at the next annual meeting. Life Members are entitled to all rights and benefits of Members-at-Large.

Clause 6. Honorary Membership may be conferred by the Board upon any person who, by his or her contribution to the advancement of the Dahlia or the interests of the Society, may be deemed worthy of the honor. Honorary Members shall be entitled to all the rights and benefits of Members-at-Large.

Clause 7. Student Membership shall be offered to interested individuals (up to and including 25 years of age), who have an ADS member sponsor. Any interested student, with an ADS member sponsor, may join ADS as a Member-at-Large or through a Participating Society. The ADS recommends that all societies have a separate section in their dahlia show for student members where they may exhibit dahlias. Student members are entitled to all the rights and benefits of Members-at-Large.

Clause 8. Overseas Associates – Overseas Associates shall be deemed Friends of the Society, and on the payment of a fee, will receive an electronic version of the ADS Bulletin and Classification and Handbook of Dahlias, pursuant to rules adopted by the Board. Overseas Associates must reside outside the Western Hemisphere and shall not be members of and will not have full rights and privileges of membership in this society. Nothing herein will preclude someone qualifying as an Overseas Associates Membership from becoming a member of the Society under Clauses 1-7 above.

Article III - Dues

Section 1. The Board subject to ratification at the next annual meeting shall specify the dues of all classes of members other than Honorary Members and those persons who are recipients of the ADS Presidential Life Membership Award.

Article IV - Life Membership and Gifts

Section 1. Life Membership Funds.

Clause 1. All monies received from the Life Membership fees shall be deposited in an interest bearing account and designated as Life Membership fees. Annually an amount shall be transferred from the Life Membership account to the General Funds account to pay the annual membership dues of the American Dahlia Society, Inc., for said Life Members.

Clause 2. On termination of all Life Memberships, any monies in the Life Membership Account will be transferred to the General Fund Account.

Section 2. Gifts.

Clause 1. Unrestricted Gifts. Gifts given without restriction. To be used at the discretion of the Board. No special segregation or accounting of such gifts.

Clause 2. Current Restricted Gifts. Gifts given with specific purpose for current usage. Principal shall be dispersed over a period no longer than three years, for the purposes specified in the gift, provided, however that such term may be extended by the Board. Any interest will be deposited in the General Funds account or as designated by the gift.

Clause 3. Endowment Gifts. The minimum gift to establish an endowment fund is $25,000. Gifts in a lesser amount may be made to an existing endowment fund. Monies in the endowment funds shall be invested and a portion of the income shall be available each year for the use specified (note: Income can accrue for future use, be added to the fund or used for expenses of the fund). Subject to specific gift restrictions, all endowment funds are pooled and the investment gains or losses shall be prorated and allocated based on each gift's total amount and the time of investment. An annual endowment gift report shall show each year's total endowment plus or minus changes in capital received, reflect fund expenses and indicate the

total income (excluding capital change) available for the purpose designated, plus any carryover income from previous years.

Clause 4. Specific Gifts. The Board may form Trust Units and solicit funds for same as occasion may dictate. Such Trust Funds will be handled as "Endowment Funds," but will be retained in a separate account.

Clause 5. Each gift of two hundred and fifty dollars ($250.00) or more shall be acknowledged by the Treasurer in writing.

Article V - Affiliated and Participating Societies

Section 1. Affiliated Societies.

Any local Dahlia Society or garden club interested in the dahlia may become an Affiliated Society of the American Dahlia Society, Inc. upon approval of the Board and upon payment of a membership fee as determined by the Board and ratified at the next annual meeting. Each Affiliated Society shall be entitled to receive one (1) medal of the American Dahlia Society, Inc. to be suitably awarded by the Affiliated Society, and to receive one (1) copy of each issue of the BULLETIN of the American Dahlia Society, Inc. and one (1) copy of the current Classification and Handbook of Dahlias when issued, and be entitled to participate in the ADS Seedling Bench Evaluation.

Section 2. Participating Societies.

Clause 1. Any organization interested in the dahlia may become a Participating Society of the American Dahlia Society, Inc. upon application to the Membership Chair and approval by the Board.

Clause 2. Each Participating Society shall pay into the treasury of the American Dahlia Society, Inc. through a duly authorized officer of said Participating Society, a sum representing the annual dues for not fewer than 10 members in good standing of such Participating Society (including Student Members), and as many more as desire to join this Society as Participating members (Article II, Section 2, Clause 2) up to the full membership in good standing of the Participating Society. A family membership shall count as two members.

Clause 3. Each Participating Society shall receive a medal of the American Dahlia Society, Inc. to be suitably awarded by the Participating Society, and shall be entitled to participate in the ADS Seedling Bench Evaluation.

Section 3. The American Dahlia Society, Inc. shall not be held liable for any acts, obligations or commitments of any Participating or Affiliated Society.

Article VI - Officers

Section 1. The officers shall be; a President; a First Vice-President; a Second Vice-President; a Third Vice-President; such additional Vice Presidents as may be authorized by the Board; a Treasurer; a General Secretary; one or more Assistant Secretaries as may be needed to conduct the affairs of the Society; all to be elected in the manner hereinafter provided. Each officer of the ADS must be a member in good standing of ADS.

Clause 1. The President, Secretary, Treasurer, and other Officers and Committee Chairs designated by the Board shall be bonded for such amount as determined by the Board. The cost of such bond shall be paid by the Society.

Section 2. Nomination and Election of Officers.

Clause 1. A Nominating Committee shall be selected before February 1st of each election year as follows: The chairman shall be appointed by the President; two members shall be selected by the Chairman and an additional two members by the Board. The Chair of the Membership Committee shall be an ex officio member of the Nominating Committee. The Nominating Committee shall prepare a list of nominees for all elective offices except the Regional Vice-Presidents.

Clause 2. During an election year, there shall be published in the June issue of the BULLETIN a ballot for voting by mail or by such other similar method approved by the Board. Each member in good standing shall be entitled to cast, for the election of officers, by mail, electronic, facsimile or such other method as may be approved by the Board, a ballot which must be sent to the Treasurer and be legally dated on or before August 15.

Clause 3. Any member desiring to vote for any candidate for any office, other than those named by the Nominating Committee, shall have the right to write in such name on the ballot, provided that written consent of the candidate has been obtained and said consent is on file in the office of the General Secretary on or before July 15 of the election year.

Clause 4. All candidates for the offices provided for in Article VI, Section I, must be members in good standing of the American Dahlia Society, Inc., with membership dues paid as of April 15 of the election year.

Clause 5 A plurality of valid votes shall elect if there is competition for any office. A minimum of 25 valid votes shall be required for election to any office.

Section 3. The terms of all elected officers, except Trustees, shall be for two years, or until their successors have been duly elected and installed. There shall be three Trustees with staggered terms of four years, so that no more than two trustees may be elected during each election year. The term of office shall be from November 1 through October 31 for the two-year period.

Section 4. Immediately upon retiring from office, each officer shall turn over in good order to his successor all funds, books, records and other property of the Society that may be in his possession.

Section 5. Should a vacancy occur in the office of any Regional Vice-President, such vacancy may be filled for the balance of the term by nomination by the Participating Societies in the Region and approval by the Board, provided such approval will not be unreasonably withheld.

Section 6. Should a vacancy occur in the office of any Vice-President, Secretary, Treasurer or Trustee, such vacancy may be filled for the balance of the term by the appointment by the President of the Society, subject to the approval of the Board.

Article VII - Duties of Officers

Section 1. The duties of the President shall be to preside at the Annual Meeting, meetings of the Board, and at any special meetings called at his/her discretion or upon written request of twenty- five members; to appoint all committees not otherwise provided for, and to perform such other duties as the advancement of the society may require.

Section 2. In the absence of the President, the First Vice-President shall preside at the meetings and shall perform the duties of the President's office. In the absence of the President and the First Vice-President, the Second Vice-President shall preside at the meetings and perform the duties of the President’s office. In the absence of the President, the First Vice-President and the Second Vice-President, then the Third Vice-President shall preside at the meetings and perform the duties of the President’s office. In the absence of all four, a President Pro Tem may be elected by the eligible voting Board members present.

Section 3. Should a vacancy occur in the office of the President, the First Vice-President shall assume the duties of that office. In the event of a prolonged illness of the President, the First Vice-President shall assume the duties of the President until the President is able to return to duty. In the event of the absence or illness of both the President and the First Vice-President, the Second Vice-President shall assume the duties of the office of the President until the return of either officer or until the next regular election.

Section 4. The Treasurer.

Clause 1. The Treasurer shall be empowered to receive monies for the ADS from any officer, Committee Chair or directly from those owing or contributing such funds, giving any required receipt for gifts and to deposit said funds in a suitable bank or to invest them in approved securities in the name of the Society. The Treasurer is empowered to disburse such funds of the Society to pay invoices for goods and services rendered to the Society as specified in the Bylaws, as approved by the President or the Board and for reimbursement of reasonable expenses of Officers or Committee Chairs incurred fulfilling responsibilities of their office. The Treasurer will serve as an ex-officio member of the Finance Committee.

Clause 2. Checks in payment of funds owed by the Society shall be signed by the Treasurer, the President or the General Secretary as set forth in Article VII, Section 5, Clause 1. Resolutions covering same shall be made to the bank where deposits are made in the name of the Society.

Clause 3. The Treasurer shall render a report of the current financial condition of the Society at the meetings of the Board or as requested by the President. The Treasurer shall also render a financial report at the Annual Meeting of the Society. The Treasurer will also annually prepare and submit the necessary filings for a not-for-profit organization to the U.S. Internal Revenue Service and the N.Y. State Department of Law. The Treasurer may engage professional assistance as deemed necessary to carry out these responsibilities. The compensation of the Treasurer shall be subject to the finances of the Society and the approval of the membership at the Annual Meeting. The fiscal year of the Society shall run from June 1 through May 31.

Section 5. The General Secretary.

Clause 1. The General Secretary shall record proceedings of the Board meetings, reporting same at the next Board meeting; shall record proceedings of the Annual Meeting, and shall

provide minutes of all meetings. After approval of such minutes by the Board, the General Secretary shall forward meeting minutes to the Editor of the BULLETIN for publication in the following issue of the BULLETIN. The General Secretary shall maintain the official records of the Society and as directed by the President, shall conduct all general correspondence. The General Secretary may receive money due the Society giving a receipt therefore, and shall transfer all such monies so collected to the Treasurer, taking receipt therefore. In the absence of, or because of illness of the Treasurer, the General Secretary is empowered to disburse funds of the Society in payment of accounts against the Society, as authorized by the President and/or a majority vote of the Board.

Clause 2. The compensation of the General Secretary shall be subject to the finances of the Society, and the approval of the membership at the Annual Meeting.

Article VIII - The Trustees

Section 1. The Trustees shall consist of three members, to be nominated and elected as provided in Article VI, Section 2.

Section 2. The Trustees shall be elected for a staggered term of four years arranged in such a manner that no more than two Trustees are elected during an election year.

Section 3. The Trustees shall review and advise the Treasurer and Board as to financial matters and supervise the finances of the ADS.

Clause 1. The Trustees shall advise the Treasurer with respect to investment of monies under the Society's control.

Clause 2. The Trustees shall, from time to time, review the operations of the Society and report to the Board, making recommendations as determined appropriate.

Article IX - Executive Board and the Standing Committees

Section 1. The Executive Board

Clause 1. The Society shall be governed by the Executive Board, referred to as the "Board", which shall have all the powers and responsibilities of a "Board of Directors" of a New York State Not-for-Profit Corporation.

Clause 2. The Board shall consist of the President, the First Vice-President, the Second Vice-

President, the Third Vice-President, the General Secretary, the Treasurer, Immediate Past President, the Trustees, the Chairs of all Standing Committees, the Editor of the BULLETIN and the Regional Vice-Presidents, with all members of the Board having a vote.

Clause 3. There shall be an Executive Committee of the Board consisting of the President, the First Vice-President, the Second Vice-President, the Third Vice-President, the General Secretary, the Treasurer, Immediate Past President, Trustees and Finance Committee Chair. The Executive Committee shall exercise the duties of the Board between meetings of the Board. The Executive Committee will report to the Board at each regularly called meeting.

Clause 4. It shall be the duty of the Board to have charge of the working interests of the Society, and to provide direction and guidance to the President. It shall examine all accounts of the Society and make report of the same at the Annual Meeting. It shall provide for an annual audit and may call for a financial statement from the Treasurer at any time. It shall meet on the call of the President and shall perform all such duties as may be necessary for the welfare and advancement of the Society. The duties of the Executive Committee of the Board will be as set out above.

Clause 5. The President shall be the liaison with the elected officers, the Regional Vice-Presidents, the Chair of the Finance Committee and the Chair of the Special Awards Committee.

Clause 6. The First Vice-President shall be the liaison between the Board and the following Standing Committees: Publications, ADS BULLETIN Editor, Web Site, Publicity/Public Relations, Marketing, New Society Coordination and Technology Resources. The First Vice-President can be the liaison between the Board and other committees as determined by the President.

Clause 7. The Second Vice-President shall be the liaison between the Board and the following Standing Committees: Classification, Judges Accreditation, Seedling Bench Evaluation, Trial Garden, Garden Dahlias and Research and Education. The Second Vice-President can be the liaison between the Board and other committees as determined by the President.

Clause 8. The Third Vice-President shall be the liaison between the Board and the following Standing Committees: Membership, Photography, Image Library, National Exhibition, Historian,

Policy, and Insurance. The Third Vice-President can be the liaison between the Board and other committees as determined by the President.

Section 2. Regional Vice-Presidents.

Clause 1. Regional Vice Presidents shall serve as the liaison between the Participating and Affiliated Societies in their regions and the Board. They shall facilitate communication and support for their Participating and Affiliated Societies, ensure the optimal level of ADS member services, and represent the interests of their Participating and Affiliated Societies to the Board.

Clause 2. Regional Vice-Presidents shall be nominated by the Participating Societies in each region. Regional Vice Presidents, so nominated, will be subject to approval by the Board, provided such approval will not be unreasonably withheld. In regions where the Participating Societies are not organized to select a Regional Vice-President, the Regional Vice-President may be appointed by the President of the ADS subject to approval by the Board.

Clause 3. The President shall be the liaison with the Regional Vice-Presidents.

Section 3. Standing Committees

The Standing Committees shall be National Exhibition, Membership, Trial Garden, Research and Education, Classification, Publications, Judges Accreditation, Seedling Bench Evaluation, Special Awards, Publicity/Public Relations, Image Library, Photography, Historian, Insurance, Garden Dahlia, Technology Resource, New Society Coordination, Web Site and Finance. The Chairs of the Judges Accreditation, Trial Garden, Seedling Bench and Classification Committees shall be ADS Senior Judges in good standing.

Clause 1. The actions of all committees are subject to approval by the Executive Board.
Section 3A. National Exhibition.
Clause 1. The National Exhibition Chair shall arrange the details of all exhibitions that are co-sponsored by the Society.
Clause 2. This Committee Chair shall be appointed by the President. The Chair shall consider all applications received from proposed host societies and make recommendations to the Board for the date and place of the National Show for up to five ensuing years. The Board will make

determination promptly, and the General Secretary will officially notify applicant host societies of the decision. All applications must be made in writing to the National Exhibition Chair of the American Dahlia Society, Inc. with a deposit of not less than $50.00 or such greater amount as may be established by the Board. This deposit shall be returned after the show has been awarded. There shall be no financial obligation to the American Dahlia Society, Inc. because of the conduct of any National Show, but the Board shall make available to the host society such financial assistance as it may deem feasible. The National Show schedule must provide for single-bloom exhibits covering all classes in the Current Classification and Handbook of Dahlias, an arrangement competition and any special ADS classes. The National Show must be judged by teams with the majority of judges being accredited ADS judges.

Section 3B. Membership. The Membership Chair shall be appointed by the President and is charged with the duty of maintaining the membership records of the Society. The Chair is to maintain a current roster of members' status and addresses; to provide the Editor of the BULLETIN with a current mailing list as required; to accept membership fees and forward the payments to the Treasurer in a timely manner; and to send material to new members. The Membership Chair shall also support the Society by making recommendations to the Board for sustaining and increasing membership.

Section 3C. Publications. The Board or its designee(s) has responsibility for all publications of the Society. The Editor of the BULLETIN shall supervise the publication of the BULLETIN. The Editor of the BULLETIN shall be appointed by the President.

Section 3D. Trial Garden. The Trial Garden Chair shall be appointed by the President and shall recommend the establishment of Trial Gardens and shall formulate regulations for the management of such gardens. The Chair shall report annually to the Board on the status and conduct of the Trial Gardens, prepare a report listing cultivars achieving a score of at least 85 (or its equivalent) at the Trial Gardens for publication in the December BULLETIN and determine the winners of the Hart and Gullikson awards.

Section 3E. Research and Education. The Research & Education Chair shall be appointed by the President and shall promote research and educational activities, secure information on the culture of the dahlia and disseminate such information among growers of dahlias (and the public).

Section 3F. Classification.

Clause 1. The Classification Committee Chair shall be appointed by the President and shall have charge of annually compiling and publishing the American Dahlia Society Classification and Handbook of Dahlias and periodically publishing a Composite Listing of Dahlias. The Classification Committee shall be responsible for the classification and reclassification of dahlias, and for recommending to the Board the identification, description and recognition of new forms and types.

Clause 2. The members of the Classification Committee shall be designated by the President on the recommendation the Chair of the Classification Committee. Members of the Classification Committee must be Senior Judges who have demonstrated a thorough knowledge of dahlias, including accurately determining their size, form, and color. The Classification Chair shall review the registration of names of cultivars and with the help of the Trial Garden Chair and the Seedling Bench Evaluation Chair resolve conflicts in the naming of cultivars, including different names for identical sports or cultivars and duplicate names of different cultivars. The Classification Chair shall review the Classification and Handbook of Dahlias as often as necessary, make recommendations to the Board for its improvement, and consult with the Classification Committee for classification changes and advice.

Section 3G. Judges Accreditation**.** The Judges Accreditation Committee shall consist of the Judges Accreditation Chair and Chairs of the Judges Accreditation Committees of the various Regions and Participating Societies as may be designated by the President on the recommendation the Chair of the Judges Accreditation Committee. The ADS Judges Accreditation Chair shall be appointed by the President. It shall be the duty of this Committee to formulate rules for the accreditation of judges, and submit such rules to the Board for adoption. The Judges Accreditation Chair shall annually review the list of Candidate, Accredited, Senior and Honorary Senior judges and submit for publication the list of all judges that have fulfilled their requirements for current accreditation.

Section 3H. Seedling Bench Evaluation. The Seedling Bench Evaluation Chair shall be appointed by the President and shall recommend rules and supervise the Seedling Bench Evaluation and Achievement Awards of all Affiliated and Participating Societies; prepare a report for publication in the December BULLETIN listing cultivars achieving a score of at least 85 (or its equivalent) in the Seedling Bench Evaluation and determine the winner of the Dudley and Gullikson awards.

Section 3I. Special Awards. The Special Awards Chair shall be appointed by the President and

shall from time to time make recommendations to the President for awards of recognition to persons or groups who have made outstanding contributions to the cause of the dahlia. In consultation with the President, the Committee shall select individuals to receive the ADS Gold Medal and other special Society awards of recognition.

Section 3J. Publicity/Public Relations. The Publicity/Public Relations Chair shall be appointed by the President and shall promote the dahlia through published and transmitted media by providing articles, electronic images and prints as well as information about the activities of the American Dahlia Society and its Participating and Affiliated Societies. The Chair shall also support the Participating Society sponsoring the ADS National Show.

Section 3K. Image Library. The Image Library Chair shall be appointed by the President and shall accept and collect slides, electronic images and prints and other dahlia related materials, assemble them into suitable groupings and make them available to societies and interested groups. The Chair will make copies of the image groupings and other dahlia related materials as necessary to fulfill the society requests in a timely manner. The Chair will also make these images and other dahlia related materials available to the BULLETIN Editor and the authors and editors of other ADS publications.

Section 3L. Photography. The Photography Chair shall be appointed by the President and shall recommend rules and categories for the ADS photo contest and shall accept photographic images as set forth in the current published photography contest rules. The Photography Chair shall obtain judging assistance and judge all photographic images in their appropriate categories and make awards where deemed worthy. The Chair shall make worthy entries available to the BULLETIN Editor and the Image Library Chair for possible inclusion in the BULLETIN and Image Library.

Section 3M. Historian. The Historian Chair shall be appointed by the President and shall collect materials related to the dahlia, the American Dahlia Society and foreign dahlia societies. The Historian shall catalog significant materials, make this catalog list available, and publish occasional articles of historic interest in the BULLETIN.

Section 3N. Insurance. The Insurance Chair shall be appointed by the President and administer the insurance policy acquired by the ADS for its activities and made available to not-for-profit Affiliated and Participating Societies.

Section 3O. Finance. The Finance Committee shall be chaired by a Trustee designated by the President. It shall establish long-term financial plans including fund raising for the Society,

provide recommendations to the Board on approaches to achieve the goals of such financial plans, and assist in their implementation and achievement. The Treasurer shall serve as an ex officio member of the Committee.

Section 3P. Garden Dahlias. The Garden Dahlia Chair shall be appointed by the President. The Committee shall make recommendations and undertake activities to promote the cultivation and popularity of dahlias grown in the garden for purposes other than show exhibition, including the identification and recognition of suitable cultivars.

Section 3Q. Technology Resources.

Clause 1. The Technology Resources Committee Chair shall be appointed by the President and shall develop recommendations and provide support to the President and Board for implementing the use of technology to further the Society's goals and purposes.

Clause 2. The Chair shall report annually to the Board on the best practices of other specialty flower societies with respect to their use of technology to serve their members and the public.

Section 3R. New Society Coordination. The New Society Coordinator shall be appointed by the President and serve as Chair of the Committee. The Committee's purpose is to facilitate the successful formation of new ADS Participating and Affiliated Dahlia Societies. The Committee shall partner with the Membership Committee to promote and increase ADS membership.

Section 3S. Web Site. The Web Site Committee Chair shall be appointed by the President. The Web Site Committee shall be responsible for the design, operation, maintenance (including updating) of the Society's web site, social media and digital content.

Section 3T. The President shall appoint such other committees as may be advisable.

Article X - <u>ADS Outreach Officials</u>

Section 1. ADS Representatives

Clause 1. Each Participating Society will designate an ADS member to serve as its ADS Representative, subject to approval by the ADS president or his/her designee. In the absence of such designation, the ADS Representative may be appointed by the ADS President or his/her designee. The ADS Representatives will be Officers of the Society but will not be members of the Board.

Clause 2. The ADS Representative shall serve in that capacity until succeeded by a new ADS Representative or until he/she notifies the ADS President or his/her designee that he/she can no longer serve as ADS Representative.

Clause 3. It is the responsibility of the chief officer of a Participating Society to communicate the name, address (postal and e-mail) and telephone number of the ADS Representative to the ADS President or designee. Qualification must include the ability to receive and send communications via e-mail or other electronic means.

Clause 4. It will be the responsibility of the ADS Representative to communicate information from the ADS to the Participating Society on a regular basis and to communicate the opinions and suggestions of the Participating Society to the Regional Vice-President or such other ADS Officer as is appropriate. The ADS Representative will be the point of contact for Seedling Bench Evaluation reports and for the show winner reports for the ADS BULLETIN.

Section 2. Vice-Presidents at Large.

Clause 1. Vice-Presidents at Large, while not ADS Board members, shall be emissaries of the American Dahlia Society to Participating and Affiliated Societies and to other horticultural groups. ADS Vice- Presidents at Large must be ADS members and shall be selected in recognition of their sustained contributions to the ADS and to the promotion of the dahlia. They will be nominated by the President and approved by the Board in conjunction with the biennial elections. Vice Presidents at Large shall reflect the diversity of the American Dahlia Society and, shall be selected on the basis of their capacity to serve as ambassadors of the ADS and not on the basis of membership in a particular Participating or Affiliated Society. Board members of the American Dahlia Society will not be designated as Vice Presidents at Large, but can be considered again if they cease to be a board member.

Article XI - Meetings

Section 1. Annual Meeting.

Clause 1. The Annual meeting shall be held at the same time and place as the National Show of the American Dahlia Society. The President of the Society shall inform the Board any substantive matters of new business to be presented to the Annual Meeting to assure that adequate time is made available for consideration of such matters.

Clause 2. The General Secretary shall notify the Editor of the BULLETIN of the date, time and place of the Annual Meeting for publication in the June BULLETIN and prior publications, if possible. Publication in the BULLETIN shall be deemed legal notice of the Annual Meeting.

Clause 3. If no National Show event is held in any year, the Annual Meeting shall be held at such time and place as determined by two-thirds of the Board voting thereon with notification to the members.

Clause 4. Twenty-five members shall constitute a quorum for the transaction of business at any Annual Meeting.

Section 2. Meetings of the Board shall be held on the call of the President a minimum of three times per year and at other times at the request of five members of the Board. Meetings may be in person or by other means found to be suitable by the Board and President. In addition, the Board may be called to session by the President or by five members of the Board in connection with the Annual Meeting.

Clause 1. Eight members of the Board, or the minimum number as required by law, shall constitute a quorum for the transaction of business at any regular meeting of the Board or at a special meeting called or authorized by the President.

Article XII - BULLETIN

Section 1. The Society shall publish a bulletin, in print or digital format, to be issued quarterly or

as directed by the Board.

Section 2. The name of this publication shall be "The BULLETIN of the American Dahlia Society, Incorporated." ("BULLETIN")

Section 3. Editorial Supervision

Clause 1. The BULLETIN shall be edited under the supervision of the Editor, with guidance by the Board.

Clause 2. The Editor shall have the power to reject, in whole or in part, any advertising or reading material submitted for publication that may be deemed unsuitable for publication.

Section 4. The price for ADS publications shall be specified by the Board.

Article XIII - Trial Gardens

The American Dahlia Society, Inc. shall have the power to establish and certify Trial Gardens for determining the merits of seedling varieties, at such places and under conditions as the Board shall decide.

Article XIV - Rules of Order

The rules contained in the latest edition of "Robert's Rules of Order, Revised," shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

Article XV - Amendments

These Bylaws can be amended at any Annual Meeting of the Society by two-thirds vote, provided that the amendment has been submitted to the Board in writing in time for publication in the June BULLETIN prior to that year’s annual meeting

Revised with changes approved at the Annual Meetings, 1991, 1992, 1994, 1996, 1998, 2003, 2008 and 2017.

3. National Show Handbook

SHOW FACILITIES

When a society decides to host an ADS National Show they need to go in search of a suitable facility. Here are a few guidelines to consider. Is the facility large enough to accommodate all the entries? A review of the numbers from your past shows plus an estimate of how many exhibitors will travel with blooms from other societies to your site will help decide on the size of the room needed for the show, remember that your own members will probably put out an extra effort to bring blooms to such an event as well. The facility should have good lighting and the ability through air conditioning to keep the room cool so the flowers keep better. A staging area close to the show area needs to be made available so exhibitors can set up and enter their blooms, be sure to allow enough room for people to work, the larger the area the better. Everything required by the exhibitors should be in this room, water, containers, entry tags etc. Since there will be exhibitors traveling to your facility for the first time it is probably a good idea to tell them what type of containers are available for them to use or if they may use their own. Also let them know what supplies they will need to have to use with the containers that are available. The exhibitors should have a place to unload their blooms from their vehicles. Most facilities have loading docks or large delivery doors that are suitable, but there has to be a clear path to take the blooms to the set-up area. This unloading area needs to be kept open all night long to accommodate exhibitors traveling long distances who will be arriving during the early morning hours. Once unloaded the blooms have to be taken to the set up area, there needs to be made available a number of dollies or carts that are suitable to move cases or buckets of blooms easily to the set up area. If the facility does not supply these then some will have to be borrowed or rented for the show. The entering of blooms usually begins around 5pm on the Friday evening but some delegates who are taking in some of the Thursday and Friday activities may bring their blooms to the show on Thursday. These will need to be placed in a “cool room”, this is usually a small room that has the air conditioning turned up to keep the flowers fresh for the show. This room need only be booked for Thursday and Friday as the exhibitors would have entered them by Saturday morning. In setting up the show tables add more walking room between them then you would at a regular show.

SHOW SCHEDULE

There are just a few stipulations made by the ADS regarding the show schedule at a National Show. There needs to be complete color classes for all single bloom entries as outlined in the current ADS Classification and Handbook of Dahlias. There should be a Design Section at each show. The show has to be judged by a majority of ADS certified judges. There has to be a class for the ADS Seedling Award, and the rules for this specific class need to be printed in your show schedule. There are a few mandatory awards that the ADS must be offered in the show

schedule, see AWARDS section below and the Policy Manual for more details. There should be a time and place allotted on the schedule for a “Judging Seminar”. This will be carried out by members of the ADS under the direction of the Board of Directors. The show schedule needs to be made available and mailed out or sent electronically to all delegates requesting a copy.

ACCOMMODATIONS

At most shows the accommodations and show are all under one roof, but they can be in two different sites. Shop around and negotiate the best price for rooms and facilities you can with the hotels and scrutinize the contract very closely looking for hidden or obscure costs, ask lots of questions before you sign a contract. You will have to book a block of rooms with the hotel at the agreed rate and there will be a deadline that the hotel will hold these rooms and offer the reduced room rate. Many hotels will look at the rate of bookings leading up to the show and assess the need to hold all of the agreed number of rooms, be sure to have your registration due date before the final cut off of rooms so you can make an accurate assessment of room numbers. Past shows have seen hotel rooms booked as follows Chicago- 110, Wash, DC - 95, Kalispell- 140, Hamilton- 100, Vancouver- 90, and Halifax- 74. If the show is held some distance from the accommodations and meeting rooms then you should supply some sort of shuttle service to get delegates from one site to another. The reservation form you use in your correspondence and the ADS Bulletin should include instructions on making a reservation at the show hotel. In addition to rooms for your delegates and rooms for the show there will have to be a banquet room for the lunch and banquet, and some smaller rooms for meetings and seminars. Smaller rooms will be needed for Thursday evening Hospitality, perhaps an ADS Exec Meeting on Friday evening, seminars, and Classification and ADS Annual Meeting on Sunday morning.

TOURS

There is one primary tour for the National Show and that takes place on Friday. The tour should include local or regional dahlia gardens or points of interest, this is an all day tour and includes a lunch on the way. It will be necessary to charter one or two buses for the tour. Hosting societies may have additional tours or events planned either prior to the show or after or both. One of the main advantages in having extra activities like this is that it not only features the local culture or scenery but also encourages delegates to come to the event a few days early or stay a few days longer, this can be a great help in increasing the number of room nights at the host hotel and if the facility costs are tied to the number of room nights it could help lower the overall costs. Those delegates who will not be bringing blooms to the show would most likely take in the early tours, those bringing blooms would most likely take in the later tours and some will do both. Tours and events should be planned well in advance and in fact it is not recommended that you leave booking of tour buses and event venues until the last minute. Timing is very important when planning tours especially if going from site to site by bus. Have your committee travel the

route beforehand, preferably with the same people who will be guides for the tour to become familiar with the route and the timing involved. Be sure to allow enough time for the bus to travel from one point to another and also allow extra time to get the passengers on and off the busses at each site. To help break up the traveling time somewhat you can give some small prizes as you travel to winners of some light-hearted contests. It is also nice to have some refreshments at most stops with light snacks, sort of like coffee breaks.

MEALS

There has to be a close working relationship with the hotel in planning meals, there are considerations for delegates such as vegetarian requests and food allergies. Snack and refreshment breaks must be coordinated for exhibitors entering blooms as well as at meetings and at the various stops on the bus tours. On the bus tours don't forget to include the bus drivers in your head count for meals.

THE BUDGET

It is very necessary to do a budget for a National Show. Gather a few of your best financial minds from you club and set them to work to draft a working budget for the show. There are many things to look at when doing a budget. You have to gather all the costs of show facilities, meeting rooms, meal and coffee break costs, transportation costs for tours, long distance telephone charges, printing and photocopying charges, cost of ribbons and awards, show expenses such as oasis, containers, paper towels, signs, extra lighting, entertainment costs, obscure hotel charges for items such as audiovisual equipment, cost to hang banners etc. After all the costs have been computed then a registration fee can be set to cover the major expenses. Some of these expenses will have to be paid before the registrations begin to come in, so each society should have sufficient funds to carry these charges for a few months. Most societies who bid on a National Show will have a four to five-year lead in period to build up their finances to cover these costs. Additional monies can be raised through sponsors, sale of dahlia related items, donations and raffle ticket sales.

ADS Funding - the ADS provides some funding to Societies hosting a National Show. Current amount is $1400.00 (2016), and from that amount the host Society needs to provide a suitable prize to be awarded in the name of the ADS. The initial $25.00 bid amount will also be returned at this time. This funding is usually sent to the host society by the ADS treasurer a year in advance of holding the National Show.

JUDGING THE SHOW

As delegates register they will indicate if they will judge or clerk. Judges and clerks need to be divided up into a number of teams. The ADS requires that the majority of judges on each team be ADS judges. Distribute senior judges throughout the teams and fill in with accredited and

candidate judges. The list of judging teams and their clerk needs to be placed in the registration packets. Recording sheets need to be provided to the clerk of each judging team to accurately record the class, number of entries, names of winning exhibitors and dahlia names, and any higher awards that are won. There should be a table in the set-up area for the placing of new or undisseminated cultivars. Every entry needs to have a classification number from the ADS Classification Books. If it does not, then it should be placed on the classification table to be classified by senior judges, given a classification number and signed off by the judge. The entry can then be placed in the appropriate class in the show area.

REGISTRATION

Once your budget has been worked out you can set the price of registration. Host societies try and keep the registration fee similar to what has been done in the past allowing for inflation of course, but in some cities costs are higher. Although registration should cover the major expenses, many societies cover extra things that make their event more memorable for delegates. Examples of registration forms are in past ADS Bulletins; copy these or make a hybrid using a combination of them. Each delegate should have a registration packet containing meal and tour tickets, a show schedule, a schedule of events, judging and clerking assignments, name tag, local tourist information, and free gifts usually from local sponsors. There needs to be a registration table to register delegates. After the first few days when everyone gets registered, this table can change to an information table offering information to the delegates on events, meetings, meal locations, and points of local interest. The table should also offer dahlia growing and showing information to the public visiting the show and promote membership in the ADS as well as their own society.

PUBLICITY FOR A NATIONAL SHOW

You cannot do too much publicity for any show; it should be directed at the delegates attending the show and to the general public that will attend the show. The prime vehicle to advertise the National Show to delegates is the ADS Bulletin. The main promotion of your show should start with a single page in the December Bulletin which should include the dates and location of the show and then four pages in the March Bulletin containing the show registration, hotel reservation form, show events schedule and tours. In the June Bulletin you have twelve pages to repeat the previous material and promote in detail all other activities connected to the show. Remember that the deadline for each bulletin is six weeks prior to the first of the month of issue. Having a National Show take place in your own backyard creates a wonderful opportunity to expose more of the gardening public to dahlias because of the high profile a National Show affords. The press is more likely to give greater coverage to a national event then to your annual dahlia show. The more visitors you attract, the greater the chance these people will gain an

interest in growing dahlias and sign up as new members of your society. Be sure to have some information on growing dahlias and on how to join your society as a handout for the public at the show.

AWARDS

Dahlia Societies that hold dahlia shows usually give awards. The host society of an ADS National Show can have their same awards with just a few additions. There are two awards currently required for the show schedule by the ADS.

The Alger Cup is given to the best BB cultivar in the show. The prize is a large silver vase that will be retired at the 100th Anniversary Show in 2015. Note that this award was retired at the designated National Show in 2015.

The Boeke Prize goes to the Boeke origination winning a section award or higher. Winning an award for the best in an individual class is not sufficient to win the award. If there is more than one winner then the cash award will be equally divided among the winners.

The details for the awards are presented in the Awards Section in the body of the Policy Manual, above.