

# San Francisco Orchid Society

## New Member Handbook

### Section Number:

1. Welcome, Mission Statement
2. Membership Information
  - A. Cost
  - B. Newsletter
  - C. Discounted Books
  - D. SFOS Library
3. Monthly Meetings
  - A. Membership Meeting
  - B. SFOS Board of Directors Meeting
4. Annual Shows
  - A. Pacific Orchid Exhibition
  - B. Orchids in the Park
5. SFOS Bylaws
6. SFOS Position Descriptions
  - A. Board of Directors/Officers
  - B. Committee Chairs
7. Volunteering in the Society
8. California/Bay Area Orchid Societies
9. Growing Orchids book

## 1. WELCOME

Welcome to the San Francisco Orchid Society (SFOS). We are delighted you have decided to join us. SFOS is a non-profit organization composed of individuals and orchid related businesses interested in the culture and appreciation of orchids. It is affiliated with the American Orchid Society (AOS). Membership is open to all.

As a new SFOS member, you will receive a current SFOS membership roster in a hard copy (available April each year). Any new members who join after April will be listed on the SFOS website but will not be included in the hard copy version until the following year. All new members are listed in the SFOS Newsletter. Please contact the Membership Chairperson(s) if you do not are unable to access the membership roster online or if you do not receive a newsletter either by mail or an electronic version. Also contact Membership if your name does not appear in the Newsletter.

We've put together this notebook with the hope it will make it easier for you to understand the workings of our society. We hope it will encourage you to take advantage of the activities and services we offer to our members. We hope you will help the society by volunteering in various activities including the annual Pacific Orchid Exposition and Orchids in the Park. **Please take time to read it and keep it as a resource guide for the future.**

### BENEFITS OF MEMBERSHIP

- Interaction with like-minded members regarding the culture and care of orchids
- Skills session to help you learn about the practical aspects of the orchid fancy
- Opportunity to purchase orchids in bloom and rare orchids not available to the general public. When available, the ability to purchase orchid bark, perlite, cork slabs, and wood baskets at the pre-meeting sale at reasonable prices

- 10% off orchid publication prices
- Reduction in admittance fees to selected orchid shows
- Field trips to orchid growers not normally open to the public
- Volunteer opportunities to meet new members and learn orchid practicalities at shows or meeting functions.

## **MISSION STATEMENT**

The mission of the SFOS is to foster the culture and cultivation of orchids and to promote education of its members and the public. Our goals include: an exchange of information from exhibitions, publications and the Internet; maintenance of a reference library; and participation in worldwide orchid activities.

## 2. MEMBERSHIP:

- A. **COST:** The annual membership cost for the SFOS is \$25 with email newsletter; \$45 with printed newsletter via US post. Two members living at the same address is \$40/\$45. A supporting member will get a free GALA ticket at the POE for \$75. Orchid related businesses are included in all memberships. Memberships run from January 1<sup>st</sup> –December 31.<sup>st</sup>.
- B. **NEWSLETTER:** Monthly newsletters are emailed or sent by US post depending on the member's cost. It also offers members an opportunity to list items for sale or trade. Visiting the SFOS website: [www.orchidsanfrancisco.com](http://www.orchidsanfrancisco.com) also provides additional information. If you do not receive your newsletter, contact the Membership chair(s).
- C. **DISCOUNTED ORCHID BOOKS:** Periodically, the SFOS makes available to its members orchid books and publications. Please check at the monthly meeting if there are any books to purchase.
- D. **SFOS LIBRARY:** The Society maintains a library of books, periodicals and videos available for loan to members. The items may be available for a period of one month and must be checked out, by signing the card, and leaving it with the librarian to file in the check-out box. Members are responsible for any damage or loss that occurs while an item is checked out to them. The Librarian's name and telephone number is listed in the Newsletter.

### 3. SFOS MONTHLY MEETINGS:

#### A. MONTHLY MEMBERSHIP MEETINGS

- The SFOS meets the first Tuesday of each month at 7:30 PM at the San Francisco County Fair Building (previously referred to as the Hall of Flowers) in Golden Gate Park, 9<sup>th</sup> Ave and Lincoln Way. The hall opens at 6:30 at which time there may be plants available for sale and AOS judging of plants. The AOS judging room is open to SFOS members who wish to view show quality plants. Members of other orchid societies are invited to have their plants judged. Usually there is a pre-meeting *skill session* starting at 7:05PM devoted to some aspect of orchid culture.
- Upon first entering the meeting hall, on the left wall behind the membership table, is a table containing member name tags. Locate your name tag and wear it during the meeting. Pick up a special raffle ticket from the Membership chair(s). This will entitle the member a chance at winning a plant from the opportunity table. You must be present to claim your prize.
- To the right, when entering the hall is the *raffle ticket sales* table. Tickets are sold for the Opportunity Table, i.e., plants which are provided to be raffled off at the end of the meeting. \$1 purchases five drawing tickets and one ticket for a quarterly drawing (the last month of each quarter). Winning the quarter drawing awards the member gift certificates totaling \$25 worth of monthly raffle tickets. Raffle plants are displayed on the Opportunity Table.
- *Plant sales area*: members are encouraged to bring plants for sale to the meetings. This is a popular opportunity to offer and acquire divisions, seedlings, blooming orchids or orchid supplies for reasonable prices. Members retain the full amount of the sales. **Plant owners assume all risk and responsibility for their property.**

- The *7:30 meeting* opens with Society business and announcements. A Show and Tell session follows. Members will introduce the plant and its owner/grower. We ask that you stand up and let us acknowledge you during the presentation. Members who bring a plant(s) for Show and Tell will get **one** chance (whether you bring one or more plants) to win a plant from the Opportunity Table. You must be present to win. A speaker presents a program on some aspect of orchid culture or orchid habitat. At the end of the presentation, refreshments and a social break, the raffle tickets are drawn. Please bring your ticket to the front **before** picking a plant.
- *Opportunity Table*: Plants are usually located near the front door of the hall on the left as you enter. Plants are located here for the raffle (see bullet #2, above).

## **B. BOARD OF DIRECTORS MEETING:**

- The Board of Directors meeting is usually held the Monday following the membership meeting. The Board meets virtually via Skype at 7:30 M. All members are welcome and encouraged to listen and participate. Please contact the President if you wish to join in the meeting. New business items should be scheduled with the President or Vice-President at least two weeks prior to the meeting.
- Minutes of the meetings are published in the monthly newsletter.

## **4. ANNUAL ORCHID SHOWS**

- **PACIFIC ORCHID EXHIBITION (POE)**

The Society organizes and presents the POE usually on the last weekend of February. The orchid show and sale is open to the public. The POE is held at Fort Mason Center (Festival Pavilion) and includes over 65 large orchid displays from all over the world; judging (AOS and CSA), lectures and demonstrations; docent tours and special children's educational programs. This is the major fundraiser for the Society.

- **ORCHIDS IN THE PARK**

The Society also hosts a fall event, held at the San Francisco County Building, usually the third weekend in September. This is the POE in a smaller scale!

5. **By-laws (see the website for a copy of the most current by-laws)**

6. **SF ORCHID SOCIETY**

**A. BOARD OF DIRECTORS/OFFICERS**

The names of the current Board of Directors/Officers appears in each monthly newsletter. The following are brief descriptions for the current SFOS Board of Directors and Officers.

President: The President is the Chief Executive Officer (CEO) of the Society and attends all meetings of the Society and Board of Directors. Approves all bills prior to payment, provides general supervision over the affairs and activities of the Society.

Vice President: Assumes all duties of the President during his/hers absence and shall perform other duties as necessary. He/she is responsible for organizing and obtaining speakers for the monthly meetings.

Treasurer: The Chief Financial Officer (CFO) of the Society. He/she is responsible for keeping and maintaining books and records of the accounts of properties and business transactions. Deposits disbursements of monies and valuables.

Secretary: Responsible for recording minutes of all business meetings and activities of the SFOS and its Board of Directors. Keeps an accounting of the Society's membership.

Directors: There are 4 elected Directors who along with the President and CFO are responsible for the operation of the Society and the management of its affairs and activities.



## **B. Committee Chairs**

**Membership:** The Chair offers Society membership and literature at the monthly meetings and other Society functions. Is responsible for monitoring and maintaining current membership lists and distributes name tags at the monthly meetings.

**Newsletter:** The Chair is responsible for receiving Society information, articles, etc., on a monthly basis; prepares Newsletter and submits for publication.

**Property Manager:** Is responsible for the audio, video equipment and other Equipment that is necessary for the operations of the meetings and other Society functions.

**Refreshments:** The Committee (varies in size) is responsible for ensuring that the Society has refreshments and supplies for the monthly meetings as well as at other special functions. Is responsible for the setting up the “coffee hour” as well as cleaning up after the function.

**Plant Sales:** The members are responsible for setting up the plants sales area at the monthly meetings.

**Raffle Tickets:** The Chair organizes the sale of tickets, sells tickets throughout the monthly meeting and participates in the raffle. Handles money transactions and forwards all monies to the CFO.

**Librarian:** The Librarian is responsible for the availability of the ‘SFOS Library Cart’. In addition he/she processes the books for lending and tracks those books which have been borrowed at prior meetings.

**7. VOLUNTEERING:** An organization is as strong as its active members. The SFOS needs volunteers for its monthly functions, Spring and Fall orchid shows.

All members of the Society are encouraged to participate in the POE and Orchids in the Park by volunteering to work in the different committees which are necessary to run the shows. Docents are needed for the POE. Bringing blooming plants for the display tables are always appreciated.

It's a great opportunity to talk to the "old timers" who know enormous amounts about orchid culture and to meet your fellow SFOS members.

Look for announcements regarding volunteers in the SFOS Newsletter, website and at the monthly meetings.

## **8. California/Bay Area Orchid Societies**

Check the SFOS website for current information regarding other orchid societies.

The SFOS encourages members to also join the American Orchid Society (AOS).

Their website can be found on the SFOS site.



