

STANDING RULES OF WASHINGTON, D. C. CHAPTER NO. 1, I.I., INC.

1. FINANCIAL

- A. No unbudgeted donations will be given or solicitations made without the approval of two-thirds of the Chapter Board present and voting. These shall conform to Maryland and Federal codes governing non-profit organizations.
- B. No unsolicited donations earmarked for a specific purpose shall be accepted. Donations from outside entities that require oversight by such entities will not be accepted. Memorial donations may be made to the Ellen Gordon Allen Memorial Fund.
- C. Gifts may be presented to departing Honorary Members at the discretion of the Executive Board. Such gifts in excess of \$50.00 must be approved by the Board.
- D. Anyone wishing to sell items at an I.I. function must get approval from the Ways and Means Chairman and must give a predetermined percentage of the profits to the Chapter.
- E. Reimbursement for Chapter Activities
 - 1. The Budget for materials used by demonstrators for the three General Workshops shall not exceed \$600.00. An honorarium of \$200.00 per General Workshop will be given. These amounts are to be allocated at the discretion of the General Workshop Chairman.
 - 2. Chapter members and out-of-town (other) demonstrators may be reimbursed up to \$350.00 for material. Chapter members shall be given an Honorarium of \$500.00. Out-of-Town (other) demonstrators shall be given an Honorarium and reimbursed for travel expenses as negotiated by contract from the Chapter through the Second Vice President Program Chair.
 - 3. Each Luncheon and General Workshop demonstrator shall be given a set of photographs of the demonstration by the Visual Historian.

4. Chapter members presenting a program in the name of the Chapter and at the request of the Chapter shall be reimbursed \$100.00 for materials with an honorarium of \$100.00. The reimbursement may be negotiated based on requirements of the program and shall be paid from the Ellen Gordon Allen Memorial Fund.
5. Chapter members presenting programs in the Name of the Chapter for educational purposes e.g. to schools, retirement homes or like organizations, may be reimbursed for materials and honorarium as necessary up to \$300.00 per event, not to exceed \$1500.00 per year. Such reimbursement shall be pre- approved by application to the Ellen Gordon Allen Memorial Fund Committee.
6. If the Chapter is requested to present demonstrations or arrangements by an organization known to have available funds, the Chapter shall negotiate appropriate funding for the demonstrator, materials, etc. It shall be the Chapter's policy to let the individual organization/person know that there is a fee for a program. Our fees shall be \$100.00 for materials and \$200.00 for honorarium based upon a one-hour program. Other longer or shorter presentations shall be determined.
7. Chapter area workshops may be reimbursed by the Chapter Treasurer \$50.00 for demonstrations. Such reimbursement shall not exceed \$350.00 per workshop per year.

F. Reimbursement for Special Chapter Activities

8. International Convention and Regional Conference registration fees shall be paid for elected delegates. Each delegate is required to attend all business meetings and submit a written report to the Chapter.
9. IN recognition and support of the Ikebana International World Convention, a patron donation of \$500.00 and a subscription for a full-page ad in the program booklet will be forwarded to the Convention Chairman prior to the date of the Convention, upon written request.
10. In recognition and support of North American Regional Conferences a patron donation of \$300.00 and a subscription to a full-page ad in the program booklet will be forwarded to the Conference Chairman, upon written request.

11. In recognition and support of a visiting Headmaster/Headmistress to a local Ikebana school chapter, a donation will be made to the local Ikebana school chapter in the amount of \$200.00.

12. Guidance to the Budget Committee and Treasurer to implement the above suggestions is to establish a conference Contingency Fund as a line item in each annual budget (estimated at \$1000.00 per annum.)

G. Reimbursement for expenses incurred by a Master on a visit to the Chapter will be covered by a written contract and only the Master's expenses and that of one Assistant will be met by the Chapter.

2. CHAPTER BOARD

- A. Board members are expected to attend monthly board meetings. The President should be notified in advance of absence.
- B. The Recording Secretary shall supply copies of all minutes to the President, the Treasurer, the Historian, the Bylaws and the Newsletter Chairpersons.
- C. A quorum constitutes a majority of the voting Chapter Board members.
- D. Vacancies occurring during a term of office shall be filled through nomination by the President. The name of the nominee shall be presented to the Chapter Board and election shall be held at the following Board meeting. Additional nominations with prior consent of the nominee will be accepted from the floor.
- E. If the need arises between regularly scheduled meetings of the Chapter Board, the President may call an electronic meeting by notifying all members through email of the business to be conducted. In case a vote is needed, a motion must be properly made and seconded, and all voting members must respond with their vote. The results will be ratified at the next regularly scheduled Board meeting and be recorded in the Minutes.

3. MEMBERSHIP

- A. A member in good standing denotes a member who has paid current dues.
- B. Area Workshop Chairmen shall contact new members in their area and invite their participation.
- C. New members who submit application for membership according to the Chapter Bylaws on or after October 1, and pay \$25.00 to the Washington, DC Chapter 1 shall become Introductory Members (local chapter members only). These members may participate in all Washington Chapter activities including Area Workshops, but will not have international membership and will not receive the Ikebana International magazine. This member status is a privilege which is not renewable. Upon payment of Chapter dues by the following June 1, Introductory Members will receive full member status of Ikebana International.
- D. The Membership List is not to be used for solicitation without the approval of the Chapter Board.

4. MEMORIALS

- A. The Washington Chapter Ellen Gordon Allen Memorial Fund was established to accept contributions to provide for the beautification and expansion of the Ellen Gordon Allen Memorial Garden at the U. S. National Arboretum or other projects deemed appropriate by the Board of I. I. Washington, DC Chapter No. 1. A minimum of \$500 will be contributed to the U. S. National Arboretum at the end of each fiscal year if no specific project has been approved.
- B. The President shall serve as the liaison with the U. S. National Arboretum to ascertain the needs, progress and extension of the Ellen Gordon Allen Memorial Garden or other projects. An annual report of information and contributed funds shall be submitted to the Chapter membership through the Newsletter.
- C. Upon the death of active members, a \$50.00 contribution will be made by the Chapter to the Washington Chapter Ellen Gordon Allen Memorial Fund and a letter sent to the family. A contribution may be made at the discretion of the Board upon the death of former members. In addition, non-earmarked memorial donations will be accepted from anyone or group to the Ellen Gordon Allen Memorial Fund.

5. NEWSLETTER

News of area branches of ikebana schools which may be published in the Newsletter will be @lower exhibition dates or other special events that are open to the public.

6. ANNUAL MEETING

The Annual general May meeting may be held in conjunction with the May General workshop.

7. STANDING RULES

These Standing Rules may be changed or suspended by a two-thirds vote of the Chapter Board present; however, if notice of such prospective action has been given prior to the meeting, only a majority vote is required.

Adopted: June 2000 Revised: April 2001; October 2006; February 5, 2008; February 3, 2009; October 4, 2011; February 7, 2012; April 3, 2012; May 5, 2014; December 7, 2015; June 13, 2016; October 1 2018; March 25, 2020; October 15, 2020, January 22, 2021.