

**BYLAWS AND STANDING RULES**  
**OF THE**  
**MID-ATLANTIC AFRICAN VIOLET SOCIETY**



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**BYLAWS OF  
THE MID-ATLANTIC AFRICAN VIOLET SOCIETY**

Adopted November 3, 1991  
Amended November 13, 1993  
Amended November 16, 1996  
Amended October 26, 2002

**ARTICLE I - NAME AND AFFILIATION**

**SECTION 1. NAME.** This organization shall be known as the Mid-Atlantic African Violet Society (MAAVS).

**SECTION 2. AFFILIATION.** MAAVS shall be affiliated with the African Violet Society of America, Inc. (AVSA) and shall support its objectives and rules.

**ARTICLE II - OBJECTIVES**

**SECTION 1. NONPROFIT.** MAAVS shall be and exist as a nonprofit organization.

**SECTION 2. OBJECTIVES.** The objectives of MAAVS shall be:

- a. To afford a beneficial association of persons interested in the African violet (Saintpaulia);
- b. To stimulate a widespread interest in the propagation and culture of African violets;
- c. To provide opportunities for fellowship and friendship among and between all member clubs and individual members;
- d. To bring to the public through the society's publications information concerning African violets, its culture, and propagation;
- e. To provide meetings where African violets are exhibited (to stimulate the interest of this plant) that provide a forum where interested persons can be informed of all aspects of the horticulture of the African violet both by means of informed speakers and experts or by general discussion among those in attendance; and,
- f. To further the study of the African violet through contributions to educational organizations engaged in its study.

**ARTICLE III - MEMBERSHIP**

**SECTION 1. ELIGIBILITY.** Any individual interested in African violets shall be eligible for membership in MAAVS.

**SECTION 2. CLASSES.** There shall be five (5) classes of membership in MAAVS, namely:

- a. Individual, which shall be any one person.
- b. Joint, which shall be any one person residing in the same household as a person holding any other class of membership. A joint member shall not receive any mailings, but shall have all other privileges of an individual member by paying the supplemental dues as determined by the Board of Directors.
- c. Affiliate, which shall be any group interested in African violets, may affiliate with MAAVS upon payment of the dues for such affiliation.
  1. PRIVILEGES. Each affiliate group shall select one (1) of its members to the Board of Directors. The person so elected must also be a member of MAAVS. Upon payment of the annual dues, each affiliate shall receive a membership card and one (1) copy of all publications. These are sent to the Affiliate Director.
  2. VOTING STATUS. Affiliates have no voice or vote in meetings, and no member of an affiliate may use the group's affiliation for individual privileges. However, an affiliate's representative to the Board of Directors shall have one (1) vote during Board of Directors meetings.
  3. REVOCATION. The Board of Directors, subject to approval by the membership, can revoke the membership of affiliation for just cause, but no individual shall lose their membership because of the loss of a group's affiliation.
- d. Commercial, which shall be any person or firm that advertises to sell African violet plants and/or leaf cuttings, or that manufactures or advertises for sale supplies or other merchandise related to the growing of African violets on a full-time basis and/or are considered or called "commercial". A commercial member holding an honorary life membership shall pay the annual difference between individual and the commercial membership fees.

e. Honorary Life, which shall be any one person awarded a life membership for outstanding service and shall be exempt from annual dues. No more than two (2) honorary life memberships may be awarded during any one (1) calendar year. Candidates for honorary life membership shall be approved by a majority vote of the Executive Committee. A recommendation signed by at least twenty (20) members, in good standing, may propose a candidate for honorary life membership to the Executive Committee for approval.

**SECTION 3. MEMBERSHIP VOTE.** Each paid-to-date and each honorary life membership shall entitle the holder to voice and vote in the business meetings.

**SECTION 4. REVOCATION.** The Board of Directors, subject to approval by the membership, may revoke any membership for just cause.

#### **ARTICLE IV - DUES**

**SECTION 1. DUES.** The amount of dues for each class of membership and for group affiliation shall be determined by the Board of Directors, subject to approval by the membership. No increase shall exceed fifty percent (50%) of the amount paid in the current year, nor shall it be effective within twelve (12) months of any previous increase.

**SECTION 2. PAYMENT.** Dues shall be payable in advance to the Membership and Promotion Committee Chairman and shall cover the twelve (12) months from the date received.

**SECTION 3. NONPAYMENT OF DUES.** Individuals or affiliates with dues unpaid for more than sixty (60) days shall have memberships revoked.

**SECTION 4. RESIGNATION AND REINSTATEMENT.** Any member or affiliate with dues paid-to-date may resign membership or affiliation by written notice to the Membership and Promotion Committee Chairman without right to rebate of dues and may be reinstated in the same manner as a new member or affiliate. Any member or affiliate membership revoked for nonpayment of dues more than four (4) months may be reinstated in the same manner as a new member or affiliate.

#### **ARTICLE V - MEETINGS AND QUORUMS**

**SECTION 1. ANNUAL MEETING.** The annual meeting shall be held at the convention in the Fall of each year at such time and place as the Board of Directors shall determine.

**SECTION 2. SPECIAL MEETINGS.** Other membership meetings may be called by the Board of Directors.

**SECTION 3. QUORUMS.** Ten percent (10%) of the membership, with each member able to produce a membership card or who are verified to be a member from the general membership roster by the Secretary, shall constitute a quorum at a general meeting.

#### **ARTICLE VI - OFFICERS AND THEIR DUTIES**

**SECTION 1. ELECTED OFFICERS.** The elected officers of MAAVS and their duties shall be:

a. President shall have general superintendency of all affairs; preside at meetings, including the Board of Directors, and the Executive Committee; keep informed on all activities of the society and make reports as required; appoint committee chairmen, except the Editor of The MAAVS MEMO who is appointed by the Board of Directors; fill all vacancies in offices and committees during the term; sign all checks in the absence of the Treasurer; be a member ex officio of all committees (except the Nominating Committee); and assume other duties as necessary.

b. Vice President shall preside at meetings in the absence of the President or when called upon; sign all checks in the absence of the Treasurer and the President; succeed to the office of President in the event of a vacancy in that office during the term; and perform other duties as assigned.

c. Secretary shall record and preserve the minutes of all meetings; send a copy of the minutes to each member of the Board of Directors within four (4) weeks following each meeting; keep the official copy of the bylaws including all amendments; keep the official copy of the standing rules; maintain the membership roll; send out notices of meetings; conduct such correspondence not specifically belonging to other offices or as may be requested by the President or required by the action of the society or the Executive Board; and assume other duties relative to the office or that may be assigned.

d. Treasurer shall be responsible for the safekeeping of all funds and for the payment of all bills by checks signed by one (1) of the three (3) officers recognized by the bank(s) to sign checks; keep an accurate book record of all monies received and disbursed; render financial reports at each general meeting and as the Board of Directors may require; assist in the preparation of the annual budget; close books on December 31 and submit these for audit to the Auditing Committee appointed by the President; and assume other duties relative to the office.

**SECTION 2. DIRECTORS.** The Directors shall consist of one Affiliate Director appointed or elected as a representative from each of the affiliate clubs. Length of representation to be determined by the affiliate organization. Two Members-At-Large appointed by the President, one of who shall represent the Northern States and one of whom shall represent the Southern States.

**SECTION 3. HISTORIAN.** A Historian shall be appointed by the President to prepare and maintain an historical record of MAAVS from inception; procure photographs, reprints, and other materials deemed necessary to provide an adequate and interesting record of activities; and make a report at the annual meeting.

**SECTION 4. PARLIAMENTARIAN.** A Parliamentarian may be appointed by the President to serve for the term.

## **ARTICLE VII - NOMINATIONS AND ELECTIONS**

**SECTION 1. ELIGIBILITY.** To be eligible to hold an elected office, the nominee shall be an active, participating member in good standing.

**SECTION 2. TERMS OF OFFICE.** The terms of officers shall be two (2) years or until a successor is elected. Each term shall begin at the conclusion of the annual convention at which time they were elected. No officer shall serve more than two (2) consecutive term in the same office, except the Secretary and the Treasurer, whose terms may be unlimited. Completion of thirteen (13) months in an office shall be considered a full term. The term of Affiliate Directors shall be governed by Article VI, Section 2.

**SECTION 3. NOMINATIONS.** Nominations for each position requiring election shall be offered at the annual meeting:

- a. By a Nominating Committee, and
- b. From the floor, the nominees being present and consenting.

**SECTION 4. ELECTIONS.** Elections shall be held at the annual meeting. Voting shall be by ballot except where there is only one name in nomination, in which case it may be dispensed with in favor of a viva voice vote.

**SECTION 5. VACANCIES.** Any position, except President, that becomes vacant as a result of a resignation in writing or removal for just cause shall be filled by appointment by the President for the remainder of the term with the consent of the Board of Directors. A person appointed to fill an affiliate's Director vacancy shall be a member of that affiliate club. Vacancy in the office of President shall be filled by automatic succession.

## **ARTICLE VIII - ADMINISTRATION AND MANAGEMENT**

**SECTION 1. BOARD OF DIRECTORS.** The Board of Directors shall consist of the elected officers, Affiliate Directors, chairmen of the standing committees, and immediate Past President. The Board of Directors shall:

- a. Have and exercise authority in the management of affairs between annual meetings.
- b. Have the same officers as those of the society.
- c. Meet before and after the annual meeting of the society. Special meetings may be called by the President or upon request of the Executive Committee provided that notice is sent at least thirty (30) days prior to the meeting.
- d. Set the policies and make standing rules provided that these do not conflict with the bylaws.
- e. Appoint an Editor of The MAAVS MEMO who shall also be the chairman of the Newsletter and Documentation Committee and shall be responsible for editing and publishing all publications authorized by the Board of Directors.
- f. Five (5) members of the Board of Directors shall constitute a quorum.

**SECTION 2. EXECUTIVE COMMITTEE.** The Executive Committee shall consist of the elected officers and they shall have the authority to conduct any necessary business during the interim between meetings of the Board of Directors.

- a. The Executive Committee shall have the authority to designate the banks and/or other financial institutions for the deposit of funds.
- b. A simple majority of the Executive Committee shall constitute a quorum.

**SECTION 3. ANNUAL YEAR.** The annual year shall be January 1 through December 31.

## **ARTICLE IX - COMMITTEES**

**SECTION 1. STANDING COMMITTEES.** Standing committees shall not exceed twelve (12) in number and shall include Advertising, Affiliates, Awards, Bylaws and Standing Rules, Commercial Activities, Finance, Future Conventions, Membership and Promotion, Newsletter and Documentation, and Ways and Means. These committees shall perform duties as specified in the bylaws, standing rules, and as directed by the Board of Directors.

a. The Finance Committee shall prepare an annual budget in detail for guidance during the ensuing year. To be effective, the budget shall be approved by the Board of Directors.

**SECTION 2. SPECIAL COMMITTEES**

a. The Convention Committee shall consist of sufficient members to adequately supervise the various activities of presenting the annual convention and African violet show. The President shall appoint the chairman as soon as possible after the state has been selected. The Convention Chairman shall appoint all additional committee members, including the Show Chairman.

b. The Nominating Committee shall consist of five (5) members with the immediate Past President as chairman. Three (3) members shall be appointed by the Board of Directors and shall serve terms of three (3) years each, one (1) member being appointed each year. The remaining member shall be the immediate past committee chairman. The committee shall select at least one (1) nominee for each position to be filled and shall submit the list of candidates so that the membership shall be notified at least thirty (30) days in advance of the annual meeting.

**ARTICLE X - PARLIAMENTARY AUTHORITY, AMENDMENTS, AND REVISION**

**SECTION 1. RULES OF ORDER.** Robert's Rules of Order (newly revised) shall be the parliamentary authority on all subjects not covered by these bylaws.

**SECTION 2. AMENDMENTS AND REVISION.** These bylaws may be amended or revised at any regular meeting provided that the amendment(s) or revision is:

- a. Proposed by a majority of the Board of Directors or by a petition signed by at least five (5) members in good standing;
- b. Sent to the membership at least thirty (30) days in advance of the meeting at which the changes are to be voted upon; and
- c. Approved by a two-thirds (2/3) majority of the membership present and voting.

**ARTICLE XI - INDEMNIFICATION**

**SECTION 1.** The officers, directors, agents and servants of The MAAVS shall be indemnified for any costs, expenses or liabilities incurred as a result of their performance of their duties.

**ARTICLE XII - DISSOLUTION**

**SECTION 1.** Upon the dissolution of the society, the Board of Directors, after payment or provision for the payment of all liabilities of the society, shall dispose of all of the assets of the society:

- a. Exclusively for the purposes of the society in such a manner as the Board of Directors shall determine, or
- b. To such organizations organized and operated for charitable, educational, horticultural, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c) of the Internal Revenue Code of 1954.

**STANDING RULES OF THE  
MID-ATLANTIC AFRICAN VIOLET SOCIETY**

Adopted November 13, 1993  
Amended November 16, 1996, Amended November 15, 1997  
Amended November 12, 1999, Amended November 9, 2001,  
Amended October 25, 2002, Amended October 31, 2003  
Amended November 11, 2004  
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**I. STANDING RULES.** Standing Rules are general guidelines approved by a simple majority of the Board of Directors at its meetings. There is no special preview of proposed changes required as in the case of revision of bylaws.

**II. CONVENTION STANDING RULES**

- RULE 1. Admission to the annual meeting shall be individual membership card or verification of your name on the general membership roster.
- RULE 2. When addressing the chair, members shall give their name and affiliation or area.
- RULE 3. No member shall speak more than twice to a question, and more than two (2) minutes at a time.
- RULE 4. All main motions and amendments shall be written and signed by the maker, and sent to the Secretary.
- RULE 5. Audio or video taping at workshops shall be prohibited unless prior permission has been granted by the presenter.
- RULE 6. Smoking shall be prohibited during the business meetings, workshops, meal functions, and in the show room.
- RULE 7. These rules may be amended by a majority vote in attendance.

**III A. STANDING COMMITTEES - GENERAL**

- RULE 1. Each Standing Committee Chairman shall have a voice and one (1) vote at all Board of Directors meetings.
- RULE 2. Termination of all Standing Committee Chairmanships shall coincide with the term of the President.
- RULE 3. Upon completion of the Standing Committee Chairman's term, pertinent files shall be turned over to the successor and the book of Bylaws and Standing Rules shall be returned to the Vice President.
- RULE 4. Supervision for the various standing committees shall be distributed between the President and Vice President as follows:
  - A. President - Advertising, Commercial Activities, Finance, Membership and Promotion, Newsletter and Documentation
  - B. Vice President - Affiliates, Awards, Bylaws and Standing Rules, Future Conventions, Ways and Means

**III B. STANDING COMMITTEES - ADVERTISING**

The duties of the Advertising Chairman shall be:

- RULE 1. General Procedures
- A. Only advertisements pertaining to African violets or related products shall be accepted for The MAAVS MEMO..
  - B. The Advertising Chairman shall accept only black and white advertisements.
  - C. Deadline dates for advertisements shall be:  
First Quarterly Issue - February 25  
Second Quarterly Issue - May 25  
Third Quarterly Issue - September 10  
Fourth Quarterly Issue - November 25
  - D. Advertisers shall be limited to a maximum of one (1) page per issue, or less if space is limited.
  - E. Rates shall be determined by the Executive Committee. MAAVS Commercial Members can advertise at no charge. Other Commercial or Affiliate Members will be charged:  
Full page - \$35.00  
Half page - \$20.00  
Fourth page - \$10.00
  - F. Payment shall be made when copy is submitted.
  - G. A discount of ten percent (10%) shall be given for advertising purchased on an annual contract basis.
- RULE 2. Maintain up-to-date files on all current and potential advertisers in The MAAVS MEMO . These files are the property of the society, and shall be turned over to its successors.
- RULE 3. Send written notices to commercial advertisers, except those on contract, ninety (90) days in advance of publication date as a reminder to place ads.
- RULE 4. Forward camera-ready advertisements to the Editor of the MAAVS MEMO, and all monies received to the Treasurer.
- RULE 5. Prepare the schedule of advertising rates for The MAAVS MEMO. To be valid, the rate schedule shall be approved by the Board of Directors.
- RULE 6. Submit an annual proposed budget to the Finance Chairman by December 1. A budget allowance shall be authorized by the Board of Directors. Proper reports and substantiating receipts of all expenses shall be required and submitted to the Treasurer.
- RULE 7. Keep the President informed of the activities of the committee and submit a written report to the Secretary who has two (2) weeks to send it to all the members of the Board of Directors. This must be done at least six (6) weeks prior to the scheduled Board of Directors meetings at the Annual Convention.

### **III C. STANDING COMMITTEES - AFFILIATES**

The duties of the Affiliate Chairman shall be:

- RULE 1. Maintain up-to-date files on all current and potential affiliates. These files are the property of MAAVS and shall be turned over to its successors.
- RULE 2. Send charters to affiliates upon being notified of payment of affiliate dues.
- RULE 3. Prepare and submit a list of affiliates with names and addresses of Affiliate Presidents to the Convention Chairman by October 1 for publication in the Convention Souvenir Book.
- RULE 4. Advise and assist, in cooperation with the assigned Director, any affiliates with questions providing guidance.
- RULE 5. Order and dispense society awards for affiliate shows as provided by the Board of Directors and enforce rules and regulations pertaining to awards requested.
- RULE 6. Keep the Vice President informed of the activities of the committee and submit a written report to the Secretary who has two (2) weeks to send it to all the members of the Board of Directors. This must be done at least six (6) weeks prior to the scheduled Board of Directors meetings at the Annual Convention.

### **III D. STANDING COMMITTEES - AWARDS**

The duties of the Awards Chairman shall be:

- RULE 1. Purchase all awards, except those assigned to others, as authorized by the Board of Directors. Purchase and forward awards authorized for donation to the AVSA convention show.
- RULE 2. Submit a list of designated MAAVS or other plant awards to the Editor by September 10 for publication in the Third Quarterly issue of The MAAVS MEMO.
- RULE 3. Submit a proposed budget to the Finance Chairman by December 1. A budget allowance shall be authorized by the Board of Directors. Proper reports and substantiating receipts of all expenses shall be required and submitted to the Treasurer.
- RULE 4. Keep the Vice President informed of the activities of the committee and submit a written report to the Secretary who has two (2) weeks to send it to all the members of the Board of Directors. This must be done at least six (6) weeks prior to the scheduled Board of Directors meetings at the Annual Convention.
- RULE 5. Appoint a MAAVS Collection Rosette Awards Chairman responsible for distributing The MAAVS Collection Rosette described below:
- A. The MAAVS Collection Rosette is provided to clubs affiliated with MAAVS upon request to the MAAVS Collection Rosette Awards Chairman. The rosette costs \$5.00 and comes with Point Score Sheets. Additional Point Score Sheets are free upon request, or may be printed from the AVSA Entries Program. If the rosette is not awarded during a current show, it may be kept and awarded at a subsequent show.
  - B. The show schedule needs to contain the following information, which applies for shows sponsored by one or more

clubs, of which at least one must be a MAAVS Affiliate: "The MAAVS Collection Class is only open to members in good standing of MAAVS. The collection is an exhibit consisting of three African violets of the same type (standard, miniature, semiminature, trailer [all standard, miniature, or semiminature], or species). The plants need not be AVSA-registered varieties, but must score at least 90 points when point scored using the AVSA Handbook for African Violet Growers, Exhibitors, and Judges."

C. The Point Score Sheets should be returned to the MAAVS Collection Rosette Awards Chairman for publication of winners in The MAAVS MEMO.

### **III E. STANDING COMMITTEES - BYLAWS AND STANDING RULES**

The duties of the Bylaws and Standing Rules Chairman shall be:

- RULE 1. To anticipate changes necessary to keep the Bylaws and Standing Rules up-to-date.
- RULE 2. Proposed changes are to be mailed to each Board of Directors Member six (6) weeks prior to the scheduled Board of Directors Meetings.
- RULE 3. The Chairman is responsible for contacting the Editor of The MAAVS MEMO ninety (90) days prior to the annual Convention with any changes to be brought before the membership at the Annual General Meeting at the Convention.
- RULE 4. The Chairman will preside over that portion of the Annual Meeting dealing with changes to the Bylaws and Standing Rules.
- RULE 5. Keep the Vice President informed of the activities of the committee and submit a written report to the Secretary who has two (2) weeks to send it to all the members of the Board of Directors. This must be done at least six (6) weeks prior to the scheduled Board of Directors meetings at the Annual Convention.

### **III F. STANDING COMMITTEES - COMMERCIAL ACTIVITIES**

The duties of the Commercial Activities Chairman shall be:

- RULE 1. Maintain up-to-date files on current and potential commercial members. These files are the property of MAAVS and shall be turned over to its successors.
- RULE 2. Promote greater interest in the African violet industry and create a closer unity among the commercial group.
- RULE 3. Represent the views of the commercial members to the Board of Directors.
- RULE 4. Submit an annual proposed budget to the Finance Chairman by December 1. A budget allowance shall be authorized by the Board of Directors. Proper reports and substantiating receipts for all expenses shall be required and submitted to the Treasurer.
- RULE 5. Keep the President informed of the activities of the committee and submit a written report to the Secretary who has two (2) weeks to send it to all the members of the Board of Directors. This must be done at least six (6) weeks prior to the scheduled Board of Directors meetings at the Annual Convention.
- RULE 6. Report to Convention Chairman on progress by September 15.

### **III G. STANDING COMMITTEES - FINANCE**

The duties of the Finance Chairman shall be:

- RULE 1. Performed by the Treasurer who shall be the Chairman of the Finance Committee.
- RULE 2. To make certain funds are not encumbered beyond the capacity of the society's ability to pay.
- RULE 3. Petty Cash Funds
  - A. A petty cash fund of fifty dollars (\$50) may be maintained by the Editor of The MAAVS MEMO.
  - B. A petty cash fund of fifty dollars (\$50) may be maintained by the chairman of Membership and Promotion.
  - C. The Chairman of the Convention Committee may have a petty cash fund of two hundred (\$200).
  - D. The Treasurer shall issue a check to reimburse any accounts in the amount of each expense report.
- RULE 4. AUDIT:
  - A. A committee of two (2) members appointed by the President shall audit the Treasurer's books upon change of Treasurer or every 3 years (whichever is sooner).
  - B. The Audit shall be submitted at the Fall convention.
- RULE 5. Keep the President informed of the activities of the committee and submit a written report to the Secretary who has two (2) weeks to send it to all the members of the Board of Directors. This must be done at least six (6) weeks prior to the scheduled Board of Directors meetings at the Annual Convention.

### **III H. STANDING COMMITTEES - FUTURE CONVENTIONS**

The duties of the Future Conventions Chairman shall be:

- RULE 1. Maintain up-to-date files on all potential affiliate hosts for future conventions. Those files are the property of MAAVS and shall be turned over to its successors.
- RULE 2. Send letters to affiliates inviting them to host future conventions. Book dates at least two years in advance.
- RULE 3. Maintain the Show and Convention manuals and distribute these to the respective chairmen when they have been appointed.
- RULE 4. Submit a proposed budget to the Finance Chairman by December 1. A budget allowance shall be authorized by the

Board of Directors. Proper reports and substantiating receipts of all expenses shall be required and submitted to the Treasurer.

RULE 5. Keep the Vice President informed of the activities of the committee and submit a written report to the Secretary who has two (2) weeks to send it to all the members of the Board of Directors. This must be done at least six (6) weeks prior to the scheduled Board of Directors meetings at the Annual Convention.

### III I. STANDING COMMITTEES: MEMBERSHIP AND PROMOTION

RULE 1. Types of Membership and Dues (Effective with membership year starting January 1, 2006)

- A. Individual - \$15.00 annually
- B. Joint - \$20.00 annually
- C. Affiliates - \$20.00 annually
- D. Commercial - \$20.00 annually
  1. Commercial membership may be purchased in the name of a firm or in the name of a single individual.
  2. Commercial membership purchased in the name of a firm shall receive up to two (2) membership cards for the firm's officers. Additional firm members may purchase a joint or individual (if only one person) membership.
  3. Additional individuals in the same household shall not be covered by a commercial membership purchased in the name of an individual. Those additional individuals may purchase a joint or individual (if only one person) membership.

RULE 2. Dues for memberships shall be drawn in U.S. funds. No additional charges shall be assessed for postage or bank charges.

RULE 3. Dues shall be collected at the annual convention for the period January 1<sup>st</sup> through December 31<sup>st</sup> of the next year. If a new member pays their dues after June of any year, their membership will be in effect through December 31<sup>st</sup> of the following year.

RULE 4. Annual memberships may be purchased for any number of years desired.

RULE 5. An annual membership (except joint membership) shall entitle the holder to quarterly issues of The MAAVS MEMO beginning with the first issue after membership commences. Joint memberships will receive one quarterly issue between them.

The duties of the Membership and Promotion Chairman shall be:

RULE 1. Maintain up-to-date files on all individual, joint, commercial, and affiliate members. These files are the property of MAAVS and shall be turned over to its successors.

RULE 2. Receive and process all applications for membership and affiliation.

RULE 3. Submit a written monthly report of all membership activity, including new memberships, renewals, and suspensions, to the Secretary and Treasurer. This report shall include the amount received for each new membership or renewal.

RULE 4. Work in conjunction with the Convention Chairman to prepare an annual membership directory.

RULE 5. Submit, when requested by the Editor, the mailing labels for the quarterly issues of The MAAVS MEMO.

RULE 6. Submit an annual proposed budget to the Finance Chairman by December 1. A budget allowance shall be authorized by the Board of Directors. Proper reports and substantiating receipts of all expenses shall be required and submitted to the Treasurer.

RULE 7. Petty Cash

A. This Chairman may have a petty cash fund of fifty dollars (\$50).

B. Any disbursements from petty cash, supported by paid invoices, shall be reported to the Treasurer throughout the year. An accounting of petty cash funds for the preceding year shall be reported to the Treasurer by December 31.

RULE 8. Mail current issues of The MAAVS MEMO to new members.

RULE 9. Maintain up-to-date files on promotional activities and ideas of MAAVS and its affiliates. These files are the property of MAAVS and shall be forwarded to its successors.

RULE 10. Coordinate plans, activities, and progress with the Affiliate Chairman.

RULE 11. Devise promotional activities and materials, obtaining approval of the Board of Directors prior to implementation.

RULE 12. Involve the Directors in plans and activities for achieving maximum reinstatement of suspended members and affiliates.

RULE 13. Supply pertinent information and guidance materials annually to members including commercials and affiliates.

RULE 14. Solicit the support of commercial members and advocate the distribution of cultural information which includes membership application blanks.

RULE 15. Solicit the support of affiliates and advocate the distribution of cultural information which includes application blanks at annual shows. Request feedback on promotional activities.

RULE 16. Maintain inventory of all promotional materials, and order additional materials as required.

RULE 17. Keep informed on the number of new members, number of renewals, and the total membership for each fiscal year.

RULE 18. Keep the President informed of the activities of the committee and submit a written report to the Secretary who has two (2) weeks to send it to all the members of the Board of Directors. This must be done at least six (6) weeks prior to the scheduled Board of Directors meetings at the Annual Convention.

### III J. STANDING COMMITTEES - NEWSLETTER AND DOCUMENTATION

RULE 1. The newsletter shall be called The MAAVS MEMO.

RULE 2. Number of Issues, and Contents

- A. Four (4) issues shall be published; once quarterly.
- B. The following information shall be included in these issues:
  - 1. First Issue During Calendar Year
    - \* President's message
    - \* All issue deadlines
    - \* General Membership Meeting minutes from previous year convention
    - \* Membership update from previous year
    - \* Announcement of convention
    - \* Name of convention chairman
    - \* Location of convention site
    - \* Judging school notice
    - \* Affiliate news
    - \* Treasurer's Annual Report
  - 2. Second Issue During Calendar Year
    - \* Convention notice and reservation forms
    - \* Design division schedule and rules
    - \* Commercial division schedule and rules
    - \* Judge and clerk request
    - \* Convention registration
    - \* Nominating Committee report
  - 3. Third Issue During Calendar Year
    - \* Horticulture and Special Exhibits schedule and rules
    - \* List of awards for designated plants
    - \* Convention program
    - \* Proposed changes to policies or procedures
  - 4. Fourth Issue During Calendar Year
    - \* Convention show report
    - \* Holiday greetings pages
    - \* Rosette winners from MAAVS Convention

RULE 3. Editor's Expenses

- A. The Editor shall be authorized to incur any reasonable expenses in connection with the publication and mailing of authorized publications.
- B. The Editor may have a petty cash fund of fifty dollars (\$50).
- C. Any disbursements from petty cash, supported by paid invoices, shall be reported to the Treasurer throughout the year. An accounting of petty cash funds for the preceding year shall be reported to the Treasurer by December 31.

RULE 4. Publication Permission

- A. Requests to the Editor for permission to reprint material from The MAAVS MEMO (except for copyright material) shall be granted, provided that a credit by-line for The MAAVS MEMO is included with the reprint. Affiliate and commercial members may, without a formal request, reprint material (except for copyright material) provided that a credit by-line for The MAAVS MEMO is included with the reprint.
- B. Requests to reprint copyright material shall be referred to the copyright owner.
- C. Permission may be requested by the Editor to reprint from the magazines, bulletins, and similar publications of AVSA, affiliate groups and other plant-related organizations.

The duties of the Newsletter and Documentation Chairman shall be:

RULE 1. Responsible for The MAAVS MEMO and all other documentation authorized by the Board of Directors.

RULE 2. Compile and publish four (4) annual issues of The MAAVS MEMO.

RULE 3. Solicit written material, photographs, and drawings for publication in The MAAVS MEMO.

RULE 4. Ensure that necessary material (notices, applications, travel directions) relating to a convention are submitted and published.

RULE 5. Edit all material submitted for The MAAVS MEMO and make changes deemed necessary.

RULE 6. Write a regular column for The MAAVS MEMO.

RULE 7. Cooperate with the Vice President in maintaining the Bylaws and Standing Rules.

RULE 8. Cooperate with the Membership and Promotion Chairman in the preparation and printing of membership promotional materials.

RULE 9. Cooperate with Conventions Chairman in maintaining the manuals on the Convention.

RULE 10. Submit an annual proposed budget to the Finance Chairman by December 1. A budget allowance shall be authorized by the Board of Directors. Proper reports and receipts of all expenses shall be required and submitted to the Treasurer.

RULE 11. Keep the President informed of the activities of the committee and submit a written report to the Secretary who has two (2) weeks to send it to all the members of the Board of Directors. This must be done at least six (6) weeks prior to the scheduled Board of Directors meetings at the Annual Convention.

### **III K. STANDING COMMITTEES - WAYS AND MEANS**

The duties of the Ways and Means Chairman shall be:

- RULE 1. Maintain up-to-date files on all current sources for obtaining donations. These files are the property of MAAVS and shall be turned over to its successors.
- RULE 2. Contact and follow-up on sources to obtain donations.
- RULE 3. Advise and assist Convention Raffle Chairman in obtaining items for Convention.
- RULE 4. Generate and present ideas for consideration of the Board of Directors for future plans.
- RULE 5. Place a Ways and Means Committee member in charge of maintaining a supply of MAAVS emblem jewelry as authorized by the Board of Directors, recommend necessary orders, and ensure orders are placed and filled.
- RULE 6. Have MAAVS emblem jewelry available for sale at the Convention. Operate a sales table at location and during hours arranged in consultation with Convention Chairman.
- RULE 7. Process mail-order requests for MAAVS emblem jewelry.
- RULE 8. Write an annual article for The MAAVS MEMO promoting the purchase of MAAVS emblem jewelry.
- RULE 9. Keep the Vice President informed of the activities of the committee and submit a written report to the Secretary who has two (2) weeks to send it to all the members of the Board of Directors. This must be done at least six (6) weeks prior to the scheduled Board of Directors meetings at the Annual Convention.

### **IV A. SPECIAL COMMITTEES - GENERAL**

- RULE 1. All chairmen of special committees shall have voice but NO vote at all Board of Directors meetings.
- RULE 2. Termination of any special committee and its chairmanship shall coincide with the completion of its assignment; after reporting at the annual meeting the special committee shall cease to exist.
- RULE 3. Upon completion of a special committee chairman's term, pertinent files shall be turned over to the successor and the book of Bylaws and Standing Rules shall be returned to the Vice President.
- RULE 4. Supervision for the various special committees shall be distributed between the President and Vice President as follows:
  - A. President
  - B. Vice President - Convention, Nominating

### **IV B. SPECIAL COMMITTEES - CONVENTION**

- RULE 1. The President shall act on the appointment of the Convention Chairman as soon as possible after the convention state has been selected and approved. The appointment should be made at least two (2) years prior to the day of the convention and should be someone from the hosting organization and located in the site area. The Convention Chairman will work closely with the Vice President to ensure continuity from year to year. The Vice President will act as Convention Coordinator and as a direct link to the President.
- RULE 2. The procedures for the Convention Committee shall be those set forth in the Convention Manual and approved by the Board of Directors.
- RULE 3. The Convention Chairman shall submit a proposed budget to the Finance Chairman by December 1. A petty cash fund of two hundred dollars (\$200) may be maintained by the Chairman of the Convention Committee when required. Any disbursements from petty cash, supported by paid invoices, shall be reported to the Treasurer throughout the year. An accounting of petty cash funds for the preceding year shall be reported to the Treasurer by December 31.
- RULE 4. The Convention Chairman shall keep the Vice President informed of the activities of the committee and submit a report to the President at least six (6) weeks prior to the scheduled Board of Directors meetings and the Convention. At the Board of Directors meeting during the convention for which the chairman is responsible, an oral report may be substituted for the written report, with the written report to follow.
- RULE 5. The Convention Chairman shall appoint a Convention Photographer who shall:
  - 1. Record the winners (horticulture and design) of the annual convention show,
  - 2. Prepare a photo board of pictures taken in previous years for display at Annual Convention, and
  - 3. Prepare slide programs with written commentary of each annual convention show.
- RULE 6. The Convention Chairman shall place a Convention Committee member in charge of a convention raffle.
- RULE 7. The Convention Chairman shall include a list of MAAVS Affiliate and MAAVS members in the Convention Souvenir Book.
- RULE 8. The President shall appoint a Convention Registration Chairman.
- RULE 9. Commercial members selling at the Convention will be charged \$3.00 per linear foot for table space.

**IV C. SPECIAL COMMITTEES - NOMINATING**

The duties of the Nominating Chairman shall be:

- RULE 1. Maintain up-to-date (last 3 years) lists of former committee chairmen and directors who would be eligible for nomination for President and Vice President and for other good prospective Board of Director members. These files are the property of MAAVS and shall be forwarded to its successor.
- RULE 2. Request suggestions for prospective Board of Directors members from other members of the Nominating Committee and the general membership.
- RULE 3. Conduct a meeting of the Nominating Committee at the Annual Convention.
- RULE 4. Poll the members of the Nominating Committee by the Summer meeting to secure a slate of officers, and ensure that any proposed nominees consent to serve in the office for which they are nominated.
- RULE 5. Keep the Vice President informed of the activities of the committee and submit a written report to the Secretary who has two (2) weeks to send it to all the members of the Board of Directors. This must be done at least six (6) weeks prior to the scheduled Board of Directors meetings at the Annual Convention.