

# CONSTITUTION

## THE EARLY BIRD VIOLET CLUB

Birmingham, Alabama

Revised October 2010

**Object:** To promote the growth and study of African Violets through educational programs and the stimulation of public interest.

**Elected Officers:** Shall be: President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Recording Secretary, and Treasurer. Election of Officers shall be held in May.

## BY-LAWS

### Article I Membership

**Section 1:** Persons interested in growing African Violets shall be eligible for membership in this Society.

**Section 2:** A member in good standing must:

- a) Participate in Club projects and committees as able.
- b) Attend meetings. Any member missing three consecutive meetings will be dropped from the roll. Reinstatement will occur upon resumption of attendance.
- c) Be a current member of AVSA.
- d) Pay annual dues as stated in Article II.

**Section 3:** The Executive Committee may revoke any member according to the articles of the Constitution and By-Laws set forth.

### Article II Dues

**Section 1:** Each member shall pay \$12.00 annual dues.

**Section 2:** Each couple shall pay \$12.00 for one person and \$6.00 for the other.

**Section 3:** Each late joiner shall have their dues prorated based on a 10 month year.

**Section 4:** All dues shall be payable at the September meeting and delinquent after the October meeting.

**Section 5:** Dues not received by the November meeting shall result in forfeiture of membership.

### **Article III Officers and their elections**

**Section 1:** Elected Officers shall be as set forth in the Constitution.

**Section 2:** The Parliamentarian and Historian shall be appointed by the President.

**Section 3:** The term of office shall be one year.

**Section 4:** The President shall appoint a Nominating Committee in March.  
a) Additional nominations may be made from the floor at the April meeting.  
b) No name shall be placed in nomination without the consent of the nominee.

**Section 5:** Elections will be held in May. New Officers will be installed in June at the end of the business meeting and shall assume their duties immediately.

**Section 6:** A vacancy in the office of the President shall be filled by the 1<sup>st</sup> Vice President. A vacancy in the other elective offices shall be filled by the President.

### **Article IV Duties of Officers**

**Section 1:** *The President shall:*

1. Preside at all meetings.
2. Appoint the Historian and Parliamentarian and any other needed officer.
3. Appoint all committee chairmen except the Program Committee chairman.
4. Perform all other functions on behalf of the Club when necessary.
5. Approve all disbursements.

**Section 2:** *The 1<sup>st</sup> Vice President shall:*

1. Serve as an aide to the President.
2. Preside at meetings in the absence of the President.
3. Assume the duties of the President in the event of a vacancy.
4. Schedule monthly meetings.
5. Arrange all programs with the aid of the Program Committee.
6. Serve as Chairman of the Program Committee.

- Section 3:**            *The 2<sup>nd</sup> Vice President shall:*
1. Serve as an aide to the President.
  2. Preside at meetings in the absence of both the President and the 1<sup>st</sup> Vice President.
  3. Compile and distribute yearbooks with the aid of the Executive Committee.
  4. Be responsible for all properties of the Club.
- Section 4:**            *The Recording Secretary shall:*
1. Keep accurate minutes of all meetings of the Club.
  2. Send a copy of minutes to the President.
  3. Attend to all Club correspondence.
  4. Furnish the President with a copy of all correspondence.
  5. Keep attendance roll.
- Section 5:**            *The Treasurer shall:*
1. Be responsible for safe keeping all Club funds and payment of bills.
  2. Keep an accurate account of all monies received and disbursed.
  3. Render a financial report at each regular meeting.
- Section 6:**            *The Parliamentarian shall:*
1. Serve as advisor on parliamentary procedure to the President and to the other officers and members of the Club.
  2. Serve as By-Laws Chairman.
  3. Have available at all times the Constitution, By-Laws, and a current version of *Roberts Rules of Order*.
- Section 7:**            *The Historian shall:*
1. Prepare a narrative account of Club activities during term of office.
  2. Periodically update the Club scrapbook.
  3. Present the Club History at last meeting of the year.

## **Article V Meetings**

- Section 1:**            Regular meeting dates will be published in the year-book.
- Section 2:**            Special meetings may be called by the President.
- Section 3:**            The annual June meeting will be designated for the installation of officers at which time all financial statements and Club records will be forwarded to the incoming officers.

## **Article VI Quorum**

**Section 1:** A quorum must be present in order to conduct the business of the Club. 50% of the membership shall constitute a quorum.

## **Article VII Executive Committee**

**Section 1:** The Executive Committee shall consist of the President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Recording Secretary, Treasurer and one member at large.

## **Article VIII Committees**

**Section 1:** There shall be the following standing committees: By-Laws, Show, Communication, and Program.

**Section 2:** Duties of the Standing Committees:

- 1) **By-Laws Committee** shall originate, receive, submit and propose amendments to the Constitution.
- 2) **Show Committee** shall be in charge of the annual African Violet Show. The President shall serve as honorary Chairman as well as ex-officio members.
- 3) **Communication Committee** shall notify members of each meeting and other Club activities.
- 4) **Program Committee** shall plan all monthly programs. The 1<sup>st</sup> Vice President shall serve as Chairman.

**Section 3:** Committee Chairmen shall be appointed by the President except the Program Committee Chairman.

**Section 4:** The President shall be an ex-officio member of all committees, except the Nominating Committee.

**Section 5:** Vacancies in committee chairman shall be filled by the President.

## **Article IX Parliamentary Authority**

**Section 1:** Current *Robert's Rules of Order* shall govern the Club in all instances not covered by the By-Laws or AVSA.

## **Article X**

### **Amendments**

#### **Section 1:**

These By-Laws may be amended by a 2/3 of members present vote at any regular meeting provided that notice has been given at the previous regular meeting and provided that a quorum is present.