

**GUIDE FOR  
AFFILIATE PRESIDENTS  
AND  
AVSA REPRESENTATIVES**



## DEDICATION

This guide is dedicated to you – president of an AVSA affiliate. You are the leader and influence the spirit and the attitudes of the members of your affiliate.

Enthusiasm is contagious. By your enthusiasm, or lack of it, a club is successful or fails.

A president's role should not be a difficult one. With proper planning, it should be the easiest job in the club. You were elected to this office because your club decided you have the qualifications of a leader: an alert mind, poise, self-restraint, friendliness, organization, objectivity and fairness to all. Your job is to preside over the meetings and encourage your members to share in the thinking and decision-making. Meet your obligations with determination, discharge them with calmness, and your club will be a proud and happy group of members.



With proper planning and organization, being an affiliate president can be rewarding, fun and stress-free. If you develop your organizational skills and appoint the right person for the right committee job, *your* job will be immeasurably easier. Winning the confidence and respect of your members is an important part of keeping them happy and energetic.

Before we get into the “rules and regs,” here are a few TIPS to help you get started:

- ❖ Develop a yearly calendar and identify what needs to be done and in what month.
- ❖ Prepare an agenda for each meeting and provide a copy to the members when they arrive.
- ❖ Conduct as much business as possible through your Executive Committee to ensure the time devoted to business matters is kept to a minimum. Remember, your mission as an AVSA affiliate is “to provide a convenient association for people interested in African violets, stimulate interest in propagation and culture of African violets, promote distribution of all varieties and species among members and others interested in growing them, and publish reliable, practical information about plants and the organization.” Nowhere does it state that you have to spend lots of time conducting business meetings.
- ❖ Stay in control of your meetings! Your goal is to keep the business meetings short, so encourage members to stay on topic. Use your office to regain control and set guidelines for discussion if topics create too much reiteration. *Roberts Rules of Order* is your guidance tool – use it wisely (see discussion later in this pamphlet).
- ❖ Use your gavel – lightly – to control sideline chatter when someone is giving a presentation or is addressing a subject.
- ❖ If your affiliate doesn’t have a newsletter, appoint someone to create one, if only one to remind them of your upcoming meeting. Write a President’s Message to encourage members to attend.
- ❖ Be a supportive member and a good listener.
- ❖ Do not tolerate childish behavior, finger-pointing or any other unadult-like behavior.



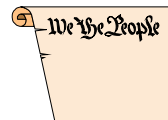
With all these tips in mind, let’s get on to the heart of this guide:

## DUTIES OF AN AFFILIATE PRESIDENT

It is said that there are many willing people in the world: those who are willing to work and those who are willing to let them. Therefore, it is important to carefully choose each of your committee chairmen and assign some responsibility to as many members as possible. If a member feels he/she is a part of his/her society, it will surprise you how diligently he/she will pitch in and work.



- ❖ Be generous in expressing your appreciation and express thanks to all for their efforts and achievements, whether large or small. Kind words and praise work wonders.
- ❖ Cheerfully help members and chairmen who request your assistance – but not too much. You may find yourself doing the whole job!
- ❖ Prior to undertaking your role as president, become thoroughly familiar with both the Constitution and Bylaws of your society. The Bylaws should be brought up to date at least every five years. [See the AVSA Bylaws for guidance.]
- ❖ Emphasize the importance of a capable nominating committee and its task of choosing the best possible nominees for each office. Responsibilities to the society and to AVSA should be fully explained before nominees accept their nominations.
- ❖ Keep your knowledge current. Read the minutes of the AVSA board meetings, which are available upon request from the AVSA office. Check show rules in the “Shows and Judges” column in *African Violet Magazine*. Keep up with the affiliates by reading the “Affiliate Update” column in *African Violet Magazine*.
- ❖ It would be great if the entire club were AVSA members. After all, AVSA is the glue that holds all the affiliates together. Encourage your members to join and to become familiar with *African Violet*



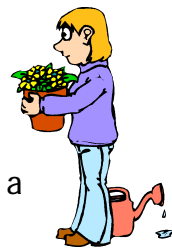
*Magazine* and the many benefits of joining AVSA. The officers certainly should be AVSA members.

- ❖ Encourage your members to attend schools for judges in your area even if they do not plan to take the examination. The schools are more than just learning to judge; they are overall classes in how to perfect your plants. Much worthwhile knowledge will be gained from such an experience.
- ❖ Suggest that your program chairman review the list of slide programs and other program material available from the AVSA Library as published in *African Violet Magazine* annually in the



September issue. Review the magazine with an eye for articles that could be used as back-up reading material for your programs.

- ❖ Plan club projects of violet therapy! Start rewarding projects in schools, Scout groups, Campfire Girls, 4-H clubs, and retirement homes.
- ❖ As president, try to attend other garden club functions. Visit clubs in your area and invite these groups to your meeting. Offer to host a workshop on growing African violets. This is a great way to successfully promote your club and AVSA at the same time.
- ❖ Some affiliates have limited memberships. If your quota is filled, encourage a good leader to start another African violet club and offer your advice and assistance to the leader.
- ❖ Encourage your members to contact newcomers in their neighborhoods. Call your local Welcome Wagon as a source for this information. Promote interest in African violets by taking a small blooming plant as a gift to a new neighbor and enclose an invitation to join you as a guest to one of your meetings. Include a card for a free leaf or plant that they can redeem with their attendance. Newcomers may not yet be involved in local activities and are usually eager to make new friends.



Now that you have these tips, here's how to run the meeting!

### **BEGINNING A MEETING**

The agenda – the order of business – is the first and most important part of any meeting. The wise Chairman (Presiding Officer) plans ahead what business is to take place. Below is a suggested agenda that a president may follow:



1. The Presiding Officer (standing) calls the meeting to order, on time, with a light tap of the gavel saying, "This meeting will come to order."
2. The Presiding Officer states whether a quorum is present. If a quorum isn't present, this also should be stated, as no official business can then be transacted.
3. Opening ceremonies, such as an invocation, the Pledge of Allegiance to the Flag may be given at this time.
4. Welcome and introductions: The chair welcomes guests, members and speaker.
5. Roll call of members, if customary.
6. The Presiding Officer asks the secretary to read the minutes of the previous meeting, after which the Presiding Officer says, "Are there any corrections to the minutes?" If corrections are made, the Presiding Officer states, "The secretary will make the corrections, and the minutes are approved as corrected." If no corrections are offered, the Presiding Officer states, "The minutes stand approved as read." No motion is required. At this time, any correspondence is read by the secretary or corresponding secretary.
7. The next order of business is the treasurer's report. Receipts and disbursements since the last report are read. Motions are needed to pay all outstanding bills not previously authorized. If there are no questions, the presiding officer says, "The treasurer's report will be filed for audit." If there are questions, the treasurer is instructed to attach them to the report. No motion is made to accept this report.
8. Report of officers, such as the president, vice president, etc., if there are any.
9. Report of the AVSA representative.

10. Report of standing committees (those appointed for the term of office).
11. Report of special committees (those appointed for a special project).
12. Unfinished business (never referred to as "old business").
13. New business.
14. Announcements.
15. Program.
16. Adjournment by the presiding officer by saying, "If there is no further business to come before this meeting, we will adjourn."  
[Pause] "The business meeting is adjourned." [If the affiliate holds their program at the start of their meeting time, the meeting is called to order after which the president turns the meeting over to the program committee. When the program is completed, the president thanks the presenter and returns to the meeting agenda.]

**ADDITIONAL TIDBITS OF INFORMATION**  
**TO GET YOU THROUGH THE MAZE**

The presiding officer stands while conducting the meeting (unless it is a small group where he/she can see everyone) but remains seated when reports are read. Those giving reports customarily stand when speaking.

*Roberts Rules of Order, Newly Revised* is your manual for controlling your meeting. Buy a copy and become familiar with it. It should be a part of the club library and should be consulted for questions on parliamentary procedure. Why do you need to do this? Because if your meetings are more effectively run, you can spend more time on what you are really there for – African violets. Here's a bit of history trivia:



*The word "Chair" or "Chairman" comes from early days when it was only the leader who had a chair . . . the assembly sat on benches.*

*The word "Bylaws" comes from England. Long ago, the little town of Bye had such a fine constitution the "City Fathers" and the citizens held to such exemplary conduct because of it that the English Parliament took notice and modeled many of their laws after it. Since much of the U.S. Constitution*

*was taken from the English Parliament, we had "Bye-laws" which was shortened to "By-laws" and now "Bylaws."*

Okay, let's get down to basics on how to get a motion through its phases:

### **EIGHT STEPS NECESSARY TO ENACT A MOTION**

The Chair is the chairman or person presiding at a business meeting, usually the president of the organization.



1. The member rises and addresses the Chair - "Madam/Mister President/Chairman."
2. Member receives recognition - "Mrs. Jones."
3. Member states the motion - "I move that (or to) . . . ."
4. When a second is required, another member makes it - "I second the motion." Keep in mind that the member does not necessarily have to agree with a motion to second it. The purpose of the second is to get the motion on the floor for discussion.
5. Chair states the motion - "I t has been moved and seconded that (or to) . . . ."
6. Chair calls for discussion (if the motion is debatable) - "I s there any discussion?" *The chair remains neutral during the discussion.* Although the chair isn't required to do so, he/she may vote to create a tie as well as to break one, but cannot have more than one vote on any motion. In voting to cause a tie vote, the motion is lost since it takes at least a majority to carry a motion, and when there is a tie, there cannot be a majority. In a ballot vote, the chair has the same privilege as members. If the Chair him- or herself wishes to propose a motion, he/she must step down from the Chair, asking the Vice Chair to take over the position while he/she makes the motion and subsequent discussion of it. He/she then resumes the chair to conduct the voting, observing the voting rules stated above.
7. Chair calls for the vote - "All those in favor of the motion, say 'aye'." [Pause] "All those opposed, say 'no'." When the chair is in doubt of the vote, a show of hands or rising vote may be called.
8. Chair announces the result of the vote - "The motion is adopted, and we will . . . .", or "The motion is lost, and we will not . . . ."

Much time can be saved in meetings by the chair using "General Consent" as an option. This means that the Chair may say, "If there is no objection, we will recess at noon for lunch." If no one objects, this is the same authorization as a favorable vote. However, if one objection is made, the motion must be made, seconded, and voted upon.

**Wait! There's more . . .**

**AMENDMENTS** to a motion must be made and voted on *before* the main motion is voted on. The main motion is then voted on as originally made if the amendment fails, or voted on as amended.

**WAYS TO AMEND:** 1) Insert, or add (a word, phrase or paragraph), 2) Strike out (words, phrases, or paragraphs), or 3) Strike out and Insert.

**WITHDRAWAL** of a motion may be made by the maker of the motion before the chair states the motion. After the chair has called for the vote and a motion has been adopted, a member may move to reconsider the motion. "Reconsider" takes a majority vote, and only a member who has voted on the prevailing side may ask that the motion be reconsidered during the same session. "Rescind" takes a two-thirds vote and is a motion, which can be made at a later date.

**POSTPONEMENT** of a motion is desirable when insufficient information makes further consideration or delayed action advisable. It can be referred to a committee, tabled, or postponed indefinitely or to a certain time.

There - you made it! You'll have to admit it was pretty simple.

***NOW, LET'S SEEK OPPORTUNITIES  
TO PROMOTE AFRICAN VIOLETS AND AVSA***

Here are some ways of promoting African violets and AVSA, which ultimately benefits your affiliate:

1. Make yourself and capable speakers available to garden clubs and other organizations. Refer to *African Violet Magazine* and distribute AVSA culture folders



- to interested persons. Contact them before your next show or educational display.
2. Have a violet show – large or small – or a public display. Provide posters and an AVSA magazine and membership display with a capable attendant manning the table at all times the show is open to the public.
  3. Ask to have an African violet display at local flower and garden shows, fairs, community gatherings, church bazaars, department stores, malls, supermarkets, etc. Provide show plants, eye-catching posters, copies of *African Violet Magazine*, AVSA culture folders and a friendly person to answer questions and promote AVSA.
  4. Encourage members to enter plants in the convention show. Call members' attention to the convention show schedule, program and list of awards in *African Violet Magazine*.
  5. Provide a library with *African Violet Magazines*, *AVSA Handbook for Growers, Exhibitors and Judges* and other books relating to African violets and other gesneriads.

### ***ENCOURAGE GOOD PUBLICITY***

Assist your publicity chairman to get and keep the name of your club and the African Violet Society of America before the public.

Request articles and slides from the *African Violet Magazine* editor and send articles to them six to eight weeks in advance of your show.



Encourage newspaper editors to print articles and pictures of successful growers in your society. Invite them to attend and possibly photograph some clever workshop sessions in which African violets are used.

Mention AVSA and its merits in all local publicity, especially in your violet show publicity, garden show publications, local newspapers, radio, and television.

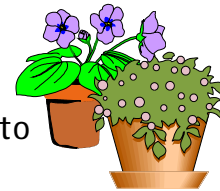
Send a brief account of your local show to the editor of *African Violet Magazine*. See "AVSA Information" on the inside cover of *African Violet Magazine* for deadlines. Encourage members to write about their

experiences in growing African violets and submit them to *African Violet Magazine* and local newspapers.

### ***THE IMPORTANT AVSA REPRESENTATIVE***

A conscientious worker to serve as the AVSA representative in your club should be appointed by the president or elected by the members (according to the club's bylaws). Plan and work with your representative for the ultimate good of your club and for AVSA.

Allow time at each meeting for the AVSA representative to report on AVSA activities. Here are some suggestions the representative can use to help promote African violets:



1. Encourage members to display their violets and copies of *African Violet Magazine* in their homes and to the public whenever possible.
2. Stress the importance for members to be familiar with the *AVSA Handbook for African Violet Growers, Exhibitors and Judges*. It contains much more than judging standards. It's a handbook for growing.
3. Suggest AVSA memberships as gifts to friends for any occasion, especially for Holiday gifts. AVSA memberships from your society are appropriate thank-you gifts to speakers as awards, as gifts to garden clubs, libraries, horticulture conservatories, hospitals, nursing homes, doctors' offices and beauty shops. You're helping to spread the word, and whoever picks up the magazine just might be knocking on your meeting door next month! [The recipient will receive an appropriate card naming the donor.]
4. Collect your members' lists of 25 favorite varieties, compile them, checking to be certain that those already on the Honor Roll are not included on your list. List exact number of votes for each variety and the number of members voting and mail to the Best Varieties Compiler.
5. Encourage growers who sell violets to become commercial members of AVSA. All dues in excess of individual membership fees go into the Boyce Edens Research Fund. The continuing research is of great benefit to commercials as well as amateurs.

6. Urge members to buy and wear AVSA emblems, pins, tie tacks, charms, all of which are available from the AVSA office at reasonable prices. Check the most recent *African Violet Magazine* issue for a list of prices and items available.
7. Submit names to the Awards Committee Chairman for the Hudson Memorial Award for affiliate leadership.
8. Mail the names of club officers to the AVSA office and to the AVSA Affiliate Chairman.
9. Contact the AVSA office if interested in participating in the liability insurance program (provided by AVSA for its affiliates).
10. Order and maintain the use of AVSA culture folders. Please do not photocopy them for use. They are offered at a reasonable price and should be the original copies that AVSA provides.
11. Utilize back issues of *African Violet Magazine* as promotional material at your shows. These can be obtained from the AVSA office for the cost of postage.
12. Be responsible for AVSA promotional material at club shows and sales.
13. Call to attention of the club any important issues and articles from the *African Violet Magazine*.
14. Encourage 100% AVSA membership in your affiliate.
15. Become familiar with and promote the avsa.org website and its many features.
16. Maintain contact with the AVSA office.
17. Consider your role as AVSA Representative an honor and strive to be the best representative your club has ever had.



We hope you have learned a few things in this pamphlet. Remember, there are many AVSA representatives, the AVSA Affiliate Committee as well as the AVSA office staff who are all available to assist an affiliate whenever the need arises. Check the "AVSA Information" page on the inside cover of *African Violet Magazine* and address all correspondence and requests to the appropriate person. Be sure to include your name, address (with ZIP code) when making any request.

And everyone - remember to

**SMILE**