

# AVSA Policies and Procedures Manual

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# The African Violet Society of America, Inc. Policies & Procedures Manual

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## Section 1 Memberships

- A. **Benefits of Membership in the African Violet Society of America, Inc. (hereinafter referred to as AVSA.)**
1. Each individual shall receive a membership card.
  2. Each new affiliate shall receive a charter.
  3. Commercial members shall receive a certificate of membership and two (2) membership cards.
  4. All shall receive six (6) issues of the **AFRICAN VIOLET MAGAZINE**, hereinafter referred to as the **AVM**.
  5. Affiliated chapters may request show awards and both chapters and individual members may rent materials from the **AVSA** library.
- B. **Membership Applications — Types and Dues**
1. Individual Membership/International Individual Membership
    - a.) Individual dues shall be \$30.00 annually.
    - b.) International individual dues, Canada, shall be \$35.00 annually, drawn in US funds on a US bank.
    - c.) International individual dues, other than Canada, shall be \$40.00 annually, drawn in US funds on a US bank.
    - d.) Membership shall be issued dated to expire one (1) year from date of receipt. The first membership card shall be mailed from the office. Future cards shall be printed on the cover of the **AVM**.
    - e.) There shall be no pro rata refund of dues for any reason.
  2. Affiliated Chapter Membership/Affiliated Internet Membership/State and/or Regional Societies/ State Councils and/or Judges Councils
    - a.) Affiliated chapter dues (including local, state, regional & judges councils) shall be \$35.00 annually.
    - b.) Affiliated Internet chapter dues shall be \$10.00 annually with no magazine.
    - c.) International affiliated chapter dues, Canada shall be \$40.00 annually drawn in US funds on a US bank.
    - d.) International affiliated chapter dues, other than Canada, shall be \$45.00 annually, drawn in US funds on a US bank.

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- e.) Dues may not be prepaid more than three (3) years in advance.
- f.) A charter shall be sent to newly affiliating organizations upon receipt of an application to affiliate and payment of dues.
- g.) The **AVM** shall be sent to the President of all affiliate organizations or to his/her designee.
- h.) Any affiliate shall no longer receive privileges if renewal dues are not paid within sixty (60) days of expiration date. During this sixty (60) day interval, a second notice shall be sent.
- i.) There shall be no pro rata refund of dues for any reason.
- j.) Affiliate members may request "How to Grow African Violets" culture folders or the one-sided culture sheet from the **AVSA** office which have space for the imprint of the affiliate member. A commission of \$1.00 shall be paid to affiliate members, for new memberships (excluding Associate Memberships), obtained by them received on the **AVSA** culture folder that carries the affiliate member's imprint. Folders may be purchased from the **AVSA** Office. The Office Manager shall keep a report of same and send a written report to the Treasurer and Membership Chair annually. The Treasurer shall pay this commission after the close of the fiscal year, providing the affiliate is entitled to \$10.00 or more.
- k.) Affiliates may receive, for the cost of postage, up to 500 copies of issues of the **AVM** from the **AVSA** office, provided there is a supply of more than 200 copies of each issue.
- l.) If applicable, new membership blanks are to be pasted into the magazines. Magazines are to be used as giveaways to the public.
- m.) Current **AVM** issues shall be made available to affiliates on consignment. An affiliate may obtain 10 or more **AVM's** bimonthly with the privilege of returning unsold copies. They may take a 40% markup (\$1.58) for each magazine sold.

### 3. Associate Membership

- a.) Individual Associates dues shall be \$15.00 annually.
- b.) International associate dues, Canada, shall be \$17.50 annually, drawn in US funds drawn on a US bank.
- c.) International associate dues, other than Canada, shall be \$20.00 annually drawn in US funds on a US bank.
- d.) An associate member is any person living with a person having any other class of membership.

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- e.) An associate member shall not receive the **AVM** but shall have all other privileges of an individual member. A membership card shall be mailed from the office.
  - f.) Dues may not be prepaid more than three (3) years in advance.
  - g.) There shall be no pro rata refund of dues for any reason.
4. Life Membership/International Life Membership
- a.) Life membership dues shall be \$1000.00.
  - b.) International life membership dues shall be \$1500.00 drawn in US funds on a US bank.
  - c.) A special certificate shall be printed and given to each life member upon payment of life membership dues. A life membership card and certificate shall be dated the first day of the month following receipt of payment.
5. Commercial Membership/International Commercial Membership
- a.) Commercial dues shall be \$60.00 annually.
  - b.) International commercial dues, Canada, shall be \$65.00 annually, drawn in US funds on a US bank.
  - c.) International commercial dues, other than Canada shall be \$70.00 annually, drawn in US funds on a US bank.
  - d.) Dues may not be prepaid more than three (3) years in advance.
  - e.) There shall be no pro rata refund of dues for any reason.
  - f.) Commercial members shall receive certificates of membership suitable for display in a sales room and up to two (2) membership cards for partners of the same business. The first card shall be printed on the magazine cover, the second one shall be sent from the office.

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- g.) Commercial members may request "How to Grow African Violets" culture folders or the one-sided culture sheet from the **AVSA** office which have space for the imprint of the commercial member. A commission of \$1.00 shall be paid to commercial members for new memberships (excluding associate memberships), obtained by them, and received on the **AVSA** culture folder that carries the commercial members' imprint. Folders may be purchased from the **AVSA** Office. The Office Manager shall keep a report of same and send a written report to the Treasurer and Membership Chair annually. The Treasurer shall pay this commission after the close of the fiscal year, providing the commercial is entitled to \$10.00 or more.
- h.) Commercial members may receive back issues of the **AVM** to be used as promotions for new memberships. These issues are not to be sold and commercial members will be required to pay for shipping and to ensure that new membership rate slips are secured over old membership rate schedules.
- i.) A commercial member may obtain 10 or more current **AVM**s bimonthly with the privilege of returning unsold copies. They may take a 40% markup for each magazine sold.
- j.) Commercial Members may purchase at wholesale prices for sale the current **AVM**, calendar, culture pamphlets, **AVSA** growing book, and any other **AVSA** materials.
- k.) Commercial Members may be listed on the AVSA Vendor Website, the AVM vacation guide and the Commercial Membership list.

### C. Library Subscription

A library subscription shall be \$30.00.

### D. General

1. **AVSA** shall affiliate with the American Horticultural Society as a National Society member
2. **AVSA** shall affiliate with the National Council of State Garden Clubs.

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### Section 2 Awards

#### A. General

1. Any affiliated chapter, state, and/or regional society, council, and/or club and judges' council may apply once during the calendar year from January 1<sup>st</sup> to December 31<sup>st</sup> inclusive for one (1) set of awards for each collection class for exhibitors and one (1) set of awards for each collection class for commercial exhibitors.
2. These awards are available for shows sponsored by an affiliate or for shows jointly sponsored by two (2) or more affiliates.
3. These awards are not available for shows if any joint sponsor is not affiliated, or if the same organization is included singly and/or jointly more than once during the year, with the exception of state councils or regional groups which may also apply for all **AVSA** awards once during each calendar year.

#### B. Standard Show Achievement Award (SSAA) (blue certificate)

1. A blue and white certificate shall be awarded to the affiliate winning the SSAA with a score of at least 95 points.
2. The **AVSA** President shall sign the certificate.

#### C. Standard Show Award (SSA) (green certificate)

1. A green and white certificate shall be awarded to the affiliate winning the SSA with a score of 90 – 94.9 points.
2. The **AVSA** President shall sign the certificate.

#### D. AVSA Collection Awards (gold and purple rosettes)

1. Only **AVSA** members in good standing shall be allowed to enter the **AVSA** Collection classes in an **AVSA** sanctioned show.
2. **AVSA** Collections shall be exhibited in a separate section in the show and will be divided into three classes. An exhibitor may enter only one (1) collection in each class. ALL entries in collection classes must be **AVSA** registered varieties.
3. Types
  - a. One **AVSA** class shall be standard varieties. This class may contain a collection of three (3) standard plants, three (3) standard single-crowned plants, or three (3) standard trailers of different .
  - b. The second **AVSA** Collection class is to contain three (3) single-crowned miniatures of different varieties, three (3) miniature trailers of different varieties, three (3) single-crowned semiminiatures of different varieties or three (3)

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semiminiature trailers of different varieties.

- c. The third **AVSA** Collection is to contain three (3) different species.
4. The registration number of each variety shall be shown on the point score form and on the entry card.
5. An affiliate may request either one or all collection packets, but may not combine the classes into one class.

### **E. Procedures for Obtaining AVSA Awards**

1. Local show chair shall apply to the **AVSA** Schedule Approver for the **AVSA** awards that are Collection Awards, SSAA, and SSA certificates. Application shall be made a minimum of two months in advance of the show.
2. The charges for the SSA packets and rosettes are published in the African Violet Magazine. The affiliate is to forward the appropriate charges to the Schedule Approver who will forward it to the Treasurer.
3. Two schedules must accompany the application for these awards. These schedules must be the same as the judges receive.
4. When the Schedule Approver approves said schedule, he/she will mail to the Show Chair, the score sheet for evaluating the show along with the SSAA and SAA certificates to be displayed if either certificate is awarded.
5. Regardless of the show score, a sealed envelope containing the point score sheet showing judges' evaluation of the show, signed by the judges who tabulated the show, shall be given to the Show Chair.
6. The results of the evaluation shall be made available (for educational purposes) to the Show Chair of the affiliate chapter by the chair of the judges' panel.
7. The Collection rosettes, if not awarded, may be retained by the affiliate for use in future **AVSA** shows.

### **F. Special Society Awards**

#### **1. Process**

- a) The names and lists of accomplishments of possible recipients for special society awards shall be submitted to the Awards Chair, not later than November 1<sup>st</sup> of each year.
- b) It shall be the responsibility of the Executive Committee and the Society Awards Committee to determine the recipients of these awards, with the exception of the Hall of Fame Award.

#### **2. Hall of Fame award**

**AVSA** has established the Hall of Fame Award as the most prestigious award to recognize those individuals who have made unique and long-standing

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impact on the history of the Society. The criteria for this award are:

- a) The nominee should be one who has served the Society in one or more capacities for at least fifteen (15) years and shall not have held elected office in the previous five (5) years.
- b) A nominee should be a Life Member or an Honorary Life Member and be the recipient of at least two (2) **AVSA** honorary awards.
- c) Only nominations accompanied by a full resume listing accomplishments, participation, and service should be considered.
- d) Nominations shall be submitted, with resumes, to the Society Awards Committee by current or former members of the Board of Directors by November 1.
- e) A list of no more than two (2) eligible nominees shall be sent by the Society Awards Committee to the Board of Directors for a vote, by January 1 and ballots shall be returned to the Society Awards Committee Chair no later than February 1.
- f) A two-thirds (2/3) majority of those eligible to vote shall determine the recipient.
- g) The results of the vote shall be reported to the Executive Committee.
- h) Only one (1) Hall of Fame Award shall be awarded in one (1) year. The award need not be presented every year.

### 3. **Bronze Medal for Horticultural Achievement**

- a) This is **AVSA**'s highest award for both scientific and horticultural contributions.
- b) Two (2) awards, if warranted, may be given each year: one (1) in the field of scientific effort and one (1) for other horticultural achievement.
- c) The recipient need not be an **AVSA** member.
- d) It is not required that this award be given each year.

### 4. **Distinguished Service Certificate**

- a) This is the highest service award that **AVSA** may bestow.
- b) To qualify for this award the member must have first received an Honorary One-Year Membership and an Honorary Life Membership.
- c) This award is given to those members who have continued to give outstanding service to the society.
- d) Only one (1) Distinguished Service Certificate shall be awarded in any one year.
- e) It is not required that this award be given each year.

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### 5. Continuing Service Award

- a) This shall be given to those persons who have given continued service to the society.
- b) To be eligible for this award the member must have first received an Honorary One-Year Membership.
- c) No more than three (3) of these awards may be given in any one year

### 6. Honorary Life Member

- a) Only one (1) may be awarded each year.
- b) This shall always be bestowed upon an outgoing President. In a year when it is not presented to an outgoing President, it may be given to a worthy recipient who shall have been a long time **AVSA** member.
- c) A pin, special wallet card, and certificate shall accompany this award. A diamond in the center of the Past President's Pin shall differentiate it from the Honorary Life Membership Pin.
- d) Honorary Life Membership may be received only once by any one individual.
- e) These awards shall be secured by the Society Awards Committee.

### 7. Mabel and Glenn Hudson Memorial Award

- a) Names for the recipients of this award shall be submitted to the Awards Chair by secretaries of affiliates.
- b) Award shall be given for outstanding leadership activities within an affiliated chapter.
- c) Interest accrued from a specific memorial fund shall be used by the Society Awards Committee for this purchase.
- d) It shall be secured by the Society Awards Committee.

### 8. Honorary One-Year Memberships

- a) These are given in recognition for outstanding contributions to **AVSA**.
- b) This award must be received before all other recognition awards except the Silver Pen, Bronze Medal, and President's Citation Certificates.
- c) No more than five (5) may be awarded each year.

### 9. Meritorious Service Award

- a) These are given to thank individuals for special service to **AVSA**.
- b) This award shall be accompanied by a certificate with no award of other value.
- c) No more than five (5) may be awarded each year.

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### 10. President's Citation Certificates

- a) No more than ten (10) President's Citation Certificates may be given for outstanding articles in the **AVM**, January through November issues.
- b) A one-year **AVSA** membership accompanies this award and shall be passed on by the winner to a non-**AVSA** member.
- c) The Publication Chair issues ballots to the Publication Committee, the Executive Committee, Directors and Chairs of Standing Committees to determine the recipients of the award.
- d) The rules and directions for this award are found in P&P Section 7, Duties of the Publication committee chair.
- e) This award shall be presented by the President at the association awards banquet.

### 11. Silver Pen Award

- a) This award may be given to anyone who has received five or more President's Citation Certificates for materials published in the **AVM**.
- b) The recipients of this award will be presented with a written certificate as well as a silver pen.

### 12. Gavel for Incoming President

- a) Incoming Presidents shall receive a gavel inscribed with their name and the term and year of office. This gavel will be presented at the time of installation.
- b) This gavel shall be secured by the Society Awards Committee.

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### Section 3 Financial Information

#### Bank Depositories

##### A. Authority

1. The Treasurer with the approval of the Executive Committee of the Board of Directors shall have the authority to designate the bank depositories to be used by **AVSA**.
2. The signatories on the account will be the President and the Treasurer and such additional designated individuals as deemed appropriate and approved by the Executive Committee.

##### B. Placement of Funds

1. Monies of **AVSA** shall only be deposited in federally insured banks.
2. **AVSA** monies in excess of the anticipated requirements of the current fiscal year and the principal balances of restricted funds shall be deposited in federally insured financial institutions or invested in mutual funds, corporate bonds, obligations of the United States Treasury, or agencies of the government of the United States, mutual funds, or with the approval of the Finance Committee, individual stocks. The amount invested in individual stocks should not exceed thirty-five percent (35%) of the total funds, but the Finance Committee may set a lesser percentage. The Finance Committee with the approval of the Executive Committee shall determine the timing and maturity of such investments.

##### C. Office Bank Account

1. A depository and checking account combined shall be maintained for depositing all monies received by the **AVSA** office. Checks may be written on this account for payroll, rent, and all other expenses that vendors will not bill to the Treasurer. Checks shall be signed by the Office Manager, Treasurer, or President.
2. The Office Manager shall be authorized to expend up to \$250 for any one purchase of necessary office furnishings and/or equipment.
3. The **AVSA** office shall deposit daily, all monies received. Each check shall be properly stamped with an endorsement to the **AVSA** account.
4. **AVSA** shall be authorized to accept Visa and Master Card for payment of convention registration and all **AVSA** sale items. Visa and Master Card shall be accepted for payment of dues.
5. All persons who have checks returned unpaid, shall be assessed the penalty as charged to **AVSA** by the bank, plus an administrative charge of \$25.00.
6. Bank statements shall be mailed from the bank directly to the Office Manager. Within ten (10) working days of the receipt of bank statements, the Office Manager shall forward copies of the month's check stubs, a

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copy of all deposits made, and daily income records to the Treasurer. The complete bank statement shall be forwarded to the Treasurer at this time.

7. At the end of each month, any balance exceeding \$10,000.00 in the office checking account shall be forwarded to the Treasurer in the form of a check made payable to the **AVSA** General Fund, except when the Treasurer's account would exceed the FDIC limit of \$100,000.00.

### D. Annual Meeting Expense

1. The Executive Committee shall annually decide if a parliamentarian, the **AVSA** Office Manager, and the **AVM** Editor, each individually, need to be present at the upcoming annual meeting. If the individual's presence is required, **AVSA** shall pay round-trip travel expenses, the cost of a standard sleeping room, and up to the IRS per diem meal rate. Registration for these individuals shall then be paid from convention funds. The Executive Committee shall determine which meal functions must be attended by each of these individuals and those meals shall be paid by convention funds. No unauthorized charges will be paid by **AVSA**.
2. Rooms will be provided for the following: President, Convention Director, and local convention and show chairs during the convention. Rooms will be charged to **AVSA** if the hotel does not provide complimentary rooms. No unauthorized charges to any room will be paid by **AVSA**. **AVSA** shall pay travel expenses and official meal functions for the President and Convention Director at the annual convention.

### E. Anne and Frank Tinari Endowment Fund

1. There shall be a fund to ensure the long-term financial stability of AVSA by providing a stream of income restricted to support and enhance the operations of **AVSA**.
2. The initial gift and all future contributions to the Fund shall be invested for perpetual growth. The endowment corpus of the Fund shall never be spent nor can there be borrowings from the corpus of the Fund.
3. The funds of the corpus of the Fund shall be separately accounted for by **AVSA** and shall be designated as the Anne and Frank Tinari Endowment Fund. The funds comprising the Fund may not be co-mingled with other investment assets of **AVSA**.
4. Any person, individual, group, corporation or other entity may make donations as additions to the Fund, provided that such additions shall be made subject to the provisions of the Fund as outlined. All donations to the Fund shall be deposited to the corpus of the endowment fund.
5. The **AVSA** Finance Committee shall be responsible to the **AVSA** Board of Directors for the management and initial investment of the Fund. A report shall be furnished quarterly to the **AVSA** President and annually to the Board of Directors. The corpus of the Fund may be invested in any

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combination of mutual funds, bonds, and certificates of deposit as agreed upon by the **AVSA** Finance Chair, the Finance Committee and the **AVSA** Treasurer, to include no less than five individuals' signatures in the quarterly reports to the President.

6. In order to provide for continued support for the foregoing purpose, the **AVSA** Finance Committee may recommend distribution of portions of the income from the Fund annually to the **AVSA** operating budget and/or special projects. No distributions from the income of the Fund shall be made until the Fund endowment reaches at least \$100,000. All income until that amount is reached shall remain in the Fund for investment in growth.
7. Until such time as the corpus of the Fund reaches \$500,000, no more than 50% of the income from the Fund shall be so distributed with the remainder of the income to be re-deposited into the corpus for investment. Any unused earned income or interest shall be reinvested.
8. Contributions to the Fund shall be made to the **AVSA** office. Notice of contributions will be sent to the Endowment Fund Committee Chair monthly. A separate cash account may be maintained by the Treasurer as needed for deposits until timely investment of the contributions into the endowment corpus. The Treasurer shall send quarterly reports to the Finance Chair.
9. At such time as the Fund reaches \$500,000, the **AVSA** board of Directors, in consultation with the Finance Committee, must consider the selection of a professional fund management group or advisor to manage the investment of the Fund.
10. If, at sometime in the future, the **AVSA** should cease to exist and be permanently dissolved, the **AVSA** board of Directors is authorized to utilize the amount available for distribution from the Fund in a manner that coincides as closely as possible with the original purpose of **AVSA** and the Fund, e.g. a University research fund. No donor shall be eligible for return of the donations to the Fund at any time for any reason.
11. These terms and conditions as approved by the Board of Directors on May 27, 2007 shall govern the operation of the Anne and Frank Tinari Endowment Fund. The terms and conditions can only be altered by  $\frac{3}{4}$  (three-fourths) vote of the **AVSA** membership in an annual meeting.

### **F. AVSA Booster Fund**

1. There shall be a fund for receiving donations over and above the cost of membership.
2. Donations received for this purpose shall be deposited to the general fund.

### **G. AVSA Building Maintenance Fund**

3. There shall be a fund for maintaining a permanent home for the **AVSA** business office.
4. Donations received for this purpose shall be deposited to the general fund.

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### H. Boyce Edens Research Fund, hereinafter called BERF

1. The Treasurer shall maintain separate accounting records of all income and expenses of **BERF** and provide periodic statements summarizing these transactions. Separate depository and/or checking accounts may be maintained if deemed necessary by the Treasurer and approved by the Executive Committee of the Board of Directors.
2. All money received from commercial membership dues over and above three dollars more than the amount of individual membership dues, shall be credited to the **BERF**.
3. The Chair of the **BERF** shall forward all monies received to the Treasurer.
4. The Research Committee shall have available, up to \$500.00 for use on small research projects. This money is to come from the **BERF**.
5. Interest on the **BERF** investments may be used for **AVSA** scholarships. Principal may be used up to 10% of the balance at the time of the awarding of the scholarship.
6. The level of **BERF** funds shall be set by the Board at \$15,000.00 and anything over and above that amount in this currently restricted fund may be used by general funds to provide an increased margin of safety to continue society operations.
7. **AVSA** monies in excess of the anticipated requirements of the current fiscal year and the principal balances of restricted funds shall be deposited in federally insured financial institutions or invested in mutual funds, corporate bonds, obligations of the United States Treasury, or agencies of the government of the United States, mutual funds, or with the approval of the Finance Committee, individual stocks.
8. The amount invested in individual stocks should not exceed 35% of the total funds, but the Finance Committee may set a lesser percentage.

### I. Budget Allowances

1. Annual budget allowances for designated Committees shall be recommended by the Finance Committee Chair for approval by the Board.
2. Any overage in the budgeted amount must receive approval of the President before they are incurred.
3. Any motion that affects a budget item must include an estimate of the anticipated impact on the budget.

### J. Convention Finances

1. The Treasurer shall maintain separate accounting records of all convention financial transactions and provide periodic statements summarizing these transactions. Separate depository and/or checking accounts may be maintained if deemed necessary by the Treasurer and approved by the Executive Committee of the Board of Directors.
2. Upon acceptance of an invitation to host an **AVSA** Convention, \$1,000.00 shall be advanced to the hosting group at the direction of the **AVSA**

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## **Policies & Procedures Manual**

Convention Director. This shall be returned to **AVSA** within six (6) months after the close of the convention.

3. If said invitation is withdrawn, full reimbursement of the \$1,000.00 shall be made.

### **K. Investment of Surplus Cash Balances**

1. **AVSA** monies in excess of the anticipated requirements of the current fiscal year and the principal balances of restricted funds shall be deposited in federally insured financial institutions or invested in obligations of the United States Treasury, or agencies of the government of the United States, mutual funds, or, with the approval of the Finance Committee, individual stocks. The amount invested in individual stocks should not exceed 35% of the total funds, but the Finance Committee may set a lesser percentage.
2. The Finance Committee with the approval of the Executive Committee shall determine the timing and maturity of such investments.

### **L. Life Membership Fund**

1. The Treasurer shall maintain separate accounting records of life membership dues and provide periodic statements summarizing these transactions. Separate depository, investment, and/or checking accounts may be maintained if deemed necessary by the Treasurer and approved by the Executive Committee of the Board of Directors.
2. All monies received for life membership dues shall be invested by the Treasurer as directed by the Board of Directors. The interest accruing shall be used to provide a subscription to the **AVM** yearly for each life and honorary life member. Said subscriptions shall be paid at the rate of \$11.00 annually. The balance of the interest shall be used for the support of **AVSA**.
3. All expenses incurred in printing and addressing new certificates shall be paid from the Life Membership Fund.
4. **AVSA** monies in excess of the anticipated requirements of the current fiscal year and the principal balances of restricted funds shall be deposited in federally insured financial institutions or invested in obligations of the United States Treasury, or agencies of the government of the United States, mutual funds, or, with the approval of the Finance Committee, individual stocks. The amount invested in individual stocks should not exceed 35% of the total funds, but the Finance Committee may set a lesser percentage. The Finance Committee with the approval of the Executive Committee shall determine the timing and maturity of such investments.

### **M. Mabel and Glenn Hudson Memorial Award Fund**

1. The award supported by this fund is given for outstanding leadership activities within an affiliated chapter.

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2. The Treasurer shall maintain the restricted fund set up by the initial deposit of the memorial donation by keeping separate accounting records and providing periodic statements summarizing these transactions. Separate depository, investment, and/or checking accounts may be maintained if deemed necessary by the Treasurer and approved by the Executive Committee of the Board of Directors.
3. The interest accruing from this fund shall be used for the purchase of this award, which shall be secured by the Society Awards Committee.
4. **AVSA** monies in excess of the anticipated requirements of the current fiscal year and the principal balances of restricted funds shall be deposited in federally insured financial institutions or invested in obligations of the United States Treasury, or agencies of the government of the United States. The timing and maturity of such investments shall be determined by the Finance Committee with the approval of the Executive Committee.

### **N. Petty Cash Funds**

1. All monies spent shall be validated by paid invoices. All disbursements from these funds shall be reported to the Treasurer, who shall issue a check to reimburse these accounts as invoices are surrendered. A final accounting of these funds shall be reported to the Treasurer by December 1 each year.
2. A petty cash fund of \$100.00 shall be maintained by the Office Manager.

### **O. Travel Expense**

All expense reimbursement requests for properly authorized travel must be accompanied by supporting receipts except for minor expenses that do not exceed \$20.00

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### Section 4 Office Information

#### A. General Personnel Information

1. Thirty-five (35) hours shall constitute the normal workweek. Benefits shall be earned at a minimum of 20 hours per week. The office shall be open from 9:00 am to 4:00 pm (Central Time), Monday through Thursday. Summer hours may be set by the Executive Committee.
2. One-half (1/2) hour is allotted each employee for lunch and is not considered part of the thirty-five (35) hour week. Lunch hours shall be staggered by the Office Manager to provide continuous office operation.
3. Pay periods will be computed every two (2) weeks for hourly office personnel. Office Manager and Editor shall be paid every other week. Sufficient notice must be given to the Office Manager when changing pay periods.
4. Overtime (time-and-a-half) will be for over forty (40) hours per week for hourly employees and shall be authorized by the Office Manager.
5. Time cards will be turned in to the Office Manager at the end of each pay period.
6. Time cards are to be signed and dated by the employee and Office Manager
7. Time cards must be submitted on the day ending the pay period.
8. Alteration of time cards may result in immediate termination.
9. Expenses of **AVSA** personnel when traveling on Society business shall be authorized by the President.
10. Documentation of expenses by paid receipts shall be required.
11. Advance payment of expenses in cases of emergency must be approved by the President.
12. Employee payroll and evaluation records for all paid employees shall be the property of **AVSA**. Upon written permission, an employee may request copies of said records to be released to prospective employers.
13. **AVSA** employees or contractors, full-time or part-time, shall not be related to any other **AVSA** employee/contractor without the express permission of the Executive Committee.
14. The Salary Committee shall evaluate the Office Manager. The Office Manager shall evaluate all other office personnel's performance. The review period for written performance evaluations shall be January 1 to December 31. Evaluation forms shall require the signature of both employee and evaluator and the date the evaluation conference is held.
15. All employees handling society funds shall be bonded in a blanket bond, the cost of same to be paid by the Society.
16. All raises begin July 1<sup>st</sup>.

#### B. Probationary Period

1. The first six months of all employment shall be a probationary period.

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2. This period shall be used to observe work habits, attendance, attitude, and any other necessary skills to determine continued employment.
3. During probationary status, any employee may be terminated at any time by the Office Manager or by a written poll of the Executive Committee.
4. At the completion of the probationary period, a written evaluation using the "Annual Performance Appraisal Report" shall be made.
5. Successful completion of the probationary period shall allow for permanent employment status.

### C. Disciplinary Action

1. All disciplinary actions shall be maintained in writing by the Office Manager. A copy of said actions shall be placed in the employee's file.
2. Actions may include: reprimand or warning, written reprimand or warning, suspension without pay, or dismissal.
3. Disciplinary actions shall be instituted when job performance becomes unsatisfactory in any way.
4. The essential records and files concerning disciplinary action shall be the property of **AVSA**.

### D. Responsibilities of the Office Manager

1. Shall provide diversified administrative support for Executive Committee.
2. Shall supervise the efficient management of the **AVSA** business office, operating within the annual budget as approved by the Board.
3. Shall complete necessary forms for state and federal governments and file all government forms and monies due at the designated time.
4. Shall issue salary checks to all paid personnel of **AVSA**. Office personnel shall be required to present time cards signed and dated at the end of each pay period, bi-weekly. The Editor and Office Manager may be paid bi-weekly. The Editor shall provide the Office Manager with the name of the proofreader for each issue. The Office Manager shall pay the proofreader of the **AVM** as contract labor at a rate to be determined each year by the Salary Committee.
5. Shall keep records as required by the Board. Monthly reports will be sent to the Executive Committee. This report may include monies deposited for the month, membership information and/or those items requested by the Executive Committee.
6. Shall permanently maintain the minutes of all Board meetings in the **AVSA** office. These documents and all other archival material shall not be removed from the office.
7. Shall confer with and keep the President informed at all times, of the activities of the office and its staff.
8. Shall write a column in any issue of **AVM** as deemed necessary. This column shall be reviewed by an individual from the Publication Committee before inclusion in the **AVM**.
9. Shall direct the mailing of renewal notices and membership cards at the

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- appropriate times. Renewal notices must be sent at least 45 days before expiration. Second bills shall be sent no later than 90 days after membership has expired. Affiliate renewal notices shall be sent no later than November 30 each year. Copies of the returned affiliate renewal notices shall be sent to the Affiliate Chair monthly.
10. Shall be responsible for supervising the distribution of library materials. These responsibilities are:
    - a. To receive, schedule and acknowledge library requests.
    - b. To maintain serviceability of all library materials.
    - c. To mail library programs on time and as scheduled.
    - d. To collect all library rental fees, deposit them in the **AVSA** account and report to the Treasurer. To maintain continuous contact with, and direction from, the Library Committee Chair.
  11. Shall keep accurate records of commissions earned by affiliate and commercial members. A list of those affiliate and commercial memberships of 10 or more secured will be forwarded to the Treasurer and to the Membership and Promotion Committee Chair at the end of the fiscal year (December 31).
  12. Shall be responsible for the satisfactory implementation of paid office personnel. (See Probationary Period and Disciplinary Action, above)
  13. Shall evaluate all office personnel using the "Annual Performance Appraisal Report" in this section.
  14. Shall be responsible for hourly, contract and part-time labor and appropriate supervision thereof. Shall be responsible for the hiring and replacing of personnel as needed. The Office Manager shall keep all employee records in securely locked files to provide confidentiality of all such information.
  15. Shall be required to follow the procedures as set forth under the Office Bank account and shall see to it that all office personnel understand their responsibilities.
  16. Shall supervise the **AVSA** Convention registration. The Office Manager shall arrive at the Convention site at a time designated by the Convention Director in consultation with the President. Shall be responsible for ordering and maintaining the supply of the badge identification ribbons.
  17. Shall compose routine replies to inquiries based on verbal direction, or from knowledge of **AVSA** policy. Shall forward potential conflicts and/or problems to appropriate Executive Committee member or Director.
  18. Shall locate and obtain information from sources within **AVSA**, such as the Executive Committee, Directors, and the **AVM**.
  19. Shall research and/or prepare **AVSA** business-related data, correspondence and material for inclusion in the **AVM**.
  20. Shall prepare special reports and summaries of new and special reports. May recommend new procedures to improve effectiveness of administrative system.
  21. Shall provide computer data exchange with **AVSA** committees.

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22. Shall provide telephone and visitor reception. Shall provide information to callers, including Board members, which requires considerable knowledge of **AVSA** Policies and Procedures, practices, and operations, including The Handbook for Growers, Exhibitors, and Judges.
23. Shall process incoming and outgoing mail and e-mail, including the processing of requests for **AVSA** publications and materials. May handle mass mailings to include labeling, stuffing envelopes, sealing, and affixing postage.
24. Shall maintain monthly records and reports on accountable inventory of **AVSA** publications and materials. Shall maintain records of receipt and mailing of **AVSA** publications and materials.
25. Shall maintain records of **AVSA** affiliate insurance plan.
26. Shall provide financial information as needed by the Treasurer and Finance Committee Chair.
27. Shall create and maintain computerized **AVSA** membership records.
28. Shall operate the computer and other office equipment.
29. Shall initiate paperwork related to the hiring of office help. Shall ensure that all details are properly handled to facilitate new hires transition to their new position.
30. The hurricane policy will be followed by the office manager.
31. The office manager shall keep all tax records in a secure, locked cabinet or safe in the AVSA office accessible only to the Office Manager and the current president.
32. Shall submit to the President and Secretary, at the end of the fiscal year (January 31), a written report of all work since the last Annual Meeting. At the direction of the President this report shall be copied and a packet containing all submitted reports shall be sent to each Board member as soon as they are available. The original, copy shall be filed in the **AVSA** office. Shall study the contents of this packet before the Board meeting.

### **E. Hurricane Policy**

#### 1. Purpose

1. To prepare the office and direct the staff in the event of an evacuation due to impending hurricane.

#### 2. Duties of the Office Manager

- a. Direct and assist the staff in covering the Archives and all the Library materials to protect from water.
- b. Clean all desk tops and box important work, place in plastic bags and secure in safe area.
- c. Move computers and important papers to safe area and cover with plastic to protect from water and wind.
- d. Back up of the server to be made.
- e. Release the office staff as soon as the voluntary evacuation order is given by the city. This will insure the safety of the staff before the hurricane hits.

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- f. Turn off all lights, gas and water before leaving.
  - g. Notify the President and the Executive Committee of the implementation of these plans, the time that the office will be closed and staff evacuated. This notification will also include a contact number and where the Office Manager can be reached. Staff will be provided with this contact information.
  - h. Shall take back up of the server, insurance papers and any other important work when leaving office.
  - i. After the all clear is given will notify the office staff when they can return to the city. An evaluation of the office will be made to determine when all may return to work.
  - j. A copy of this policy shall be filed with the insurance carrier and updated as needed.
3. Duties of the Editor
- a. Move computer and important papers to safe area and cover with plastic to protect from water and wind.
  - b. Notify the President and Executive Committee of the implementation of these plans and the time of departure. This notification will also include a contact number and where to be reached.
  - c. Shall take back up and any other papers as necessary when leaving office.
4. Duties of Staff
- a. Shall assist as directed with the securing of the office.
  - b. Shall keep in touch with Office Manager during evacuation.
  - c. Shall return to work after evaluation is made by the Office Manager and a date and time has been determined.

### **F. Terms of Employment**

- 1. The Office Manager will be employed as a salaried employee or on a contract basis.
- 2. Either party upon sixty (60) days written notice may sever the contract.
- 3. This action may be taken by the Board of Directors, or during an interval between Board meetings, by the Executive Committee, with a 2/3 vote of either body.

### **G. Part-Time Contract Labor**

- 1. If additional workers are needed at any time of the year, the Office Manager must receive permission from the President, with the concurrence of the Treasurer and Finance Chair. Compensation rates for part-time contract labor shall be set by the Salary Committee each year.
- 2. Contract laborers shall be paid only for hours actually worked and receive

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no benefits.

### H. Paid Time-Off Benefits

#### 1. Vacations

- a. Employees of **AVSA** shall be entitled to vacations, with pay, as follows: work week is defined as four (4) days.  
Two (2) weeks after one (1) year's service.  
Three (3) weeks after five (5) year's service.  
Four (4) weeks after ten (10) year's service.
- b. The Office Manager is responsible for the scheduling of vacations.
- c. No more than one member of the office staff may be on vacation at any one time.
- d. Exceptions to this rule will be made in emergencies by the Office Manager in consultation with the President.
- e. The President shall be notified of vacation schedules for all employees by the Office Manager one week in advance.

#### 2. Holidays

- a. The following holidays are designated as official paid holiday for full-time permanent employees only:  
Employees Birthday  
New Year's Day  
Memorial Day  
July 4th  
Labor Day  
Thanksgiving  
Christmas Eve Day  
Christmas Day  
New Year's Eve – day
- b. Holidays falling on Saturday will be observed on the preceding Thursday. Those falling on Sunday will be observed on the following Monday. Exceptions to the above schedule may be made by the President.

#### 3. Sick Time

- a. Sick time will be accrued at the rate of one-half (1/2) day each month.
- b. Sick time may not be accumulated from year to year.
- c. The Office Manager or President may require documentation in case of illness.
- d. Sick time may be accrued during the probationary period, but will not be paid until satisfactory completion of said probationary period.
- e. The President shall be notified that any full-time employee is out of the office for a full day or longer for sick time or other reason.

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### 4. Maternity Leave

- a. Unpaid maternity leave shall be granted following federal requirements.
- b. Paid maternity leave, not to exceed two (2) weeks, may be granted to full-time employees who have passed the probationary period.
- c. The Salary Committee shall have the authority to grant this leave on a case-by-case basis.

### 5. Funeral Leave

- a. Funeral leave shall be granted for up to two (2) days off for each occurrence of a death in the family.
- b. The definition of "family" includes: parents, parents-in-law, children, grandparents, brothers, sisters, brothers-in-law, sisters-in-law, partners, or any other relative living in the home.

### 6. Jury Duty

- a. **AVSA** shall provide time off and regular pay to employees who are summoned to jury duty.
- b. Employees may keep any jury pay provided by the court.
- c. Proof of jury service issued by the court shall be submitted to the Office Manager or President.

## I. Employee Evaluations

1. Annually, an Employee Evaluation shall be conducted for the position of Office Manager and other office positions. Also, such an evaluation shall be performed for the position of **AVM** Editor, when such position is a salaried employee.
2. Suggested Procedure:
  - a. The employee subject to evaluation shall be evaluated by the Chair of the Salary Committee (First Vice President) or Office Manager utilizing the **AVSA Employee Evaluation Form**.
  - b. A private meeting between the First Vice President or Office Manager and the evaluated employee shall be held in which the information recorded on the form by the evaluator is discussed in a give-and-take fashion. A problem solving atmosphere should evolve in said meeting which should run as long as necessary to arrive at full understanding.
  - c. Upon Completion of discussion, employee and evaluator shall sign the form. The employee is given opportunity to comment on the form prior to signing.
  - d. The evaluation form is ultimately filed as documentation of performance.

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### J. Employee Personal Assessment Form

1. An Employee Personal Assessment form shall be given to each employee annually (see next page for form). The form will ask the employee the following:
  - a. To list accomplishments from the previous year.
  - b. To list goals for the coming year.
  - c. To ask for suggestions on how operations might be improved.
  - d. To make any additional comments as the employee deems appropriate.
2. Suggested Procedure
  - a. Employee Personal Assessment Form reporting period will be from January 1<sup>st</sup> through December 31<sup>st</sup> of each year.
  - b. Form will be given to the employee by the Salary Committee Chair or the Office manager on or before January 31<sup>st</sup>, after the end of the reporting period.
  - c. Form will be returned by March 1<sup>st</sup> to the Salary Committee chair or the Office Manager.
  - d. Salary Committee Chair will have copies available for the committee members prior to the annual Salary committee meeting during the convention.

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## Employee Personal Assessment Form

To be completed annually by each employee preceding the annual evaluation. The completed form shall be returned to the Salary Committee Chair or the Office Manager who will conduct the annual interview.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

1. Please list your accomplishments from the previous year.

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2. Please list your goals for the coming year.

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3. How might operation be improved?

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4. Please make any additional comments that you feel appropriate.

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Signed \_\_\_\_\_ Date \_\_\_\_\_

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**AVSA EMPLOYEE EVALUATION**

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Name: \_\_\_\_\_ Position: \_\_\_\_\_

Date of Hire: \_\_\_\_\_ Time in Position: \_\_\_\_\_

Reporting Period: \_\_\_\_\_ Current Salary: \_\_\_\_\_

Recommended Salary: \_\_\_\_\_

Type of Appraisal:         ANNUAL             PROBATIONAL  
                                   SPECIAL             OTHER

**Categories of Appraisal and Comments:**

- (1) Excellent — employee meets, and often exceeds, work standards
  - (2) Good — employee meets all work standards
  - (3) Acceptable — meets standards, but could use some improvement
  - (4) Marginal — frequently fails to meet standards
  - (5) Unsatisfactory
- 

Knowledge:

---

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Cooperation: \_\_\_\_\_

---

---

Uses Initiative: \_\_\_\_\_

---

---

Accuracy: \_\_\_\_\_

---

---

Completes Assignments: \_\_\_\_\_

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( ) Attitude with Public: \_\_\_\_\_

\_\_\_\_\_

( ) Computer Skills: \_\_\_\_\_

\_\_\_\_\_

( ) Analytical ability: \_\_\_\_\_

\_\_\_\_\_

( ) Attendance: \_\_\_\_\_

\_\_\_\_\_

( ) Neatness and Organization: \_\_\_\_\_

\_\_\_\_\_

Name of Employee: \_\_\_\_\_ Date of Evaluation: \_\_\_\_\_

Position: \_\_\_\_\_

I have reviewed the above Evaluation. I do ( ) or do not ( ) have any comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Evaluator \_\_\_\_\_ Date \_\_\_\_\_

Position: \_\_\_\_\_

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### Section 5

#### Officers and Directors

##### A. General

1. Essential records and files of all officers shall be the property of **AVSA** and shall be forwarded to the successor. The Policies and Procedures Manual shall be given to each member of the Board of Directors and committee chairs.
2. Hard copy (paper output) as well as the digital electronic form of data (data files) of work done for **AVSA** on a computer shall be the property of **AVSA**.
3. All Society officers, committee chairs, members and employees handling Society funds, shall be bonded in a blanket bond, the cost of same to be paid by the Society.
4. All stationery paid for out of **AVSA** funds (excluding postcards) shall be on standard size (8 1/2" x 11") paper with corresponding envelopes. Any other size ordered shall be at the expense of the individual member placing the order.
5. Stationery available through **AVSA** shall not be personalized.
6. It is recommended that all newly formed or existing committees (except Convention Director) dealing with any financial contract should have the Treasurer and the Finance Chair as members of the committee and should consult them before obligating **AVSA**.
7. All requests for information and assistance directed to the Office Manager shall be cleared by the following:
  - a. Vice President responsible for the requesting committee chair.
  - b. President for all Directors.
8. It shall be the responsibility of the Executive Committee and the Society Awards Chair to determine the recipients of **AVSA** special awards.
9. All officers and directors shall have voice and vote at all Board meetings.
10. All former Presidents shall be invited to attend Board meetings. They shall have a voice but no vote.
11. All Vice Presidents shall report to the President on a quarterly basis.

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### **B. President**

1. Shall preside at the Executive Committee Meetings, Board of Directors Meeting, the Annual Membership Meeting, and the Installation Banquet.
2. Shall be informed quarterly of activities of all committees by the vice-president to whom each committee reports.
3. Shall be informed by the chairs of special committees (not reporting to another officer or committee chair) of the activities of these committees.
4. Shall prepare a president's message for each issue of the **AVM** and send it to the Editor, adhering to established magazine deadlines.
5. Shall appoint, before convention, as per the **AVSA** bylaws, three (3) current Board members to serve on the Committee to approve the minutes for each Board and membership meeting. Upon acceptance of their appointment, the President shall send each appointee a copy of the Committee to Approve page(s) from the Policies and Procedures Manual.
6. Shall appoint columnists for the **AVM** in consultation with the Editor and Publication Committee Chair.
7. Shall be authorized to secure the services of a registered parliamentarian, whenever necessary, to guide the society in conducting its meetings according to correct parliamentary procedure. Fees for services shall be paid out of the **AVSA** general fund. Expenses for travel, lodging, and meals shall be paid out of convention funds.
8. Shall be authorized to secure the advice of legal counsel whenever necessary in connection with matters pertaining to **AVSA**.
9. Shall be paid in full for all expenses when traveling on Society business. All expense reimbursement requests for properly authorized travel must be accompanied by supporting receipts except for minor expenses that do not exceed \$20.00.
10. Shall be allowed to designate a vice-president to travel on his/her behalf, if he/she considers it expedient and in the best interest of the Society. A vice-president who travels under such authority shall have his/her expenses paid by the Society.
11. Shall inform the Executive Committee and office staff of any absence and return date, if known. He/she should authorize the First Vice President to assume the necessary duties of the President for the operation of the Society, during his/her absence.
12. The President or an appointed person shall conduct an orientation for the Director Nominees and new committee chairs.
13. Shall receive a budget allowance as authorized by the Board.
14. Shall submit to the Secretary by the end of the fiscal year (January 31) a written report of all work since the last Annual Meeting. Shall direct that this report be copied and a packet containing all submitted reports shall be sent to each Board member as soon as they are available. The original copy shall be filed in the **AVSA** office. The President shall study the contents of this packet before the Board meeting.

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### **C. First Vice-President**

1. Shall be informed by the respective chairs of the activities of the following committees: Advertising Manager, Finance, Membership and Promotion, Publications, and Research.
2. Shall forward pertinent information concerning these committees to the President on a quarterly basis. Information may be sent by e-mail.
3. Shall preside at the Opening Banquet, and in the absence of the President as needed.
4. Shall supervise the activities of the Editor.
5. Shall chair the Salary Committee.
6. Shall receive a budget allowance by the Board.
7. Shall submit to the Secretary by the end of the fiscal year (January 31) a written report of all work since the last Annual Meeting. At the direction of the President, this report shall be copied and a packet containing all submitted reports shall be sent to each Board member as soon as they are available. The original copy shall be filed in the **AVSA** office. The First Vice President shall study the contents of this packet before the Board meeting.

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### D. Second Vice-President

1. Shall be informed by the respective chairs of the activities of the following committees: Convention Show Awards, Society Awards, Commercial, Library, and Shows and Judges.
2. Shall forward pertinent information concerning these committees to the President on a quarterly basis. Information may be sent by e-mail.
3. Shall preside at the Auction Luncheon.
4. Shall receive a budget allowance as authorized by the Board.
5. Shall submit to the Secretary by the end of the fiscal year (January 31) a written report of all work since the last Annual Meeting. At the direction of the President, this report shall be copied and a packet containing all submitted reports shall be sent to each Board member as soon as they are available. The original copy shall be filed in the **AVSA** office. The Second Vice President shall study the contents of this packet before the Board meeting.

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### E. Third Vice-President

1. Shall be informed, by the respective chairs of the activities of the following committees: Affiliate, Internet, Technology, Webmaster, and Plant Registration and Master List of Species and Cultivars.
2. Shall forward pertinent information concerning these committees to the President on a quarterly basis. Information may be sent by e-mail.
3. Shall open the Annual Membership Meeting.
4. Shall receive a budget allowance as authorized by the Board.
5. Shall submit to the Secretary by the end of the fiscal year (January 31) a written report of all work since the last Annual Meeting. At the direction of the President, this report shall be copied and a packet containing all submitted reports shall be sent to each Board member as soon as they are available. The original copy shall be filed in the **AVSA** office. The Third Vice President shall study the contents of this packet before the Board meeting.

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### F. Secretary

1. Shall tape record and take notes of the proceedings of all Board and Society meetings.
  - a. Within two weeks of each meeting, the draft copy of the minutes shall be sent to each member of the Committee to Approve the minutes.
  - b. Each committee member shall tape record and take notes throughout each of these meetings, which shall be used to carefully edit these minutes.
  - c. Each committee member is required to return to the Secretary, the approved or corrected rough draft copy within one (1) week of receipt.
2. Shall compile a finished copy of the minutes upon receipt of the edited minutes from the committee members. The original copy shall be sent to the **AVSA** office for safekeeping. The Secretary shall retain the tapes of meetings for one year and then may re-use them.
3. Shall send the approved annual meeting minutes to the Editor of the **AVM** to be published in the next available issue following the approval by the committee.
4. Shall be responsible for updating the Bylaws as amended.
5. Shall send a copy of all adopted motions made at Board meetings to individual(s) involved in said motion(s) who were not present, within 45 days of the meeting.
6. Shall chair the Policies and Procedures Committee. He/she should maintain the *Policies and Procedures Manual* of **AVSA** and prepare updated files incorporating all changes. Shall send to the webmaster all additions and corrections to the *Policies and Procedures Manual* for posting on the website. The webmaster will notify the Secretary when that site has been updated and is available to the Board members. The Secretary will notify the members of the Board and provide them with the password to access the *Policies and Procedures Manual*.
7. Shall prepare, in cooperation with the President, agendas for all Board and Society meetings, utilizing suggestions and motions submitted by Board members.
8. Shall send all the motions from the Fall Executive Committee meeting to the Board of Directors before convention.
9. Shall maintain a file consisting of a copy of the completed minutes and chairs' and officers' reports as distributed in packet before Board meetings.
10. Shall write letters of appreciation on behalf of the President, to the Convention Chair, Vice Convention Chair, Show Chair, and Vice Show Chair within five (5) days of returning from convention. These shall be sent to the President for his/her signature and mailing.
11. Shall be responsible for the compilation, after the annual election of officers and directors, for the Officers and Directors Handbook. When all information has been received, shall send to the webmaster all additions and corrections to the Officers, Directors and Committees Handbook for

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posting on the website. The webmaster will notify the Secretary when that site has been updated and is available to the Board members. The Secretary will notify the members of the Board and provide them with the password to access the Officers and Directors Handbook.

12. Shall send a notice to all **AVSA** Board members on January 5<sup>th</sup> of the need to submit budget request to the Finance Chair and a written report of all work since the last annual meeting to the Secretary. The deadline for this report is January 31<sup>st</sup>. An additional notice will be sent to those who have not submitted reports by the established deadline. Receipt of these reports will be acknowledged. After receipt of all reports, the reports will be sent to the webmaster for placement on the website. The webmaster will notify the Secretary when that site has been updated and is available to the Board members. The Secretary will notify the members of the Board and provide them with the password to access the Annual Reports.
13. Shall receive a budget allowance as authorized by the Board.
14. Shall work with the Finance Chair in setting wholesale prices and maintaining an up-to-date price list.
15. Shall submit by the end of the fiscal year (January 31) a written report of all work since the last Annual Meeting. At the direction of the President, this report shall be copied and a packet containing all submitted reports shall be sent to each Board member as soon as they are available. The original copy shall be filed in the **AVSA** office. The Secretary shall study the contents of this packet before the Board meeting.

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### G. Treasurer

1. Shall maintain ledger accounts for receipts and disbursements as set up by the financial program recommended by the Finance Committee and adopted by the Board.
2. Shall be authorized to endorse all checks payable to the corporation and deposit to the credit of such account, or such endorsement may be made by rubber stamp or facsimile signature.
3. A record of all checks drawn on Society funds shall be made available to the President monthly.
4. Shall send quarterly reports to the Executive Committee, the Finance Committee Chair and auditor within four (4) to eight (8) weeks after the last day of the quarter.
5. Shall approve, in concurrence with the President and the Finance Chair, any part-time labor, requested by the Office Manager that is not included in the yearly budget approved by the Salary Committee.
6. It is recommended that all newly formed or existing committees dealing with any financial contract should have the Treasurer as an ex officio member of the committee. The Treasurer should be given copies of all financial contracts. Original contracts shall be placed in the **AVSA** safe deposit box.
7. Shall monitor the levels of all expenses. The President must approve those expenses that exceed the budgeted amount approved by the Board of Directors before their being incurred. Said payment requires signatures of the Treasurer and President or First Vice President. Expenses incurred in excess of the budgeted amount without prior approval of the President shall not be paid by **AVSA** but shall be considered the expense of the party who incurred it.
8. Shall prepare, for each Board meeting, a supplementary, un-audited report showing monthly activity to date in all accounts.
9. The Treasurer shall maintain separate accounting records of all convention financial transactions and provide periodic statements summarizing these transactions.
10. Upon acceptance of an invitation to host an **AVSA** Convention, \$1,000.00 shall be advanced to the hosting group at the direction of the **AVSA** Convention Director. This shall be returned to **AVSA** within six (6) months after the close of the convention.
11. Shall leave a supply of checks with the President if the Treasurer is away from home for more than a two (2) week period of time (unless the departure is of an emergency nature) to ensure that all bills, bank reimbursements, and necessary financial activities may continue without interruption or delay.

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12. Shall be allowed, with the permission of the Finance Chair and the Executive Committee, to invest general operating fund monies deemed unnecessary for one (1) to six (6) months or monies that shall cause an account to exceed the insured limit of \$100,000. These investments shall be made in one (1) to six (6) month certificates of deposit.
13. May hire assistance when needed. All bills for this assistance shall be approved in the regular manner and paid by the Treasurer.
14. Shall receive a budget allowance as authorized by the Board.
15. Shall submit to the Secretary by the end of the fiscal year (January 31) a written report of all work since the last Annual Meeting. At the direction of the President, this report shall be copied and a packet containing all submitted reports shall be sent to each Board member as soon as they are available. The original copy shall be filed in the **AVSA** office. The Treasurer shall study the contents of this packet before the Board meeting.

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### H. Executive Committee

The Executive Committee shall consist of the President, First Vice President, Second Vice President, Third Vice President, Secretary, Treasurer, Immediate Past President and the Finance Chair (who shall have a voice but no vote).

#### 1. Duties

- a. Shall have the authority to conduct any necessary business of the Society during the interim between meetings of the Board of Directors including authorizing emergency action.
- b. A vote by mail/email shall be authorized. A two-thirds (2/3) vote is required for action.
- c. A report of any action taken by mail/email shall be verified and made a part of the minutes of the next meeting of the Board of Directors.
- d. The telephone may be utilized when necessary.
- e. Shall formulate recommendations to present to the Board of Directors at their subsequent meeting.
- f. Shall assist the President throughout his/her term of office.

#### 2. Meetings

- a. Shall meet at the convention before the Board of Directors' meeting.
- b. May meet at other times if business warrants.

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### I. Directors

1. There shall be fifteen (15) directors elected from the membership-at-large, one (1), and no more than two (2) of which shall be a resident of another nation. They shall be elected to serve terms of three (3) years each, five (5) being elected each year.
2. Duties
  - a. Must attend the Annual Meeting and all Board Meetings at convention. If attendance is not possible, shall inform the President in advance of the meeting. Shall have voice and vote at all Board meetings. If absent from the first two annual Board meetings without due cause, shall be replaced by appointment of the President, with the approval of the Executive Committee.
  - b. Shall become familiar with Bylaws and Policies and Procedures Manual.
  - c. Shall be prepared for the procedure to select the Nominating Committee during the Board Meeting. (See Nominating Committee Procedures, Section VII)
  - d. Shall be a member of a Standing Committee as appointed by the President or requested by a Standing Committee Chair.
  - e. Shall represent **AVSA** members in the geographic area in which he/she resides and shall serve as liaison between said members and the Board.
  - f. Directors receiving letters will:
    1. Respond to the member promptly.
    2. Make a copy of the letter for the files.
    3. Forward the letter to the appropriate committee chair, or other designated recipient, for action and/or response.
    4. Follow up with the chair to be certain that the member has received an appropriate response.
  - g. All requests for information and assistance directed to the Office Manager, staff and/or Editor shall be cleared by the President.
  - h. Shall assist with staffing at convention sales tables of the Ways & Means Committee, Membership and Promotion Committee, **AVSA** Sales Table, and/or Registration Desk.
  - i. Shall assist with closing and break down of the showroom at the conclusion of the Convention show.
  - j. Shall be reimbursed for out of pocket expenses incurred directly on behalf of **AVSA** and approved in advance by the President and/or member(s) of the Executive Committee.

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- k. May submit to the Secretary by the end of the fiscal year (January 31) a written report of all work since the last annual meeting. At the direction of the President, this report shall be copied and a packet of all submitted reports shall be sent to each Board member as soon as they are available. The original copy shall be filed in the **AVSA** office. Directors shall receive a packet of all submitted reports of officers and committee chairs and shall study the contents of this packet before the Board meeting.

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### J. Nominees for Officers or Directors

1. May attend Board meeting and have voice but no vote.
2. Shall assist with staffing at convention sales tables of the Ways and Means and Membership and Promotion Committees, **AVSA** Sales Table, and/or Registration Desk if needed.

### K. Death

1. The Executive Committee should be notified as soon as possible upon the death of a member of the Board of Directors or a past President.
2. For an **AVSA** officer or past President, the Courtesy Chair, on behalf of the Board of Directors, shall send flowers to the home of the deceased or to the funeral, as well as a note of sympathy to the family. The Courtesy Chair shall send cards to others, when appropriate.
3. The President may also direct the Secretary to send an official letter of sympathy to the family and seek an individual to prepare a notice for the **AVM**.

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### Section 6 Publications

#### A. Publisher

1. A written agreement shall be made with the following conditions:
  - a. The Board shall give six months written notice from **AVSA** to any printer of the **AVM** in the event his services are to be discontinued.
  - b. The Board shall inform the printer that **AVSA** will expect six months written notice from him if he should wish to discontinue printing the **AVM**.
  - c. The selection of photos and articles will be at the discretion of the editor.
  - d. It shall be the responsibility of the editor to accept or reject color separations.
  - e. The term of this agreement shall be one (1) year (from July 1 to June 30).
2. The expiration of the contract between **AVSA** and the publisher shall coincide with the expiration of the contract with the typesetter.
3. The **AVM** shall be mailed in a plain white paper cover and the label shall be a membership card.
4. The publisher is not a Board member and shall not attend Board of Director meetings in order to avoid a conflict of interest.
5. Shall submit to the Secretary by the end of the fiscal year (January 31) a written report of all work since the last Annual Meeting. At the direction of the President, this report shall be copied and a packet containing all submitted reports shall be sent to each Board member as soon as they are available. The original copy shall be filed in the **AVSA** office.

#### B. Typesetter

1. Typesetting will be done on a contractual basis for an annual term from July 1 to June 30.
2. The expiration of the contract between **AVSA** and the typesetter shall coincide with the expiration of the contract with the publisher.
3. Any change in typesetter may be made with 60 days notice coinciding with an **AVM** deadline date.

#### C. AVM Editor, hereinafter referred to as Editor

1. Responsibilities of the Editor
  - a. Shall compile and publish six (6) issues if the **AVM** and any other publications authorized by the Board.
  - b. Shall solicit written material, photographs, and drawings. The Editor has the authority to edit all material submitted for the **AVM** and to make changes deemed necessary. This is inclusive of regular columnists, editorial, and advertising material.
  - c. Shall plan and be responsible for procurement and selection of

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- front cover color photography and all color matter within the **AVM**.
- d. Shall have the authority to accept or reject color separations.
  - e. Shall be responsible for the printer having the magazine printed and mailed on time.
  - f. Shall write a column in at least three (3) issues of the **AVM** including the March, July and November issues. This column shall be reviewed by an individual from the Publication Committee before inclusion in the **AVM**.
  - g. Shall provide the Office Manager with the name of the proofreader and number of hours of employment for each issue of the **AVM**.
  - h. Shall be authorized to incur any reasonable expenses in connection with the publication and mailing of **AVSA** publications.
  - i. Shall be authorized to send complimentary copies of the **AVM** to such individuals and publications as are in a position to further the interests of **AVSA**.
  - j. Shall copyright all **AVSA** publications with the federal government.
  - k. Annual evaluation will be done by the Salary Committee using the Annual Performance Appraisal Report.
  - l. Shall keep the First Vice President informed of the activities of his/her position.
  - m. Shall submit to the Secretary by the end of the fiscal year (December 31) a written report of all work since the last Annual Meeting. At the direction of the President, this report shall be copied and a packet containing all submitted reports shall be sent to each Board Member as soon as they are available. The original copy shall be filed in the **AVSA** office. The Editor shall study contents of this packet before the Board meeting.

### 2. Terms of Employment

- a. The Editor will be employed as a salaried employee or on a contract basis. Either party upon sixty (60) days written notice may sever the contract. This action may be taken by the Board of Directors, or during the interval between Board meetings, by the Executive Committee, with a two-thirds (2/3) vote of either body.
- b. Space will be provided at the **AVSA** office for the Editor's use.

### D. The AVM

#### 1. Number of Issues

- a. The **AVM** shall be limited to six issues per year.
- b. The **AVM** shall be published annually in January, March, May, July, September, and November.

#### 2. Content

- a. Permission to use copyrighted material shall be given by the Board of Directors or Editor on a case-by-case basis provided specific quotes are identified.

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- b. The following information shall be incorporated in the **AVM**:
    - 1) Annual Index composed of a combination of subject and title
    - 2) Best Varieties List
    - 3) Call to annual meeting
    - 4) Convention information
    - 5) Library Rules, Regulations, and Programs
    - 6) Proposed revision of Bylaws
    - 7) Schedule of revenues
    - 8) Shows and Judges Chair's column on rule changes
    - 9) Slate of officers and biographies of proposed new Board members.
    - 10) Statement of Assets and Liabilities
    - 11) Tally Time Report
  - c. The following items will be available on the **AVSA** web site and/or from the **AVSA** office:
    - 1) Affiliate List
    - 2) Commercial List
    - 3) Guidebook for Affiliate Presidents and **AVSA** Representatives
    - 4) Judges and Teachers List
    - 5) Plant Registration List Supplement
  - d. The Publisher shall print the number of copies of the **AVM** sufficient to supply our mailing list needs, plus 200 copies rounded up to the nearest 500. The **AVM** shall be mailed in a paper cover and shall have a membership card as its label.
3. Columnists
- a. Columnists for the **AVM** shall be appointed by the President in consultation with the Editor and Publication Committee Chair.
  - b. All columnists shall send a copy of their columns to the Publications Committee Chair and to the Editor, adhering to established deadlines. All columns shall be reviewed by an individual from the Publications Committee and the Editor shall be alerted of any concerns.
  - c. If columns are not received by the Editor to meet appropriate deadlines, the Editor shall proceed with publication of the **AVM** without the column.
4. Advertising
- a. All advertisers in the **AVM** shall be commercial members in good standing with the exception of affiliates or pay an additional 25% rounded to the nearest dollar over and above the regular advertising rates.
  - b. No ads of a controversial nature shall be accepted.
  - c. A classified advertising section shall be included in the **AVM** for use by all commercial and individual members of the Society.

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- d. Ads shall be forwarded to the Editor by the Advertising Manager with a copy retained in case of loss. Monies shall be forwarded to the Treasurer.
- e. All advertisers purchasing five (5) consecutive ads shall be offered a free ad no larger than the smallest ad purchased and paid for in advance. These advertisers shall also be given a free inclusion as a commercial on the website for one year.
- f. Rates shall be determined by the Board acting upon the advice of the Editor and Advertising Manager with the Finance Chair.
- g. Rates, ad copy deadlines, and other pertinent information shall be listed in the **AVM** as a reminder to advertisers.
- h. Payment for advertising shall be by check or credit card with ad copy. No copy shall be accepted without payment. No rebates shall be given.
- i. Ad copy deadlines shall be 45 days before issue date:  
January..... November 1                      July ..... May 1  
March ..... January 1                      September . July 1  
May..... March 1                      November ... September 1

### 5. Archival Copies of **AVM**

- a. Two sets of the **AVM** shall be maintained in the **AVSA** office. One set shall be maintained there permanently and the second set may be sent to Officers and other members of the Board upon request. When such copies are borrowed, they shall be returned within six (6) weeks.
- b. A photocopy of a specific article may be obtained upon request for a fee to be established by the Executive Committee.

### E. Guide for Affiliate Presidents and AVSA Representatives

- 1. The booklet shall be sent without charge to each new affiliate by the Affiliate Chair.
- 2. Extra copies shall be available from the **AVSA** office or on the **AVSA** web site.
- 3. Revisions shall be reviewed by the Publications Committee before publication, to assist in avoiding conflict with other **AVSA** publications.

### F. The Culture Folders

- 1. These folders contain a cultural instruction sheet that includes an **AVSA** membership application. These folders may be obtained from the **AVSA** office.
- 2. Affiliate and commercial members may request "How to Grow African Violets" culture folders or the one-sided culture sheet from the **AVSA** office which have space for the imprint of the affiliate or commercial member. A commission of \$1.00 shall be paid to affiliate or commercial members for new memberships (excluding Associate

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Memberships) obtained by them and received on the **AVSA** culture folder that carries the members' imprint. Folders may be purchased from the **AVSA** Office. The Office Manager shall keep a report of these and send a written report to the Treasurer and Membership Chair annually. The Treasurer shall pay this commission after the close of the fiscal year, providing the affiliate or commercial is entitled to \$10.00 or more.

3. When the Culture Folder is revised, the Publications Committee shall review the folder before publication to assist in avoiding conflict with other **AVSA** publications.

### **G. Miscellaneous Publications**

1. **AVSA** Convention Manual
2. **AVSA** Policies and Procedures Manual
3. **AVSA** Handbook for Growers, Exhibitors, and Judges
4. **AVSA** Master List of Species and Cultivars
5. *Growing to Show*
6. *Insect and Mite Pests of African Violets*
7. *You Can Grow African Violets*

### **H. Publication Permission**

1. Commercial Pamphlets: The **AVSA** shall cooperate with any commercial firm requesting information on the culture of African violets for printing in pamphlets wherein application forms for **AVSA** membership are included, provided there shall be no cost or obligation.
2. Requests to the Editor for permission to reprint material from the magazine shall be granted, provided credit by-line is given the **AVM**. Similar permission may be requested by **AVSA** to reprint from the magazines and bulletins of affiliate and commercial members and from other magazines that are not affiliates.
3. Requests to the Webmaster for permission to use materials from the website shall be granted on a case-by-case basis.

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### Section 7

#### Standing and Special Committees

##### A. General

1. All chairs of Standing Committees shall be the only committee chairs to have both voice and vote at all **AVSA** Board of Directors' meetings.
2. All Special Committee Chairs that have reports shall be invited to the **AVSA** Board of Directors with voice and no vote.
3. Standing Committee Chairs shall be present for all AVSA Board of Directors meetings and for the Annual Meeting at convention. If attendance is not possible, chairs shall inform the President in advance of the meeting.
4. It is recommended that when a committee is appointed to revise a manual dealing with another committee's area of responsibility, the chair of the revision committee appoint as a vice chair, the chair of the affected committee.
5. All society officers, committee chairs, members and employees handling society funds shall be bonded in a blanket bond, the cost of same to be paid by the Society.
6. Termination of all committee chairs shall coincide with the two (2) year term of the President.
7. All stationery paid for out of **AVSA** funds (excluding postcards) shall be on standard size (8 1/2" x 11") paper with corresponding envelopes. Any other size ordered shall be at the expense of the individual placing the order.
8. Stationery available through **AVSA** shall not be personalized.
9. It is recommended that all newly formed or existing committees (except Convention Director), dealing with any financial contract, shall have the Treasurer and Finance Chair as members of the committee and should consult with them before obligating **AVSA**. The Treasurer and Finance Chair shall be given copies of all financial contracts. Original contracts shall be placed in the **AVSA** safe deposit box.
10. Committee Chairs shall be informed before any recommendations affecting their committees are presented for the consideration of the Board.
11. All requests for information and assistance directed to the Office Manager shall be cleared by the following:
  - a. Vice President responsible for the requesting committee chair.
  - b. President for all directors.
12. Committee Chair, receiving member letters forwarded from a director will:
  - a. Respond to the member with a positive attitude in a timely manner.
  - b. Send a copy of the initial reply to the member's inquiry to the director to verify the chair's response.

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13. The hard copy (paper output) as well as the digital electronic form of data (data files) of work done for **AVSA** on a computer shall be the property of **AVSA**.
14. All monies collected by all committees with the exception of Advertising, Library, and Master List Committee shall be sent to the Treasurer on a monthly basis.

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### B. Advertising Manager ..... *Standing Committee*

1. Shall assist the Finance Committee in determining advertising rates in the **AVM**.
2. Forward ads to the Editor via mail, with a copy of each ad being retained by the Advertising Manager in case of loss. Priority mail, computer email, or fax services may be used as requested and approved by the Editor. Shall forward monies to the Treasurer. Shall maintain up-to-date files on all advertisers. These files are the property of **AVSA** and shall be forwarded to the successor.
3. Shall keep the **AVM** Editor apprised of changes to advertising rates, ad copy deadlines, and other pertinent information regarding advertising. This information is to be listed in each issue of the **AVM**.
4. Shall keep the webmaster apprised of changes in rates in order to maintain the web with up-to-date advertising rate information.
5. If complaints about the service of advertisers are received, **AVSA** shall recommend to the complainant that he/she contact the Attorney General of the appropriate state and the US Postmaster General. The Advertising Manager shall also refer all advertising complaints to the Commercial Activities Chair and shall confer with that chair on possible actions taken.
6. Shall be appointed by the current President for a two (2) year term to coincide with said President's term.
7. Shall keep the First Vice President informed of the activities of this position and shall submit written reports as requested.
8. Shall prepare and submit a budget to the Finance Chair by December 1 for consideration. Shall receive a budget allowance as authorized by the Board. Bills and/or substantiating receipts of all expenses incurred in the performance of duties shall be required and shall be mailed to the Treasurer.
9. Shall submit to the Secretary by the end of the fiscal year (January 31) a written report of all work since the last Annual Meeting. At the direction of the President, this report shall be copied and a packet containing all submitted reports shall be sent to each Board member as soon as they are available. The original copy shall be filed in the **AVSA** office. Said Chair shall study the contents of this packet before the Board meeting.

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### C. Affiliate Committee ..... *Standing Committee*

#### 1. Duties of the Chair

- a. Shall send charters and welcome packets to newly affiliated chapters.
- b. Shall be responsible for mailing informative affiliate material to all affiliate members. Shall send information on how to form a new club as requested. Shall send follow-up letters to all growers who request information on how to start a club.
- c. Observing deadline dates, prepare "Affiliate Update" (welcoming new affiliates and announcing new clubs beginning to organize) for publication in March, July and November issues of the **AVM**.
- d. Shall enter, delete and change, as necessary, the affiliate information on the "Local Clubs" section of the **AVSA** website.
- e. Shall be responsible for the "Affiliate Meeting" at each annual convention. This meeting shall inform, discuss, and share topics of interest to affiliate members.
- f. Shall proofread the list of affiliates in preparation for the annual list of affiliated clubs in September. This list is to be made available to interested individuals via the **AVSA** website and through the **AVSA** office by request.
- g. Shall submit a column for the affiliates to the Editor and the Publications Chair, adhering to magazine deadlines. This column appears in the January, May and September issues and shall be limited to 700-750 words.
- h. Shall publish the Guide for Presidents and **AVSA** Representatives, subject to consideration of changes by the Board and final approval of the Executive and Publications Committees.
- i. Shall be appointed by the current President for a two (2) year term to coincide with said President's term.
- j. Shall maintain up-to-date files. These files shall be the property of **AVSA** and shall be forwarded to the successor.
- k. Shall keep the Third Vice President informed of all activities of the committee. Shall submit a quarterly report and additional written reports as requested.
- l. Shall prepare and submit a budget for consideration to the Finance Chair by December 1. Shall receive a budget allowance as authorized by the Board. Bills and/or substantiating receipts of all expenses incurred in the performance of duties shall be required and shall be mailed to the Treasurer.
- m. Shall submit to the Secretary by the end of the fiscal year (January 31) a written report of all work since the last Annual Meeting. At the direction of the President, this report shall be copied and a packet containing all submitted reports shall be sent to each Board member as soon as they are available. The original copy shall be filed in the **AVSA** office. Said Chair shall study the contents of this packet before the Board meeting.

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### D. Annual Index Committee ..... *Special Committee*

#### 1. Duties of the Chair

- a.) Shall compile an index from the **AVM** of authors, combination of titles and subject matter, and color pictures of the current year.
- b.) Shall send a copy of this column to the Publications Committee Chair and the Editor, adhering to established magazine deadlines.
- c.) Shall be appointed by the current President for a two (2) year term to coincide with said President's term.
- d.) Shall maintain up-to-date files. These files shall be the property of AVSA and shall be forwarded to the successor.
- e.) Shall keep the Publications Chair informed of the activities of the committee and shall submit written reports as requested.
- f.) Shall prepare and submit a budget for consideration to the Finance Chair by December 1. Shall receive a budget allowance as authorized by the Board. Bills and/or substantiating receipts of all expenses incurred in the performance of duties shall be required and shall be mailed to the Treasurer.
- g.) Shall submit to the Secretary by the end of the fiscal year (January 31), a written report of all work since the last Annual Meeting. At the direction of the President, this report shall be copied and a packet containing all submitted reports shall be sent to each Board member as soon as they are available. The original copy shall be filed in the **AVSA** office. Said chair shall study the contents of this packet before the Board meeting.
- h.) Shall designate a member of the Annual Index Committee to compile an index of articles from the African Violet Magazine – January through November issues – in an Excel spreadsheet for a searchable database on the AVSA website.
  1. This spreadsheet shall contain Category Identification Numbers, Article titles, Author Names, Month, Year and Page Numbers.
  2. This spreadsheet shall be submitted to the web-master for inclusion in the AVM Index on the AVSA Website
  3. An enumerated description of the process necessary for the development of this web index shall be created/maintained by the compiler. This shall include the category identification for the web-search.
  4. The index compiler and the web-master shall keep computer files of the annual indexes (1949 – current).

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5. A computer disk (or DVD) of the annual index files (in Excel and PDF format) shall be submitted to the AVSA office and/or archivist.

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### E. Archivist ..... *Special Appointment*

1. Shall be appointed by the current President for a two (2) year term to coincide with said President's term.
2. Shall maintain, primarily in the office, an archive of non-current records of historical value to **AVSA**.
3. Shall maintain up-to-date files. These files shall be the property of **AVSA** and shall be forwarded to the successor.
4. Archival materials shall not be removed from the office.
5. Shall keep the President and Secretary informed of the activities of this position and shall submit written reports as requested.
6. Shall prepare and submit a budget for consideration to the Finance Chair by December 1. Shall receive a budget allowance as authorized by the Board. Bills and/or substantiating receipts of all expenses incurred in the performance of duties shall be required and shall be mailed to the Treasurer.
7. Shall submit to the Secretary by the end of the fiscal year (January 31) a written report of all work since the last Annual Meeting. At the direction of the President, this report shall be copied and a packet containing all submitted reports shall be sent to each Board member as soon as they are available. The original copy shall be filed in the **AVSA** office. Shall study the contents of this packet before the Board meeting.

# The African Violet Society of America, Inc.

## Policies & Procedures Manual

### **F. Best Varieties List and Honor Roll .. ..... *Special Committee***

1. General Rules
  - a. Each **AVSA** member and each member of an affiliate has the privilege and the responsibility of submitting a list of 25 favorite violets annually. One individual member may send only one list even though a member of more than one affiliate.
  - b. The standard for the Best Variety List shall not be a total number of votes, but a simple tabulation of the 25 “top vote getters.”
  - c. A variety appearing on the Best Varieties List for three consecutive years shall be placed on the Honor Roll.
  - d. Honor Roll varieties may be included in the list of 25 favorite varieties.
2. Duties of the Chair
  - a. Maintain an up-to-date file of votes of 25 favorite violet lists received.
  - b. Prepare the Honor Roll and the list of Best Varieties including hybridizer’s name and registration number for publication in the November **AVM**. This list shall be sent to the Plant Registration Chair for proofreading before publication.
  - c. Shall send a copy of this column to the Publications Committee Chair and Editor, adhering to established magazine deadlines.
  - d. Shall send a letter once a year, to affiliates and to commercial members asking that lists of 25 favorite violets shall be sent to the compiler for publication in the **AVM**. This letter is sent to the Affiliate Chair for forwarding to the affiliates via the Internet.
  - e. Shall submit an article to the Editor for publication in the **AVM** to stimulate interest and to encourage members to send lists of twenty-five (25) favorite violets.
  - f. Shall be appointed by the current President for a two (2) year term to coincide with said President’s term.
  - g. Shall maintain up-to-date files. These files shall be the property of **AVSA** and shall be forwarded to the successor.
  - h. Shall keep the Publications Chair informed of the activities of the committee and shall submit written reports as requested.
  - i. Shall prepare and submit a budget for consideration to the Finance Chair by December 1. Shall receive a budget allowance as authorized by the Board. Bills and/or substantiating receipts of all expenses incurred in the performance of duties shall be required and shall be mailed to the Treasurer.
  - j. Shall submit to the Secretary by the end of the fiscal year (January 31), a written report of all work since the last Annual Meeting. At the direction of President, this report shall be copied and a packet containing all submitted reports shall be sent to each Board member as soon as they are available. The original copy shall be filed in the **AVSA** office. Said chair shall study the contents of this packet before the Board meeting

# The African Violet Society of America, Inc.

## Policies & Procedures Manual

### **G. Booster Fund ..... *Special Committee***

#### 1. Purpose

For members who wish to contribute more than dues to **AVSA** activities.

This fund goes into the general treasury and supports **AVSA**.

#### 2. Duties of the Chair

- a. All donations will be acknowledged in the **AVM** according to the level of the donation, but no amounts will be listed. Only donations in memory of a specific individual will be acknowledged with a personal note to the family. Shall acknowledge all memorial contributions on approved stationery as soon as possible after receipt of check.
- b. Shall maintain a file including date and amount of contribution.
- c. Shall prepare a report for each issue of the **AVM** and send to the Publications Chair and the Editor, adhering to magazine deadlines. Include the dates covered in report, donors and levels of amount received and solicit future donations.
- d. Shall forward all checks monthly with a list of names, dates, and amounts to the Treasurer for deposit.
- e. Written receipts for donations will be sent in accordance with IRS regulations. The form following the Booster Fund committee should be used.
- f. Shall be appointed by the current President for a two (2) year term to coincide with said President's term.
- g. Shall maintain up-to-date files. These files shall be the property of **AVSA** and shall be forwarded to the successor.
- h. Shall keep the Finance Chair informed of the activities of the committee and submit written reports as requested.
- i. Shall prepare and submit a budget for consideration to the Finance Chair by December 1. Shall receive a budget allowance as authorized by the Board. Bills and/or substantiating receipts of all expenses incurred in the performance of duties shall be required and shall be mailed to the Treasurer.
- j. Shall submit to the Secretary by the end of the fiscal year (January 31) a written report of all work since the last Annual Meeting. At the direction of the President, this report shall be copied and a packet containing all submitted reports shall be sent to each Board member as soon as they are available. The original copy shall be filed in the **AVSA** office. Said chair shall study the contents of this packet before the Board meeting.

# The African Violet Society of America, Inc. Policies & Procedures Manual

{ to be typed or copied onto AVSA letterhead }

2375 North St.  
Beaumont, TX 77702

{Name}  
{Address}  
{City}, {State} {Zip}

Dear {Name},

Thank you for your cash contribution of {\$000.00} on {Date}.  
As requested, the donations will be directed to the {Fund}. No goods  
or services were provided in exchange for your contribution.

The African Violet Society of America is a 501(c)3 organization.  
This may make your donation deductible. This information is provided  
as information only. Please consult a tax professional to determine the  
amount deductible.

Your continuing support of AVSA allows many people to share in the  
love of the plant we grow. This contribution and those you have made in the  
past allow the Society to continue serving you, your affiliate and members worldwide.  
Again, thank you and we look forward to serving you in the future.

Sincerely,

{Chairman Name}  
{Fund} Chair

# The African Violet Society of America, Inc.

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### H. Boyce Edens Research Fund Committee ..... *Special Committee*

1. Purpose  
For members who wish to contribute to a fund that awards grants in support of research projects related to the African violet.
2. General
  - a. The Scientific Research Fund was renamed the Boyce Edens Research Fund, (hereinafter referred to **BERF**).
  - b. Mr. Edens was **AVSA**'s first Treasurer. Support is derived from individual and affiliate donations sent to the **BERF** Chair, as well as from a portion of each commercial member's dues.
  - c. The membership is kept apprised of the fund's progress by listing donors in the **AVM**.
  - d. To make a donation, a check is made payable to **AVSA** and sent to the **BERF** Chair.
3. Duties of the Chair
  - a. Maintain up-to-date files. These files are the property of **AVSA** and shall be forwarded to the successor.
  - b. These files shall contain the amount of each donation and the date received.
  - c. Files consist of three sections and are maintained monthly.
    - 1) Section 1: Contains the donor's name, city and state, amount of each donation, date received, date acknowledged, purpose of the donation (club donation, memorial, etc.), identification number for each donation for the current year, identification number for each donation since the **BERF** began, date the monthly report is mailed to the **AVSA** Office Manager, date the **BERF AVM** column article is mailed to the Editor for publication in each issue of the **AVM**, adhering to established magazine deadlines.
    - 2) Section 2: Contains a copy of each report mailed on the last day of each month, to the Treasurer. The report contains the donor's name, city, state, amount of each donation, the total number of checks included with the report, total amount of donations for the month, total amount of donations for the year to date, total number of letters written for the month, total number of letters written for the year.
    - 3) Section 3: Contains a copy of each **BERF AVM** column article published in each issue of the **AVM**.
  - d. All donations will be acknowledged in the **AVM** according to the level of donation, but no amounts will be listed. Only donations in memory of a specific individual will be acknowledged with a personal note to the family. Shall acknowledge all memorial contribution on approved stationery as soon as possible after receipt of check.

## The African Violet Society of America, Inc. Policies & Procedures Manual

- e. Shall submit a list of donors and levels of amounts received to the Publications Chair and the Editor, adhering to deadline dates, for publication in each issue of the **AVM**.
- f. Solicit contributions from affiliates and individuals through the column in the **AVM**.
- g. Shall acknowledge all contributions on approved stationery as soon as possible after receipt of check.
- h. Written receipts for donation will be sent in accordance with IRS regulations. The form following the Booster Fund Committee should be used.
- i. Shall keep the Finance Chair informed of the activities of the committee and submit written reports as requested.
- j. Shall send a copy of the quarterly donations report to the Finance and Research Committee Chairs and the **AVSA** office for filing.
- k. Shall prepare and submit a budget for consideration to the Finance Chair by December 1. Bills and/or substantiating receipts of all expenses incurred in the performance of duties shall be required and shall be mailed to the Treasurer for payment out of **BERF** funds.
- l. Shall submit to the Secretary by the end of the fiscal year (January 31), a written report of all work since the last Annual Meeting. At the direction of the President, this report shall be copied and a packet containing all submitted reports shall be sent to each Board member as soon as they are available. The original copy shall be filed in the **AVSA** office. Said chair shall study the contents of this packet before the Board meeting.

# The African Violet Society of America, Inc.

## Policies & Procedures Manual

### I. Building Maintenance Fund ..... *Special Committee*

1. Purpose
  - a. For members who wish to contribute to the maintenance of a permanent home for the **AVSA** office.
2. Duties of the Chair
  - a. All donations will be acknowledged in the **AVM** according to the level of donation, but no amounts will be listed. Only donations in memory of a specific individual will be acknowledged with a personal note to the family. Shall acknowledge all memorial contributions on approved stationery as soon as possible after receipt of check.
  - b. Shall maintain a file including the date and amount of contributions.
  - c. Shall prepare a report for each issue of the **AVM** and send to the Publications Chair and the Editor, adhering to magazine deadlines. Include dated covered in the report, donors and levels of amount received and solicit future donations. Copies of the report shall be sent to the Finance Chair, Treasurer, Building Maintenance vice Chair and President.
  - d. Shall send monthly a list of checks, names, and amounts to the Treasurer for deposit.
  - e. Written receipts for donations will be sent in accordance with IRS regulations. The form following the Booster Fund Committee should be used.
  - f. Shall be appointed by the current President for a two (2) year term to coincide with said President's term.
  - g. Shall maintain up-to-date files. These files shall be the property of **AVSA** and shall be forwarded to the successor.
  - h. Shall keep the Finance Chair informed of the activities of the committee and shall submit written reports as requested.
  - i. Shall prepare and submit a budget for consideration to the Finance Chair by December 1. Shall receive a budget allowance as authorized by the Board. Bills and/or substantiating receipts of all expenses incurred in the performance of duties shall be required and shall be mailed to the Treasurer.
  - j. Shall submit to the Secretary by the end of the fiscal year (January 31) a written report of all work since the last Annual Meeting. At the direction of the President, this report shall be copied and a packet containing all submitted reports shall be sent to each Board member as soon as they are available. The original copy shall be filed in the **AVSA** office. Said chair shall study the contents of this packet before the Board meeting.

# The African Violet Society of America, Inc.

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### J. Bylaws Committee ..... *Special Committee*

1. Shall prepare, as needed, amendments or revisions to the Bylaws to be presented to the Board of Directors for their approval before publication in the **AVM** and subsequent action by the membership.
2. Shall consult with a parliamentarian, if necessary, to assure compliance of the Bylaws with parliamentary law.
3. Shall furnish to the Editor, upon adoption by the Board of Directors, proposed amendments, adhering to the magazine deadlines for publication, 45 days before the annual meeting of the Society.
4. Upon request by any member, the **AVSA** office shall provide a copy of the bylaws.
5. Shall be appointed by the current President for a two (2) year term to coincide with said President's term.
6. Shall maintain up-to-date files. These files shall be the property of **AVSA** and shall be forwarded to the successor.
7. Shall keep the President informed of the activities of the committee and shall submit written reports as requested.
8. Shall prepare and submit a budget for consideration to the Finance Chair by December 1. Shall receive a budget allowance as authorized by the Board. Bills and/or substantiating receipts of all expenses incurred in the performance of duties shall be required and shall be mailed to the Treasurer.
9. Shall submit to the Secretary, at the end of the fiscal year (January 31) a written report of all work since the last Annual Meeting. At the direction of the President, this report shall be copied and a packet containing all submitted reports shall be sent to each Board member as soon as they are available. The original copy shall be filed in the **AVSA** office. Said chair shall study the contents of this packet before the Board meeting.

# The African Violet Society of America, Inc.

## Policies & Procedures Manual

### **K. Commercial Committee** ..... ***Standing Committee***

Shall be responsible for issues related to commercial members and for convention commercial sales and activities. Shall assist commercial members in improving the Society.

#### 1. Duties of the Chair – General

- a. Shall promote greater interest in the African violet industry for the betterment of **AVSA** and create a closer unity in the commercial group.
- b. Shall present the views of the commercial members to the Board.
- c. Shall conduct commercial members meetings at the annual convention. Only commercial members may attend.
- d. Shall work with the Plant Registration and Master Plant List Committee to help determine a more satisfactory way of registering plants.
- e. Shall be appointed by the current President for a two (2) year term to coincide with said President's term.
- f. Shall maintain up-to-date files. These files shall be the property of **AVSA** and shall be forwarded to the successor.
- g. Shall keep the 2<sup>nd</sup> Vice President informed of the activities of the committee and shall submit written reports as requested.
- h. Shall prepare and submit a budget for consideration to the Finance Committee by December 1. Shall receive a budget allowance as authorized by the Board. Bills and/or substantiating receipts of all expenses incurred in the performance of duties shall be required and shall be mailed to the Treasurer.
- i. Shall submit to the Secretary by the end of the fiscal year (January 31) a written report of all work since the last Annual Meeting. At the direction of the President, this report shall be copied and a packet containing all submitted reports shall be sent to each Board member as soon as they are available. The original copy shall be filed in the AVSA office. Said chair shall study the contents of this packet before the Board meeting.

#### 2. Duties of the Chair – Convention Sales and Show Activities

- a. Shall send notification about the convention salesroom by letter and/or e- mail to all commercial members. This notification shall contain:
  1. An invitation to all commercial members to enter a display table and showcases, or to enter individual plants in the Specimen Plant Section of the Commercial Division of the convention show.
  2. All information concerning table size, cost per table, length of sales time, etcetera.
  3. Information concerning rental of lights, extension cords, storage space, or any equipment that may be needed by the commercial exhibitor.

# The African Violet Society of America, Inc.

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4. Information regarding tax procedures for the host state.
    - b. Tax forms shall be distributed to all vendors before the salesroom opens. Host convention personnel shall be responsible for the collection and payment of sales taxes to proper authorities.
    - c. Shall collect all fees for commercial tables and electrical service. All monies collected shall be sent to the Treasurer on a monthly basis.
    - d. Shall prepare a commercial show schedule and submit it to the Shows and Judges Chair to be coordinated with the amateur division schedule by August 15.
    - e. Shall cooperate with both Amateur Show Chair and Staging Chair in planning space to be used for commercial exhibits in the convention showroom. Note: Wall spaces will be assigned to commercial exhibits.
    - f. Shall designate a committee member to instruct judges and judges' clerks on judging the commercial division and specimen plant section for commercial members in the show.
    - g. Shall be responsible for the presentation of Commercial Awards at the appropriate banquet.
    - h. Shall recommend a commercial member, with approval of the President, to serve as a member of the Handbook Committee to see that rules for commercial judging are correctly stated.
3. Duties of the Committee – Complaints against AVSA Commercial Members. The committee shall develop a peer review process to deal with complaints received about commercial members and advertisers.
4. General Rules - Commercial Members – Convention Sales and Show Activities
- a. Sales tables will be available on a first come, first serve basis to all commercial members registered for the convention to sell plants, supplies, African violet crafts, books and all products pertaining to African violets.
  - b. Commercial members having display tables and showcases in the showroom shall be permitted to sell those plants from the display tables and showcases after the show without renting a sales table.
  - c. No colored lights that distort or enhance the color will be allowed in the showroom.
  - d. Specific rules concerning the commercial show display tables, showcases, and specimen plant section shall be listed in the convention show schedule and **AVSA** Handbook for African Violet Growers, Exhibitors and Judges.

# The African Violet Society of America, Inc.

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### L. Committee to Approve..... *Special Committee*

1. Purpose  
To verify the accuracy of the minutes of Board and annual membership meeting.
2. Committee Appointment  
The President shall appoint a chair and two (2) committee members from the current Board to serve until the conclusion of the annual convention.
3. Duties of the Committee
  - a. Shall receive a draft copy of the minutes from the Secretary within two (2) weeks of the conclusion of the annual convention.
  - b. Shall carefully edit the minutes utilizing notes and tape recordings taken throughout all sessions of the Board and the annual membership meeting.
  - c. The edited copy of the minutes shall be returned to the Secretary within one (1) week of receipt.
  - d. The Secretary shall send the final copy of the minutes to the committee for their signatures. The minutes shall be sent first to the two (2) committee members, then to the chair for the final signature.
  - e. Each member of the committee shall notify the Secretary when s/he have signed and mailed the minutes to the next member of the committee.

# The African Violet Society of America, Inc.

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### **M. Convention Director ..... *Standing Committee***

The Convention Director shall be responsible for the planning and direction of all **AVSA** Conventions and special meetings, with all expenses pertaining to such arrangements to be paid by **AVSA** from the convention account.

#### 1. Duties

- a. Shall solicit invitations to host a convention.
- b. Shall work closely and in cooperation with Assistant to the Convention Director.
- c. Shall chair a meeting at each convention for the purpose of answering questions of those interested in hosting a convention.
- d. Shall make recommendations to the Board for future convention cities and host groups.
- e. Shall have flexibility in choosing convention dates between March and June.
- f. Shall have flexibility in choosing convention days of the week in order to negotiate the best rate with a hotel.
- g. Shall meet with representatives from the selected organization(s) during the convention at which their invitation is accepted to begin work on the convention.
- h. Shall serve as a resource to the hosting affiliate and liaison between the affiliate, **AVSA** and the property (when chosen).
- i. Within the year of an official invitation, shall visit the convention city for the purpose of selecting and securing a convention property, and writing and signing a contract.
- j. Shall assist the hosts in planning all aspects of the convention including meals, tours, entertainment, and pricing.
- k. Eighteen months to two (2) years in advance of the convention, shall return to the hosting city at a time convenient with the hosting affiliate and convention hotel for the pre-convention conference meeting. Final details shall be worked out with the hotel and an addendum added to the contract if needed.
- l. Shall be reimbursed for expenses, paid by the Treasurer, and debited against the convention account.
- m. Shall continue to work with the hosting organization and the hotel property in the detailed planning of the convention.
- n. Shall plan the complete convention week schedule and meet the publication deadline of October 1 for publication in the January **AVM**.
- o. Shall offer a gift of one day's registration (or equivalent) to all workshop presenters.
- p. Shall interpret the convention policy set forth in the Convention Manual.
- q. Shall arrange dais seating.
- r. Shall prepare meal agenda.

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- s. Shall coordinate with chairs of Awards, Shows & Judges, Commercial, Publications Committee and the President to provide for their respective needs during the convention.
- t. Shall arrange for a complimentary table, in the registration area, for the convention hosts of the following year for promoting the next **AVSA** convention.
- u. Shall order all audiovisual equipment, room set up, and beverages.
- v. Shall arrange for the convention resume` conference with the hotel and invite those he/she deems necessary from the convention principals.
- w. Shall oversee all aspects of the convention.
- x. Shall sign vouchers for necessary equipment, foods and beverages, and incidental expenses.
- y. Shall compile a Convention Director's report and shall send one copy to each of the following:
  - a) President
  - b) First Vice-President
  - c) Second Vice-President
  - d) Committee chairs with convention responsibilities: (Awards, Commercial, and Shows and Judges)
  - e) Finance Chair
- z. Shall maintain a file of past conventions with important information included therein.
- aa. Shall be a member of the Convention Manual Committee.
- bb. Shall be appointed by the current President for a two (2) year term to coincide with said President's term.
- cc. Shall maintain up-to-date files. These files shall be the property of AVSA and shall be forwarded to the successor.
- dd. Shall report directly to and keep the President informed of the activities of this position and shall submit written reports as requested.
- ee. Shall prepare and submit a budget for consideration to the Finance Chair by December 1. Shall receive a budget allowance as authorized by the Board. Bills and/or substantiating receipts of all expenses incurred in the performance of duties shall be required and shall be mailed to the Treasurer.
- ff. Shall submit to the Secretary by the end of the fiscal year (January 31) a written report of all work since the last Annual Meeting. At the direction of the President, this report shall be copied and a packet containing all submitted reports shall be sent to each Board member as soon as they are available. The original copy shall be filed in the **AVSA** office. Said chair shall study the contents of this packet before the Board meeting.

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2. Duties of the Committee
  - a. Position place cards on dais and organize lines at proper door.
  - b. Coordinate audiovisuals.
  - c. Check room set-up for all functions.
  - d. Coordinate collection of tickets at designated functions.
  - e. Check table counts at ticketed meal functions.
  - f. Plan presentations and arrange for speakers.

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## N. Convention Manual Committee . . . . . *Special Committee*

This committee is responsible for a manual, which explains the procedures that should be followed to successfully host a national convention. The manual shall be revised periodically.

Duties of the Chair:

- a. Shall form a committee of people who have had experience hosting a convention. The Convention Director shall be a member.
- b. Shall solicit suggestions for improvements in the existing manual from past convention committees.
- c. Shall compile clear, orderly, instructions on the procedures to be followed.
- d. Shall submit the manual to the Convention Committee for approval.
- e. Shall be appointed by the current President for a two (2) year term to coincide with said President's term.
- f. Shall maintain up-to-date files. These files shall be the property of **AVSA** and shall be forwarded to the successor.
- g. Shall keep the Convention Director informed of the activities of the committee and shall submit written reports as requested.
- h. Shall prepare and submit a budget for consideration to the Finance Chair by December 1. Shall receive a budget allowance as authorized by the Board. Bills and/or substantiating receipts of all expenses incurred in the performance of duties shall be required and shall be mailed to the Treasurer.
- i. Shall submit to the Secretary by the end of the fiscal year (January 31) a written report of all work since the last Annual Meeting. At the direction of the President, this report shall be copied and a packet containing all submitted reports shall be sent to each Board member as soon as they are available. The original copy shall be filed in the **AVSA** office. Said chair shall study the contents of this packet before the Board meeting.

# The African Violet Society of America, Inc.

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### **O. Convention Show Awards ..... *Standing Committee***

#### 1. Duties of the Chair

- a. Shall secure, log and distribute special awards to be given annually at the **AVSA** convention show and shall request that donors allow any award that complicates judging to be used as needed. If this is denied, the award may be refused.
- b. Shall establish and maintain an **AVSA** Convention Show Awards checking account and shall deposit all awards donations when received. The chair shall submit copies of bank statements to the Treasurer monthly and write all awards checks for the annual convention show.
- c. Shall request from the Treasurer a check for the amount of the applicable **AVSA** sponsored show awards one month prior to each convention show and shall deposit these monies. Any of these **AVSA** monies not awarded at the show shall then be returned to the **AVSA** Treasurer following the show. All other donated monies shall remain in the Convention Show Awards bank account to be used for awards the following year.
- d. Shall submit a list of awards to the **AVM** Editor and the Publications Chair adhering to established deadlines for publication in the issue of the **AVM**, which contains the convention supplement. The chair shall submit a list of awards with complete details to the Shows and Judges and local Convention Chair one (1) month before the convention.
- e. Shall assist the Shows and Judges Chair in compiling a complete list of special award winners in the amateur division of the convention show.
- f. Shall compile a complete list of show winners from the Commercial Division for the Commercial Committee chair to present at the awards banquet.
- g. The Convention Show Awards Chair or his/her designee shall present the amateur awards at the appropriate convention banquet.
- h. W-9 forms from the AVSA convention show exhibitors from the USA who have been awarded \$600 or more will be provided to the Office Manager by the Convention Show Awards Chair. These forms may be hand delivered at convention or mailed by certified/return receipt to the office.
- i. Shall send a written record of all award winners at each convention to the **AVSA** office to be kept in the Society archives and shall send the list of winners to the Publications Chair and the **AVM** Editor for publication in the **AVM**.
- j. Shall assist the **AVSA** Web master in maintaining up-to-date information on the **AVSA** website concerning donations and show award winners.
- k. Shall be appointed by the current President for a two (2) year term to coincide with said President's term.

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- l. Shall maintain up-to-date files. These files shall be the property of **AVSA** and shall be forwarded to the successor.
- m. Shall keep the Second Vice-President informed of the activities of this committee and shall submit written reports as requested.
- n. Shall prepare and submit a budget for consideration to the Finance Chair by December 1 and shall receive a budget allowance as authorized by the Board. Bills and/or substantiating receipts of all expenses incurred in the performance of duties shall be required and shall be mailed to the Treasurer.
- o. Shall submit to the Secretary by the end of the fiscal year (January 31) a written report of all work since the last Annual Meeting. At the direction of the President, this report shall be copied and a packet containing all submitted reports shall be sent to each Board member as soon as they are available. The original copy shall be filed in the **AVSA** office. Said chair shall study the contents of this packet before the Board meeting.

### 2. Expenses Paid by **AVSA** for Convention

- a. The Convention Show Awards Chair's budget funds cover the following: postage, stationery, and other incidentals in performing the convention duties of the committee.

- b. Amateur Awards — Paid by Convention but listed as **AVSA** Awards:

1) Best in Show .....	\$50 & Tricolor Rosette
2) Second Best in Show .....	\$35 & Rosette
3) Third Best in Show .....	\$25 & Rosette
4) Best Miniature .....	\$25 & Rosette
5) Best Semi-miniature .....	\$25 & Rosette
6) Best Standard.....	\$25 & Rosette
7) Best Trailer .....	\$25 & Rosette
8) Best Registered Species ...	\$25 & Rosette
9) Best Vintage Violet .....	\$25 & Rosette
10) Best Other Gesneriad.....	\$25 & Rosette
11) Best New Cultivar.....	\$50 & Rosette
12) Sweepstakes in Horticulture .....	\$50 & Rosette
13) Sweepstakes Runner Up in Horticulture.....	\$25 & Rosette
14) Best Standard Collection ...	\$50 & Gold Rosette
15) Second Best Standard Collection.....	\$25 & Purple Rosette
16) Best Mini/Semimini Collection .....	\$50 & Gold Rosette
17) Second Best Mini/Semimini Collection .....	25 & Purple Rosette
18) Best Species Collection.....	\$50 & Gold Rosette
19) Second Best Species Collection.....	\$25 and Purple Rosette
20) Best in Class (Horticulture & Design) .....	Rosette or Ribbon
21) Best Yearbook.....	\$50 & Rosette
22) Second Best Yearbook.....	\$35 & Rosette

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23) Third Best yearbook .....	\$25 & Rosette
24) Best Newsletter .....	\$50 & Rosette
25) Second Best Newsletter ....	\$35 & Rosette
26) Third Best Newsletter .....	\$25 & Rosette
27) Best Magazine.....	\$50 & Rosette
28) Second Best Magazine.....	\$35 & Rosette
29) Third Best Magazine.....	\$25 & Rosette

c. Commercial Awards – Paid by Convention but listed as **AVSA**

Awards:

Commercial Specimen Plant Classes

1) Best in Show .....	\$50 & Rosette
2) Second Best in Show .....	\$35 & Rosette
3) Third Best in Show .....	\$25 & Rosette
4) Sweepstakes in Specimen Plants.....	\$50 & Rosette
5) Best Other Gesneriad.....	\$25 & Rosette
6) Best Standard Collection ...	\$50 & Gold Rosette
7) Second Best Standard Collection.....	\$25 & Purple Rosette
8) Best Mini/Semimini Collection .....	\$50 & Gold Rosette
9) Second Best Mini/Semimini Collection .....	\$25 & Purple Rosette
10) Best Species Collection.....	\$50 & Gold Rosette
11) Second Best Species Collection.....	\$25 and Purple Rosette
12) Best New Cultivar .....	\$75 & Plaque & Rosette
13) Second Best New Cultivar .	\$50 & Rosette
14) Third Best New Cultivar .....	\$25 & Rosette
15) Best Display Table.....	\$125 & Blue Rosette
16) Second Best Display Table .....	\$100 & Red Rosette
17) Third Best Display Table ...	\$75 & White Rosette
18) Fourth Best Display Table .	\$50 & Rosette
19) Best African Violet on Display Tables.....	\$50 & Rosette
20) Best Horticulture Showcase Table.....	\$50 & Rosette
21) Second Best Horticulture Showcase Table .....	\$25 & Rosette
22) Best Artistic Showcase Table .....	\$50 & Rosette
23) Second Best Artistic Showcase Table .....	\$25 & Rosette

d. Amateur and Commercial Awards - Paid by Convention but listed as **AVSA** Awards:

1) Best in Design .....	\$50 & Tricolor Rosette
2) Second Best in Design .	\$35 & Rosette
3) Third Best in Design .....	\$25 & Rosette
4) Sweepstakes in Design .....	\$50 & Rosette
5) Sweepstakes Runner up in Design .....	\$25 & Rosette
6) Ribbons for show exhibits	

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- e. Special ribbons and rosettes must be ordered in economical, lot sizes. Any excess shall be listed as stock to be used at the next convention.
- f. Bills for items used by the Convention Show Awards Committee at convention shall be paid by **AVSA** when purchased, and the convention fund shall be debited when used.

# The African Violet Society of America, Inc.

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### P. Courtesy Chair .... *Special Committee*

- 1) Shall assist the President by sending from the Board of Directors:
  - a. A floral remembrance on the serious illness or death of an **AVSA** officer or past president
  - b. Cards to others, when appropriate
- 2) Shall be appointed by the current President for a two (2) year term to coincide with said President's term.
- 3) Shall maintain up-to-date files. These files shall be the property of **AVSA** and shall be forwarded to the successor.
- 4) Shall keep the President informed of the activities of the position and shall submit written reports as requested.
- 5) Shall prepare and submit a budget for consideration to the Finance Chair by December 1. Shall receive a budget allowance as authorized by the Board. Bills and/or substantiating receipts of all expenses incurred in the performance of duties shall be required and shall be mailed to the Treasurer.
- 6) Shall submit to the Secretary by the end of the fiscal year (January 31) a written report of all work since the last Annual Meeting. At the direction of the President, this report shall be copied and a packet containing all submitted reports shall be sent to each Board member as soon as they are available. Said chair shall study the contents of this packet before the Board meeting.

# The African Violet Society of America, Inc.

## Policies & Procedures Manual

### **Q. Finance Committee**

### ***Special Committee***

#### 1. Duties of the Chair

- a. Shall act as advisor to the Treasurer, and be familiar with all functions of the Treasurer.
- b. Shall serve as a member of the Executive Committee, attending all meetings.
- c. Shall serve as Vice Chair of the Salary Committee.
- d. Shall approve, with the Treasurer, any requested part-time contract labor as requested by the Office Manager not included in yearly Salary Committee recommendations.
- e. Shall approve all investments made by the Treasurer.
- f. Shall send a notice to all AVSA Board members, Executive Committee members, Office Manager and AVM Editor by November 1<sup>st</sup>, of the need to submit budget requests and projections to the Finance committee Chair by December 1<sup>st</sup>. This budget shall be sent to the Board of Directors before convention.
- g. Shall present the budget as prepared by the Finance Committee to the Board for approval.
- h. Shall work with the Treasurer and the Office Manager in setting wholesale prices and maintaining an up-to-date price list.
- i. Shall oversee the **BERF**, Booster, Building Maintenance Fund, Tinari Endowment Fund, and Ways and Means Committees.
- j. Shall keep the First Vice President informed of the activities of the committee and shall submit written reports as requested.
- k. Shall be appointed by the current President for a two (2) year term to coincide with said President's term.
- l. Shall maintain up-to-date files. These files shall be the property of **AVSA** and shall be forwarded to the successor.
- m. Shall receive a budget allowance as authorized by the Board. Bills and/or substantiating receipts of all expenses incurred in the performance of duties shall be required and shall be mailed to the Treasurer.
- n. Shall submit to the Secretary by the end of the fiscal year (January 31) a written report of all work since the last Annual Meeting. At the direction of the President, this report shall be copied and a packet containing all submitted reports shall be sent to each Board member as soon as they are available. The original copy shall be filed in the **AVSA** office. Said chair shall study the contents of this packet before the Board meeting.

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2. Duties of the Committee
  - a. Shall prepare a budget for approval by the Board of Directors after considering all requested budgets received by the Finance Committee Chair from the Executive Committee, committee chairs, Publisher, Office Manager and Editor. All motions made at Board of Directors' meetings, which affect a budget item, must include an estimate of the anticipated impact on the budget.
  - b. Shall oversee investments.
  - c. Shall be, with the permission of the Executive Committee, allowed to invest monies from the Boyce Edens Research Fund in short term certificates of deposit, corporate bonds, obligations of the United States Treasury, or agencies of the government of the United States, mutual funds, or individual stocks. The amount invested in individual stocks should not exceed 35% of the total funds, but the Finance Committee may set a lesser percentage. This investing will be done as deemed appropriate to the activity needs of these accounts.

# The African Violet Society of America, Inc.

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### R. Handbook Committee ..... *Special Committee*

#### 1. General

- a. The *Handbook for Growers, Exhibitors, and Judges* is the official manual for all **AVSA** Affiliate and Convention shows.
- b. This book shall be written and updated by the Handbook Editor and his/her committee. The Editor and committee members shall be appointed by the President in consultation with the **AVSA** Shows and Judges Chair and approved by the **AVSA** Board.
- c. The Handbook shall be proofread and approved by the entire Handbook Committee and the **AVSA** Executive Committee before publication or updating.
- d. All expenditures for the publication of the Handbook shall be approved by the **AVSA** Board.
- e. It shall be printed on 8 1/2" x 11" or 5 1/2" x 8 1/2" paper and shall be quick printed when feasible to reduce cost and inventory.

#### 2. Duties of the Chair

- a. Shall appoint a commercial member to serve on this committee, upon the recommendation of the Commercial Chair, to assure that rules for commercial judging are correctly stated.
- b. Shall be appointed by the current President for a two (2) year term to coincide with said President's term.
- c. Shall maintain up-to-date files. These files shall be the property of **AVSA** and shall be forwarded to the successor.
- d. Shall keep the Shows and Judges Chair informed of the activities of the committee and shall submit written reports as requested.
- e. Shall prepare and submit a budget for consideration to the Finance Chair by December 1. Shall receive a budget allowance as authorized by the Board. Bills and/or substantiating receipts if all expenses incurred in the performance of duties shall be required and shall be mailed to the Treasurer.
- f. Shall submit to the Secretary by the end of the fiscal year (January 31) a written report of all work since the last Annual Meeting. At the direction of the President, this report shall be copied and a packet containing all submitted reports shall be sent to each Board member as soon as they are available. The original copy shall be filed in the **AVSA** office. Said chair shall study the contents of this packet before the Board meeting.

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### S. Internet Committee ..... *Special Committee*

1. Purpose
  - a. To coordinate and implement the functions associated with the maintenance of the **AVSA** website.
  - b. The Webmaster shall be appointed by the President and be a member of this committee.
  - c. The issues to be addressed by this committee, in collaboration with the Board include, but are not limited to the following:
2. Duties of the Committee
  - e. Shall establish a philosophy and purpose for the website.
  - f. Shall establish a working organization to maintain the website, in terms of both content and technological changes.
  - g. Shall develop budget guidelines
  - h. Shall consult with the Technology Committee regarding software and hardware needs.
  - i. Shall monitor Internet copyright/legal issues.
  - j. Shall promote the use of the website as a tool for **AVSA** affiliates and advertisers through **AVM** articles.
  - k. Shall establish criteria by which the benefits of the website may be evaluated.
3. Duties of the Chair
  - a. Shall write an enumerated description of responsibilities and duties to be kept with the records of the committee, a copy to be filed in the **AVSA** office.
  - b. Shall prepare and submit a budget for consideration to the Finance Chair by December 1. Shall receive a budget allowance as authorized by the Board. Bills and/or substantiating receipts of all expenses incurred in the performance of duties shall be required and shall be mailed to the Treasurer.
  - c. Shall submit all proposed website-related contracts to the Finance Chair and Technology Committee Chair for review before presentation to the Board for approval.
  - d. Shall prepare a quarterly report for the Third Vice President.

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- e. Shall submit to the Secretary by the end of the fiscal year (January 31), a written report of all work since the last meeting. At the direction of the President, this report shall be copied and a packet containing all submitted reports shall be sent to each Board member as soon as they are available. The original copy shall be filed in the **AVSA** Office. Said chair shall study the contents of this packet before the Board meeting.

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### T. Library Committee ..... *Standing Committee*

#### 1. Background

- a. The **AVSA** Library, which is housed in the national **AVSA** office in Beaumont, Texas, consists of a wide variety of materials.
- b. These materials are mainly offered for rental, although a CD-ROM of each year's **AVSA** national show is available for purchase.
- c. Audio-visual materials include DVDs, videos, 35 mm slides, and cassettes. A number of resource packets are available to help affiliates plan and organize successful club activities.
- d. Some of these written materials can be viewed on the **AVSA** Library link of the AVSA website.

#### 2. General Rules

- a. All Library material shall be available to affiliates and all **AVSA** members in good standing. Sufficient quantities of audio-visual materials shall be produced so the programs can be mailed directly to the affiliate program chair.
- b. Those who wish to reserve Library materials are encouraged to place a request for the item three (3) months in advance of the desired date of use.
- c. Packets are lent for a period of one (1) month, as available.
  - 1) Packets must be returned postpaid by insured mail, return receipt requested.
  - 2) Requests for more than one (1) audio-visual program and/or packet for the same date may be made and will be filled whenever possible.
  - 3) With each request for programs, the applicant must submit a date when each program will be used as well as an alternate date or alternate programs. A reminder shall be sent with each program that it must be postmarked within four (4) days from the date it was used.
  - 4) **AVSA** shall impose a \$5.00 per week fine on any delinquent return of audiovisual materials, and there will be no further audio-visual programs available to the clubs who are delinquent, until the fine has been paid.
- d. Eight niches, approximately twenty four inches (24") by thirty (30") inches, and eight (8) plant stands necessary for the use of the library committee at the conventions, shall be provided by the host club.

#### 3. Duties of the Chair

- a. Shall promote, supervise, and encourage the use of an **AVSA** Library by **AVSA** affiliates and members.
- b. Shall supervise the maintenance of Library material by the **AVSA** office staff by:

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- 1) Creating and developing new and interesting educational programs for the Library.
  - 2) Revising and improving Library material.
  - 3) Collecting affiliates' yearbooks, newsletters, and magazines as needed to periodically update the Library resource packets.
  - 4) Collecting affiliate schedules as needed to periodically update the Library resource packets.
  - 5) Assembling any other Library program packets deemed beneficial.
- c. Shall plan for and direct the photographing of each convention show for developing new programs.
  - d. Shall annually prepare a new list of Library materials available for rent. Shall submit a column, including the list of available Library materials, to the Publications Chair and the Editor, adhering to established magazine deadlines, for publication in the September issue of the **AVM**.
  - e. Shall be responsible for deciding when programs are outdated and should be retired and/or reintroduced when updated.
  - f. Shall carry out policy directed by the Board and work in close harmony with other committees and officers.
  - g. Shall be appointed by the current President for a two (2) year term to coincide with said President's term.
  - h. Shall maintain up-to-date files. These files shall be the property of **AVSA** and shall be forwarded to the successor.
  - i. Shall keep the Second Vice President informed of the activities of the committee and shall submit written reports as requested.
  - j. Shall prepare and submit a budget for consideration to the Finance Chair by December 1. Shall receive a budget allowance as authorized by the Board. Bills and/or substantiating receipts of all expenses incurred in the performance of duties shall be required and shall be mailed to the Treasurer.
  - k. Shall submit to the Secretary by the end of the fiscal year (January 31) a written report of all work since the last Annual Meeting. At the direction of the President, this report shall be copied and a packet containing all submitted reports shall be sent to each Board member as soon as they are available. The original copy shall be filed in the **AVSA** office. Said chair shall study the contents of this packet before the Board meeting.

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### U. Membership and Promotion Committee ..... *Standing Committee*

1. Duties of the Chair
  - a. Shall report any specific plans or major changes to the President, First Vice President, and Membership and Promotion Committee Vice Chair.
  - b. Shall coordinate plans, activities, and progress reports within the committee and with the Affiliate Chair.
  - c. Shall furnish articles and information to the Editor for **AVM** publication, adhering to established magazine deadlines.
  - d. Shall be informed of the number of new members, number of renewals, and the total membership for each fiscal year by the Office Manager.
  - e. Shall keep informed of progress in all new membership drives.
  - f. Shall develop ideas to promote **AVSA** in different venues.
  - g. Shall be appointed by the current President for a two (2) year term to coincide with said President's term.
  - h. Shall maintain up-to-date files. These files shall be the property of **AVSA** and shall be forwarded to the successor.
  - i. Shall keep the First Vice President informed of the activities of the committee and shall submit written reports as requested.
  - j. Shall prepare and submit a budget for consideration to the Finance Chair by December 1. Shall receive a budget allowance as authorized by the Board. Bills and/or substantiating receipts of all expenses incurred in the performance of duties shall be required and shall be mailed to the Treasurer.
  - k. Shall submit to the Secretary by the end of the fiscal year (January 31) a written report of all work since the last Annual Meeting. At the direction of the President, this report shall be copied and a packet containing all submitted reports shall be sent to each Board member as soon as they are available. The original copy shall be filed in the **AVSA** office. Said chair shall study the contents of this packet before the Board meeting.
2. Duties of the Committee
  - a. Shall stimulate greater interest in African violets and in **AVSA** membership by:
    - 1) Encouraging members and affiliated chapters to show well-grown violets and to display the **AVM**.
    - 2) Encouraging distribution of **AVSA** brochures.

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- b. Promoting **AVSA** memberships through emblems and other promotional materials.
- c. Shall educate persons everywhere about **AVSA** by:
  - 1) Encouraging exchange of articles, programs, speakers, and promotional ideas among affiliates and non-affiliate organizations.
  - 2) Promoting plant clinics with additional information from **AVSA**.
- d. Shall seek opportunities for publication of authentic articles on African violets and their culture and supply the same (arranging for photos, if desired) to garden editors.
- e. Shall gather and distribute information on promotional activities.

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### **V. Nominating Committee ..... *Standing Committee***

1. Structure
  - a. Shall consist of five (5) members.
  - b. The Executive committee shall elect the chair from among the members of the previous year's committee. This election shall be by the Executive Committee prior to the annual convention. Following election, the President (or Secretary) shall give the chair a copy of the Nominating Committee section of the Policies and Procedures Manual and Article V- Nominations and Elections from the AVSA Bylaws.
  - c. Four (4) members shall be elected by the Board of Directors. This election shall be by nomination from the floor at the first meeting of the Board of Directors during the annual convention. No two (2) members shall be from the same state. Following election, the President (or Secretary) shall give the members a copy of the Nominating Committee section of the Policies and Procedures Manual and Article V- Nominations and Elections from the AVSA Bylaws.
  - d. No more than one (1) past President shall serve on the committee.
  - e. No member, except the chair, shall serve consecutive terms on the committee and the chair shall not serve consecutive terms as chair.
  - f. The term of the committee shall begin at the conclusion of the Board Meeting of the convention at which the committee was formed.
  - g. Prepare and submit a budget to the Finance Chair by December 1 for consideration, and shall receive a budget allowance as authorized by the Board. Bills and/or substantiating receipts of all expenses incurred in the performance of duties shall be required and shall be mailed to the Treasurer.
2. General Duties of the Chair
  - a. Shall be elected by the Executive Committee for a one (1) year term.
  - b. Shall bring to the annual convention sufficient quantities of the AVSA nominating questionnaire to distribute among Board members and place at the convention registration desk. A visible sign shall accompany those forms at the above said desk.
  - c. If the Nominating Committee revises the questionnaire, a copy shall be sent to the Webmaster to update that form currently on the website.
  - d. Shall keep the President informed of the progress of the process of the slate selection. If adequate numbers of questionnaires have not been received, notify President by July 1. Similarly, if geographical distribution of nominees is not appropriate, notify President by July 1.
  - e. Shall receive a budget allowance as authorized by the Board.
  - f. Shall submit to the Secretary by the end of the fiscal year (January 31) a written report of all work since the last Annual Meeting. At the

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direction of the President, this report shall be copied and a packet containing all submitted reports shall be sent to each Board member as soon as they are available. Said chair shall study the contents of this packet before the Board meeting.

3. Duties of the Chair Regarding Nominee Selection
  - a. Shall write or call those officers currently serving to inquire as to their availability to continue. Those individuals that respond in the affirmative are placed on the Nominating Committee ballot under the appropriate office. Only one name for each of the offices is needed.
  - b. Those offices vacant shall need at least two (2) candidates to give the committee a choice of a member suitable for candidacy. These candidates shall be selected from a list of eligible members. Eligibility requires that a member being considered for an officer position shall have been a member of the Board of Directors for at least two (2) years. These members may be contacted by mail, phone, or email. Those members indicating their willingness to serve shall be placed on the Nominating Committee ballot under the position they agree to fill.
  - c. Prospective Director Nominees are requested to fill out an updated questionnaire to include the names of three (3) references. These items shall be returned to the Nominating Committee Chair within two (2) weeks.
  - d. Five (5) Director Nominees are selected each year. There shall be at least ten (10) candidates to give the committee choices of members suitable for candidacy.
  - e. The Chair shall send a letter to each prospective director nominee that shall include the questionnaire (if needed), duties, expectations, and a copy of the Director section of the Policies and Procedures Manual.
  - f. The Chair shall send a reference form to all references listed on returned questionnaires. Shall request return of reference form within one (1) week. See duties of Chair regarding Nominee Committee files.
  - g. The complete questionnaires with references attached shall comprise the file of potential candidates for this and successive years. After five (5) years, questionnaires and references of those not nominated as directors shall be removed from the file each year and destroyed.
  - h. In the event an unsolicited questionnaire is received, the following may be contacted for additional references and attached to questionnaire before selection:
    - 1) Current or previous Board members.
    - 2) **AVSA** committee members from that region.
    - 3) Affiliate president of prospective nominee's local or regional group.

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- i. A copy of the complete ballot with all officer and director nominees shall be sent to each member of the Nominating Committee no later than August 15. The ballot shall include copies of questionnaires and all references. In addition, a map showing the geographic location of all current Board members shall be included.
  - j. The committee shall be instructed to return the ballot within one (1) week of receipt.
  - k. If additional ballots are needed, they shall be sent by mail or email to the committee as soon as possible. They shall be returned to the Nominating Committee Chair within five (5) days.
  - l. The chair shall receive all ballots, tally the results, and prepare the slate. The slate shall list one candidate for each office and five candidates for directors.
  - m. Shall notify those who are selected and request a picture, resume, and a letter of acceptance, not to exceed 300 words, from each member of the slate. Shall request candidate return picture and resume to chair within two (2) weeks of request.
  - n. The finalized slate shall be sent to the committee, the President and the Editor (with photos and resumes) for publication in the January AVM, adhering to established magazine deadlines. The membership must be notified of the slate at least 45 days before the annual meeting.
  - o. Shall notify those individuals not selected; thank them for their willingness to be considered. Those director candidates who have not been in the file for the full five (5) years will be asked if they will allow their names to remain in the file for consideration at a future date. Those director candidates who have now been in the file for the full five (5) years will have their questionnaires and references destroyed.
4. Duties of the Chair Regarding Nominating Committee Files
- a. Shall maintain a file of potential officer and director candidates, which shall be used during the committee's term. These files shall be the property of the **AVSA** and shall be transferred to each succeeding chair.
  - b. Shall keep in the file the questionnaires and attached references of current and past Board members. These shall be made available to the Executive Committee and Awards Chair as requested.
  - c. All Nominating Committee files shall be turned over to the Executive Committee at least one day before the Board Meeting.

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- d. All papers shall be filed, sent to the Archives or destroyed as indicated below:
- 1) Keep five (5) full years, and then send to the Archives the forms of those who were nominated, and **destroy the forms of those who were not nominated.**
    - a) Questionnaires with references.
  - 2) Keep three (3) full years and then send to the Archives.
    - a) Unsolicited letters of recommendation
    - b) Map of Board representation
    - c) Initial and subsequent (if needed) ballots
    - d) Slate for **AVM** publication
    - e) Budget request and expense report
    - f) Report to Board
  - 3) Keep one (1) full year to use as a guide and then send to the Archives:
    - a) Acceptance letters with biographies from Officer and Director nominees
    - b) Discussions with Nominating Committee members
  - 4) Keep one (1) full year to use as a guide and then send a **sample** to the Archives and **destroy** the remainder:
    - a) Solicitation of eligible people
    - b) Request for permission to put officers on slate
    - c) Notification of placement on slate of Director nominees
  - 5) Keep two (2) full years to use as a guide and then send to the Archives:
    - a) List of potential officer candidates
  - 6) Keep two (2) full years to use as a guide and then send a **sample** to the Archives and **destroy** the remainder.
    - a) Notification of placement on slate of officer nominees

#### 4. Duties of the Committee

- a. Shall be elected for one (1) year term by the Board of Directors at the first meeting of the Board at annual convention.
- b. Shall meet the day after election by the Board of Directors.
- c. Shall be encouraged to have personal contact with potential nominees during the remainder of the convention.

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- d. In preparation for voting on the ballot, as submitted to the committee by the Nominating Committee Chair, shall study the questionnaires and references of all the candidates. May seek additional information on the candidates by personal contacts.
- e. Shall select one (1) nominee for each office to be filled i.e. President, First Vice President, Second Vice President, Third Vice President, Secretary, and Treasurer. Candidates must have served at least two (2) years on the Board of Directors.
- f. Shall select five (5) nominees for Director from the list maintained by the Nominating Committee Chair. Shall attempt to maintain a geographic representation among all directors.

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### W. Open Forum Committee ..... *Special Committee*

1. General
  - a. The Open Forum was established to provide the members with a means of asking questions and presenting information to the officers, directors, and committee chairs of AVSA.
  - b. All officers, directors, and committee chairs are expected to attend this open forum meeting.
2. Duties of the Chair
  - a. Shall host the Open Forum at each Convention at the time scheduled by the Convention Director.
  - b. Shall provide the **AVM** Editor, observing established magazine deadlines, an article announcing the Open Forum for insertion in the March **AVM**.
  - c. Shall arrange for a box to be placed at the Convention Registration Desk for attendees to leave questions and concerns to be brought up at the Open Forum.
  - d. Shall be appointed by the current President for a two (2) year term to coincide with said President's term.
  - e. Shall keep the Membership and Promotion Committee Chair informed of the activities of the committee and shall submit written reports as requested.
  - f. Shall submit to the Secretary by the end of the fiscal year (January 31) a written report of all work since the last Annual Meeting. At the direction of the President, this report shall be copied and a packet containing all submitted reports shall be sent to each Board member as soon as they are available. The original copy shall be filed in the **AVSA** office. Said chair shall study the contents of this packet before the Board meeting.

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### X. Plant Registration and Master Plant List Committee . *Standing Committee*

1. General Rules
  - a. Plant reservation fee shall be \$1.00 for a two (2) year period, effective from the date received for an AVSA member and \$5.00 for a two (2) year period for a non-member. Renewals of name reservations shall be subject to the same appropriate fee per name for one additional two (2) year period . This fee applies toward the registration fee if registration takes place within the two-year period.
  - b. The registration fee shall be \$5.00 per name.
  - c. Parentage of registered cultivars shall be required.
  - d. The *International Code of Nomenclature for Cultivated Plants* is the authority for the acceptance of new names selected for *Saintpaulia* cultivars by this committee.
  - e. This committee, in conjunction with the Commercial Activities Committee, shall be empowered to modify or change the format of registration applications.
2. Duties of the Chair
  - a. Shall keep a complete record of all registered varieties.
  - b. Shall be responsible to ensure, before publication, that descriptions of registered cultivars in all **AVSA** publications agree with the application information in the registration files.
  - c. Shall furnish a list with full description of new registered varieties and new name reservations to the Publications Committee Chair and the Editor for each issue of the **AVM**, adhering to established magazine deadlines.
  - d. Shall list in a column in each issue of the **AVM** all changes/corrections to a hybridizer's description of a previously listed registered cultivar.
  - e. Shall request names and descriptions of non-registered cultivars from known hybridizers.
  - f. Shall be responsible for the compilation of the **AVSA African Violet Master List of Species and Cultivars (AVML)** and its supplements, including both registered and non-registered cultivars. These documents are to be sent to the Publications Committee Chair for publication. Supplements are to be compiled annually, and a new edition of the **AVML** is to be compiled as requested by the Publications Committee. Pricing shall be the responsibility of the Finance Committee with advice from the Plant Registration and Master Plant List Committee.
  - g. Shall remit all monies to the Treasurer monthly.
  - h. Shall return a credit voucher to any individual or business for overpayment of money for reservation or registration.
  - i. Shall be appointed by the current President for a two (2) year term to coincide with said President's term.
  - j. Shall maintain up-to-date files. These files shall be the property of **AVSA** and shall be forwarded to the successor.

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- k. Shall keep the Third Vice President informed of the activities of the committee and shall submit written reports as requested.
- l. Shall prepare and submit a budget for consideration to the Finance Chair by December 1. Shall receive a budget allowance as authorized by the Board. Bills and/or substantiating receipts of all expenses incurred in the performance of duties shall be required and shall be mailed to the Treasurer.
- m. Shall submit to the Secretary by the end of the fiscal year (January 31) a written report of all work since the last meeting. At the direction of the President, this report shall be copied and a packet containing all submitted reports shall be sent to each Board member as soon as they are available. The original copy shall be filed in the **AVSA** office. Said chair shall study the contents of this packet before the Board meeting.

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### Y. Policies and Procedures Committee ..... *Special Committee*

#### 1. General Rules

- a. It is recommended that the membership of this committee consist of the Secretary as Chair, two other people of the Secretary's choice, and the Parliamentarian as an ex-officio member (if a parliamentarian is currently employed by **AVSA**).
- b. Following each Board meeting, the committee, using the approved minutes, shall discuss and identify how those actions of the Board impact the Manual.

#### 2. Duties of the Chair

- a. Shall be appointed by the current President for a two (2) year term to coincide with said President's term. On the advice of the committee, make the recommended revisions to all affected sections of the manual.
- b. The revisions shall be distributed to the Board as soon as possible after each Board meeting.
- c. Shall maintain up-to-date files. These files shall be the property of **AVSA** and shall be forwarded to the successor.
- d. Shall keep the President informed of the activities of the committee and shall submit written reports as requested.
- e. Shall prepare and submit a budget for consideration to the Finance Chair, by December 1. Shall receive a budget allowance as authorized the Board. Bills and/or substantiating receipts of all expenses incurred in the performance of duties shall be required and shall be mailed to the **AVSA** Treasurer.
- f. Shall submit to the Secretary by the end of the fiscal year (January 31) a written report of all work since the last Annual Meeting. At the direction of the President, this report shall be copied and a packet containing all submitted reports shall be sent to each Board member as soon as they are available. The original copy shall be filed in the **AVSA** office. Said chair shall study the contents of this packet before the Board meeting.

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### Z. Publications Committee ..... Standing Committee

#### 2. Duties of the Chair

- a. Shall be responsible for publication of the **AVM** and other **AVSA** literature that the Board of Directors shall authorize.
- b. Shall assist the Editor of the **AVM** as needed.
- c. Shall review columns written by the Editor and the Office Manager before inclusion in the **AVM**. Chair may designate this duty to a committee member.
- d. Shall recommend annually to the Board, the committee's choice of personnel for all **AVSA** employees engaged in publication work.
- e. Shall review the following items of **AVSA** literature when revised to assist in avoiding conflict between them. The primary responsibility shall remain with the originating committee.
  - 1) Affiliate information
  - 2) Annual Index
  - 3) Culture Folder
  - 4) Guide for Affiliate Presidents and AVSA Representatives
- f. Shall review all regular columns submitted by columnists and advise the Editor if there are concerns.
- g. Shall be responsible for selecting the award winners for the best articles (President's Citation Awards) in the **AVM**.
  - 1) The Publications Chair will send a letter with voting information to those individuals indicated in P&P 2:10 c. This letter shall include:
    - (a) Eligible for consideration:
      - Amateur articles published in the *African Violet Magazine* from January-February through November-December issues for the award to be presented at the convention the following year.
      - Reprints from AVSA affiliate newsletters and websites. The name of the author must be included if a reprint is considered.
      - Articles reprinted from newsletters, journals, and magazines affiliated with AVS of Canada and the Gesneriad Society.

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- Articles written by columnists other than regular features/columns.
  - Authors of articles must be AVSA members.
  - (b) NOT eligible for consideration are:
    - Regular features, such as For Beginners, Question Box, In Search of New Violets, Thinking Small, A Family Portrait, Affiliate Update and any other regular columns or features.
    - Reprinted articles from published books.
    - Reprinted articles from newsletters, journals, and magazines not affiliated with AVSA, AVS of Canada, or the Gesneriad Society.
    - Articles reprinted from earlier issues of the AVM.
  - c) Information on returning the ballots including deadline.
- 2) The Publication Chair will prepare a certificate to be signed and presented by the President to the recipients at the association awards banquet.
  - 3) A letter of congratulations will accompany the certificate. This letter may be submitted by the recipient of the award to the AVSA office with the name and address of the person to whom the award-winning author wishes to give a one-year AVSA membership.
  - 4) The Publication Chair shall submit a list of the award-winning authors and article titles to the AVM Editor to be printed in the issue following convention.
  - 5) Shall maintain records of President's Citation awards in order to determine eligibility for Silver Pen Awards.
- h. Shall be appointed by the current President for a two (2) year term to coincide with said President's term.
  - i. Shall maintain up-to-date files. These files shall be the property of **AVSA** and shall be forwarded to the successor.

## The African Violet Society of America, Inc. Policies & Procedures Manual

- c. Shall keep the First Vice President informed of the activities of the committee and shall submit written reports as requested.
- d. Shall prepare and submit a budget for consideration to the Finance Chair by December 1. Shall receive a budget allowance as authorized by the Board. Bills and/or substantiating receipts of all expenses incurred in the performance of duties shall be required and shall be mailed to the Treasurer.
- e. Shall submit to the Secretary by the end of the fiscal year (January 31) a written report of all work since the last Annual Meeting. At the direction of the President, this report shall be copied and a packet containing all submitted reports shall be sent to each Board member as soon as they are available. The original copy shall be filed in the **AVSA** office. Said chair shall study the contents of this packet before the Board meeting.

# The African Violet Society of America, Inc.

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### AA. Research Committee..... *Standing Committee*

#### 1. General

- a. The Boyce Edens Research Fund (**BERF**) awards research grants in support of research projects related to African violets (genus *Saintpaulia*).
- b. Though a wide variety of topics will be considered, the Society has special interest in funding projects of value to the hobby, such as, but not limited to, studies involving: fertilizers or nutrients, pH, pest control, propagation and hybridization techniques, ecological study and conservation.
- c. These research grants are awarded based on proposals submitted to the **BERF** Committee. The committee has full discretion to evaluate any proposal on its own merits.

#### 2. Duties of the Chair

- a. Shall review the membership of the Research Committee yearly. Shall seek out and recruit qualified individuals to replace committee members as needed.
- b. Shall coordinate efforts to publicize the **BERF** and recruit research proposals from qualified individuals and organizations.
- c. Shall establish a process for the submission and review of research proposals.
- d. Shall copy and distribute submitted research proposals to the committee members.
- e. Shall coordinate the evaluation of submitted research proposals.
- f. Shall prepare and present those research proposals receiving committee recommendations to the Board for funding from the **BERF**.
- g. Shall provide appropriate correspondence regarding inquiries about research opportunities, acknowledgements of receipt of submitted proposals, results of the committee review and recommendations, and Board action on the committee recommendations.
- h. Shall provide information regarding the process and/or results of research projects to the Board. Research results shall be published in the **AVM**.
- i. Shall be appointed by the current President for a two (2) year term to coincide with said President's term.
- j. Shall maintain up-to-date files. These files shall be the property of **AVSA** and shall be forwarded to the successor.

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- k. Shall keep the First Vice President informed of the activities of the committee and shall submit written reports as requested.
- l. Shall prepare and submit a budget for consideration to the Finance Chair by December 1. Shall receive a budget allowance as authorized by the Board. Bills and/or substantiating receipts of all expenses incurred in the performance of duties shall be required and shall be mailed to the Treasurer. All expenses of the committee shall be drawn from monies in the **BERF**.
- m. Shall submit to the Secretary, at the end of the fiscal year (January 31) a written report of all work since the last Annual Meeting. At the direction of the President, this report shall be copied and a packet containing all submitted reports shall be sent to each Board member as soon as they are available. The original copy shall be filed in the **AVSA** office. Said chair shall study the contents of this packet before the Board meeting.

# The African Violet Society of America, Inc.

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### **BB. Resolutions Committee ..... *Special Committee***

1. Purpose
  - a. To present a courtesy resolution thanking the convention hosts and any other appropriate individuals or groups.
  - b. Resolution to be read into the minutes of the Annual Meeting.
2. Duties of the Chair
  - a. Shall prepare the courtesy resolution with the assistance of the committee and the Convention Director.
  - b. Shall be present at the annual meeting to read the resolution or designate a committee member to do so.
  - c. Shall be appointed by the current President for a two (2) year term to coincide with said President's term.
  - d. Shall maintain up-to-date files. These files shall be the property of **AVSA** and shall be forwarded to the successor.
  - e. Shall keep the Convention Director informed of the activities of the committee and shall submit written reports as requested.
  - f. Shall prepare and submit a budget for consideration to the Finance Chair by December 1. Shall receive a budget allowance as authorized by the Board. Bills and/or substantiating receipts of all expenses incurred in the performance of duties shall be required and shall be mailed to the Treasurer.
  - g. Shall submit to the Secretary, at the end of the fiscal year (January 31) a written report of all work since the last Annual Meeting. At the direction of the President, this report shall be copied and a packet containing all submitted reports shall be sent to each Board member as soon as they are available. The original copy shall be filed in the **AVSA** office. Said chair shall study the contents of this packet before the Board meeting.

# The African Violet Society of America, Inc. Policies & Procedures Manual

## CC. Salary Committee ..... *Special Committee*

1. General Rules
  - a. This committee shall be comprised of the First, Second and Third Vice Presidents, the Treasurer, and the Finance Chair.
  - b. The First Vice President shall chair this committee. The Finance Chair shall be the vice chair.
  - c. Shall be responsible for the evaluation of the Office Manager and the Editor using the *Annual Performance Appraisal Report*. (Section IV)
  - d. Shall have the authority to grant maternity leave on a case-by-case basis.
2. Duties of the Chair
  - a. Shall prepare a list of suggested salary changes for presentation to the Board.
  - b. Shall maintain up-to-date files. These files are the property of **AVSA** and shall be forwarded to the successor.
  - c. Shall set compensations rates for part-time contract labor, including proofreader for **AVM**.

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### DD. Scholarship Committee..... *Special Committee*

1. Purpose  
To provide financial scholarship awards annually to college students.
2. General Rules
  - a. Applicant for scholarship shall fulfill the following:
    - 1) Enrollment in a four (4) year undergraduate or graduate program.
    - 2) Major in ornamental horticulture, floriculture, or an equivalent program.
    - 3) Completion of a minimum of 24 credits maintaining at least a "B" average.
  - b. The award shall be based on merit, not need.
  - c. A student who has been previously awarded an **AVSA** scholarship may apply in subsequent years. Special consideration will not be given to these students.
  - d. Financial awards shall be used for tuition, books, fees, etc.
  - e. Funding shall come from the annual investment income (not the principal) of the **BERF**. The number and amount of scholarships will be limited by available funds. At some future time, a separate endowment fund may be established to support the scholarship program.
3. Duties of the Committee
  - a. The committee shall be composed of a chair and four (4) members.
  - b. Shall publicize the program and instructions in the **AVM** and on the **AVSA** website.
  - c. Shall encourage **AVSA** members and affiliates to promote these awards.
  - d. Shall review applicants' application forms, transcripts, and professor's recommendations in sufficient time to present committee recommendations at the Board meeting of the annual convention.
  - e. Shall be authorized to assist groups or individuals making special donations of scholarship monies.
4. Duties of the Chair
  - a. Shall present the committee's recommendation for funding at the Board meeting at the annual convention.
  - b. Shall notify recipients of scholarships.
  - c. Shall provide the Treasurer with information for payment of scholarships.
  - d. Shall be appointed by the current President for a two (2) year term to coincide with said President's term.
  - e. Shall maintain up-to-date files. These files shall be the property of **AVSA** and shall be forwarded to the successor.
  - f. Shall keep the President informed of the activities of the committee and shall submit written reports as requested.
  - g. Shall prepare and submit a budget for consideration to the Finance

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Chair by December 1. Shall receive a budget allowance as authorized by the Board. Bills and/or substantiating receipts of all expenses incurred in the performance of duties shall be required and shall be mailed to the Treasurer. All expenses of the committee shall be drawn from monies in the **BERF**.

- h. Shall submit to the Secretary, at the end of the fiscal year (January 31) a written report of all work since the last Annual Meeting. At the direction of the President, this report shall be copied and a packet containing all submitted reports shall be sent to each Board member as soon as they are available. The original copy shall be filed in the **AVSA** office. Said chair shall study the contents of this packet before the Board meeting.

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### EE. Society Awards .....Standing Committee

1. Duties of the Chair
  - a. Shall secure special **AVSA** Society awards to be given at the **AVSA** Convention Show.
  - b. Shall purchase all **AVSA** Society awards including an Honorary Life Membership pin when needed and a gavel for the incoming President on appropriate years. The Honorary Life Membership pin is ordered by the Office Manager at the Society Awards Chair's instructions.
  - c. Shall prepare a list for consideration by the Executive Committee of possible recipients of honorary awards. It shall be the responsibility of the Executive Committee and the Society Awards Chair to determine the recipients of these awards. The names of the Special Honorary Society Awards and all pertinent information shall be sent to the **AVM** Editor by the appropriate deadline date for publication in the issue specified by said Editor. Information about these awards is to be kept confidential until the awards are presented.
  - d. Shall notify said recipient of the Honorary Life Membership award by phone or mail if the recipient is not attending the convention.
  - e. Shall be responsible for purchasing and presenting the Hudson Award for Affiliate Leadership (see Section 2.).
  - f. The Chair or his/her designee shall present the Society awards at the appropriate convention banquet.
  - g. Shall send a written record of all award winners at each convention to the **AVSA** office to be kept in the Society archives.
  - h. Shall assist the **AVSA** web master in maintaining up-to-date information on the **AVSA** website concerning Society award winners.
  - i. Shall be appointed by the current President for a two (2) year term to coincide with said President's term.
  - j. Shall maintain up-to-date files. These files shall be the property of **AVSA** and shall be forwarded to the successor.
  - k. Shall keep the Second Vice-President informed of the activities of this committee and shall submit written reports as requested.
  - l. Shall prepare and submit a budget for consideration by the Finance Chair by December 1 and shall receive a budget allowance as authorized by the Board. Bills and/or substantiating receipts of all expenses incurred in the performance of duties shall be required and shall be mailed to the Treasurer.
  - m. Shall submit to the Secretary by the end of the fiscal year (January 31) a written report of all work since the last Annual

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Meeting. At the direction of the President, this report shall be copied and a packet containing all submitted reports shall be sent to each Board member as soon as they are available. The original signed copy shall be filed in the **AVSA** office. Said chair shall study the contents of this packet before the Board meeting.

2. Expenses paid by **AVSA** for Convention
  - a. The Society Awards Chair's budget funds shall cover the following:
    - 1) Printing of the following certificates: Distinguished Service, Honorary Life Membership, Honorary One-Year Membership, Bronze Medal, Continuing Service, President's Citation and Silver Pen.
    - 2) Expense of adding names, ribbons and seals to the blank certificates, postage, stationery and other incidentals required in performing the duties of the committee and notifying and mailing certificates to persons who are honored and not present at the banquet.
    - 3) Payment of **AVSA** life membership for the Honorary Life Membership given that year.
    - 4) Submission of reports and bills covering **AVSA** awards to the Treasurer who shall send a check to the office for record-keeping purposes for payment of Honorary Life Memberships and Honorary One-Year Memberships.

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### **FF. Shows and Judges Committee... .. *Standing Committee***

#### 1. Duties of the Chair

- a. Shall write a column for the January, May, and September **AVM** and submit to the Publications Chair and Editor, adhering to established magazine deadlines.
- b. Shall submit to the Treasurer an itemized statement of expenses incurred by the committee, and shall forward monthly all monies collected.
- c. Shall present any motion originating from any Board member or committee chair which will change the *Handbook for African Violet Growers, Exhibitors and Judges* to the Shows and Judges Committee for consideration as to how the proposed change will affect the Handbook. The Shows and Judges Committee shall present the proposed change, either pro or con, at the next Board meeting. The Shows and Judges Committee shall not prevent any individual from originating and/or submitting a motion affecting the Handbook.
- d. Shall work with the President and Convention Director in planning workshops that pertain to shows, judging, and design arrangements for the annual convention.
- e. Shall work with the Convention Director to arrange for the Judges and Teachers Breakfast.
- f. Shall designate members of the Shows and Judges Committee to the following responsibilities:
  - 1) Classification, entries and placement at convention shows
  - 2) Commercial representative
  - 3) Master Judge examiner
  - 4) Registration of judging school
  - 5) Schedule approver
  - 6) Secretary
  - 7) Senior judges' exams
  - 8) Teachers' exams
- g. Shall be appointed by the current President for a two (2) year term to coincide with said President's term.
- h. Shall maintain up-to-date files. These files shall be the property of **AVSA** and shall be forwarded to the successor.
- i. Shall keep the Second Vice President informed of the activities of the committee and shall submit written reports as requested.
- j. Shall prepare and submit a budget for consideration to the Finance Chair by December 1. Shall receive a budget allowance as authorized by the Board. Bills and/or substantiating receipts of all expenses incurred in the performance of duties shall be required and shall be mailed to the Treasurer.
- k. Shall submit to the Secretary by the end of the fiscal year (January 31) a written report of all work since the last annual meeting. At the

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direction of the President, this report shall be copied and a packet containing all submitted reports shall be sent to each Board member as soon as they are available. The original copy shall be filed in the **AVSA** office. Said chair shall study the contents of this packet before the Board meeting.

2. Duties of the Chair Regarding Judges, Teachers and Affiliate Judging Schools.
  - a. Shall make recommendations to improve the standards of judging, shows, teachers, and schools.
  - b. Shall handle all requests for approval from judges who wish to become teachers (refer to the **AVSA Handbook** for all requirements).
  - c. Shall keep a complete record of all active and inactive AVSA judges and teachers.
  - d. Shall assign a committee member to be responsible for the registration of judging schools. He/she shall be responsible for the following:
    - 1) Requests from affiliates for judging schools, which shall be accompanied by a registration fee.
    - 2) Two registration blanks shall be sent to the local judging school chair, both blanks to be filled out by the local chair and returned to the committee member registering and approving judging schools.
    - 3) These forms shall be returned to the local judging school chair and the Show and Judges Chair.
    - 4) A card granting permission for the school to be held shall be sent to the teacher and the committee member responsible for teacher's exams.
  - e. Shall assign a committee member to be responsible for teacher exams.
  - f. Shall keep a roster of each judging school held with the following information:
    - 1) Names and addresses of students.
    - 2) Grades, including those of students who do not make a passing grade.
    - 3) Name of city and state where class is held.
    - 4) Name and address of local chair and teacher.
  - g. Shall send a copy of above roster sheets to the **AVSA** office where a duplicate file is kept.
  - h. Shall issue qualified judges cards, dated on the date of the judging school, signed by the President, and mailed to each teacher. In turn, the teacher shall mail said cards and graded examination to each student.

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- i. Shall make an annual report to the Board on the number of schools held during the year and number of judges and teachers certificates issued.
3. Duties of the Chair Regarding Convention Judging School
  - a. Shall supply the Editor with information of the judging school to be held at convention, adhering to established magazine deadlines.
  - b. Shall plan convention judging school and examination and teach the class or select a teacher.
4. Duties of the Chair Regarding Convention Show
  - a. Shall write the horticulture show schedule. Shall provide the hosting group with deadline dates giving them the opportunity to submit design classes for approval. These deadline dates shall afford the chair sufficient time to approve and/or make corrections prior to submitting to the Editor for publication in January **AVM**, adhering to established magazine deadlines
  - b. Shall receive the commercial schedule for approval from the Commercial Chair. After approval, said schedule is sent with the amateur schedule by the Shows and Judges Chair, to the Editor for publication in the January **AVM**, adhering to established magazine deadlines.
  - c. Shall furnish the Editor information for the January **AVM** as follows: show rules, dates, places, city, state, hotel, and such information as may be needed for the show schedule adhering to established magazine deadlines.
  - d. Shall select judges and clerks for both amateur and commercial divisions, Shall notify each judge and clerk by card or e-mail that they have been invited to judge or clerk at the convention show.
  - e. Shall instruct judges and judges' clerks who serve for the amateur division of the convention show.
  - f. Shall designate a member of the Shows and Judges Committee to direct classification, entries, and placement. The designated member will work with the local committee chairs to assure that there are enough computers, printers, and people to operate them. The member will also assure that the latest Entries Program and First Class programs are available and that enough experienced personnel are available to place the plants.
  - g. Shall assist the Awards Chair in compiling a list of all award winners after judging is complete.
  - h. Shall keep records of the recipients of the convention amateur show awards for a period of one (1) year, after which time they may be discarded.

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5. Duties of the Committee
  - a. The secretary of the committee shall keep notes at all meetings and record all rules for judges, teachers, and local chairs of judging schools. Shall supply information to same. He/she also revises or makes changes as instructed by the Board.
  - b. A member of the committee designated as the Schedule Approver will be responsible for the following:
    - 1) Shall receive show schedules from the affiliates and shall check to see that said schedules conform to **AVSA** rules. After schedule is approved an **AVSA** awards packet is sent to the affiliate show chair.
    - 2) Shall send all fees received for rosettes to the Treasurer.
    - 3) Shall order and dispense awards for affiliated chapters as provided by the Board.
    - 4) Shall be responsible for having six (6) sets of rosettes and sufficient score sheets available for the awards for the **AVSA** Collection classes in the convention show.
  - c. A member of the committee designated as accountable for teachers' exams will be responsible for the following:
    - 1) Shall keep a file of good exams and records of where each exam is used.
    - 2) When a teacher requests to use an exam, shall ensure that like exams have not been sent to the same area.
    - 3) All new exams must be approved by this committee member.
  - d. A member of the committee designated as accountable for senior judges exams will be responsible for the following:
    - 1) Shall write a new exam each year to be approved by the Shows and Judges Chair.
    - 2) Records shall be kept as to when exam is mailed, graded, and returned.
    - 3) A complete record shall be kept as to grade and when next exam is due.
    - 4) Shall send a roster sheet to the Shows and Judges Chair. After approval, exams and new judges cards, if needed, will be returned to each judge.
    - 5) Shall send approved roster sheet to committee member keeping records for Master Judges.
    - 6) Shall send all monies received for exam expense to the Treasurer.
    - 7) Shall keep complete records of all judges as to when exams were taken and grades received. These records will be used to verify when judges shall become eligible for Master Judge status.

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- e. A member of the committee shall be designated to coordinate the work of classification, entries, and placement at the convention show. He/she shall see that they have sufficient equipment and personnel to carry out their duties in an efficient and timely manner.
- f. A member of the committee shall be designated as Commercial Representative. This member will instruct the commercial judges and clerks and see that all commercial awards are properly recorded.
- g. All committee members are encouraged to attend the Judges Breakfast at convention and help the Chair answer questions that are presented by judges. They are encouraged to bring questions and motions from their local affiliate clubs and judges councils.
- h. All teachers on the Shows and Judges Committee are encouraged to attend the Teachers Breakfast and participate in discussions to improve our teaching methods.

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### **GG. Tally Time Committee ..... *Special Committee***

#### 1. General

- a. Tally Time is an annual list of show winners of **AVSA** Collections Awards (gold and purple rosettes), Best in Show, Best Standard, Best Miniature, Best Semiminiature, Best Trailer and Best Species.
- b. Tally Time reports shall show total of awards won and shall be limited to the top 10 to 15 winners at the discretion of the chair.

#### 2. Duties of the Chair

- a. Shall record each winner of Best in Show, 2nd Best in Show, Best Miniature, Best Semiminiature, Best Standard, Best Trailer, Best Species and each plant of any entry winning either gold or purple rosette of the **AVSA** Collection Award.
- b. Shall prepare Tally Time for publication in the March **AVM**. This list shall be sent to the Plant Registration Chair for proofreading before publication.
- c. Shall send a copy of this column to the Publications Committee Chair and Editor, adhering to established deadlines.
- d. Shall keep a geographical record of winners where possible. Shall determine whether there is a correlation between geography and awards winners.
- e. Shall be appointed by the current President for a two (2) year term to coincide with said President's term.
- f. Shall maintain up-to-date files. These files shall be the property of AVSA and shall be forwarded to the successor.
- g. Shall keep the Publications Chair informed of the activities of the committee and shall submit written reports as requested.
- h. Shall prepare and submit a budget for consideration to the Finance Chair by December 1. Shall receive a budget allowance as authorized by the Board. Bills and/or substantiating receipts of all expenses incurred in the performance of duties shall be required and shall be mailed to the Treasurer.
- i. Shall submit to the Secretary, at the end of the fiscal year (January 31) a written report of all work since the last Annual Meeting. At the direction of the President, this report shall be copied and a packet containing all submitted reports shall be sent to each Board member as soon as they are available. The original copy shall be filed in the **AVSA** office. Said chair shall study the contents of this packet before the Board meeting.

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### HH. Technology Committee ..... *Special Committee*

1. Purpose
  - a. Advise the Board on the application of computing technologies used by the Society office and applied in the support of the goals of the Society.
  - b. This would include the evaluation, selection, implementation, and maintenance of computing hardware, software, and Internet technologies.
2. Duties of the Committee
  - a. Shall review the inventory of computing hardware with the Office Manager at least once a year and review requests for replacement or additional equipment.
  - b. Shall review the license agreements for the computing software and evaluate the upgrades and new releases distributed by the vendors. Shall make recommendations of action to be taken.
  - c. Shall develop a budget for the maintenance of the hardware and software. Shall develop a depreciation schedule for all hardware and an estimated replacement date for each piece of equipment. Shall develop and maintain a list of computing software that is available to be shared between member clubs for their use in conducting their shows and sales.
  - d. Shall recommend programs such as First Class to the Board for endorsement and distribution by **AVSA**.
3. Duties of the Chair
  - a. Shall be appointed by the current President for a two (2) year term to coincide with said President's term.
  - b. Shall maintain up-to-date files. These files shall be the property of **AVSA** and shall be forwarded to the successor.
  - c. Shall keep the Third Vice President informed of the activities of the committee. Shall submit a quarterly report and other written reports as requested.
  - d. Shall prepare and submit a budget for consideration to the Finance Chair by December 1. Shall receive a budget allowance as authorized by the Board. Bills and/or substantiating receipts of all expenses incurred in the performance of duties shall be required and shall be mailed to the Treasurer.
  - e. Shall submit to the Secretary, at the end of the fiscal year (January 31) a written report of all work since the last Annual Meeting. At the direction of the President, this report shall be copied and a packet containing all submitted reports shall be sent to each Board member as soon as they are available. The original copy shall be filed in the AVSA office. Said chair shall study the contents of this packet before the Board meeting.

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### II. Tinari Endowment Fund Advancement Committee.....Special Committee

1. Purpose  
The solicitation of contributions to the Fund.
2. Duties of the Chair
  - a. Shall report quarterly to the **AVSA** Executive Committee and annually to the Board of Directors on the progress of contributions to the Fund.
  - b. Shall be responsible for the solicitation of donors, with the assistance of the committee, for major gifts to the Fund.
  - c. Shall be appointed by the current President for a two (2) year term to coincide with said President's term.
  - d. Shall maintain up-to-date files. These files shall be the property of **AVSA** and shall be forwarded to the successor.
  - e. Written receipts for donations will be sent in accordance with IRS regulations. The form following the Booster Fund Committee should be used.
  - f. Shall prepare and submit a budget for consideration to the Finance Chair by December 1. Shall receive a budget allowance as authorized by the Board. Bills and/or substantiating receipts shall be required and shall be mailed to the Treasurer.
  - g. Shall submit to the Secretary by the end of the fiscal year (January 31) a written report of all work since the last Annual Meeting. At the direction of the President, this report shall be copied and a packet containing all submitted reports shall be sent to each Board member as soon as they are available. The original copy shall be filed in the AVSA office. Said chair shall study the contents of this packet before the Board meeting.
3. The AVSA Legacy Society  
This Society exists to recognize bequest donors to the AVSA Tinari Endowment Fund.
  - a. The Society itself does not receive donations.
  - b. The Society recognizes those individuals who make a donation of at least \$1,000.00 in a will or a trust or through life insurance. Donations may be a cash amount or a percentage of an estate.
  - c. Donors notify the Tinari Fund Advancement Committee of the intent and nature of the donation.
  - d. All donation amounts remain confidential.
  - e. Members of the Society will receive recognition by:
    - i. Ribbon
    - ii. Group recognition at the convention awards banquet annually.
    - iii. Listing in the **AVM** annually.
  - f. Members may request to be anonymous.
  - g. The Society has no officers, no representatives, and no voice in the operation of **AVSA**.

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- h. Neither the Tinari Advancement Fund Committee nor **AVSA** offer legal advice or tax advice in the process of requesting donations or recognizing donors as members in the **AVSA** Legacy Society.
- i. Donors who have previously made a bequest donation to the **AVSA** Tinari Endowment Fund are eligible for recognition.

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### JJ. Tinari Endowment Fund Committee.....**Special Committee**

#### 1. Purpose

To oversee the contributions to specific AVSA Endowment Funds.

#### 2. Duties of the Chair

- a. All donations will be acknowledged in the **AVM** . Donations exceeding \$500.00 shall be acknowledged in writing.
- b. Shall maintain a file including date and amount of contribution.
- c. Shall prepare a report for each issue of the **AVM** and send to the Publications Chair and the Editor, adhering to magazine deadlines. Include the dates covered in the report, donors and levels of amounts received.
- d. Any funds received shall be forwarded to the Treasurer for deposit.
- e. Shall be appointed by the current President for a two (2) year term to coincide with said President's term.
- f. Shall maintain up-to-date files. These files shall be the property of **AVSA** and shall be forwarded to the successor.
- g. Shall keep the Finance Chair informed of the activities of the committee and submit written reports as requested.
- h. Shall prepare and submit a budget for consideration to the Finance Chair by December 1. Shall receive a budget allowance as authorized by the Board. Bills and/or substantiating receipts of all expenses incurred in the performance of duties shall be required and shall be mailed to the Treasurer.
- i. Shall submit to the Secretary by the end of the fiscal year (January 31) a written report of all work since the last Annual Meeting. At the direction of the President, this report shall be copied and a packet containing all submitted reports shall be sent to each Board member as soon as they are available. The original copy shall be filed in the **AVSA** office. Said chair shall study the contents of this packet before the Board meeting.

#### 3. Bequest Procedure

- a. The Tinari Endowment Fund Advancement Committee shall solicit bequests to the Fund. Potential donors shall be given a form to complete.
- b. If a bequest is made that is unsolicited, the office manager, an officer, or the chair of the committee may fill out the form for the donor.
- c. The form shall be sent to the **AVSA** Office Manager.
- d. If the bequest was solicited, the Office Manager shall inform the Advancement Committee so that they will know they have been successful.
- e. A copy of the completed form shall be kept on file in the office, and the original form shall be sent to the chair of the Tinari Endowment Fund (TEF) who shall keep a record of all bequests.
- f. At the end of the fiscal year, the names of all donors whose

## **The African Violet Society of America, Inc. Policies & Procedures Manual**

bequest meets the criteria for membership in the Legacy Society (a minimum of \$1,000), shall be given to the President by the TEF chair.

- g. Those individuals shall be honored at the Installation Banquet at the following convention.
- h. An article shall be submitted to the AVM Editor by the TEF chair listing those so honored, unless donor requests that his/her name not be published.

# The African Violet Society of America, Inc.

## Policies & Procedures Manual

### **KK. Vintage Violet Committee ..... *Special Committee***

1. Purpose
  - a. The preservation and restoration of older African violet cultivars (those that are twenty-five (25) years or older) and to make them available to the members at large.
  - b. To preserve our African violet heritage.
2. Duties of Chair
  - a. Shall acknowledge all correspondence as quickly as feasible and give accurate information.
  - b. Shall prepare a report for each issue of the **AVM** regarding Vintage Violets when appropriate.
  - c. Shall maintain up-to-date files on cultivars available and the names and addresses of the growers.
  - d. Shall maintain a list of the plants wanted by members and advertise for them in the **AVM** when appropriate.
  - e. Shall inform the Third Vice-President of the activities of this committee.
  - f. Shall prepare and submit a budget to the Finance Chair by December 1 for consideration, and shall receive a budget allowance as authorized by the Board. Bills and/or substantiating receipts of all expenses incurred in the performance of duties shall be required and shall be mailed to the Treasurer.
  - g. Shall submit to the Secretary, at the end of the fiscal year (January 31) a written report of all work since the last Annual Meeting. At the direction of the President, this report shall be copied and a packet containing all submitted reports shall be sent to each Board member as soon as they are available. The original copy shall be filed in the **AVSA** office. Said chair shall study the contents of this packet before the Board meeting.

# The African Violet Society of America, Inc.

## Policies & Procedures Manual

### LL. Ways and Means Committee..... *Special Committee*

1. Purpose  
Shall research and recommend items for sale at convention and through the **AVSA** office.
2. Shall recommend items and their prices for sale to the Finance Chair and First Vice President. Purchases of items for sale shall be made with the approval of the Finance Chair and First Vice President.
3. Duties of the Committee
  - a. Shall invest up to \$500 per item type, with the approval of the Finance Chair and the President. Any investment in inventory items in excess of this amount shall require the approval of the Executive Committee.
  - b. Shall prepare a sales and raffle table at the annual convention. This table shall be located in a high traffic area of the convention, usually in the area of the registration desk and/or show entrance.
  - c. This table shall be manned by members of the committee and Board members.
  - d. Shall be appointed by the current President for a two (2) year term to coincide with said President's term.
  - e. Shall maintain up-to-date files. These files shall be the property of **AVSA** and shall be forwarded to the successor.
  - f. Shall keep the Finance Chair informed of the activities of the committee and shall submit written reports as requested.
  - g. Shall prepare and submit a budget for consideration to the Finance Chair by December 1. Shall receive a budget allowance as authorized by the Board. Bills and/or substantiating receipts of all expenses incurred in the performance of duties shall be required and shall be mailed to the Treasurer.
  - h. Shall submit to the Secretary, at the end of the fiscal year (January 31) a written report of all work since the last Annual Meeting. At the direction of the President, this report shall be copied and a packet containing all submitted reports shall be sent to each Board member as soon as they are available. The original copy shall be filed in the **AVSA** office. Said chair shall study the contents of this packet before the Board meeting.

# The African Violet Society of America, Inc.

## Policies & Procedures Manual

### **MM. Website Web Master ..... Special Appointment**

#### 1. Purpose

To develop and maintain the **AVSA** website (avsa.org) in a manner that will provide and disseminate useful information to members in a timely manner, provide a reference to Society activities, provide answers to questions and concerns of members and non-members, and to inform the world-wide public of the Society's mission and purpose in order to attract new members to the organization.

#### 2. Duties of the Web Master

- a. Shall design and develop new applications, programs, and databases, to accomplish the functional goals of **AVSA**.
- b. Shall update and maintain the programs, databases, and information functioning on the website.
- c. Shall receive Frequently Asked Questions (FAQs) and Judges Forum Questions, forward them to an expert to obtain an answer, and, when answer is received, reply back to the individual asking the question.
- d. Shall keep site users informed of what is new on the site and with **AVSA**, through postings to the What's New database.
- e. Shall update the AVSA Committee database annually so that committee members may be contacted by e-mail.
- f. Shall update **AVSA** convention information, tours, amateur and commercial winners, and presentations annually.
- g. Shall assist Affiliates and Affiliate Chair with event postings and correction of database information as needed.
- h. Shall assist the Awards Chair with maintaining upcoming **AVSA** Convention Show Awards Committee as needed.
- i. Shall review the monthly statistics to monitor site functionality.
- j. Shall communicate and coordinate with the Internet provider on matters for functionality, design, and implementation of site materials.
- k. Shall keep regular site backups, in addition to those provided by the Internet provider.
- l. Shall negotiate services with the Internet provider.
- m. Shall maintain a technologically advanced computer and computer programs to service the web site.
- n. Shall maintain a sufficient knowledge of Active Server Programming (ASP), JavaScript, Hyper Text Markup Language (HTML), Access Database and Sequential Query Language (SQL), Text Editor, Graphics, Editor, Word, Acrobat Reader Professional, and other programming languages.
- o. Shall submit requests for software purchases when required.
- p. Shall be appointed by the current President for a two (2) year term to coincide with said President's term.

## The African Violet Society of America, Inc. Policies & Procedures Manual

- q. Shall maintain up-to-date files. These files shall be the property of **AVSA** and shall be forwarded to the successor.
- r. Shall prepare and submit a budget for consideration to the Finance Chair by December 1. Shall receive a budget allowance as authorized by the Board. Bills and/or substantiating receipts of all expenses incurred in the performance of duties shall be required and shall be mailed to the Treasurer.
- s. Shall submit to the Secretary by the end of the fiscal year (January 31) a written report of all work since the last Annual Meeting. At the direction of the President, this report shall be copied and a packet containing all submitted reports shall be sent to each Board member as soon as they are available. The original copy shall be filed in the **AVSA** office. Said chair shall study the contents of this packet before the Board meeting.

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# **The African Violet Society of America, Inc. Bylaws**

## **Article I**

### **Name**

The name of this Society shall be **THE AFRICAN VIOLET SOCIETY OF AMERICA INCORPORATED (AVSA)**, a nonprofit corporation, with international membership.

## **Article II**

### **Object**

#### **Section 1**

#### **The object of this society shall be:**

- a. To afford a convenient and 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 promote ways and means for the distribution of all cultivars and species among the members and others interested in growing them.
- d. To gather and publish reliable, practical information concerning this organization, the culture and propagation of the African violet, and other information of interest to the members.
- e. To publish the **AFRICAN VIOLET MAGAZINE** as the official magazine of this Society, hereinafter referred to as the **AVM**.

#### **Section 2**

**AVSA, Inc. has been formed under the laws of Georgia for public purposes, and it shall be nonprofit and non-partisan.** No substantial part of the activities of the corporation shall consist of publication or dissemination of materials with the purpose of attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign on behalf of any candidate for public office, or for or against any cause or measure being submitted to the people for a vote.

# The African Violet Society of America, Inc. Bylaws

## Article III

### Membership and Dues

#### Section 1

##### Eligibility:

Any person interested in African violets shall be eligible for membership in this Society.

#### Section 2

##### Membership:

There shall be the following classifications of membership:

1. **INDIVIDUAL MEMBER:** any one person paying individual membership dues.
2. **ASSOCIATE MEMBER:** any one person living at the same address as a person having any other class of membership and by paying half the dues required for individual membership.
3. **COMMERCIAL MEMBER:** any firm or person who consistently advertises to sell African violet plants or leaf cuttings or who manufactures or advertises for sale, fertilizer, disease and insect control materials, equipment, tools, or any other merchandise pertaining to, or applicable to, growing African violets and pays the membership dues for this class of membership.
4. **LIFE MEMBER:** an individual who shall be, upon payment of life membership dues, exempt from paying annual dues. This may be paid at any time and payment shall immediately change the membership status of this member.
  - a. ship dues, exempt from paying annual dues. This may be paid at any time and payment shall immediately change the membership status of this member.
5. **AWARD MEMBERSHIP:** may be given by the Awards Committee with the approval of the Executive Committee, provided not more than five (5) honorary one-year memberships and not more than one (1) honorary life membership be awarded in any one **AVSA** fiscal year. An Honorary Life Membership shall be a person given a life membership for outstanding services. That person shall have all the privileges of membership and be exempt from future payment of dues.
6. **AFFILIATE CHAPTER:** any group of persons interested in African violets that form a chapter and affiliate with the Society by application and payment of dues for this class of membership. Upon payment of dues, the affiliate shall receive a charter.
7. **REGIONAL GROUP:** a group of members and/or societies in one or more states or countries. These shall affiliate as councils, state societies, or regional group societies and, upon payment of dues for this class of membership; the regional group shall receive a charter.

# The African Violet Society of America, Inc.

## Bylaws

8. **JUDGES' COUNCIL:** a group of judges from one or more states, districts, or areas. They shall affiliate as a judges' council upon payment of dues for this class of membership and shall receive a charter.

### Section 3

#### **Dues:**

The amount of dues for each membership shall be determined by a vote of the Board of Directors, provided that no increase shall exceed fifty percent (50%) of the amount paid in the current year, or be effective within twelve (12) months of any previous increase. Renewal dues shall be payable in advance to the **AVSA** office. New memberships begin when dues are received and processed.

### Section 4

#### **Voting Status:**

Each current individual, associate, commercial, life, honorary life, and honorary one-year member shall be entitled to voice and vote in the business meetings of the Society. Affiliate chapters, regional groups and judges' councils shall have no voice or vote in the Society business meetings and no member of a group may use the group's affiliation for individual membership privileges.

### Section 5

#### **Revoke Membership:**

The Board of Directors may revoke, with a vote of two-thirds (2/3), any membership for just cause. Revoking a group charter does not affect individual memberships with **AVSA** that may be held by members of the group whose charter is revoked.

# The African Violet Society of America, Inc. Bylaws

## Article IV

### Officers and Their Duties

#### Section 1

##### Elected Officers:

The elected officers of this Society shall fulfill the duties prescribed by these bylaws and by the parliamentary authority of the Society. The elected officers of this Society shall be:

1. **PRESIDENT:** shall have general superintendence of the affairs of the Society, preside at meetings of the Society, Board of Directors, and Executive Committee; keep informed of all work of the Society and make reports thereon as may be required; appoint all committee chairs except the Nominating Committee; fill all vacancies in committee chairmanships during his/her term; be a member ex-officio of all committees except the Nominating; closely monitor the AVSA office and all paid personnel; and perform other duties necessary in the best interest of the Society. The President may designate a member of the Board of Directors to travel on his/her behalf if he/she deems it expedient and in the best interest of the Society.
2. **FIRST VICE PRESIDENT:** shall preside at meetings in the absence of the President, or when called upon; and perform other duties as assigned.
3. **SECOND VICE PRESIDENT:** shall preside at meetings in the absence of the President and First Vice President, or when called upon; and perform other duties as assigned.
4. **THIRD VICE PRESIDENT:** shall preside at meetings in the absence of the President and First and Second Vice Presidents, or when called upon; and perform other duties as assigned.
5. **SECRETARY:** shall be responsible for keeping accurate records of the meetings of the Society, Board of Directors and Executive Committee; make the necessary corrections to the Policies and Procedures after adoption by the Board of Directors at Board meetings and send same to all Board members; and perform such duties relative to the office or that may be assigned.
6. **TREASURER:** shall be responsible for the safe keeping of the Society funds and payment of bills by checks; send a record of all checks drawn on Society funds to the President monthly; keep an accurate written record of all monies received and disbursed; render financial reports as the Board of Directors may require; and assist the Finance Committee Chair in the preparation of the annual budget in detail. He/she shall be bonded in the amount set by the Board of Directors and shall submit all records related to the treasury for financial review annually by an

# **The African Violet Society of America, Inc.**

## **Bylaws**

accountant selected by the Executive Committee. The report shall be given to the members of the Board of Directors for adoption at each annual meeting.

### **Section 2**

#### **Regional Directors:**

1. The Regional Directors shall be not more than fifteen (15) nor less than fourteen (14) in number. They shall be elected from the membership-at-large, one (1) and no more than two (2) of whom shall be a resident of a nation other than the United States.
2. Directors shall be responsible for representing the membership.
3. Directors who do not attend two (2) consecutive meetings without reasonable cause shall be replaced by the President with the approval of the Executive Committee. A letter from the President shall notify said director of his/her removal from the Board of Directors.

# **The African Violet Society of America, Inc. Bylaws**

## **Article V**

### **Nomination and Elections**

#### **Section 1**

##### **Eligibility:**

1. To be eligible to be an elected officer in the Society, a nominee shall be a member in good standing and have served at least two (2) years as a member of the Board of Directors.
2. To be eligible to be a Director, a nominee shall have shown outstanding leadership in African violet related activities.

#### **Section 2**

##### **Terms**

1. Elected officers shall serve a term of two (2) years or until their successors are elected and each term shall begin at the conclusion of the convention at which the officers are elected.
2. No officer shall serve consecutive terms in the same office except the Secretary and the Treasurer who shall be limited to four (4) consecutive terms.
3. Directors shall be elected to serve terms of three (3) years, five (5) being elected each year.
4. The directors shall not succeed themselves.
5. In the event of the resignation or death of the President, the First Vice President shall assume the duties of the President, and should that officer serve more than one-half (1/2) of the term, it shall be counted as a term.
6. Vacancies in any office shall be filled by a majority vote of the Executive Committee from nominations submitted at that time by the Nominating Committee.

#### **Section 3**

##### **Nominations:**

1. Nominations shall be offered by the Nominating Committee.
2. Nominations from the floor, the nominees being present, shall be permitted.

#### **Section 4**

##### **Elections:**

1. Elections shall be by ballot vote.

# **The African Violet Society of America, Inc.**

## **Bylaws**

2. However, when there is only one (1) nominee for an office, the election may be by voice vote.

### **Section 5**

#### **Nominating Committee**

1. The Nominating Committee shall consist of five (5) members. One member, who shall be chair, shall be elected by the Executive Committee from among the members of the previous year's committee. The remaining four (4) members shall be elected by the Board of Directors. No more than one (1) Past President shall serve on the committee, and no two (2) members shall be from the same state. No member, except the chair, shall serve consecutive terms on the committee and the chair shall not serve consecutive terms as chair.
2. The chairman shall be elected by the Executive Committee prior to the annual convention. Election of the other members shall be by nomination from the floor at the first meeting of the Board of Directors during the annual convention. The term of the committee shall begin upon election.
3. The chair of the Nomination Committee shall:
  - a. Maintain a file of potential officer and director candidates that shall be used during the committee's term.
  - b. Turn over all files to the succeeding chair.
4. The committee shall:
  - a. Select one (1) nominee for each office to be filled (i.e., President, First Vice President, Second Vice President, Third Vice President, Secretary, and Treasurer) from a list of those having served at least two (2) years on the Board of Directors.
  - b. Select five (5) nominees for Director from the file maintained by the Nominating Committee Chair, attempting to maintain geographic balance among all Directors.
  - c. Submit the slate to the President in sufficient time so that the membership is notified forty-five (45) days before the annual business meeting.

# The African Violet Society of America, Inc. Bylaws

## Article VI Meetings

### Section 1

#### Annual Meeting:

1. An annual business meeting shall be held at such time and place each year as the Board of Directors shall determine.
2. The call for said meeting shall be published in the **AVM**.

### Section 2

#### Special Meetings:

Special meetings of the membership may be called by the Board of Directors or President and two (2) other elected officers.

### Section 3

#### Quorums:

Quorums at any of the Society meetings shall be fifty (50) individual members each of whom must show his/her current membership card for entrance into the meeting room.

# The African Violet Society of America, Inc.

## Bylaws

### Article VII Board of Directors

#### Section 1

##### Composition

The Board of Directors shall consist of the elected officers, the fifteen (15) directors, the chair of the standing committees and the Immediate Past President, provided that, person has completed the full term as President of the Society. Otherwise the president, with the approval of the Executive Committee, may appoint another Past President to serve in that capacity. This Board shall:

1. Manage the Society's affairs.
2. Approve a balanced budget.
3. Have the same officer as those elected by the Society.
4. Meet before the annual business meeting of the Society and after the annual meeting, if needed.
5. Meet at a special meeting, which may be called by the President and two (2) other elected officers. Notice of such a meeting may be written or by telephone with a minimum notice of fifteen (15) days.
6. Have a quorum of fifteen (15) voting members at regular and special meetings.
7. Set the Policies and Procedures of the Society and formulate standing rules for meetings that shall be in agreement with the Articles of Incorporation and the Bylaws of the Society.
8. Oversee an editor who shall be responsible for the preparation and issuance of the **AVM** as authorized by the Board of Directors.
9. Cancel the convention and annual business meeting in the event of a national emergency and provide for election of officers by mail.

#### Section 2

##### Parliamentarian

1. A parliamentarian may be appointed by the President to serve at the annual meeting or for the entire term.
2. Remuneration shall be determined by the Board of Directors.

# **The African Violet Society of America, Inc. Bylaws**

## **Section 3**

### **Votes**

1. A vote by mail is authorized.
2. A two-thirds (2/3) vote of the Board of Directors is required for action.
3. A report of any action taken by mail shall be verified and made a part of the minutes of the next meeting of the Board of Directors.

## **Section 4**

### **Employees**

1. An administrative coordinator and editor may be employed by the Executive Committee with the terms of employment and salary determined by the Board of Directors.
2. Additional employees may be employed as deemed necessary by the Board of Directors with the terms of employment and salary determined by that body.

# **The African Violet Society of America, Inc. Bylaws**

## **Article VIII Executive Committee**

1. The Executive Committee shall consist of the President, First Vice President, Second Vice President, Third Vice President, Secretary, Treasurer and the Immediate Past President, provided that, that person has completed the full term as President of the Society. Otherwise, the President, with the approval of the Executive Committee, may appoint another Past President to serve in this capacity. The Finance Committee Chair shall also be a member of the Executive Committee but will not have voting privileges.
2. It shall have the authority to conduct any necessary business of the Society during the interim between meetings of the Board of Directors including authorizing emergency action.
3. A vote by mail is authorized.
4. A two-thirds (2/3) affirmative vote of the Executive Committee is required for action.
5. A report of any action taken by mail shall be verified and make a part of the minutes of the next meeting of the Board of Directors.

# The African Violet Society of America, Inc.

## Bylaws

### Article IX Finance

#### Section 1

#### Fiscal Year :

The fiscal year shall be January 1 to December 31.

#### Section 2

#### Bonds:

All Society officers, committee chairs, members and employees handling Society funds, shall be bonded in a blanket bond, the cost to be paid by the Society.

#### Section 3

#### Investments

1. All monies received for life membership dues shall be invested by the Treasurer as directed by the Board of Directors.
2. The interest in part accruing there from shall be used to provide subscriptions to the **AVM** each year for each Life Member and for each Honorary Life Member. The balance of the interest shall be used for the support of **AVSA**.

#### Section 4

#### Endowment Fund

All funds received and designated for the **ANNE & FRANK TINARI ENDOWMENT FUND** shall be invested in accordance with **AVSA's** principles of preservation of capital. Funds may be invested in any combination of mutual funds, bond funds, and certificates of deposit as agreed upon by **AVSA's** Finance Chair, Finance Committee, and **AVSA** Treasurer.

1. The initial gift and future contributions shall be invested for perpetual growth. The principal shall never be spent nor can there be borrowing from the principal. A portion of the earned income and appreciation may be distributed to meet operating budget expenses or other project expenses, but not the principal. Any unused income or interest shall be reinvested.
2. A report shall be furnished quarterly to the **AVSA** President and annually to the Board of Directors.
3. The **AVSA** Finance Committee shall be responsible to the Board of Directors for the administration of the **ANNE & FRANK TINARI ENDOWMENT FUND**.

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### Section 5

#### Indebtedness:

The Officers, Executive Committee, Board of Directors, or anyone who may be delegated by them shall not incur any debt or liability in the name of the Society beyond the available or maturing funds in the treasury, excluding any monies or securities held for specific purposes.

## Article X Committees

### Section 1

#### Standing Committees:

##### 1. General

- a. Standing committees shall not exceed twenty (20) in numbers who shall work all year.
- b. The Chair shall be appointed by the President. Each chair shall appoint his/her committee, subject to the approval of the President, and shall maintain up-to-date files, which shall be the property of **AVSA**.
- c. The President shall be an ex-officio member of all committees except the Nominating Committee.

1. **AVM ADVERTISING:** shall be responsible for receiving all advertising copy and forwarding it to the editor of the **AVM** in time to meet publication deadlines.
2. **AFFILIATE:** shall be responsible for affiliate promotion and mailing informative material to affiliate chapters.
3. **CONVENTION AWARDS:** shall be responsible for all annual **AVSA** Convention Show Awards.
4. **SOCIETY AWARDS:** shall be responsible for all individual **AVSA** Society Awards.
5. **COMMERCIAL:** shall be responsible for the commercial sales and show activities, and assisting commercial members in promoting and improving the African violet industry.
6. **CONVENTION:** shall be responsible for the planning and direction of all **AVSA** conventions.
7. **FINANCE:** shall prepare a balanced budget in detail for guidance during the ensuing year, and assist the Treasurer and **AVSA** office with Society business.
8. **LIBRARY:** shall be responsible for the operation, maintenance, improvement, and promotion of **AVSA** library materials.

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9. **MEMBERSHIP AND PROMOTION:** shall be responsible for expansion, development and promotion of the Society to increase membership.
10. **NOMINATING:** shall maintain a file of potential officer and director candidates and propose a slate of officers and directors for election.
11. **PLANT REGISTRATION AND MASTER PLANT LIST:** shall be responsible for all registration of *Saintpaulia* in compliance with the *International Code of Nomenclature for Cultivated Plants*, and compilation of the *Master List of Species and Cultivars* and its annual supplements.
12. **PUBLICATIONS:** shall be responsible for the publication of the **AVM** and other **AVSA** literature that the **AVSA** Board shall authorize.
13. **RESEARCH:** shall be responsible for soliciting and presenting to the Board all research projects for consideration by the Board.
14. **SHOWS AND JUDGES:** shall be responsible for all activities related to shows, judges, teachers, and judging schools.

### Section 2

#### Special Committees:

Such other committees, standing or special, shall be appointed by the President as the Society or the Executive Committee shall from time to time deem necessary to carry on the work of the Society.

The chair shall be appointed by the President and the chair shall appoint his/her committee subject to the approval of the President. This approval may be obtained by mail.

### Article XI

#### **Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Organization in all cases to which they are applicable and not inconsistent with these *Bylaws* and any special rules of order that may be adopted.

### Article XII

#### **Amendments to the Bylaws**

These Bylaws may be amended at any annual business meeting or special meeting of the membership by two-thirds (2/3) vote provided that the changes have been:

- a. Approved by a majority of the Board of Directors for consideration of the membership.

# The African Violet Society of America, Inc.

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- b. Distributed to the membership at least forty-five (45) days prior to the meeting at which they are to be considered or without notice by a nine-tenths (9/10) vote provided that the amendment has been approved for consideration at a meeting of the Board of Directors by a two-thirds (2/3) vote.

### Article XIII Indemnification

The Officers, Directors, Agents, and servants of **The African Violet Society of America, Inc.** shall be indemnified for any costs, expenses or liabilities incurred as a result of their performance of their duties.

### Article XIV Term of Existence

Upon dissolution, all assets of the corporation, real, personal and mixed, shall be distributed, as the Board of Directors of the corporation may determine, to an organization whose purpose is similar to that of the **AVSA** and which qualifies as a tax exempt organization under the provisions of Section 501.c.(3) of the Internal Revenue Code. No director or officer or any private individual shall be entitled to share in the distribution of any corporate assets upon dissolution of the Corporation.

*Organized: November 8, 1946*  
*Incorporated: June 30, 1947*  
*Amended: May 28, 1994*  
*May 27, 2000*  
*April 23, 2005*  
*June 3, 2006*  
*May 31, 2008*  
*April 14, 2009*  
*April 17, 2010*