

Rules and Policies

The following Rules and Policies detail the procedures, duties, responsibilities and regulations of the Tucson African Violet Society (TAVS).

The TAVS By-Laws take precedence when any changes are considered.

SECTION I. DUTIES of the OFFICERS

PRESIDENT: The President shall preside over all meetings of TAVS and Board of Directors (Section meetings, as she/he desires). With the advice and assistance of the Board of Directors, she/he will decide what committees are required in addition to the Permanent Committees in order to carry out an effective program. The President shall appoint the Committee Chairpersons and any additional committee members from the individual membership, other than those specified in these Rules and Policies. The President serves on all committees in an advisory capacity, except the nominating committee. All committee members must be individual members in good standing.

In addition the President shall.....

1. Provide an agenda to the Executive Officers before the Board Meeting;
2. Set up and distribute the agenda for each Section prior to the monthly meeting;
3. Respond to the public and members who contact him or her as soon as possible;
4. Contact new members to welcome them and provide them with any pertinent information necessary;
5. Keep monthly meetings within a reasonable length of time (not to exceed 2 hours);
6. Comply with the By-Laws and Rules and Policies of TAVS;
7. Be authorized to sign checks of TAVS in the absence of the Treasurer;
8. Encourage TAVS members to become members of AVSA (African Violet Society of America);
9. Work with the Vice Presidents to plan programs for the entire year;
10. Encourage members to promote membership in TAVS and the growing of violets.
11. The President shall refer to the "Guidelines for Officers" for detailed information.

VICE PRESIDENTS: Each Section of TAVS shall have its own Vice President. The Vice Presidents shall act as the President in his or her absence and assist in carrying out the responsibilities of the position of President of TAVS. The Vice Presidents serve as New Member Coordinators and shall assist each other in updating, preparing and distributing Member Handbooks. They shall also serve as Coordinators of "Special Events" as scheduled by TAVS.

In addition the Vice Presidents shall.....

1. Meet at the beginning of the year, and with the President, decide on program content for the monthly Section meetings;
2. Be responsible for obtaining presenters for each monthly program;
3. Schedule everyone in their Section to be a host (provide refreshments) at Section meetings;
4. Contact the host/hostess, the program presenter, and the person bringing the ~~raffle gift~~ [door prize] to remind them prior to their meeting;
5. Attend Board Meetings;
6. The Vice Presidents shall refer to the "Guidelines for Officers" for detailed information.

SECRETARIES: Each Section of TAVS shall have its own Secretary who shall record the proceedings of their respective section meeting and distribute the minutes to their section members and the Board of Directors. They shall also be responsible for all correspondence pertaining to their respective meetings. If the President or Vice President is not available, they shall conduct the section meeting..

In addition the Secretaries shall.....

1. The past month's minutes are to be provided through email with one hard copy available at Section at each section meeting;
2. Be responsible for notifying the membership 10 days prior to each meeting on a monthly basis;
3. Be responsible for maintaining attendance records;
4. Be responsible for submitting meeting information to the local newspapers in a timely fashion;
5. Notify the AVSA in June with a list of the Society's Officers, including home address, telephone number, email address (if available);
6. Notify Tucson's Metropolitan Chamber of Commerce, Main Public Library, and Gardner's of Tucson, the name, address, phone number and email address of the Society President;
7. Write a letter to the bank to authorize on who can sign checks if the Treasurer or President have changed from the previous year.
8. Any member presenting a motion that requires a vote, shall put it in writing, so the secretary properly records the motion.
9. The Secretaries shall refer to the "Guidelines for Officers" for detailed information.

TREASURER: The Treasurer shall be responsible for the collection of all sums due TAVS; and for payment of all obligations of TAVS. She/he shall present a Treasurer's Report to the Board of Directors at each Board meeting, submit a Financial Report to be published in the monthly newsletter, and prepare an annual financial statement.

In addition the Treasurer shall.....

1. Be authorized to sign checks and withdraw funds from the TAVS checking account.
 - a. Expenditures exceeding fifty dollars (\$50) require prior approval from the Executive Board or by a majority vote of the members present and voting at the Section Meetings;
2. Reconcile bank statements;
3. Pay insurance through AVSA for all active members (who have attended three or more meetings) in January of each year;
4. File the non-profit organization tax report;
5. Submit the financial records to the person with accounting experience, not related to the Treasurer, who is selected to audit TAVS, within one (1) month after the fall sale and within one (1) month after the end of the fiscal year, or as needed.
 - a. An audit must be done prior to a new treasurer assuming their duties;
6. Is responsible for the financial actions involved in TAVS's presentation of any public show and/or sale
 - a. Pay all show expenses and keep records of expense categories;
 - b. Arrange for the insurance rider, as necessary, one (1) month before each show and provide proof of insurance to the site manager;
 - c. Act as Cashier Chair for all shows and/or sales;

- d. Be responsible for counting cash and checks, make sure start up cash is available, make bank deposits, determine the financial outcome of the show and pay applicable taxes;
 - e. Pay growers and vendors;
 - f. Reconcile financial activities and prepare profit and loss statements within two (2) weeks after each show.
 - g. Send out dues notice in March.
7. The Treasurer shall refer to the “Guidelines for Officers” for detailed information.

SECTION II. MEMBERSHIP

1. The initiation fee for new members shall be five dollars (\$5.00). The annual dues shall be established by the board and voted on by the membership. The annual dues shall be paid in April for the ensuing year. New members joining after January 1, shall pay an initiation fee of five dollars (\$5.00) for current year. New members who join after the spring show shall pay the initiation fee plus the dues which will apply for the following year.
2. Members whose dues are delinquent after the May meeting shall be contacted by the Treasurer, advising them of this delinquency. If these dues are not received by the Treasurer by June 1, membership shall be terminated. A delinquency fee of five dollars (\$5.00) shall be charged to reinstate membership in the Society.
3. An HONARY MEMBER of TAVS should be one who has been a long-standing member and has made substantial contributions to the TAVS. Any active member can nominate a member of Honorary Membership by listing why this person deserves such recognition. Honorary membership requires approval by a majority vote of the TAVS members. Honorary members are not required to pay dues and shall not have voting privileges.
4. Members may elect to become inactive if they are unable to attend meetings on a regular basis. Inactive members continue to pay dues and maintain voting privileges;
5. ASSOCIATE MEMBERS live at the same address as a regular member and will pay one half of the annual membership dues. Associate members have voting privileges.

SECTION III. AFRICAN VIOLET SHOW/SALE

1. The Assistant Show Chairperson will serve as the Show Chair the following year. If the Assistant Show Chairperson cannot serve as Show Chair then a Show Chair will be appointed by the President. They will use the Show Chair notebook as guidelines.
2. In the absence of the Show Chairperson the Assistant Show Chairperson will assume the Show Chair duties. In the absence of both Show Chairperson and Assistant Show Chairperson the President shall appoint another member(s) as Show Chair and Assistant Show Chair. If no member is willing to serve, then the President shall function as the Show Chairperson.
3. Members may put their show plants for sale after the judges have finished judging and paperwork is completed. Sale’s slips will be provided by Society. The show plant(s) cannot be removed until 5:00 p.m. after the conclusion of the show. The grower who sells their show plants shall contribute ten percent (10%) of the proceeds to TAVS. The grower(s) should give their 10% along with sales slip to the Treasurer, however this revenue shall not be part of the show sales.
4. All bills covering show expenses must be presented to the Treasurer for payment no later than ten (10) working days after the show, or the member will not be reimbursed.
5. Only TAVS members who attend three (3) meetings may receive rosettes or special awards.

SECTION IV. COMMITTEES/COORDINATORS

Refer to the “Guidelines for Officers” for detailed information.

1. Librarian
2. Education Coordinator
3. Goodwill Ambassador
4. Parliamentarian
5. AVSA Representative - East & Northwest
6. Supply Coordinator
 - a. Order supplies and make them available at each meeting;
 - b. Provide reports to the Treasurer after the Spring and Fall Shows/Sales
 - c. Supplies shall be inventoried when a new Supply Coordinator takes over.

SECTION V. AMENDMENTS

1. No amendment shall be made to these Rules and Policies except at a regular or special meeting of the Board of Directors and passed by a majority of the Board members present and voting.