

Sample African Violet Society Bylaws

Article I - Name and Objective

1. The name of this organization shall be _____
2. The object of this non-profit society shall be
 1. to provide an association for people interested in the culture of African violets and other gesneriads
 2. to promote distribution of varieties among members and others
 3. to share reliable practical information

Article II - Membership and Dues

1. Any person interested in African violets shall be eligible for membership
2. The amount of dues for membership shall be determined by a vote of the membership.
3. Dues shall be payable in advance to the Treasurer for the coming fiscal year.
4. Each paid active member is entitled to vote in the business meetings of this club.
5. The fiscal year shall be from _____ to _____.

Article III - Meetings and Quorum

1. There will be _____ regular meetings each year, normally on the _____ of each month.
2. Special meetings may be called by the President and two other elected officers.
3. A quorum at any club meeting shall be one-fourth of the active membership.
4. The dissolution of the society may be made with a quorum vote, provided all members are notified _____ weeks before the vote. Any remaining monies in the treasury shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue code, or corresponding section of any future federal tax code.

Article IV - Officers and Their Duties

1. The officers of the society shall be president, vice-president, secretary, and treasurer. The officers constitute the Executive Committee.
2. The President shall preside at all meetings, appoint all committees, and fill vacancies of officers for unexpired term. The president shall also supervise the affairs of the society and assume any other duty necessary for the good of the society.
3. The vice-president shall preside in the absence of the president and serve as the program chairman.
4. The secretary shall keep a permanent record of all meetings of the society and shall conduct all correspondence of the society as authorized by the president. The secretary shall maintain the

membership roster, notify the membership when dues are payable, and other duties as directed by the president.

5. The treasurer shall keep an accurate record of all funds received and make disbursements (with valid voucher) as authorized by the membership. The treasurer shall
 1. have authority to open and close bank accounts as needed, to transfer funds, and to receive bank statements;
 2. sign all checks and pay all bills approved by the society
 3. give a detailed report at each meeting
 4. collect all dues and give receipts, and shall notify members whose dues remain unpaid.
 5. pay dues to the African Violet Society of America every year
 6. file the federal 990N form and the state sales tax report, as well as any other required government forms, in a timely manner
 7. submit the Treasurer's books for review when directed by the President.

Article V - Elections

1. Election of officers shall be held in odd-numbered years in the month of _____. If more than one candidate is nominated for the same office, a written ballot must be taken. The candidate who receives a plurality of the vote shall be elected.
2. A Nominating Committee shall be appointed two months prior to the election, consisting of two members appointed by the president to complete the slate. Nominations may be made from the floor.
3. The term of office shall be two years. and officers may serve two consecutive terms.
4. Officers shall assume their duties at the meeting immediately following the election. All records shall be delivered to the successor within one month of the election.

Article VI - Amendments

1. These bylaws may be amended at any regular meeting, providing the amendment has been submitted in writing at a previous meeting and that each member has been notified at least two weeks preceding the vote at a regular meeting.
2. A two-thirds vote of the members present shall be required to make any change to these bylaws.

Article VII - Parliamentary Authority

Robert's Rules of Order, Revised (current edition) shall be the parliamentary authority to cover questions of procedure not provided for in these bylaws.