

# AVSA Policies and 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. Individual memberships (US) and International Individual Memberships will include the option of receiving either both the printed and digital versions of the AVM or the digital version only. A digital version of the AVM will be available on the AVSA website.
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 paid annually.
  - b. International individual dues, Canada, shall be drawn annually in US funds on a US bank.
  - c. International individual dues, other than Canada, shall be \$60.00 annually for a printed copy and a digital copy of the AVM or \$28 annually for a digital only copy of the AVM, 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/State and/or Regional Societies/ State Councils and/or Judges Councils
  - a. Affiliated chapter dues (including local, state, regional & judges councils) shall be paid annually.
  - b. International affiliated chapter dues shall be drawn annually in US funds on a US bank.

- c. Dues may not be prepaid more than three (3) years in advance.
  - d. A charter shall be sent to newly affiliating organizations upon receipt of an application to affiliate and payment of dues.
  - e. The AVM shall be sent to the President of all affiliate organizations or to his/her designee.
  - f. 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.
  - g. There shall be no pro rata refund of dues for any reason.
  - h. Affiliates may receive, for the cost of postage, up to 50 copies of issues of the AVM from the AVSA office, provided there is a supply of more than 200 copies of each issue.
3. Associate Membership
- a. Individual Associates dues shall be paid annually.
  - b. An associate member is any person living with a person having any other class of membership.
  - c. 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.
  - 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.
4. Life Membership/International Life Membership
- a. Life membership dues shall be paid once.
  - b. International life membership dues shall be drawn in US funds on a US bank.
  - c. A life membership card shall be issued; and upon request, a life membership certificate shall be issued. Both shall be dated the first day of the month following receipt of payment.
5. Commercial Membership/International Commercial Membership
- a. Commercial dues shall be paid annually.
  - b. International commercial dues shall be drawn in US funds on a US bank.
  - c. Dues may not be prepaid more than three (3) years in advance.
  - d. There shall be no pro rata refund of dues for any reason.
  - e. 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.

- f. Commercial members may purchase culture folders 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 Office Manager shall pay this commission after the close of the fiscal year, providing the commercial is entitled to \$10.00 or more.
- g. 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.
- h. 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.
- i. Commercial Members may purchase at wholesale prices for sale the current AVM, calendar, culture pamphlets, AVSA growing book, and any other AVSA materials.
- j. Commercial Members may be listed on the AVSA Vendor Website, the AVM Vacation Guide and the Commercial Membership list.

## **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 1st to December 31st 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 varieties.

- 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) 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 Office Manager.
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 December 1st 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 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 December 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.
- e. The nominee is not required to be a hybridizer.

## 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.
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.
6. 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.
7. 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 when there is one (1) convention chair and one (1) convention Show chair. When there are convention co-chairs an convention show co-chairs then there may be up to seven (7) awarded.
8. 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.
9. 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.

## **Section 3**

### **Financial Information**

#### **A. Bank Depositories 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 all operating expenses. Checks shall be signed by the Office Manager or an Officer.
2. The Office Manager shall be authorized to expend up to \$1,000 for any one purchase. In addition, the Office Manager shall be authorized to expend all printing costs. Other original invoices over \$1,000, other than printing costs, must be presented to the Executive Committee by email for approval prior to payment. Convention costs must be presented to the Convention Committee Chair for approval.
3. AVSA shall be authorized to accept Visa, Master Card, Pay Pal, checks or cash for any type of payment.
4. 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.

5. Bank statements shall be mailed from the bank directly to the Office Manager. The Office Manager, Treasurer and Finance Chair shall have online access to the bank statements with the Finance Chair receiving “view only” access.

#### **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. Meal costs must be charged to the room. No off-site meals will be allowed unless prior authorized. 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 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 remaining portion to be invested along with the corpus.
  8. Any unused earned income or interest shall be reinvested. 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 some time 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. The Barbara Burde 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 operations of AVSA related to technology. For this purpose, technology shall be defined as hardware, software, programming and expert support related to AVSA's Information Technology needs. (Information Technology is defined as the use of computers to store, retrieve, transmit, and manipulate data or information.)

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. There shall be no borrowings from the corpus of the Fund, unless in an emergency a financial exigency is declared by the AVSA Executive Committee.
3. The endowment corpus of the fund shall be separately accounted for by AVSA and shall be designated as the Barbara Burde 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 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 the TechWeb Committee budget. No distributions from the income of the Fund shall be made until the Fund reaches at least \$60,000. All income until that amount is reached shall remain in the fund for investment in growth.
7. Any unused earned income or interest shall be reinvested. Contributions to the Fund shall be made to the AVSA office. Notice of contributions shall be sent to the Endowment Fund Committee Chair monthly. A separate cash account may be maintained as needed for deposits until timely investment of the contributions into the endowment corpus. The Treasurer shall send quarterly reports to the Finance Chair.
8. If, at some time 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.
9. These terms and conditions as approved by the Board of Directors shall govern the operation of the Fund. The terms and conditions can only be altered by a three-fourths vote of the AVSA membership in an annual meeting.

### **G. Boyce Edens Research Fund (BERF)**

1. There shall be a fund for scholarships pertaining to the research of African violets and other gesneriads.
2. The Office Manager, Finance Chair and 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 shall be maintained if deemed necessary by the Office Manager, Finance Chair and Treasurer and approved by the Executive Committee of the Board of Directors.
3. All donations will be collected and deposited by the Office Manager who will send monthly reports of receipts to the BERF Chair, Treasurer and Finance Chair.
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 Finance Committee will provide quarterly reports of the investment performance to the BERF Chair.

### **H. 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.

## **I. 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 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.
4. All monies received from the convention in excess of expenses will be forwarded to AVSA.

## **J. 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.

## **K. Life Membership Fund**

1. The Office Manager shall maintain separate accounting records of life membership dues and provide quarterly statements summarizing these transactions. Separate depository, investment, and/or checking accounts may be maintained.
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 support for AVSA. Annually, the total of life and honorary life memberships is amortized from the life investment account at the rate of \$11.00 each.
3. 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.

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

1. The award supported by this fund is given for outstanding leadership activities within an affiliated chapter.
2. The Treasurer and/or Finance Chair shall maintain the restricted Fund set up by the initial deposit of the memorial donation by keeping separate accounting records and providing annual statements summarizing these transactions.
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.

#### **M. Petty Cash Funds**

1. All monies spent shall be validated by paid invoices. All disbursements from these funds shall be reported to the Treasurer. 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.

#### **N. Travel Expense**

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

## **Section 4**

### **Office Information**

#### **A. General Personnel Information**

1. Thirty-two (32) 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-two (32) 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. Timecards will be turned in to the Office Manager at the end of each pay period.
6. Timecards are to be signed and dated by the employee and Office Manager.
7. Timecards must be submitted on the day ending the pay period.
8. Alteration of timecards 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 July 1 to June 30. 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 1st.

### **B. Probationary Period**

1. The first six months of all employment shall be a probationary period.
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. Office personnel shall be required to present timecards 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 shred any financial documents over seven years old.
7. 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.
8. Shall confer with and keep the President informed at all times, of the activities of the office and its staff.
9. Shall write a column in any issue of AVM as deemed necessary. This column shall be reviewed by an individual from the Editorial Board before inclusion in the AVM.
10. Shall direct the mailing of renewal notices and membership cards at the 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 insurance renewal notices shall be sent no later than November 30 each year.
11. Shall keep accurate records of commissions earned by any AVSA member. A list of those affiliate and commercial memberships of 10 or more secured will be forwarded to the Treasurer and to the Membership 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 and shipping materials for the AVSA Registration and Convention Sales Table as well as maintaining an inventory of items.



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.
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 Business Continuity/Disaster Recovery 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 (March 1), 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. Business Continuity/Disaster Recovery Policy**

### 1. Purpose

- a. AVSA requires acceptable methods and adequate protections be established to assure the continuity and recovery of the organization's business following the loss of business operations and/or information technology systems critical to the operations of the organization.

### 2. Scope

- a. To prepare and direct organization officers, office staff (paid employees), and volunteer staff during all phases of Business Continuity/Disaster Recovery activities (planning, implementation, disaster events, recovery).

### 3. Governance

- a. Business Continuity/Disaster Recovery is a continuous lifecycle, subject to regular review and updates as needed.
- b. All business activities and information technology systems will follow this policy.
- c. The President and Executive Committee will work collaboratively with the Office Manager, paid employees (office staff), volunteer staff as needed and at a minimum, annually to develop and implement plans specific to their organizational roles in compliance with this policy.
- d. The President, Executive Committee, Office Manager, and volunteer Committee Chairs are responsible for initiating, coordinating, and/or leading business continuity/disaster recovery activities specific to their organizational roles in compliance with this policy.
- e. When a disaster event is declared, the President will designate an individual to act as the Disaster Recovery Coordinator for the duration of the event.
- f. The President and Executive Committee are responsible for ensuring sufficient financial, personnel, and other resources are available as needed.

### 4. General Policy Guidelines

- a. Identify and mark in the ***“AVSA Records Retention Schedule”*** as “Mission Critical” all organization original and/or irreplaceable papers, electronic files, and other media (e.g., original charter/organization papers; insurance papers; copyright papers; other legal and/or original papers), needed in the event the organization suffers damage or needs to re-establish the national office location, The ***“AVSA Records Retention Schedule”*** should contain, but not be limited to:

- i. Records Series: Group of similar/related records normally used/filed as unit. Evaluated as unit for determining record retention period. All records in record series must have same retention period.
  - ii. Mission Critical (Y/N) indicates record should be readily accessible for relocation before/during/after event.
  - iii. Asset/Document Name/Record Title: (e.g., AVSA Charter State of Georgia; Release of Copyright for “Growing to Show! Book by Paulene Bartholomew; etc.)
  - iv. Custodian: Person/Committee/location responsible for keeping records during course of business e.g., Office Manager, Staff, Committee Name(s), etc.
  - v. Office of Record/Record Owner: Who actually owns record, is ultimately, responsible for record accuracy in, with regard to business decisions.
  - vi. Original Record Location/Offsite Location: Physical location where record can be found e.g., Office, Fire/Water proof safe, etc.
  - vii. Retention Period: Duration period for record storage/archival
  - viii. Date Ranges: Dates when records created/began and cease to be created/end.
  - ix. Business Operations/IT System: Business System or IT System where records are stored & that uses records, e.g. iMIS, Financials, Publications, etc.
  - x. Storage/Retention Media Format: Paper, USB, CD, Hard Drive, Computer System, cloud storage, etc.
  - xi. File Format: Paper, digital (electronic) records formats.
  - xii. Paper Digitized Date: Date when record was converted to digitized media.
  - xiii. Disposal/Dispensation Instructions: Narrative describing destruction process (confidential recycle bin, onsite shredding, etc.)
  - xiv. Disposition Date: Date record was disposed of or dispensed with.
  - xv. Retention Justification: Statutory, Constitution, Bylaws, Standing Rules where record governance is established, defined.
  - xvi. Comments/Notes: Additional narrative, comments, notes about records
- b. Store records and artifacts, including the **“AVSA Records Retention Schedule”** and a copy of this BC/DR policy in a fire/waterproof safe or file cabinet at the AVSA national office (hereby referred to as “onsite”) and a convenience copy/duplicate set of these artifacts at a designated offsite location(s) (hereby known as “*offsite*”) (suggested location is Office Manager’s home or other pre-designated location approved by the President and Executive Committee should the original onsite information be unavailable for any reason.

- c. Back up all AVSA electronic files to cloud and removable media (USB, CD's, etc.) as required by current AVSA technology systems backup policies.
- d. Store all organization assets no closer to floor level than twelve inches (12").
- e. Archive files or other historical assets are to be stored no closer to floor level than two feet (2').
- f. File a current copy of this policy with the insurance carrier (as required).

#### 5. Duties of the Office Manager

- a. The Office Manager will work collaboratively with the President, Executive Committee, paid employees, and volunteer Staff as needed and at a minimum, annually to develop and implement plans specific to their organizational roles in compliance with this policy.
- b. Notify the President and Executive Committee when this policy is activated of office closure and office staff evacuation plans, including a contact number where the Office Manager can be reached at any time during the event.
- c. Provide office staff with a copy of this policy and all contact information needed before, during, and after an event.
- d. Direct and assist staff and volunteers during all phases of Business Continuity/Disaster Recovery activities (planning, implementation, disaster events recovery).
- e. Store a convenience copy/duplicate set of organization records and artifacts (including the **"Records Retention Schedule"** and a copy of this policy) at a designated offsite location (Editor's home) should the original information stored offsite be unavailable for any reason, (includes all paper and electronic files under the governance of Office Manager required to recover business operations at the office).

#### 6. Duties of the Staff

- a. Assist Office Manager during all phases of Business Continuity/Disaster Recovery activities (planning, implementation, disaster events, recovery).
- b. Follow all policies as defined in the General Policy Guidelines Section which relate to this position.
- c. Provide timely notification to the President, Executive Committee, and Office Manager of Implementation of any activities associated with this policy.
- d. Shall assist as directed with the securing of the office.
- e. Shall keep in touch with Office Manager during evacuation.
- f. Shall return to work after evaluation is made by the Office Manager and a date and time has been determined.

## 7. Activities During a Disaster Event

- a. Take paper and/or electronic copies of the Business Continuity/Disaster Recovery Policy documentation and all removable media backups, insurance papers, and any other important work when leaving the office.
- b. Retrieve the offsite stored, current, and convenience copy of organization paperwork, ***“AVSA Records Retention Schedule”*** and a copy of this policy in the event the original information onsite cannot be retrieved.
- c. Cover all assets stored in the Archives and all the Library materials with protective water-resistant/water-proof materials.
- d. Clean off top of all desks and box important work, place in plastic storage containers, and secure in safe area such as the Archive or Magazine room.
- e. Move mission-critical electronics, equipment (computers, printers, universal power supply (UPS), fax machines, etc.) to safe onsite area. Cover all assets with protective water-resistant/water-proof materials; secure to minimize movement throughout event.
- f. Release the office staff as soon as a voluntary evacuation order is given by the city to ensure their personal safety.
- g. Work with building management as appropriate to ensure all utilities are turned off and secured where applicable. Secure building by locking all doors and windows.
- h. After the all-clear is given, an evaluation of the status of the office is made, and the office is determined to be safe, notify office staff when they can return to the office.

## 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 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 of service.
  - Three (3) weeks after five (5) years of service.
  - Four (4) weeks after ten (10) years of 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 4<sup>th</sup>
  - 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.
- c. The office will be closed from Wednesday through Friday during Thanksgiving week as well as the entire week between Christmas and New Year's Day.

### 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.
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.

#### **J. Employee Personal Assessment Form**

1. An Employee Personal Assessment form shall be given to each employee annually. 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 June 1st through May 31st of each year.
  - b. Form will be given to the employee by the Salary Committee Chair or the Office manager on or before January 31st.
  - c. Form will be returned by March 1st 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.



## **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.

#### **B. President**

Shall preside at the Executive Committee Meetings, Board of Directors Meeting, the Annual Membership Meeting, and the Installation Banquet.

1. Shall be informed quarterly of activities of all committees by the vice-president to whom each committee reports.
2. Shall be informed by the chairs of special committees (not reporting to another officer or committee chair) of the activities of these committees.
3. Shall prepare a president's message for each issue of the AVM and send it to the Editor, adhering to established magazine deadlines.
4. 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.
5. Shall appoint columnists for the AVM in consultation with the Editor and Editorial Board.
6. 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.
7. Shall send letter of appreciation to the Convention Chair, Vice Convention Chair, Show Chair, and Vice Show Chair within five (5) days of returning from convention.
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 March 1 a written report of all work since the last Annual Meeting. The original copy shall be filed in the AVSA office. Prior

to the Board Meeting, Board Members must review the packet of submitted reports of all officers, directors and committee chairs found on the Board section of the AVSA website.

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

1. Shall be informed by the respective chairs of the activities of the following committees: AVM Advertising Manager, Fundraising, Membership, 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 March 1 a written report of all work since the last Annual Meeting. The original copy shall be filed in the AVSA office. Prior to the Board Meeting, Board Members must review the packet of submitted reports of all officers, directors and committee chairs found on the Board section of the AVSA website.

### **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, Marketing, 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 March 1 a written report of all work since the last Annual Meeting. The original copy shall be filed in the AVSA office. Prior to the Board Meeting, Board Members must review the packet of submitted reports of all officers, directors and committee chairs found on the Board section of the AVSA website.

### **E. Third Vice-President**

1. Shall be informed, by the respective chairs of the activities of the following committees: Affiliate, TechWeb, and Plant Registration and Master Plant List.

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 March 1 a written report of all work since the last Annual Meeting. The original copy shall be filed in the AVSA office. Prior to the Board Meeting, Board Members must review the packet of submitted reports of all officers, directors and committee chairs found on the Board section of the AVSA website.

#### **F. Secretary**

1. Shall 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 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 recordings of meetings for one year.
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 shall maintain the Policies and Procedures Manual of AVSA and post it on the website in the Board Members section.
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 be responsible for the compilation, after the annual election of officers and directors, of the Officers and Directors Directory. The Secretary may designate a Board member to be responsible for compiling the Directory. In August, the Secretary shall post the Directory in the Board Members section of the AVSA website. This Directory should be updated on the website in December and April of each year.
11. Shall send a notice to all AVSA Board members the first week in February of the need to submit a written report of all work since the last annual meeting to the Secretary. The deadline for this report is March 1. 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 compiled for placement on the website in the Board members section.
12. Shall receive a budget allowance as authorized by the Board.
13. Shall submit by March 1 a written report of all work since the last Annual Meeting. The original copy shall be filed in the AVSA office. Prior to the Board Meeting, Board Members must review the packet of submitted reports of all officers, directors and committee chairs found on the Board section of the AVSA website.

#### **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. A record of all checks drawn on Society funds shall be made available to the President monthly.
3. Shall send semi-annual reports to the Executive Committee and the Finance Committee Chair at least one week prior to the spring and fall Executive Committee meetings.
4. The Treasurer shall be furnished copies of all financial contracts and shall be an ex officio member of all newly formed or existing committees dealing with any financial contract.
5. 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 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.

6. Shall prepare, for each Board meeting, a supplementary, un-audited report showing monthly activity to date in all accounts.
7. The Treasurer shall maintain separate accounting records of all convention financial transactions and provide statements summarizing these transactions at least one week prior to the spring and fall Executive Committee meetings.
8. 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.
9. 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.
10. 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.
11. May hire assistance when needed. All bills for this assistance shall be approved in the regular manner and paid by the Treasurer.
12. Shall receive a budget allowance as authorized by the Board.
13. Shall submit by March 1 a written report of all work since the last Annual Meeting. The original copy shall be filed in the AVSA office. Prior to the Board Meeting, Board Members must review the packet of submitted reports of all officers, directors and committee chairs found on the Board section of the AVSA website.

#### **H. Executive Committee**

1. 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).
2. Duties
  - a. The Executive Committee shall establish the strategic vision and direction of the Society.
  - b. 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.
  - c. Each member shall compile their own agenda and take minutes of their portion of Executive Committee meetings. The minutes shall be

forwarded to the Secretary within ten days of each meeting. The Secretary will then compile the minutes taken by each Executive Committee member and send them to each member and to the AVSA Office.

- d. A vote by mail/email shall be authorized. A two-thirds (2/3) vote is required for action.
- e. 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.
- f. The telephone may be utilized when necessary.
- g. Shall formulate recommendations to present to the Board of Directors at their subsequent meeting.
- h. Shall assist the President throughout his/her term of office.

### 3. Meetings

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

## 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 Meetings 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 7)
  - 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. Shall contact area affiliates for information about shows, workshops, judging schools, etc.
- g. Shall refer names of area affiliate members who have talents which might be an asset to AVSA to members of the Executive Committee, Standing Committees and/or Special Committees.
- h. Shall assist with staffing at convention sales tables, the Membership 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.
- k. Shall submit to the Secretary by March 1 a written report of all work since the last Annual Meeting. The original copy shall be filed in the AVSA office. Prior to the Board Meeting, Board Members must review the packet of submitted reports of all officers, directors and committee chairs found on the Board section of the AVSA website.

#### **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, the Membership Committee, AVSA Sales Table, and/or Registration Desk if needed.
3. Nominees for Director must attend new director orientation unless an excused absence has been obtained from the President.

#### **K. Death**

1. The Executive Committee should be notified as soon as possible upon the death of a member of the Board of Directors, past President, Bronze medal recipient, or Hall of Fame recipient.
2. For an AVSA officer, past President, Bronze Medal recipient, or Hall of Fame recipient, 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.



## **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 desktop publisher.
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 to avoid a conflict of interest.
5. Shall submit to the Secretary by March 1 a written report of all work since the last Annual Meeting. The original copy shall be filed in the AVSA office. Prior to the Board Meeting, Board Members must review the packet of submitted reports of all officers, directors and committee chairs found on the Board section of the AVSA website.

#### **B. Desktop Publisher**

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 desktop publisher shall coincide with the expiration of the contract with the publisher.
3. Any change in desktop publisher may be made with a 60-day 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 of the AVM, both printed copy and digital, 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 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.
- g. Work closely with editorial board for production of final version of AVM for publication.
- h. Generate original story ideas related to growing, showing, and hybridizing African violets and related gesneriads, reaching out to AVSA membership to submit these or generate original articles related to growing, showing, and hybridizing African violets and related gesneriads
- i. Manage advertisements and solicit for new and renewal advertisements in cooperation with the Advertising Committee
- j. Manage the content layout in the magazine.
- k. Other duties include development of online content for AVSA's website and social media outlets, promotional materials for distribution at conferences.
- l. Other duties and responsibilities may be assigned, as required.
- m. Shall be authorized to incur any reasonable expenses in connection with the publication and mailing of AVSA publications.
- n. 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.
- o. Shall copyright all AVSA publications with the federal government.
- p. Annual evaluation will be done by the Salary Committee using the Annual Performance Appraisal Report.
- q. Shall keep the First Vice President informed of the activities of his/her position.

- r. Shall submit to the Secretary by March 1 a written report of all work since the last Annual Meeting. The original copy shall be filed in the AVSA office. Prior to the Board Meeting, Board Members must review the packet of submitted reports of all officers, directors and committee chairs found on the Board section of the AVSA website.
2. Terms of Employment
    - a. The Editor will be employed as a salaried employee on a part time 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.
  - b. The following information shall be incorporated in the AVM:
    - 1) Article 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 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. A digital copy of both the current AVM as well as one immediate back issue will be available to all individual members.

3. Columnists

- a. Columnists for the AVM shall be appointed by the President in consultation with the Editor and Editorial Board.
- b. 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.
- 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 Office Manager.
- 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 website.
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 culture folders 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 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 Office Manager 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 of the appropriate committee chair for permission to use materials from the website shall be granted on a case-by-case basis.

## **Section 7**

### **Standing and Special Committees**

#### **A. General**

1. All members of Special and Standing Committees shall be members of AVSA Members in good standing.
2. All chairs of Standing Committees shall be the only committee chairs to have both voice and vote at all AVSA Board of Directors' meetings.
3. All Special Committee Chairs that have reports shall be invited to the AVSA Board of Directors with voice and no vote.
4. 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.
5. 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.
6. 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.
7. Termination of all committee chairs shall coincide with the two (2) year term of the President.
8. 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.
9. Stationery available through AVSA shall not be personalized.
10. 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.
11. Committee Chairs shall be informed before any recommendations affecting their committees are presented for the consideration of the Board.
12. 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.

13. 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.
14. 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.
15. Committee expenses submitted to the Office Manager after 90 days will not be reimbursed.

#### **B. Advertising Chair - 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 Office Manager. 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 maintain the website with up-to-date advertising rate information.
5. The Advertising Chair shall also refer all advertising complaints to the Commercial Activities Chair and shall confer with that chair on possible actions taken.
6. Shall be responsible for creating and maintaining the content of the pages and sections of the AVSA website that pertain to the committee.
7. Shall be appointed by the current President for a two (2) year term to coincide with said President's term.
8. Shall keep the First Vice President informed of the activities of this position and shall submit written reports as requested.
9. 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.
10. Shall submit to the Secretary by March 1 a written report of all work since the last Annual Meeting. The original copy shall be filed in the AVSA office. Prior to the Board Meeting, Board Members must review the packet of submitted



reports of all officers, directors and committee chairs found on the Board section of the AVSA website.

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

#### 1. Duties of the Chair

- a. Fill out and send Affiliate Charter slip to newly affiliated chapter.
- b. For growers who request information on how to start a club, send instructions to find the "Guide for Starting a New Club" information on the AVSA website. Follow up with growers who are starting a club.
- c. Shall enter, delete and change, as necessary, the affiliate information on the "Local Clubs" and "Online Affiliates" section of the AVSA website.
- d. Shall submit a column for affiliates to the Editor and Publication Chair adhering to magazine deadlines. This column appears in the January, May and September issues and shall be limited to 700-750 words. Announce newly formed clubs.
- e. Review and update, if needed, the 'Guide for Presidents and AVSA Representative' document. Submit updated document to the Executive Committee for review.
- f. Review and update, if needed, the 'Startup Checklist for New Affiliates' document. Submit updated document to the Executive Committee for review.
- 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 documents. These documents shall be the property of AVSA and shall be forwarded to the successor.
- i. Shall keep the Third Vice President informed of all activities of the committee. Shall submit a quarterly report and additional 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 March 1 a written report of all work since the last Annual Meeting. The original copy shall be filed in the AVSA office. Prior to the Board Meeting, Board Members must review the packet of submitted reports of all officers, directors and committee chairs found on the Board section of the AVSA website.

#### **D. 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. Shall keep a list of Archival Retention items on file to be passed on to a successor and ensure an additional copy is kept in the AVSA Office.
5. Archival materials shall not be removed from the office.
6. Shall keep the President and Secretary informed of the activities of this position and shall submit written reports as requested.
7. 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.
8. Shall submit to the Secretary by March 1 a written report of all work since the last Annual Meeting. The original copy shall be filed in the AVSA office. Prior to the Board Meeting, Board Members must review the packet of submitted reports of all officers, directors and committee chairs found on the Board section of the AVSA website.

#### **E. Best Varieties List and Honor Roll - Special Committee**

1. General Rules
  - a. Any grower has the privilege of submitting a list of five (5) favorite violets annually. Individuals are limited to one vote per year. Voting deadline for each year shall be June 30.
  - b. The standard for the Best Variety List shall not be a total number of votes, but a simple tabulation of the five (5) varieties receiving the most votes.
  - 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, when available, for publication in the November AVM and on the AVSA website. This list

- shall be sent to the Plant Registration Chair for proofreading before publication.
- c. Shall send a copy of this column to the Editor, adhering to established magazine deadlines.
  - d. Shall advertise to African violet growers in social media platforms at least once a year asking that the lists of five (5) favorite violets be sent to the compiler for publication in the AVM and on the AVSA website.
  - e. Shall submit an article to the Editor for publication in the March and May AVM to stimulate interest and to encourage members to send lists of five (5) 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 First Vice President 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 March 1 a written report of all work since the last Annual Meeting. The original copy shall be filed in the AVSA office. Prior to the Board Meeting, Board Members must review the packet of submitted reports of all officers, directors and committee chairs found on the Board section of the AVSA website.

## **F. 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 3: Contains a copy of each BERF AVM column article published in each issue of the AVM.
- d. Only donations in memory of a specific individual will be acknowledged with a personal note to the donor. A letter shall also be sent to the family of the deceased, if an address is provided. These shall be on approved stationery and sent as soon as possible after receipt of the donation.
- e. All donations will be acknowledged in the AVM, with donors listed according to the level of the donation; no amounts will be listed.
- f. Written acknowledgement of the specific donated amount will be sent for all donations of \$250 or more, in accordance with IRS regulations. The donation response letter template provided in the Appendix should be used.
- g. Shall submit a list of donors and levels of amounts received to the Fundraising Chair, adhering to deadline dates, for publication in each issue of the AVM.
- h. Solicit contributions from affiliates and individuals through the column in the AVM.
- 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.

- I. Shall submit to the Secretary by March 1 a written report of all work since the last Annual Meeting. The original copy shall be filed in the AVSA office. Prior to the Board Meeting, Board Members must review the packet of submitted reports of all officers, directors and committee chairs found on the Board section of the AVSA website.

#### **G. 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 by March 1 a written report of all work since the last Annual Meeting. The original copy shall be filed in the AVSA office. Prior to the Board Meeting, Board Members must review the packet of submitted reports of all officers, directors and committee chairs found on the Board section of the AVSA website.

## **H. Commercial Committee - Standing Committee**

### **1. Purpose**

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

### **2. 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 responsible for creating and maintaining the content of the pages and sections of the AVSA website that pertain to the committee.
- 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 2nd Vice President 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 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.
- j. Shall submit to the Secretary by March 1 a written report of all work since the last Annual Meeting. The original copy shall be filed in the AVSA office. Prior to the Board Meeting, Board Members must review the packet of submitted reports of all officers, directors and committee chairs found on the Board section of the AVSA website.

### **3. 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.
  - 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.
4. Duties of the Committee
    - a. The committee shall deal with complaints received about commercial members and advertisers.
  5. 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.

## **I. Committee to Approve - Special Committee**

1. Purpose
  - a. To verify the accuracy of the minutes of Board and annual membership meeting.
2. Committee Appointment
  - a. 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 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 he/she has signed and mailed the minutes to the next member of the committee.

## **J. Convention Director - Standing Committee**

1. Purpose
  - a. 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.
2. Duties of Chair
  - 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 be responsible for creating and maintaining the content of the pages and sections of the AVSA website that pertain to the committee.
- p. Shall offer a gift of one day's registration (or equivalent) to all workshop presenters.
- q. Shall interpret the convention policy set forth in the Convention Manual.
- r. Shall arrange dais seating.
- s. Shall prepare meal agenda.

- t. Shall coordinate with chairs of the Awards, Shows & Judges, Commercial Committees, as well as the President, to provide for their respective needs during the convention.
- u. Shall arrange for a complimentary table, in the registration area, for the convention hosts of the following year for promoting the next AVSA convention.
- v. Shall order all audiovisual equipment, room set up, and beverages.
- w. Shall arrange for the convention resume` conference with the hotel and invite those he/she deems necessary from the convention principals.
- x. Shall oversee all aspects of the convention.
- y. Shall sign vouchers for necessary equipment, foods and beverages, and incidental expenses.
- z. Shall compile a Convention Director's report and shall send one copy to each of the following:
  - 1) President
  - 2) First Vice-President
  - 3) Second Vice-President
  - 4) Committee chairs with convention responsibilities:  
(Awards, Commercial, and Shows and Judges)
  - 5) Finance Chair
- aa. Shall maintain a file of past conventions with important information included therein.
- bb. Shall be a member of the Convention Manual Committee.
- cc. Shall be appointed by the current President for a two (2) year term to coincide with said President's term.
- dd. Shall maintain up-to-date files. These files shall be the property of AVSA and shall be forwarded to the successor.
- ee. Shall report directly to and keep the President informed of the activities of this position and shall submit written reports as requested.
- ff. 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.
- gg. Shall submit to the Secretary by March 1 a written report of all work since the last Annual Meeting. The original copy shall be filed in the AVSA office. Prior to the Board Meeting, Board Members must review

the packet of submitted reports of all officers, directors and committee chairs found on the Board section of the AVSA website.

hh. Shall maintain convention related information on the website.

3. 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.

**K. Convention Manual Committee - Special Committee**

1. Purpose

- a. 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.

2. 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 and be reviewed by the Publications Committee for proofing.
- 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 March 1 a written report of all work since the last Annual Meeting. The original copy shall be filed in the AVSA office. Prior to the Board Meeting, Board Members must review the packet of submitted reports of all officers, directors and committee chairs found on the Board section of the AVSA website.

## **L. 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 request the Office Manager deposit in the convention show awards account the amount of the applicable AVSA sponsored show awards two weeks prior to each convention. Any of these AVSA monies not awarded at the show shall then be returned to the AVSA Office Manager following the show. All other donated monies not awarded shall remain in the Convention Show Awards bank account to be used for awards in the following years, if needed. All specified awards not awarded after five years will go back into the awards account as an undesignated award. Additional money from the same donor for the same specific variety in successive years will not be accepted if the award is not issued.
- c. Shall submit a list of awards to the AVM Editor adhering to established deadlines for publication in an issue of the AVM. 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.
- d. Shall assist the Shows and Judges Chair in compiling a complete list of special award winners in the amateur division of the convention show.
- e. Shall compile a complete list of show winners from the Commercial Division for the Commercial Committee chair to present at the awards banquet.
- f. The AVSA Treasurer shall serve as ex-officio and voting member of the Convention Show Awards Committee.
- 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 maintain 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.
- 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 March 1 a written report of all work since the last Annual Meeting. The original copy shall be filed in the AVSA office. Prior to the Board Meeting, Board Members must review the packet of submitted reports of all officers, directors and committee chairs found on the Board section of the AVSA website.

## 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:
  - Best in Show \$50 & Tricolor Rosette
  - Second Best in Show \$35 & Red Rosette
  - Third Best in Show \$25 & White Rosette
  - Best Miniature \$25 & Rosette
  - Best Semi-miniature \$25 & Rosette
  - Best Standard \$25 & Rosette
  - Best Trailer \$25 & Rosette
  - Best Registered Species \$25 & Rosette
  - Best Vintage Violet \$25 & Rosette
  - Best Other Gesneriad \$25 & Rosette
  - Best New Cultivar \$50 & Rosette
  - Second Best New Cultivar \$25 & Rosette

- Third Best New Cultivar \$15 & Rosette
- Sweepstakes in Horticulture \$50 & Rosette
- Sweepstakes Runner Up in Horticulture \$25 & Rosette
- Best Standard Collection \$150 & Gold Rosette
- Second Best Standard Collection \$75 & Purple Rosette
- Best Mini/Semimini Collection \$150 & Gold Rosette
- Second Best Mini/Semimini Collection \$75 & Purple Rosette
- Best Species Collection \$150 & Gold Rosette
- Second Best Species Collection \$75 and Purple Rosette
- Best in Class (Horticulture & Design) Rosette or Ribbon

c. Commercial Awards - Paid by Convention but listed as AVSA Awards:

- Best in Show \$50 & Blue Rosette
- Second Best in Show \$35 & Red Rosette
- Third Best in Show \$25 & White Rosette
- Sweepstakes in Specimen Plants \$50 & Blue Rosette
- Best Other Gesneriad \$25 & Blue Rosette
- Best Standard Collection \$150 & Gold Rosette
- Second Best Standard Collection \$75 & Purple Rosette
- Best Mini/Semimini Collection \$150 & Gold Rosette
- Second Best Mini/Semimini Collection \$75 & Purple Rosette
- Best Species Collection \$150 & Gold Rosette
- Second Best Species Collection \$75 and Purple Rosette
- Best New Cultivar \$75 & Plaque & Blue Rosette
- Second Best New Cultivar \$50 & Red Rosette
- Third Best New Cultivar \$25 & White Rosette
- Best Display Table \$125 & Blue Rosette
- Second Best Display Table \$100 & Red Rosette
- Third Best Display Table \$75 & White Rosette
- Fourth Best Display Table \$50 & Rosette
- Best African Violet on Display Tables \$50 & Blue Rosette
- Best Horticulture Showcase Table \$50 & Blue Rosette
- Second Best Horticulture Showcase Table \$25 & Red Rosette
- Best Artistic Showcase Table \$50 & Blue Rosette
- Second Best Artistic Showcase Table \$25 & Red Rosette

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

- Best in Design \$50 & Tricolor Rosette
- Second Best in Design \$35 & Red Rosette
- Third Best in Design \$25 & White Rosette
- Sweepstakes in Design \$50 & Rosette
- Sweepstakes Runner up in Design \$25 & Rosette

- Best Interpretive Flower Arrangement Rosette
- Best Interpretive Plant Arrangement Rosette
- Best Container Garden Rosette
- Ribbons for show exhibits (best in class; blue, red & white; judges' special awards)

- e. When rosette color is not specified, convention color rosettes should be used.
- f. 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.
- g. 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.

**M. Council of Past Presidents – Special Committee**

1. Shall assist in an advisory capacity to a newly elected president.
2. Shall elect its own chair.
3. Submit written information as a resource of information about past AVSA history.
4. Provide documentation of recommendations and suggestions to the current president.
5. The current president will invite past presidents to serve on this committee.
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 March 1 a written report of all work since the last Annual Meeting. The original copy shall be filed in the AVSA office. Prior to the Board Meeting, Board Members must review the packet of submitted reports of all officers, directors and committee chairs found on the Board section of the AVSA website.

**N. Courtesy Chair - Special Committee**

1. Shall assist the President by sending from the Board of Directors:
2. A floral remembrance on the serious illness or death of an AVSA officer or past president
3. Cards to others, when appropriate
4. Shall be appointed by the current President for a two (2) year term to coincide with said President's term.

5. Shall maintain up-to-date files. These files shall be the property of AVSA and shall be forwarded to the successor.
6. Shall keep the President informed of the activities of the position and shall submit written reports as requested.
7. 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.
8. Shall submit to the Secretary by March 1 a written report of all work since the last Annual Meeting. The original copy shall be filed in the AVSA office. Prior to the Board Meeting, Board Members must review the packet of submitted reports of all officers, directors and committee chairs found on the Board section of the AVSA website.

**O. Editorial Board - Special Committee**

1. Purpose
  - a. To advise the editor and the Executive Committee and the First Vice President, as supervisor of the editor, regarding the quality of the African Violet Magazine.
  - b. To provide violet/gesneriad-related expertise as needed regarding the content and the articles of the AVM.
  - c. To assist the editor as needed in solicitation of content and articles for the magazine.
2. Duties of 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 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 sent to the Treasurer.
  - e. Shall submit to the Secretary by March 1 a written report of all work since the last Annual Meeting. The original copy shall be filed in the AVSA office. Prior to the Board Meeting, Board Members must review the packet of submitted reports of all officers, directors and committee chairs found in the Board section of the AVSA website.



**P. Finance Committee - Standing 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 send a notice to all AVSA Board members, Executive Committee members, Office Manager and AVM Editor by November 1st, of the need to submit budget requests and projections to the Finance committee Chair by December 1st. This budget shall be sent to the Board of Directors before convention.
- f. Shall present the budget as prepared by the Finance Committee to the Board for approval.
- g. Shall work with the Treasurer and the Office Manager in setting wholesale prices and maintaining an up-to-date price list.
- h. Shall oversee the BERF, Booster, Building Maintenance Fund, Tinari Endowment Fund, Ways and Means Committee and Life Membership investments.
- i. Shall keep the Treasurer informed of the activities of the committee and shall submit written reports as requested.
- j. Shall be appointed by the current President for a two (2) year term to coincide with said President's term.
- k. Shall maintain up-to-date files. These files shall be the property of AVSA and shall be forwarded to the successor.
- l. 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 ensure all Federal taxes are file accurately and in a timely manner.
- n. Shall submit to the Secretary by March 1 a written report of all work since the last Annual Meeting. The original copy shall be filed in the AVSA office. Prior to the Board Meeting, Board Members must review

the packet of submitted reports of all officers, directors and committee chairs found on the Board section of the AVSA website.

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, 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.

**Q. Fundraising Committee - Standing Committee**

1. Purpose

- a. To assist with research and recommend funding solutions for various funds, fund drives as needed, other income opportunity programs, and solicitation of contributions, grants and other donation opportunities.

2. General

- a. Manage several existing funds under one committee to ensure continuity, accountability, and consistency.
  - 1) Annual Auction
    - a) The annual auction is held in cooperation with the annual national convention. The auction chair solicits, arranges, or coordinates the storage of items for the auction held during the luncheon.
    - b) The auction chair arranges for sufficient staff to assist with the display and bidding process.
  - 2) Booster Donations
    - a) For members who wish to contribute donations towards projects and expenses of AVSA not covered by dues.
  - 3) Boyce Edens Research Fund (See Section 3, G. Boyce Edens Research Fund.)
  - 4) Tinari Endowment Fund (See Section 3, E. Anne and Frank Tinari Endowment Fund.)

- 5) Barbara Burde Endowment Fund (See Section 3, F. The Barbara Burde Endowment Fund).
  - 6) The AVSA Legacy Society
    - a) This Society exists to recognize bequest donors to the AVSA Tinari Endowment Fund.
    - b) The Society itself does not receive donations.
    - c) 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.
    - d) Donors notify the Tinari Fund Committee of the intent and nature of the donation.
    - e) All donation amounts remain confidential.
    - f) 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.
    - g) Members may request to be anonymous.
    - h) The Society has no officers, no representatives, and no voice in the operation of AVSA.
    - i) Neither the Tinari Endowment 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.
    - j) Donors who have previously made a bequest donation to the AVSA Tinari Endowment Fund are eligible for recognition.
  - b. To coordinate revenue earning committees such as:
    - 1) Advertising Committee
    - 2) Publications Committee
    - 3) Convention Committee
    - 4) Handbook Committee
    - 5) Library Committee
    - 6) Publications Committee
  - c. Develop methods to communicate the society's needs and financial stability as needed.
  - d. Consult and communicate with the Marketing Committee on an as needed basis.
  - e. Planned and consistent communication with the Treasurer to share and understand the financial needs of the society, as well as to receive accounting guidance if necessary.
3. Duties of the Chair

- a. Receive reports from the office detailing any donation(s) received. (All donations are sent to the office, none are received by any member of the committee)
- b. Office reports shall contain the amount, the purpose, and the date of each donation.
- c. Shall maintain a file of the office reports
- d. Only donations in memory of a specific individual will be acknowledged with a personal note to the donor. A letter shall also be sent to the family of the deceased, if an address is provided. These shall be on approved stationery as soon as possible after receipt of donation.
- e. All donations will be acknowledged in the AVM, with donors listed according to the level of donation, but no amounts will be listed.
- f. Shall prepare a report for each issue of the AVM and send to the Editor, adhering to magazine deadlines. Include dates covered in the report, donors and levels of amount received. Copies of these reports shall be sent to the Treasurer, Vice-Chair, and the First Vice President.
- g. Solicit future donations for all areas covered by the committee.
- h. Written acknowledgement of the specific donated amount will be sent for all donations of \$250 or more, in accordance with IRS regulations. The donation response letter template provided in the Appendix should be used.
- i. Shall maintain up-to-date files. These files shall be the property of AVSA and shall be forwarded to the successor.
- j. Shall keep the Treasurer informed of the activities of the committee and shall submit written reports as requested.
- k. Shall be responsible for solicitation of donors, with the assistance of the committee, for major gifts to the society.
- l. Shall report quarterly to the AVSA Executive Committee and annually to the Board of Directors on the progress of contributions to the Tinari Endowment Fund.
- m. Shall be appointed by the current President for a two (2) year term to coincide with said President's term.
- n. Shall maintain up-to-date files. These files shall be the property of AVSA and shall be forwarded to the successor.
- o. Shall keep the First Vice President informed of the activities of this position and shall submit reports when necessary.
- p. Shall prepare and submit a budget for consideration to the Treasurer 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.

- q. Shall submit to the Secretary by March 1 a written report of all work since the last Annual Meeting. The original copy shall be filed in the AVSA office. Prior to the Board Meeting, Board Members must review the packet of submitted reports of all officers, directors and committee chairs found on the Board section of the AVSA website.

## **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, reviewed by the Publications 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. It will be available as a digital download on the AVSA website.

### 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 March 1 a written report of all work since the last Annual Meeting. The original copy shall be filed in the AVSA office. Prior to the Board Meeting, Board Members must review the packet of submitted reports of all officers, directors and committee chairs found on the Board section of the AVSA website.

## **S. 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.

### **2. General Rules**

- a. All Library material shall be available to affiliates and all AVSA members in good standing. Sufficient quantities of materials shall be produced so programs can be mailed directly to the affiliate program chair.
- b. 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:
  - 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 responsible for creating and maintaining the content of the pages and sections of the AVSA website that pertain to the committee.
- 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.
- j. Shall keep the Second Vice President informed of the activities of the committee and shall submit written reports as requested.
- k. 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 March 1 a written report of all work since the last Annual Meeting. The original copy shall be filed in the AVSA office. Prior to the Board Meeting, Board Members must review the packet of submitted reports of all officers, directors and committee chairs found on the Board section of the AVSA website.

## **T. Marketing Committee - Standing Committee**

### **1. Purpose**

- a. To develop and organize a Marketing Plan for AVSA to enhance the visibility and reputation of AVSA.
- b. To guide AVSA, notably the website team, committees, and affiliate chapters, in creating a unified vision, mission, look and feel of AVSA.

### **2. Duties of the Chair**

- a. To appoint committee members who can carry out the Marketing Plan on two levels:
  - 1) Strategy Team of a small group of people who plan the strategy and provide tools to those who will deliver the message.
  - 2) Channel Heads who will deliver the message to members, to prospects, and to the media. The channels include:
    - Social media platforms such as Facebook, Pinterest, YouTube, Instagram which help reach prospects.
    - Those within the society who communicate directly such as the Office Manager, email campaigns, and the African Violet Magazine.
    - Those designing or promoting products for sale from the society such as the Library, Calendar, Convention Publicity or TechWeb Committee.
- b. To maintain and promote Social Media Friends of AVSA defined as any group, with 100 or more members, existing primarily in social media with a focus on African violets, providing that Group Administrator(s) agrees with and supports AVSA by the following:
  - Encouraging group members to join the Society.
  - Allowing AVSA to promote AVSA membership, products, or events within their group.
  - Communicating with AVSA leadership regarding ideas and suggestions.



- Contacting AVSA leaders quickly if group members express concerns with AVSA (or AVSA products) within the group.
  - c. To keep the leadership of the society informed of and involved in the process.
  - 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 Second Vice President informed of all activities of the committee. 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 by March 1 a written report of all work since the last Annual Meeting. The original copy shall be filed in the AVSA office. Prior to the Board Meeting, Board Members must review the packet of submitted reports of all officers, directors and committee chairs found on the Board section of the AVSA website.
3. Duties of the Strategy Team
- a. To analyze:
    - What do prospects need to receive from the society when they join? What do members need to continue membership?
    - What is AVSA doing currently to meet those needs?
    - What must be added to and/or be eliminated from the Society functions to maximize effectiveness?
  - b. To identify:
    - Current trends in society.
    - The groups (by age, interest, etc.) which are the best prospects for membership.
    - The needs of the best prospects and current members which must be satisfied.
  - c. To develop a strategy for approaching prospects in a marketing campaign.
  - d. To make recommendations for change within the society that will enhance the society's ability to attract new prospects and to retain the current members.

- e. To manage the resulting marketing campaigns.
- f. To keep the leadership informed at each step.
- g. To provide the tools needed to the Channel Heads such as key statements, graphic design, analysis of their product, measurement of success, etc.

1. Duties of the Channel Heads

- a. To master their area of communication – to understand the way their Channel works, to follow the current trends, and to develop excellent skills.
- b. To set goals and develop systems to become very effective in that channel.
- c. To be informed of the activities of the other Channel Heads by participating in monthly conference calls – or reading summaries of these meetings.
- d. To carry out the strategic marketing plan of the society.
- e. To stay in contact with the Strategic Team as they initiate new projects, are given assignments, or run into problems.
- f. Channel Heads should:
  - ask for guidance and analysis,
  - ask for the graphic design elements needed
  - report measurements of their results
  - ask for specific funding when appropriate

**U. Membership 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 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 on request and 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 March 1 a written report of all work since the last Annual Meeting. The original copy shall be filed in the AVSA office. Prior to the Board Meeting, Board Members must review the packet of submitted reports of all officers, directors and committee chairs found on the Board section of the AVSA website.

2. Duties of the Committee

- a. Shall stimulate greater interest in African violets and in AVSA membership by encouraging the development of clubs in new areas.
- b. Monitor types of AVSA memberships and recommend changes when appropriate.
- c. Review, maintain, and update membership pages on the AVSA website and publications related to membership, as needed.
- d. Develop strategies for promoting membership.

**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. The chair shall obtain, from the AVSA website, the Policies and Procedures Manual nomination forms, and Article V – Nominations and Elections from within 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. No member shall be recommended by the committee to be an Officer or to fill a position on the Board.
- h. No member shall serve as a reference for any of that year's nominees.
- i. Shall hold discussions regarding nominees and slating in confidence within the Nominating Committee members.
- j. 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 an updated AVSA nominating application (formerly known as 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. Shall update and maintain appropriate nomination related forms on the website.
- d. Shall keep the President informed of the progress of the process of the slate selection. If adequate numbers of applications 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 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.
- f. Shall receive a budget allowance as authorized by the Board.
- g. Shall submit to the Secretary by March 1 a written report of all work since the last Annual Meeting. The original copy shall be filed in the AVSA office. Prior to the Board Meeting, Board Members must review the packet of submitted reports of all officers, directors and committee chairs found on the Board section of the AVSA website.

3. Duties of the Chair Regarding Nominee Selection

- a. If committee elects to nominate a current officer(s) to continue, shall contact those said officer(s) 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. Vacant offices should have 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 to inquire as to their willingness to serve. Those members indicating their willingness to serve shall be placed on the Nominating Committee ballot under the position they agree to fill.
- c. Prospective Officer and Director Nominees may be requested to fill out or update an application with references and return it to the Nominating Committee Chair within two (2) weeks.
- d. Five (5) Director Nominees are selected each year. There should 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 includes the application (if needed), 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 applications and request return of reference form within two (2) weeks. See duties of Chair regarding Nominee Committee files.
- g. The completed applications with references attached shall comprise the file of potential candidates for this and successive years. After five (5) years, applications and references of those not nominated as directors shall be removed from the file each year and destroyed.
- h. In the event an unsolicited application is received, the following may be contacted for additional references and attached to application 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.
- 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 1. The ballot shall include copies of applications 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. The finalized slate is shared with the nominating committee members to inform them of the results.
  - 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 applications and references destroyed.
4. Duties of the Chair Regarding Nominating Committee Files
- a. Shall update and maintain a list and 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 applications 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 at the first meeting of the Board of Directors at the annual convention.
  - d. All papers shall be filed, sent to the Archives or destroyed as indicated below:
    - 1) Keep five (5) full years then destroy;
      - a) Applications with references of those who were not nominated

- 2) Keep three (3) full years and then destroy;
    - a) Unsolicited letters of recommendation
    - b) Map of Board representation
    - c) Initial and subsequent (if needed) ballots
    - d) Budget request and expense report (if applicable)
  - 3) Keep two (2) full years, one of each of the following and mark as “sample” form the committee to use as guides;
    - a) Solicitation emails/letters of eligible people
    - b) Request for permission to place officers on slate (if written)
    - c) Notification to Officer and Director nominees of placement on slate
    - d) Acceptance letters of Officers and Directors (as applicable)
  - 4) Once every five (5) years, send a sample of each of the following to the Archives (each decade and ½ decade year).
    - a) Solicitation email/letter to eligible people
    - b) Request for permission to put officers on slate (if written)
    - c) Notification to Director nominees of placement on slate
    - d) Map of Board representation
    - e) Final slate of nominations
  - 5) Once every five (5) years, send the updated list of potential officer and director candidates to the Archives (each decade and ½ decade years)
  - 6) At the conclusion of the immediate Past President’s term, destroy the application and references.
5. 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 as soon as possible after election by the Board of Directors.
  - c. Shall be encouraged to have personal contact with potential nominees during the remainder of the convention.
  - d. In preparation for voting on the ballot, as submitted to the committee by the Nominating Committee Chair, shall study the applications 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 and shall be members of AVSA in good standing.

- f. Shall select five (5) nominees for Director from the list maintained by the Nominating Committee Chair. All candidates shall be members of AVSA in good standing. Shall attempt to maintain a geographic representation among all directors.

**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 Committee Chair informed of the activities of the committee and shall submit written reports as requested.
- f. Shall submit to the Secretary by March 1 a written report of all work since the last Annual Meeting. The original copy shall be filed in the AVSA office. Prior to the Board Meeting, Board Members must review the packet of submitted reports of all officers, directors and committee chairs found on the Board section of the AVSA website.

**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 descriptions of new registered varieties and new name reservations to 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 Editor for publication. Supplements are to be compiled annually, and a new edition of the AVML is to be compiled as requested by the Plant Registration and Master Variety List Committee and the AVSA Executive Committee. Pricing shall be the responsibility of the Finance Committee with advice from the Plant Registration and Master Plant List Committee.
- g. Shall be responsible for creating and maintaining the content of the pages and sections of the AVSA website that pertain to the committee.
- 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.
- j. Shall keep the Third Vice President informed of the activities of the committee and shall submit written reports as requested.
- k. 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 March 1 a written report of all work since the last Annual Meeting. The original copy shall be filed in the AVSA office. Prior to the Board Meeting, Board Members must review the packet of submitted reports of all officers, directors and committee chairs found on the Board section of the AVSA website.

## **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.
- c. When the AVSA Board approves a policy change, the committee shall update the Manual, using the wording of the approved motion, without further Board approval.

### **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 March 1 a written report of all work since the last Annual Meeting. The original copy shall be filed in the AVSA office. Prior to the Board Meeting, Board Members must review

the packet of submitted reports of all officers, directors and committee chairs found on the Board section of the AVSA website.

**Z. Publications Committee - Standing Committee**

1. Duties of the Chair

- a. Shall assist the Editor of the AVM as needed.
- b. 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 or representative.
  - 1) Affiliate Information
  - 2) Article index representative – Shall 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.
    - a) This spreadsheet shall contain Category Identification Numbers, Article titles, Author Names, Month, Year and Page Numbers.
    - b) This data will be incorporated into a complete file for the AVM index on the AVSA website.
    - c) 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.
    - d) The index compiler will also maintain the article indexes (1949 – current) on the website.
    - e) A computer disk (or DVD) of the article index files (in Excel and PDF format) shall be submitted to the AVSA office and/or archivist.
  - 3) Culture Folder
  - 4) Guide for Affiliate Presidents and AVSA Representatives
- c. Shall keep the Executive Committee updated on the progress of the Biodiversity Heritage Library Project, assuring that the AVM is continuing to be added to the digital project as specified in the contract.
- d. Shall advise the membership of the availability of the link on the AVSA website.
- 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 First 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 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 March 1 a written report of all work since the last Annual Meeting. The original copy shall be filed in the AVSA office. Prior to the Board Meeting, Board Members must review the packet of submitted reports of all officers, directors and committee chairs found on the Board section of the AVSA website.

## **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.
- k. Shall keep the First Vice President informed of the activities of the committee and shall submit written reports as requested.
- l. Shall be responsible for creating and maintaining the content of the pages and sections of the AVSA website that pertain to the committee.
- m. 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.
- n. Shall submit to the Secretary by March 1 a written report of all work since the last Annual Meeting. The original copy shall be filed in the AVSA office. Prior to the Board Meeting, Board Members must review the packet of submitted reports of all officers, directors and committee chairs found on the Board section of the AVSA website.

**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 by March 1 a written report of all work since the last Annual Meeting. The original copy shall be filed in the AVSA office. Prior to the Board Meeting, Board Members must review the packet of submitted reports of all officers, directors and committee chairs found on the Board section of the AVSA website.

**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.
- d. Shall notify in writing all employees of their annual performance review results and recommended salary after completion of the annual performance review.

**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 or a two (2) year undergraduate 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 be responsible for creating and maintaining the content of the pages and sections of the AVSA website that pertain to the committee.
- 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 President informed of the activities of the committee and shall submit written reports as requested.
- h. Shall be responsible for creating and maintaining the content of the pages and sections of the AVSA website that pertain to the committee.
- 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. All expenses of the committee shall be drawn from monies in the BERF.
- j. Shall submit to the Secretary by March 1 a written report of all work since the last Annual Meeting. The original copy shall be filed in the AVSA office. Prior to the Board Meeting, Board Members must review the packet of submitted reports of all officers, directors and committee chairs found on the Board section of the AVSA website.

## **EE. Shows and Judges Committee - Standing Committee**

### **1. Duties of the Chair**

- a. Shall write a column for the September AVM and submit to the 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 Convention Director to arrange for the Judges and Teachers Breakfast.
  - e. 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
  - f. Shall be responsible for creating and maintaining the content of the pages and sections of the AVSA website that pertain to the committee.
  - 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 March 1 a written report of all work since the last Annual Meeting. The original copy shall be filed in the AVSA office. Prior to the Board Meeting, Board Members must review the packet of submitted reports of all officers, directors and committee chairs found on the Board section of the AVSA website.
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 judge's 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.
  - 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 Convention Chair for posting on the AVSA website in January.

- 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 Convention Chair for posting on the AVSA website in January.
- c. Shall select judges and clerks for both amateur and commercial divisions and shall notify each judge and clerk by card or e-mail that they have been invited to judge or clerk at the convention show.
- d. Shall instruct judges and judges' clerks who serve for the amateur division of the convention show.
- e. 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 Program are available and that enough experienced personnel are available to place the plants.
- f. Shall assist the Awards Chair in compiling a list of all award winners after judging is complete.
- g. 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.

#### 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 Office Manager.
  - 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 judge's 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 Office Manager.
  - 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.
  - 8) 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.
  - 9) 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.
  - 10) 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.
  - 11) All teachers on the Shows and Judges Committee are encouraged to attend the Teachers Breakfast and participate in discussions to improve our teaching methods.

**FF. 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 Committee 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 maintain 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 March 1 a written report of all work since the last Annual Meeting. The original copy shall be filed in the

AVSA office. Prior to the Board Meeting, Board Members must review the packet of submitted reports of all officers, directors and committee chairs found on the Board section of the AVSA website.

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 and Continuing Service.
    - 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.

## **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 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 responsible for creating and maintaining the content of the pages and sections of the AVSA website that pertain to the committee.
- 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 First Vice President 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 March 1 a written report of all work since the last Annual Meeting. The original copy shall be filed in the AVSA office. Prior to the Board Meeting, Board Members must review the packet of submitted reports of all officers, directors and committee chairs found on the Board section of the AVSA website.

## **HH. TechWeb Committee - Standing Committee**

### 1. Purpose

- a. Responsible for recommending, coordinating, implementing, and maintaining all hardware, software, suppliers, and support functions in support of AVSA's technology and websites as needed to run the Society.

### 2. Duties of the Committee

- a. Shall support the staff in performing their dutings from a technology perspective.
- b. Shall support the membership as needed with AVSA endorsed or distributed hardware, software, or digital products within the scope of the committee's purpose.
- c. Shall evaluate suggestions brought by any member of the Board of Directors or committee chairs as to the feasibility and efficacy of the suggestions from a technology perspective.
- d. Shall trail officers, committee chairs, or committee members on the procedures necessary for them to maintain the section of website for which they are responsible.

- e. Shall monitor the health and performance of the technology systems.
  - f. Shall design and maintain technology and websites as possible to accomplish the functional goals of AVSA.
  - g. Shall communicate and coordinate with service provider(s) on matters of functionality, design, service, performance, and implementation of technology.
  - h. Shall review and administer the access to AMVL for new software developers. The committee shall ensure that all specified non-Disclosure agreements are in place before access can be granted.
  - i. Shall monitor internet copyright/legal issues.
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 and shall submit written reports as requested.
  - d. Shall prepare and submit a budget for consideration to the Finance Chair by December 1.
  - e. Shall receive a budget allowance as authorized by the Board. Bills and/or substantiating reports of all expenses incurred in the performance of duties shall be required and shall be sent to the AVSA office and Treasurer.
  - f. Shall submit to the Secretary by March 1 a written report of all work since the last Annual Meeting..

## **II. Tinari Endowment Fund Committee - Special Committee**

- 1. Purpose
  - a. To oversee the contributions to specific AVSA Endowment Funds.
- 2. Duties of the Chair
  - a. Only donations in memory of a specific individual will be acknowledged with a personal note to the donor. A letter shall also be sent to the family of the deceased, if an address is provided. These shall be on approved stationery and sent as soon as possible after receipt of the donation.
  - b. All donations will be acknowledged in the AVM, with donors listed according to the level of the donation; no amounts will be listed



- c. Shall report quarterly to the AVSA Executive Committee and annually to the Board of Directors on the progress of contributions to the Fund.
- d. Shall be responsible for the solicitation of donors, with the assistance of the committee, for major gifts to the Fund.
- 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. Written acknowledgement of the specific donated amount will be sent for all donations of \$250 or more, in accordance with IRS regulations. The donation response letter template provided in the Appendix should be used.
- 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 shall be required and shall be mailed to the Treasurer.
- i. Shall submit to the Secretary by March 1 a written report of all work since the last Annual Meeting. The original copy shall be filed in the AVSA office. Prior to the Board Meeting, Board Members must review the packet of submitted reports of all officers, directors and committee chairs found on the Board section of the AVSA website.

### 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 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.

**JJ. Violet Preservation Committee - Special Committee**

1. Purpose

- a. The preservation and restoration of older African violet cultivars, those that are ten (10) 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 create and maintain up-to-date files or database on cultivars available and the names and addresses of the growers.
- c. Shall maintain up-to-date files on cultivars available and the names and addresses of the growers.
- d. Shall create and maintain a list or database of the plants wanted by members and advertise for them in the AVM or on AVSA website 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 by March 1 a written report of all work since the last Annual Meeting. The original copy shall be filed in the AVSA office. Prior to the Board Meeting, Board Members must review the packet of submitted reports of all officers, directors and committee chairs found on the Board section of the AVSA website.

## Section 8 Appendix

### A. Donation Response Letter Template

{to be typed or copied onto AVSA letterhead}

{AVSA Office Address}

{Date}

{Name}

{Address}

{City}, {State} {Zip}

Dear {Name},

Thank you for your cash contribution of {\$000.00} on {Date}. As requested, the donation 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,

{Name of Chair}

{Fund}, Chair