

**BYLAWS**  
**CENTRAL VIRGINIA IRIS SOCIETY - REGION 4**  
*an affiliate of THE AMERICAN IRIS SOCIETY*

**ARTICLE I - NAME**

The name of this nonprofit organization shall be the Central Virginia Iris Society, an affiliate of The American Iris Society Region 4, hereinafter referred to as CVIS and AIS respectively.

**ARTICLE II - OBJECTIVE**

**SECTION 1:** The purpose of CVIS shall be to further the aims and objectives of AIS, to promote interest in the culture and improvement of growing irises, and the presenting of shows and exhibitions of irises to the general public.

**SECTION 2:** No substantial part of the activities of the CVIS shall consist of carrying on propaganda, or otherwise attempting to influence legislation. CVIS shall not participate in or intervene in any political campaign, including publications or distribution of statements on behalf of any candidate for public office.

**ARTICLE III - MEMBERS**

Membership in this Society shall be open to all members of AIS.

**ARTICLE IV - OFFICERS, NOMINATIONS, ELECTIONS, VACANCIES, and DUTIES of OFFICERS**

**SECTION 1 - Officers:**

- A. The officers of this Society shall be: President, Vice-President, Secretary, and Treasurer.
- B. No two members from the same household may serve as an officer concurrently.
- C. The term of office shall be for two (2) years or until their successors are elected.
- D. Officers shall serve no more than two (2) consecutive terms in the same office, except the Treasurer who may serve an unlimited number of terms.

**SECTION 2 - Nominating Committee:**

The Nominating Committee will consist of three (3) volunteers; one (1) member will be from the CVIS Board, and two (2) members will be elected from the general membership at the Spring Meeting. The Nominating Committee will submit a list of names of the nominees to the membership at least fourteen (14) days prior to the Annual Fall Meeting.

### SECTION 3 - Elections:

- A. Officers shall be elected at the Annual Fall Meeting from a slate of candidates prepared by the Nominating Committee or nominations from the floor will be permitted as long as the candidate is in agreement to serve if elected.
- B. The elections shall be by voice vote unless there is more than one (1) candidate for an office, then the election shall be by ballot.
- C. Officers shall assume their duties at the end of the scheduled year.

### SECTION 4 - Vacancies:

Vacancies in office shall be filled by the Executive Board.

### SECTION 5 - Duties of Officers:

#### A. The President shall:

- (1) Preside at all meetings of the Society and of the Executive Board.
- (2) Call special meetings of the membership when deemed advisable by three (3) members of the Executive Board, or by six (6) members of the membership, with ten (10) days notice.
- (3) Appoint the Chairmen of all Standing Committees, except Program and Publicity, Bylaws, and Nominating Committees, and may appoint members to the said committees or may delegate this authority to the Committee Chairman.
- (4) Be an ex-officio member of all committees except the Nominating Committee.
- (5) Appoint a Parliamentarian as an advisor.
- (6) Appoint a committee of a least two (2) to audit the Treasurer's accounts and report at the Annual Fall Meeting.

#### B. The Vice-President shall:

- (1) Assume the duties and exercise the authority of the President in the absence or inability of the President.
- (2) Serve as Program and Publicity Committee Chair.

#### C. The Secretary shall:

- (1) Keep accurate records of all Society annual Executive Board Meetings and of all membership meetings and present a copy to the president before the next meeting.
- (2) Act as Custodian of all documents belonging to CVIS, known as Affiliate files.
- (3) Allow Affiliate files to be examined by any member who submits a written request 14 days prior to the date requested.
- (4) Handle all correspondence assigned by the President and assist the President with any mailing.
- (5) Maintain a copy of all correspondence for Affiliate files.
- (6) Shall assist the officers in presentations, as needed.

#### D. The Treasurer shall:

- (1) Receive all funds and deposit them in insured accounts designated by the Executive Board.
- (2) Disburse such funds only when authorized by the President or the Executive Board.
  - (a) disbursement of \$100.00 (one hundred dollars) or less may be authorized by the President.
  - (b) disbursement of \$100.00 (one hundred dollars) or more may be authorized by the Executive Board.
- (3) Submit a statement of all accounts at all meetings, and a full report at the Annual Fall Meeting.
- (4) Retain copies of all transactions and correspondence associated with them.

## **ARTICLE V - MEETINGS**

**SECTION 1:** There shall be at least one (1) or more Executive Board meetings each year.

**SECTION 2:** There will be at least three (3) membership meetings per year. Meetings will be set by the Executive Board. At the Annual Fall meeting, the Election of Officers for the ensuing year shall be held and such other business deemed necessary may be transacted. The Executive Board may schedule additional General Meetings.

- A. The Executive Board will strive to provide programs for the membership to increase knowledge of iris culture, general gardening, and/or judges' training at each of the membership meetings, if possible.
- B. All meetings shall be announced at least fourteen (14) days before the date.
- C. Membership business shall be conducted at the Membership meetings.
- D. A quorum of not less than seven (7) active members or 60% of the Executive Board members must be in attendance. An active member is one who has participated in at least two (2) meetings/activities within the preceding twelve (12) months.

**SECTION 3:** CVIS meeting dates may not conflict with Region 4 or AIS Meetings.

## **ARTICLE VI - THE EXECUTIVE BOARD**

**SECTION 1:** The Executive Board shall consist of the elected officers, the Immediate Past President, all Standing Committee Chairmen, and the Parliamentarian.

- A. If the Immediate Past President is not available or is not a member of AIS, the president will assign a previous officer who is a member of AIS.

**SECTION 2:** The Executive Board shall have the general direction of the affairs of CVIS and shall be empowered to conduct business between membership meetings of CVIS.

**SECTION 3:** The President shall call the Executive Board Meetings. All Executive Board members shall be notified ten (10) days prior to the meeting. It is up to the Executive Board to determine a schedule of meetings, shows and sales at the fall Executive Board Meeting for the following year.

**SECTION 4:** Special Executive Board Meetings may be called by the President or may be called by five (5) members of the Executive Board.

**SECTION 5:** Five (5) members of the Executive Board shall constitute a quorum.

**SECTION 6:** Any member of the Executive Board who does not attend two or more meetings in a year can be removed from the Executive Board. It will be up to the Executive Board to find a replacement.

## **ARTICLE VII - COMMITTEES**

**SECTION 1:** Chairmen of Standing Committees shall be appointed by the President and their term of office shall run concurrently with that of the elected officers.

**SECTION 2:** The Standing Committees may include: Program and Publicity, Membership, Sales/Auction, Shows, Horticulture Garden Tours, Youth, Photography, Bylaws, Historian, Judges' Training, and Audit.

A. The chair of each committee shall provide a report at the Annual Fall Meeting.

**SECTION 3:** The Parliamentarian shall serve as Bylaws Chairman and shall coordinate the bylaws of CVIS with those of Region 4 and AIS. The Parliamentarian shall assist the President with Parliamentary procedure.

**SECTION 4:** The Executive Board may create additional Committees as the need for them arises.

## **ARTICLE VIII - PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of ROBERT'S RULES OF ORDER NEWLY REVISED shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and Special Rules of Order the Society has adopted or may adopt.

## **ARTICLE IX - AMENDMENTS**

In order to change these Bylaws, a notice of fourteen (14) days must be given to the membership prior to the meeting. These Bylaws may be amended at the membership meeting by a two-thirds vote of those members present who are AIS members.

## **ARTICLE X - DISSOLUTION OF CVIS**

In the event of the dissolution of the Society, The Executive Board, after paying or making provisions for payment of all liabilities of the Society, shall dispose of all assets of CVIS by transferring such funds to the Treasury of FAIS (Fredericksburg Area Iris Society), if such organization is in existence; if not, then to an organization of similar purpose. No funds shall be distributed to the benefit of any individual.