

CONSTITUTION OF THE TIDEWATER CAMELLIA CLUB

(05/27/2012 Version)

Article I – Name

The name of the club shall be THE TIDEWATER CAMELLIA CLUB.

Article II – Purpose

The purpose of the TIDEWATER CAMELLIA CLUB shall be to promote an interest in the cultivation, growth and displaying of camellias. Members will be encouraged through their leadership and example to help educate the community in the area of their individual expertise and knowledge.

Article III – Membership and Dues

Membership of the club shall be open to any person. There shall be three categories of membership:

- a) Individual membership for which annual dues shall be determined by membership vote.
- b) Family membership for which the annual dues shall be determined by membership vote. There shall be no restriction as to what constitutes a family, but a family shall be counted in club records as if it were two individuals and may vote as such at any meeting.
- c) Honorary membership shall be open to any individual who is voted deserving of the honor by a 2/3 majority of the club members voting at any special or general meeting. Honorary members shall pay no dues.

Article IV – Officers

The officers of the club shall consist of the president, vice-president, secretary, and treasurer. The Executive Committee shall consist of the four above officers and the past president. In the event that the past president is either unable or unwilling to serve one at-large club member would be appointed by the officers.

Article V – Committees

The president, with the advice and consent of the executive committee, may establish committees, both standing and temporary, for the smooth execution of the club's purpose and business. Each of the committees shall have a committee chairperson and it will be the responsibility of each committee chairperson to appoint committee members to help carry out the duties of that committee.

Article VI – Vacancies and Special Committees

The president with the approval of the other officers shall fill all vacancies of officers and/or committee chairpersons. The president, with the approval of the other officers, may appoint special committee chairpersons for a designated period of time, including, but not limited to, a nominating committee, whose purpose shall be to nominate at least one candidate for each office of the club.

Article VII - Election of Officers and Committee Chairpersons

The officers of the club, i.e. the president, vice-president, secretary and treasurer, shall be elected by a majority vote of the members at a regular meeting to be held in April of each year. The nominating committee shall present the nominees and there shall be a call for nominations from the floor. The chairperson of each committee shall be appointed by the incoming president with the approval of the other incoming officers before the first general meeting following the election. The new officers will begin their term of office on June 1st following the election. Each retiring officer and committee chairperson shall turn over to his or her successor all property, records and information relating to that office on or before June 1st.

Article VIII – Meetings

- a) Regular meetings shall be held each month at a place and time to be announced to all members at least one week before the date of the meeting during the months of September through May.
- b) The April meeting shall be held at a place and time to be announced to all members at least two weeks before the date of the meeting. The announcement shall include the name of members nominated for election as president, vice-president, secretary and treasurer by the nominating committee. At this meeting other members present at the meeting may be nominated for those positions and a vote will be held as described in Article VII.
- c) Special meetings shall be called by the president or by a majority vote of the officers of the club or by written petition signed by quorum of members and shall be held at a time and place to be announced to all members at least one week before the date of the meeting. The purpose of the special meeting must be included in the announcement.
- d) Executive committee meetings may be called by the president or by a majority vote of the officers of the club and shall be held at a time and place to be announced to all officers and committee chairpersons at least two days before the date of the meeting.

Article IX – Bylaws

The club By-Laws may be amended by a simple majority vote of the quorum at a duly called meeting.

Article X – Amendments to the Constitution

Amendments to the constitution may be proposed by the officers of the club or by written petition signed by ten members. The membership must be notified at least 30 days prior to the April meeting at which all proposed amendments to the constitution will be presented. The constitution may be amended by a 2/3 vote of the members voting at a general or special meeting provided that all members are notified that a vote to amend the constitution will be held at that meeting and that any member who wishes to study the proposed changes before the meeting is given that opportunity.

Article XI – Parliamentary Authority

The rules contained in *Robert's Rules of Order* shall govern at all meetings of the club except where they are inconsistent with this constitution.

This constitution, upon approval, supersedes all previously published club constitutions.

RevisedSignature of President

By-Laws
of
The Tidewater Camellia Club
(05/27/2012 Version)

Definitions

Member – a person who has paid his or her dues or an Honorary member as defined in Article III.

Adult – a club member 18 year of age or older

Quorum – a group of at least fifteen (15) club members

Dues

The dues for an individual membership shall be \$12.00 per year.

The dues for a family membership shall be \$18.00 per year.

Duties of the Officers

The President shall:

- a) Preside at all regular, special and executive committee meetings of the club.
- b) Call special and executive committee meetings as necessary.
- c) Appoint committee chairpersons with the approval of the other officers.
- d) Appoint special committee chairpersons with the approval of the other officers. (e.g. nomination committee, audit committee, by-law committee, etc.)
- e) Be an ex-officio member of all club committees.
- f) Be responsible for other club activities not delegated to other officers or committee chairpersons.

The Vice-president shall:

- a) Preside at any general, special or executive committee meeting if the president is absent.
- b) Temporarily assume the responsibilities of the president, secretary or the treasurer when he or she is absent or otherwise unable to act in their elected capacity.
- c) Serve as Program Committee Chairperson.

The Secretary shall:

- a) Keep minutes at all regular, special and executive committee meetings.
- b) Deal with all official club correspondence not handled by another officer.
- c) Keep the minutes in a notebook, which shall be passed down from secretary to secretary from year to year, and always be made available for viewing by the members.

The Treasurer shall:

- a) Collect all dues and other monies received by the club.
- b) Pay all bills owed by the club.
- c) Record all transactions in a financial ledger that shall be open for inspection by the officers of the club at all times.
- d) Inform members when their dues need to be paid.
- e) Report the club's financial status at all general and special meetings.

Duties of the Chairpersons

The Chairperson of the Membership Committee shall:

- a) Seek out and contact any potential new members.
- b) Personally deliver or mail a club brochure to new and /or potential members.
- c) Introduce new members at a general or special meeting at which they are present.
- d) Maintain a list of club members, their addresses, phone numbers and e-mail addresses.
- e) Create a Contact Subcommittee.

The Chairperson of the Annual Tidewater Camellia Club Show shall:

- a) Appoint members of the committee including an Assistant Show Chairperson.
- b) Oversee publicity for the show.
- c) Generate and distribute literature associated with the show.
- d) Get judges for the show.
- e) Get volunteer staff to run the show.

The Chairperson of the Publicity Committee shall:

Publicize club meetings and activities in as many media as possible.

The Chairperson of the Program Committee shall:

- a) Obtain a speaker and reserve an appropriate venue for all general meetings.
- b) Inform the chairperson of the publicity committee of the above information.
- c) Introduce the speaker and present him or her with an appropriate gift

The Chairperson of the Nominating Committee shall:

- a) Be responsible for appointing members of this committee whose job it is to interview people who are capable and willing to serve as officers of the club.
- b) Present to the membership, at the April general meeting, a list of potential officers to be reviewed by the membership in accordance with Article VII of the club constitution.

The Chairperson of the Sunshine & Welcoming Committee shall:

- a) Send cards in the event of the death of a member, member's spouse or a member's child.
- b) Send get well notes to sick or injured members.
- c) Welcome new members to club activities.

The Chairperson of the Social Committee shall:

- a) Plan and organize all club social functions including but not limited to covered dish suppers.
- b) Maintain a list of volunteers to provide refreshments at monthly meetings.
- c) Oversee a reimbursement that may be paid to the committee chairperson or other members for refreshment expenses. (Note: not to exceed \$20 per regular monthly meeting.)

The Chairperson of the Events Committee shall:

- a) Coordinate the organization and execution of special club events. (For instance, this might involve setting up a group tour of an historical garden.)

The Club Historian shall:

- a) Keep official records of the club to include but not be limited to press clippings, flyers, maps, brochures, etc.

Note: The above are the by-laws of the TIDEWATER CAMELLIA CLUB Constitution and may be changed by a quorum simple majority vote of the members at a general meeting with due notice to address situations as they arise.

These by-laws, upon approval, supersede all previously published club by-laws.

RevisedSignature of President