

# **ANNAPOLIS VALLEY VINTNERS CONSTITUTION AMENDED 2017 / 2018**

## Article 1: NAME

[L]A. The name of the organization shall be “**Annapolis  
Valley Vintners**”.

## Article 2: PURPOSE

A. The purpose of this organization shall be:[L]

- i. To promote an interest and knowledge in the art and science of amateur wine making.
- ii. To promote an interest in and to improve the art of wine appreciation by members.

## Article 3: MEMBERSHIP

A. Membership shall be open to amateur wine makers or prospective oenophiles over the age of majority subject to payment of annual dues and the approval of the Executive.

B. Associate non-voting membership without annual dues is available to non amateur winemakers.

## Article 4: FEES

Annual fees will become due and payable to the Treasurer in January of each year. The amount of the annual dues will be fixed by the Executive and ratified by the members at the annual meeting.

## Article 5: EXECUTIVE AND OFFICERS

- A. The affairs of the organization shall be managed by an Executive Committee, who shall be members in good standing, to be elected annually by the membership. The officers of the organization shall be the President, Past- President, Vice-President, Secretary, Treasurer, Webmaster, Program Coordinator and two Members at Large. <sup>[L]</sup><sub>[SEP]</sub>
- B. Executives shall normally be elected for a two year term and it is considered desirable that their terms should not all be concurrent. Thus the President / Secretary/ Program Coordinator and one Member at Large and the Vice President / Treasurer/ Webmaster and the other Member at Large shall be elected in alternate years. To maintain the general continuity it may on occasion be necessary to elect an Executive member for a one year term. <sup>[L]</sup><sub>[SEP]</sub>

## Article 6: FISCAL YEAR <sup>[L]</sup><sub>[SEP]</sub>

- A. The fiscal year for financial accounting shall be the calendar year.

## Article 7: QUORUM

- A. A quorum for general meetings shall be a minimum of 7 members present. A quorum for Executive meetings shall be a minimum of 3 members of the Executive.

## Article 8: MEETINGS

A. The membership shall meet generally on a monthly basis at a time and place advised by the executive to carry out the purposes of the organization.

## Article 9: ANNUAL GENERAL MEETING

A. An annual general meeting shall be held in January each year at which Executives are elected, a financial report tabled and such other business transacted as shall properly come before the membership.

## Article 10: COMMITTEES

A. A nominating committee shall consist of a chair who shall be the immediate Past President, or failing that the second Past President, and two other members of the organization who shall be appointed by the Chair. They have the responsibility to present a complete slate of candidates to fill all vacancies on the Executive, which slate shall be presented at the November meeting.

B. A program committee shall consist of the Program Coordinator as Chair and two other members appointed by the Chair. The Vice President will serve on this committee.

## Article 11: NOMINATIONS

A. Nominations to fill all vacancies for the Executive shall be presented by the nominating committee at the regular November meeting or via e-mail. Prior to the January meeting other nominations from the general membership will be accepted and channeled through the nominating committee. Such additional nominations will include a notice of acceptance from the nominee to be forwarded at least one week in advance of the annual election.

## Article 12: DUTIES:

A. President ----- will preside at all meetings of the organization and will, with the aid and advice of the Executive, exercise general supervision over the affairs of the organization. The President shall be a member ex-officio of all committees except the nominating committee and shall perform such other duties as are ordinarily incumbent on the post.

B. Vice-President ----- shall work in close co-operation with the President and perform the duties of the President when that officer is absent; shall serve on the Program Committee.

C. Treasurer ----- shall keep and have charge of the financial records; shall be responsible for collecting all monies owing the organization and keep a record of all expenditures; shall report on the financial position at the Annual General Meeting or when requested by the Executive.

D. Secretary ----- Shall keep minutes of the regular monthly meetings and Executive meetings; shall maintain regular general correspondence of the organization.

E. Webmaster-----shall maintain and regularly update the organization website.

F. Program Coordinator-----shall maintain the month by month program schedule.

G. Members at Large shall be active members of the Executive, attending Executive meetings when possible to gain familiarity with executive activities and become potential future officers of the organization.

#### Article 13: ELECTIONS

A. Election of Executive shall be held at the annual general meeting held in January each year.

B. Voting shall be by secret ballot.

C. A simple majority of votes cast shall be sufficient to declare a member elected.

D. The Chair of the meeting does not have a vote except in the case of a tie when the Chair shall cast the deciding vote.

E. If there is only one nominee for any vacancy then the Chair shall declare the vacancy filled by acclamation and no election shall take place.

F. In the event that a vacancy occurs on the Executive during the year, the remaining Executive may appoint any member to fill such vacancy without an election.

#### Article 14: EXPENDITURES

A. The Executive may authorize the expenditure of monies up to the limit of the organizations' cash reserve. Neither the Executive nor any member may commit the organization to any expenditure for which there is no cash available. Receipts will be required for all expenditures.

#### Article 15: SIGNING AUTHORITY:

A. The Treasurer is authorized to open a bank account or accounts for the organization and to deposit funds as required. Such funds are subject to withdrawal by cheque or other instrument signed by the Treasurer.

#### Article 16: AMENDMENTS

A. This constitution may be amended at any time provided such amendment is supported by a two-thirds majority of members. Any member may request that such amendment be put to a notice of motion, in which case no vote may be taken within thirty days of such request.

## Article 17: RULES OF ORDER

A. The conduct of all business to come before the meeting shall be carried out according to Roberts Rules of Order.

B. Notwithstanding anything to the contrary, email may be used to facilitate dissemination of information.

C. The Executive Committee may develop by-laws as necessary to facilitate the smooth operations of the organization.

## AMENDMENTS<sup>[L]</sup><sub>[SEP]</sub>

2017 Two Members at Large added to Executive.

2018 A. Program Coordinator added to the Executive.

B. Webmaster added to the Executive.