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**Bylaws of the
Virginia Christmas Tree Growers Association**
383 Coal Hollow Rd. Christiansburg, VA. 24073-6721

Article 1: Dues

- Section 1: The Association shall operate on a calendar year basis.
- Section 2: Membership dues shall be paid prior to **December 31** for the following calendar year. Members whose dues are not paid by this date shall then automatically be dropped from the Association.
- Section3: The annual dues paid by new members joining the Association during the last three months of the calendar year shall be considered a member during the following calendar year shall be regarded as their full annual dues for the following calendar year.

Article 2: Elections

- Section 1: Nominations to fill vacancies on the Board of Directors or for Officers shall be called for by the President in the course of the annual meeting of members, with nominations requested:
1. First, from the chairman of any nominating committee appointed by the President prior to the meeting and,
 2. Second, from the floor of the meeting.
- The elections of the President, Vice President, and all directors shall be by simple majority vote of those members present at the scheduled meeting and casting valid written ballots. The President shall appoint a Treasurer from the Board of Directors who will be responsible for the finances of the Association.
- Section 2: Vacancies occasioned between annual meetings by death, resignation, or otherwise, of Officers or Directors, shall be filled by the Executive Committee. Officers or Directors thus elected shall serve until the next Annual Meeting.
- Section 3: In the event of a tie vote during any given election, the Board of Directors will determine the winner by majority vote.

Article 3: Duties of Officers and Directors

- Section 1: The President shall preside at all meetings of the Association and Board of Directors and shall have general charge and supervision of the affairs of the Association, together with such other duties as may, from time to time, be

delegated to him by the Board of Directors. He shall be ex officio member of all committees.

- Section 2: The Vice President shall assume the duties of the President in his absence, or at his request. The Vice President shall be responsible for the program at the annual business meeting. He shall entertain suggestions for the location of the annual or special meetings and shall present all requests and suggestions for the location of such meetings to the Executive Committee for their action. Upon such selection, he shall appoint from the locality in which the meeting is to be held, a committee of members whose function shall be to arrange and conduct such a meeting. The Vice President also performs such other duties as shall from time to time be assigned to him by the President.
- Section 3: The Executive Secretary shall have charge and custody of and be responsible for all funds of the Association, shall receive and give receipts for money due and payable to the Association, and shall deposit all such money in the name of the Association in such bank as shall be designated by the Board of Directors. He shall pay bills when authorized by orders duly signed by the President. He shall make reports at the annual meeting of the Association and at meetings of the Board of Directors. The books of the Executive Secretary shall be opened at all times to the Board of Directors and shall be audited at least once each year by an auditing committee appointed by the President.
- The Executive Secretary shall keep the minutes of the meetings of the members, the Executive Committee, and the Board of Directors. He shall see that proper notice is given for all meetings of the Association. He shall be custodian of the records of the Association and shall perform such duties as shall be required by the Board of Directors, or assigned by the President.
- Section 4: The Board of Directors shall be responsible for the management, control and administration of the finances and programs of the Association, and shall provide progress reports at the annual meeting of the association.
- Section 5: The Executive Committee shall consist of the following Board Members: President, Vice President, and Past President.
- Section 6: The Executive Committee, in case of need or emergency between meetings of the Board, shall act for the Board of Directors, and shall have such other responsibilities as may be delegated to it, from time to time, by the Board of Directors.
- Section 7: The immediate past president shall automatically be a member of the Board of Directors, and shall take that position at the close of the annual fall meeting at which a new president is installed. In the event that a past president vacates the Director position, for whatever reasons, the board seat may be filled at the discretion of the Board of Directors.

Article 4: Admission of Members

Section 1: Applications for membership must be accompanied by one year's dues.

Article 5: Meetings

Section 1: The annual meeting of the Association shall be at a time and place selected by the Board of Directors, and notice of the meeting shall be sent to the membership at least thirty days prior to such a meeting.

Section 2: Regular or special meetings of the Association may be called by the Executive Secretary, the Board of Directors, the President, or by written request of ten or more members. Notice of special meetings shall specify the purpose of such meetings.

Section 3: Regular meetings of the Board of Directors shall be called by the Executive Secretary upon action of the Board of Directors or order of the President, which shall designate the time and place of such a meeting. There shall be a meeting of the Board of Directors following the close of the fiscal year and prior to the Annual meeting. Five members of the Board shall constitute a quorum for any meeting of the Board of Directors.

Section 4: Twenty-five percent of the members in good standing shall constitute a quorum at any annual, regular, or called meeting of the Association.

Article 6: Committees

Section 1: There shall be a standing Membership Committee of three or more members, one of whom shall be National trustee (see Article 7, Section 1), appointed by the President. The Membership Committee shall have the responsibility for promotion of and building up membership in the Association.

Section 2: There shall be a standing Publicity and Promotion Committee composed of three members appointed by the President. The chief duties of the committee shall be to promote the interests of the Association and industry by gathering information and news of interest to consumers and publishing same in newspapers, newsletters, radio, TV, and other media.

Section 3: There shall be a Program Committee of three members appointed by the President in consultation with the Vice President who shall be chairman. The Program Committee shall have the responsibility for preparing a program for the annual meeting of the Association.

Section 4: There shall be an Auditing Committee consisting of three members appointed by the President prior to the annual business meeting of the Association. The duty of

this committee shall be to audit the books and accounts of the Executive Secretary after the close of the fiscal year and report to the membership at the annual meeting of the Association.

- Section 5: There shall be a Marketing Committee consisting of three members appointed by the President. Its duties shall be to obtain market reports from areas where Christmas trees are normally sold and to provide the membership with information on wholesale and retail markets, methods of selling, and other information relative to the marketing of Virginia-grown Christmas Trees.

Article 7: Affiliation with National Christmas Tree Association

- Section 1: The Trustee or Trustees who will represent the VCTGA in the National Christmas Tree Association, Inc. will be elected by special ballot. The National members of the VCTGA will nominate from the membership their choices for their National Trustee. These names will be forwarded to the National Christmas Tree Association, which will in turn mail ballots to the members of the VCTGA who are National Christmas Tree Association members. The returned ballots would be counted by the National Association, and a Trustee will be elected based on who receives the most votes. The Trustee will be an ex officio, non-voting member of the VCTGA Board of Directors.

Article 8: Amendments

- Section 1: Any article or section of these bylaws may be amended, repealed, or changed by a majority vote of the members present and voting at any annual or special Meeting of the Association. Twenty-five percent of the members shall constitute a quorum.
- Section 2: Should the Association ever be dissolved, all liabilities shall be paid, and the remaining assets given to Virginia Tech Department of Forestry. None of the assets shall be used for the private enjoyment of any member, under any circumstances.

(revised5/31/07)