

# Vestavia Hills Beautification Board

## BYLAWS

### ARTICLE I – EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the following officers: Board Chair, Vice-Chair, Secretary, Treasurer and Parliamentarian/Bylaws.

### ARTICLE II – BOARD

Section 1. The Board shall consist of the following: Executive Board and Chairs of all committees.

### ARTICLE III – COMMITTEES CHAIRS

Section 1. There shall be the following committee chairs: Judges/Awards, Decorations, Hospitality, Projects/Events, Vestavia Belles, Publicity, Bylaws.

Section 2. Chair shall be appointed by the Mayor.

Section 3. Committee Chairs shall be appointed by the Chair at the September/October meeting and shall serve for up to four (4) years.

Section 4. The Committee Chair shall appoint the members to their committee in October/November.

### ARTICLE IV – DUTIES OF THE OFFICERS

Section 1. Chair: Shall: (1) preside at all meetings, (2) act as ex-officio member of all committees, (3) appoint the Committee Chairs, (4) call special meetings if necessary, (5) make an oral report at the May meeting, (6) present major Beautification Board awards, and (7) provide orientation for officers.

Section 2. Vice-Chair: Shall: (1) preside in the absence of the Chair, (2) serve as an aide to the Chair, (3) assume the office of Chair should that office become vacant, (4) work with the Chair to form new Committees as becomes necessary, (5) develops orientation program for new Committee Chairs and Committee members, (6) act as ex-officio member of all committees.

Section 3. Secretary: Shall: (1) keep the minutes of all meetings and preserve all records of the Board, (2) keep roll and notify the Chair when a member has three (3) consecutive absences, (3) conduct Board correspondence, (4) receive and submit any resignations to the Executive Board, (5) be responsible for preparing a bi-annual handbook.

Section 4. Treasurer: Shall: (1) be responsible for the finances of the Board, (2) maintain a bank account for the Board, (3) make expenditures in accordance with the wishes and authorization of a majority of the Executive Board, (4) make monthly reports of all transactions to the Board, (5) submit all accounts annually to the Executive Board in preparation for the audit, (6) be responsible for submitting annually to the City a resolution requesting operating funds for the Beautification Board.

Section 5. Parliamentarian/Bylaws: Shall: Serve as chair of Bylaws Committee. Shall serve in an advisory capacity on all issues of parliamentary questions that may arise. The Parliamentarian shall advise the officers and any other member on parliamentary questions, upon request. They shall see that parliamentary rules are followed in all things and interpret the Bylaws of this Board. The Parliamentarian shall have the right to vote, shall work with the Secretary in preparing the handbook to insure the Bylaws contain the correct amendments. The current issues of *Robert's Rules of Order, Newly Revised* shall govern all proceedings not covered by the Board's Bylaws.

#### ARTICLE V – DUTIES OF COMMITTEE CHAIRS

Section 1. Judges/Awards Chair: Shall: (1) be responsible for the division of the City of Vestavia Hills for the purpose of yard competition, (2) provide Board members with criteria and printed maps of areas to be judged, (3) send letters to yard winners of time and place of presentation of award, (4) select and present awards to winners of seasonal yard competition, (5) be responsible for the maintenance, delivery and collection of yard award signs, (6) collect the maps and signs used in the judging.

Section 2. Decorations Committee Chair: Shall: (1) be responsible for decorations at all functions of the Beautification Board, and, (2) be responsible for the care and maintenance of all possessions (i.e. tablecloths, napkins, silverware) of the Beautification Board.

Section 3. Hospitality Committee Chair: Shall: (1) organize the preparation and presentation of food as necessary for any function(s) of the Beautification Board other than the Dogwood Luncheon.

Section 4. Projects/Events Chair: Shall: (1) organize ideas for projects/events which shall be beneficial to the Beautification Board, (2) assist in promoting these ideas to their culmination, (3) report to the Board the final financial results of these projects.

Section 5. Publicity: Shall: (1) be responsible for all publicity and public relations of the Beautification Board, (2) maintain Beautification Board website, (3) news media to include: TV, publications and Social Media. All media announcements are cleared through the Chair of the Board before released to the public.

Section 6. Vestavia Belles Chair: Shall: (1) be responsible to the Beautification Board for all activities of the Vestavia Belles, (2) be responsible for seeing that those applying are Vestavia Hills residents or attend Vestavia Hills High School, have a grade point average of 2.0 or better, are in good standing and active participants in school, activities/community and are no younger than a sophomore in high school (3) limit each year's number of participants to 45 girls, (4) see that each Belle participates in 14 hours of activities per year interactive community service, including a minimum of 8 hours each summer serving the Vestavia Hills Library in the Forest, and attend the orientation for participating at the Library, (5) conduct two orientation meetings (one for new Belles and one for all current and new Belles), (6) enforce the Belles Covenant and Code of Conduct which states that all Belles will not participate in (nor will cause suspicion of participating in) any drug, alcohol, tobacco or inhalant use, misuse of, or inappropriate postings on social/electronic media deemed detrimental to the Belle program, (7) applications for Belles will be available in September with interviews to be held by a panel of three (3) judges selected by the Belle Chair no later than November and (8) host Belle presentation.

Section 7. Bylaws Chair: Shall (1) review Bylaws, Constitution and Standing Rules annually.

## ARTICLE VI – BYLAWS/AMENDMENTS

The Bylaws may be amended at any one of the regular monthly meetings of the Beautification Board by a two-thirds vote of those present and voting, provided such proposed amendments have been presented to the Chair in writing at the previous regular meeting. They may be revised only upon order of the Executive Board. This would include revision of the Constitution and Standing Rules as change(s) to the Bylaws may deem necessary.

## ARTICLE VII – FISCAL YEAR

The fiscal year of the Board shall begin on September 1 and end the following May 31.