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Everything You Should Know About Your Board of Directors

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The Wisconsin Vintners Association started during a meeting of 23 interested home winemakers in December 1970. At that meeting it was decided that the “Vintner’s Association” needed to be formally governed. The members of the club eventually created a Constitution and By-laws and then later submitted Articles of Incorporation with the State of Wisconsin as the “Wisconsin Vintners Association Incorporated”.

A major element of the Constitution and By-laws deals with the role of the Board of Directors and its elected officers and members. What does the Board of Directors do? The Board of Directors, per the Constitution, is the governing body of the club and “shall have the power to pass any resolution it may deem necessary to accomplish the purposes of the club”. In other terms it plans the yearly club activities and manages the club’s finances using a yearly, voted upon formal budget.

Yearly club activities include six membership meetings, the annual Dinner Dance, club judging, Wine & Food pairing, the night at the Lakefront Brewery, club picnic and the Harvest Dinner. Add to this list various sponsored winemaking seminars and winery bus trips and you have a lot of planning going on.

The Board of Directors consists of 13 positions: five officers - President, Vice President, Recording Secretary, Treasurer and Corresponding Secretary. The other eight members are the two Trustees, four Members-at-Large, one Director of Membership and the immediate Past President.

Annually, the officers are elected for a term of one year. The Director of Membership also serves a one-year term. Each Trustee and Member-at-Large is elected to serve a two-year term with the election of half of the trustees and Members at Large taking place in alternate years.

Election nominations each year are officially opened at the March membership meeting by the Past President who is the chairperson of the nominating committee. Nominations officially close, after a final appeal from the floor, at the April membership meeting. The slate of nominees is then provided to the membership via the May newsletter listing the names of the nominees with their offices.

The election takes place at the May membership meeting. The election is a simple majority of all members present. If no candidate receives a simple majority, a run-off election will be held immediately between the top two candidates. Installation of the new officers and other board members takes place in June.



Individual Duties of the WVA Board of Directors:

The **President** is chairman of the Board of Directors and presides over all membership meetings and board meetings. He/she has the power to convene the board for monthly and special meetings, appoint all committee chairmen except the program committee to serve during his/her term of office. The President is responsible for the performance of all the officers and for a yearly audit of the Treasurer's records.

The **Vice President** performs the duties and exercise the powers of the President during his/her absence or disability. The Vice President is also the chairman of the Program Committee and, as such, is responsible for overseeing the club programs.

The **Recording Secretary** keeps complete and accurate minutes of all meetings of the Board of Directors, special meetings, and those membership meetings in which a resolution is voted by the members in attendance and in which the nomination and election of new members of the Board of Directors takes place and shall report the same to the general membership on request. He/she also maintains copies of the Constitution and By-Laws.

The **Treasurer** is responsible for all the receipts and disbursements of the Association. He/she deposits all receipts into a club checking account and/or savings account in the name of the club and reports all receipts and disbursements to the Board of Directors.

The **Corresponding Secretary** conducts all official membership and board correspondence, except as directed otherwise by the board. He/she sends out proper notices of all meetings, elections and other official business as directed by the board and keeps an accurate file of all correspondence conducted by any other board members in the name of the club. While not specified in the By-laws, historically the Corresponding Secretary has been responsible for the monthly WVA newsletter and Vintner's Press. Over the years however, many members have written articles for our club's Vintner's Press publication.

The **Director of Membership** represents the club to new members and maintains the official current roll of the dues-paying membership and provide copies of same, as well as subsequent changes thereto, to all members of the Board of Directors. He/she creates member name-tags used at meeting and some other activities.

The **Trustee's** primary responsibility is to conduct an annual audit of the monthly treasurer reports of the receipts and disbursements. Any other duties are to be at the direction of the President.

The **Members at Large** duties are to be at the direction of the President.

If you should sometime be asked if you'd like to help with planning future club activities, please consider saying yes. We are always looking for new ideas and ways to do things differently. New people on the Board of Directors may look at things with a fresh perspective and ask why do we do this or why don't we do this. With your help, the WVA can continue to be the best home winemaking club in the country.