

AMERICAN WINE SOCIETY
King George Chapter
Operating Procedures
March 2023

PURPOSE

The purposes of the King George Chapter - American Wine Society are to promote appreciation of wine, especially American wine, to foster the knowledge of enology, to promote temperance in the use of wine, to educate wine tasters, wine makers, wine-grape growers, and the wine consuming public. These are the same purposes for the American Wine Society.

In addition, the King George Chapter strives to support a social well being among its members that enhances learning and sharing of experience.

SECTION I. General

- A. The King George Chapter of the American Wine Society, a King George County, Virginia non-profit, self-supporting non-stock organization, hereinafter called Chapter, shall consist of "members" and shall be financed by annual membership dues and tasting fees.
- B. Guests - Because the Chapter is primarily consumer oriented, new membership through guest visits and personal contacts is encouraged. Chapter Members must inform a Chapter officer of guests sufficiently in advance of an upcoming meeting, so suitable arrangements can be made for the guests. A member may bring one or more guests to any Chapter meeting, provided that all meeting fees and charges are paid, notice is given sufficiently in advance for suitable arrangements, and the situation reflects those described in the Standing Rules regarding visitors. No individual shall be a guest of the Chapter on more than three occasions, as frequent guests are expected to become members. Surprise guests are NOT the financial and legal responsibility of the King George Chapter.

SECTION II. Membership

- A. American Wine Society, hereinafter called Society, membership is a prerequisite for Chapter membership.
- B. Application for membership shall be open to any person 21 years or older interested in the purposes of the Chapter and the American Wine Society. Membership may be granted to applicants upon completion of application and payment of annual dues to both the Society and the Chapter up to the membership limit specified in the Standing Rules.
- C. Dues - Dues are comprised of Society dues and Chapter dues. The Chapter dues are fixed by vote of the Officers. See the Standing Rules for the current cost for Society and Chapter dues.
- D. Current members who have not paid dues within three months of January 1 shall be dropped from membership and from the mailing list. They may be reinstated only upon payment of all dues. A member, having paid both Society and Chapter dues, shall be considered a member in good standing.

SECTION III Officers

- A. The Chapter shall have four officers: President, Vice President, Secretary, and Treasurer. In addition, there shall be a Board of Directors.
- B. Nominations for Office. In accordance with AWS bylaws, the Chapter officers shall be elected annually. King George Chapter elections shall take place in the month of November and may be filled by any member who is a member in good standing. Chapter officers may succeed themselves.
- C. Chapter President, Vice President, Secretary, Treasurer, and committee chairpersons are elected by the Chapter members. If no Chapter members volunteer, they may be appointed by the Chapter President. Elections shall be held on the first meeting in November of each year.
- D. Board of Directors. The Board of Directors shall consist of the President, Vice President, Secretary, Treasurer, and Immediate Past President. If the Immediate Past President is the same person as the present President, a representative to serve for the Immediate Past President shall be selected by the membership. The Board of Directors shall be empowered to act for the membership and make changes to the Chapter Operating Procedures during Board meetings. Any changes made to the Operating Procedures shall be brought to the next monthly meeting and presented to the Chapter membership.

SECTION IV Duties of the Officers

- A. President - The Chapter President shall preside at and conduct all meetings of the Chapter in accordance with the Operating Procedures, and when in doubt, in accordance with Roberts Rules of Order. Shall sign all business documents and may sign checks for expenditures in the stead of the Treasurer, if required. May create committees, with approval of a majority of the Officers. The President, in company with the other Officers of the Chapter shall audit the Treasurers books annually, prior to the installation of new officers. The President shall be an ex-officio member of all committees.
- B. Vice President - The Vice President shall assist the President in discharge of his/her duties. The Vice President shall act for the President in his/her absence.
- C. Secretary - The Secretary shall record the minutes of each meeting, and at each meeting shall make the minutes of the previous meetings available to the Chapter members. Shall prepare and distribute Chapter Newsletter. Shall insure evaluation sheets are available for each meeting and shall collect and use the information for the newsletters as appropriate. Shall prepare an agenda for Board meetings. Shall receive and file all financial reports, communications, and other documents of importance to the Chapter.
- D. Treasurer - The Treasurer shall receive all monies of the Chapter and shall deposit same into the approved checking account of the Chapter. Shall maintain an alphabetical listing of all members. Shall notify members of any arrears of annual dues by February 15th. The Treasurer shall make the books available for an audit annually as directed by the President. Shall prepare checks for disbursement, sign them, and present them to the President for counter signature, if required. Shall approve members cost estimate for monthly presentations.

SECTION V Meetings

- A. Monthly - A monthly meeting of the Chapter members shall be held at a place approved at least 30 days in advance by the Officers of the Chapter and the Chapter members. See the Standing rules for a list of approved meeting locations. These meetings shall be utilized for tastings, vineyard tours, winemaking demonstrations and other activities which encourage the appreciation of wines and social interaction of the Chapter members and the local community.
- B. Board Meetings - Any member of the Chapter may request a special meeting of the Board of Directors. This meeting will be coordinated by the President and Vice President. Notice shall be given personally or by telephone to all Chapter members, which notice shall state the time, place, and purpose of the meeting.

Any change to the annual schedule shall be proposed to the Chapter membership in advance and voted on before final approval by the Chapter officers.

- C. Monthly Meeting Agenda - At monthly meetings the President shall call the meeting to order and shall act as Chairman of the meeting. The order of monthly meetings shall follow these guidelines:
 - 1. Chairman's general business, introduction of guests, announcement of next meeting date and agenda.
 - 2. Monthly wine presentations - see enclosure (1) for presentation hints and criteria.
 - 3. All members and guests assist in cleanup.

SECTION VI. Miscellaneous

- A. Fiscal Year - The fiscal year of the Chapter shall begin on the first day of January in each year and end on the last day of December in each year.
- B. Expense Procedures - Each Chapter member, officer, or committee person having the responsibility for an activity of the Chapter requiring expenditure of Chapter funds, shall prepare a cost estimate and submit same to the Chapter Treasurer for review and approval. The responsible member shall submit all invoices and bills to the Treasurer for reimbursement. These invoices shall include printed receipts and/or written expenditures submitted before or as soon as possible after the Chapter activity.
- C. Monthly Newsletter - Each member in good standing, the AWS regional Vice President, AWS editor and guests of the associated meeting shall receive a monthly newsletter. The newsletter will include announcements of monthly meetings.
- D. Chapter Activities - Shall be self-supporting, the cost prorated among the guests and members attending. The Chapter Treasurers books are open to inspection and audit by any members, after proper notification to the Chapter President and Treasurer. An annual written report will be given by the Treasurer at the end of each fiscal year.
- E. Dissolution of the Chapter - Upon dissolution of the Chapter, none of its assets shall be distributed to any officer or single member of the Society but shall be disposed of equally among all the members in good standing of the Chapter.

- F. Amendments – At the request of any member or at the direction of the Board of Directors these operating procedures may be altered, amended or repealed. Any amendments must be presented in writing at one Chapter monthly meeting and voted upon at the next meeting for approval by a 2/3rds majority of the membership either by those present or through proxy.
- G. Standing Rules - A Standing Rules Section shall accompany these Operating Procedures. A vote to adopt or modify the Standing Rules shall require a majority vote of the membership. Standing Rule changes may be presented and acted upon at any meeting.

Standing Rules

1. American Wine Society (AWS) dues are set by the AWS Executive Board and can be reviewed on the americanwinesociety.org website for the current cost. Members in good standing shall pay yearly dues directly to the AWS as per AWS requirements.
2. The total number of members in King George Chapter (KGWS) shall be limited to 70 members and a waiting list for membership shall be maintained. Prospective member names shall be added to the list in chronologic order for the Board's consideration as new members in March of each year following the KGWS member renewal process on a first listed – first accepted basis.
3. Chapter dues are \$20.00 per person per year and are collected at the beginning of the year or earliest attendance from members in good standing.
4. The RSVP process is mandatory and enforced for monthly tasting event attendance so that the presenter and food preparers have a firm head-count early enough to plan appropriately. Any member or guest that shows up for an event who is not formally RSVPed will be asked to leave.
5. The mandatory on-line event RSVP process shall be open four weeks prior to a monthly tasting event and close one week prior to the event. Should the event date be postponed the RSVP period shall move accordingly. E-mail reminders shall be sent once the event RSVP period opens and again one day prior to RSVP period closure. These e-mails shall detail the event theme, location, start time, cost, names of the presenter & food preparers, and reminder how to RSVP.
6. The monthly tasting event attendance limit is established at the forty-six (46) attendee level for any sit-down event. Other venues, socials and other strolling events, such as station tastings, may not have the same attendance limit; in this case, the fire marshal determined maximum occupancy of the room is the limit.
7. Should the attendee limit be reached during the RSVP period, the names of additional members wishing to attend will be added to the event waiting list in chronological order as they attempt to RSVP.
8. Any member that attempts to RSVP after the RSVP period is closed will be automatically added to the event waiting list in chronological order. Members late to RSVP, up to the attendance limit, may attend at the discretion of both the presenter and the food preparers.
9. If a previously RSVPed member decides not to attend, then members on the event waiting list may be granted a place at the discretion of the member declining to attend. It is the responsibility of the declining member to contact the member on the waiting list and transfer the obligation to pay the event fee.
10. Approved meeting places include:
 - a. Any member's residence
 - b. Any operating winery
 - c. A back-up facility TBD by the Board

11. An obligation to pay fees for events is part of the RSVP process. Once anyone has RSVPed, they are obligated to pay the event fee. All event fees shall be paid to the treasurer at the event. No-shows shall pay by mail or at the next event attended.
12. A fee of \$20.00 per member attending shall be charged at meetings when tastings are conducted. Fees may be adjusted for special tastings based on approval by a majority of members present a month before the tasting.
13. A fee of \$25.00 per guest attending shall be charged at meetings when tastings are conducted. Fees may be adjusted for special tastings based on approval by a majority of members present a month before the tasting.
14. During the RSVP period, an attempt to RSVP guest(s) will automatically go on the event guest waiting list in chronological order. At one week prior to the event, the host of those on the guest waiting list up to the 46-attendee limit will be sent an automated e-mail informing the host that their guest(s) may attend. The host must promptly follow the instructions in the e-mail to secure an RSVP for their guest(s). Once a host has RSVPed a guest for an event, the host accepts the obligation to pay should the guest fail to attend.
15. The cost guidelines for the wine at a tasting event should be no greater than an average of \$30/bottle. The presenter is reimbursed for their expenses. Food preparers may be reimbursed for food consumed up to \$50/event subject to the submission of receipts to the Board.
16. No tasting fee is required for the presenter. Food preparer gets reimbursed up to \$3 head based on RSVP of Friday before and 1 free tasting, receipt to be presented.
17. Paper products will be provided by the Chapter. The Vice President shall insure there is a stocked inventory.
18. Educational tasting meetings will be scheduled for the months of January through June and September through November.
19. A social gathering is planned for December. No gathering is scheduled for July or August but special events and/or regular educational meetings may be planned those months and are encouraged based on approval by the Board at least one month in advance.
20. A paid chapter IT position is created to maintain and improve our website. The Board shall select the person to serve in the chapter IT position at an annual salary of \$200/year. Additionally, the IT position shall be reimbursed for expenses associated with the maintenance of the website, such as domain fees.

King George Chapter - Wine Presentation Hints and Criteria

PURPOSE: Local Chapters are of paramount importance to the American Wine Society and their effective operation is imperative for the continued growth and success of the American Wine Society. The educational goals of the Society are best served by the Chapter members meeting and sharing ideas regularly.

Local Chapters are self-governing and self-financed. Their activities can include wine tastings, dinners, vineyard tours, amateur wine contests, and other events of interest to the Chapter. There is great flexibility for each chapter to set up its own program. The frequency, timing, and nature of these meetings can be arranged to fit the interest of the membership.

Assistance with making presentations is always available using members of the Chapter. Use the resources available, including the local library, American Wine Society members, other chapters, and local wineries in Virginia, for example.

For the Presenter

Types of Meetings - Wine Tasting - Each monthly meeting designated a Wine Tasting meeting shall use the following guidelines:

1. The theme should be centered on some aspect of wine or the related region of the wine presented.
2. A short talk to highlight the theme should be prepared, keeping in mind the following hints:
 - a) Start with a short overview of the wine presentation, i.e. stop time, number of wines, common factors, for example.
 - b) Pour the first wine and briefly describe it. There is no need to fill every spare moment during your presentation with words and wine data. Get started quickly and explain while tasting each wine.
 - c) Balance your presentation with time available and wines for tasting. **DO NOT RUSH.** Give time to all members for proper tasting and discussion. Have fun and make the wine tasting an enjoyable experience.
 - d) Give your opinion. Ask for members opinions and encourage discussion. Learn from other members, and remember, that adults learn best from each other and their own experiences.
 - e) Complete the presentation with a short summary. Stress the learning objectives of your presentation. Ask for any final comments from members. Announce prices and poll the membership for overall ratings.

Buying Wines - The following guidelines apply to purchase of wine for a wine tasting.

1. **Amount to Buy** - The amount of wine to purchase depends on the following factors; the number of members and guests that are expected to attend, the cost of wine per bottle, and the number of wines to be tasted (typically a minimum of six different wines are offered at each tasting).
 - a) The Chapter provides price-guidelines for monthly wine tasting. These price guidelines are found in the Standing Rules section of the Operating Procedures. This price range may vary with time as membership changes. Check with the Chapter President or Treasurer for the latest figures before making purchases.
 - b) If you cannot stay within these limits, vary either the cost per bottle or the number of bottles of wine purchased. Normally three (3) bottles of each wine for a tasting of six different wines at no more than an average of \$30.00 per bottle will result in the proper costs. If you feel you will exceed this limit, which is based on past experience, please coordinate with the Chapter President and Treasurer for cost approval, well in advance of the planned meeting.
2. **How to Buy** - Go to a knowledgeable wine merchant for your wines. Tell them what you are doing, and ask about a discount. Be sure to get a receipt and know what to do about bad wine or unopened wine.
3. **Preparation of Wines for Serving** - Some of the more or less traditional suggestions are given below:
 - a) White and Rose table wines - Chill to 43° - 48°F. Chill sweeter wines more than dry wines.
 - b) Red table wines - Cool to about 53° - 65° F. Cool lighter more than robust types.
 - c) Sparkling wines - Chill to about 40° - 45° F. Chill French more than other sparkling types.
 - d) Dessert and Aperitif wines - Chill to about 40° - 46° F. Chill Sherries more than Ports.
4. **Order of Presentations of Wines** – Dry to increasingly sweet, light to heavy, and white to red. These are accepted practices and may vary for learning experience.
 - a) Appoint Wine Stewards for each pouring. Ask for volunteers and serve no more than two ounces per glass (metered pourers will help make pouring equitable). A minimum of fourteen servings from each 750 milliliter (~27 ounces) bottle should be ample for tasting purposes.
 - b) It is allowable to serve two or three wines of the same type simultaneously so they can be compared with each other.
5. Contact food preparers to coordinate type of food complimentary to chosen wines for the presentation.
6. If unopened wine is available and the meeting has been adjourned, the presenter may offer the wine to the membership at the appropriate cost or they can choose to be fully reimbursed and the wine becomes the property of the Chapter to be used at one of the social gatherings. A Board member shall take possession of returned wine.

Food Preparers

1. Check with the Secretary for a list of presenters and other food preparers.
2. Following notification from the presented, work with the presenter to determine appropriate food combinations. If a tasting is upcoming and no coordination has occurred, contact the presenters and other preparers who signed up for the tasting.
3. Verify that the proper paper product inventory that is located at the event is sufficient. If not, contact the Vice President for assistance.
4. Save your receipts, the food served may be reimbursed up to \$3 per taster according to RSVPs of week before.
5. Distribute food among the tables the night of the tasting.