

SDCC By-Laws Updated November 2011

ARTICLE I – NAME

This organization shall be known by the name “SAN DIEGO CAKE CLUB” (SDCC).

ARTICLE II - PURPOSE

The purpose of this organization shall be to share, promote, encourage, and enlarge the appreciation and practice of the art of cake decorating, confectionary art forms, and other decorative edible arts.

ARTICLE III – MEMBERSHIP

1. Members may be any interested persons subscribing to the stated purpose of the organization.
2. Members will support the Club with payment of dues, attendance at meetings, and participation in activities, including exercising their voting privileges.
3. Dues will be collected annually for the purpose of supporting mailing costs, newsletters, and related expenses as deemed appropriate by the membership. Dues will be collected each January as follows: Adult Members \$20.00, Junior Members \$10.00. Membership renewal not paid by the February meeting will result in the member being placed on inactive status for one month, after which time they will be dropped from the membership roster. Memberships that have lapsed will require payment of a \$5.00 late fee for reactivation in addition to their \$20.00 dues.
4. Junior members are classified as being 16 years of age or younger. They will have no voting rights nor be able to hold office, but are welcome to attend meetings, demonstrations, and any other club activities.
5. Guest Procedures – Any interested person may attend not more than two meetings as a guest. They may meet members and receive club information, including a copy of the current By-Laws, for their review. If membership is desired, dues then become payable to the Treasurer at or before the third meeting.

ARTICLE IV – OFFICERS AND ELECTIONS

Officers of this organization shall consist of President, First Vice President, Second Vice President, Secretary, Treasurer, Historian, and Newsletter Editor/Communications Officer. Board members shall consist of all officers along with the immediate past President.

1. Officers must have been active members of the Club for three months prior to nomination. The position of President of the Club requires having been a Club member for at least one year and having previously held a Board position.
2. A Nominating Committee will work during April and May to fill a slate of officers. Each nominee must submit a written statement of qualifications for inclusion in the June newsletter (which comes out prior to the June meeting).
3. Elections will be held bi-annually in June at the regular general meeting.
4. The new board of officers will be installed in July.

ARTICLE V – OFFICER DUTIES

President – Term = 2 years. As Chief Administrative Officer, presides over each meeting and appoints committee chairs. Current President is an ex-officio member of all committees and as immediate past President serves as a Board member. Fills office or committee chair vacancies by appointment, signs checks, maintains book of office to be passed on, and calls or reschedules meetings as necessary.

First Vice President – Term = 2 years. Performs the duties of President in his or her absence, serves as program chairperson and maintains a calendar of demonstrations for future meetings. Provides recognition of those who have served in an outstanding way.

Second Vice President – Term = 2 years. Serves as membership chairperson and performs such duties as keeping membership active by greeting and assisting new members at meetings. Keeps membership roster current and provides each active member with a copy. Maintains contact information for current members and inactive/past members. Responsible for quarterly scholarship drawings.

Secretary – Term = 2 years. Records minutes of the meetings and forwards them to the Newsletter Editor. Writes correspondence as directed by the Board and prepares agenda for meetings. Responsible for meeting sign-in sheets for members and guests, and has authority to sign checks.

Treasurer – Term = 2 years. Collects dues, administers funds, maintains financial books, signs checks, and reports to membership. Furnishes copies of monthly reports to President and Secretary, and has books audited in April of each year.

Historian – Term = 2 years. Takes photos at Club meetings and events. Maintains book with Club photos, newspaper clippings and memorabilia, including copies of monthly newsletters and attachments. Maintains location for accrued histories.

Newsletter Editor/Communications Officer – Term = 2 years. Compiles all relevant officer reports for the monthly newsletter, edits and distributes accordingly. Coordinates communication with Club members and sends special announcements.

NOTE: Each Board member must keep a procedure book covering job description and a record of activity during their tenure to be passed on to the next Board.

ARTICLE VI - COMMITTEES

The Chairpersons of the standing committees are appointed by the President and shall hold their term for one year. Standing committees shall include:

1. SDCC Cake Show – term begins after current year's cake show and continues through completion of next cake show. Responsible for scheduling cake show meetings as necessary.
2. Hospitality – term begins in July.
3. Ways and Means – term begins in July.
4. Publicity – for all SDCC events. Term begins in July.
5. By-Law Revision – term begins in July.

The President shall appoint other committees as needed.

Duties are described as follows:

SDCC Cake Show Chairperson – Secures location for our Confections for a Cause show and competition. Guides the committee through all aspects of producing this event.

Hospitality Chairperson – Secures volunteers to provide meeting refreshments and maintains a calendar of said volunteers. Coordinates with Second Vice President to greet members and guests at meetings.

Ways and Means Chairperson – Creates ideas and coordinates methods of raising revenue to support our endeavors.

Publicity Chairperson – Contacts magazines, newspapers, radio, television, community colleges, etc., to publicize our events and our purpose.

By-Law Revision Chairperson – Guides the committee through annual review of the By-Laws, Standing Rules, and other club documents.

ARTICLE VII – MEETINGS

The San Diego Cake Club shall meet on the first Monday of the month, unless it falls on a nationally recognized holiday. In that event, it will be held on the following Monday.

The annual holiday party will take place in lieu of a regular meeting in December.

ARTICLE VIII - AMENDMENTS

By-Laws and Standing Rules shall be reviewed annually beginning in August. Revisions, if necessary, will be recommended to the Board by a committee consisting of the Revisions Chairperson, one executive board member, and three persons from the general membership. Beginning in August, all SDCC members are invited to contribute their input/concerns to the Chair of the By-Law Review Committee (BLRC) for committee consideration during the review process. The proposed changes shall be presented to the Board in September at a separate Board meeting and sent out electronically for general member consideration by the Newsletter Editor/Communications Officer before the October meeting. The chairperson of the By-Law Review Committee will prepare a presentation of recommended changes to be given to the general membership at the October meeting, and will also be available to answer questions or make clarifications. A two thirds (2/3) majority vote of the members attending the November meeting will be necessary to accept the By-Laws and Standing Rules as presented. If a 2/3 majority is not reached, the chair of the By-Law Review Committee will call a separate By-Law Review Committee meeting in November where all interested parties may contribute input. Input may also be given to the Chair via e-mail. The BLRC will then re-revise the By-Laws for presentation to the Board in January, a presentation to the general membership at the February meeting, with a vote following at the March meeting, where a 2/3 majority must be reached by those attending the March meeting in order for the By-Laws to be accepted.

Amendments to any of the procedures and rules set forth in these By-Laws may take place outside of the annual By-Law review only if said amendment is proposed as a motion at a general monthly meeting and voted upon by 2/3 of the members present at the following meeting. The By-Law Review Chair shall be tasked with keeping track of any such motions for possible inclusion in the next annual By-Law review.

ARTICLE IX – OMISSIONS

Any procedure not covered in the By-Laws or Standing Rules will follow Robert's Rules of Order.

ARTICLE X – COMMUNICATIONS

Every effort shall be made to send pertinent mailings to each member electronically in an effort to reduce printing and mailing costs. Any member without an email address may request a written copy of communications such as those outlined above. Each member of the SDCC shall be responsible for reading, and if necessary, printing out all communications prior to the regular SDCC meetings. Written copies shall be made available for guests at meetings.

SDCC Standing Rules Updated November 2011

For efficient Club administration, the following standing rules are hereby adopted by this organization:

1. Door prize drawing will be held each meeting with the winner providing the prize for the following month's meeting. The winner may decline the prize, in which case another number will be called.
2. Sharing time will be provided during the course of the meeting for any member who has something of interest to share.
3. The Cake Show committee shall have the right to purchase necessary items, as needed, not to exceed \$100.00 without prior approval from the membership.
4. All requests for reimbursement must be accompanied by an itemized bill or receipt that is dated and signed by the recipient before the Treasurer will make disbursements.
5. Any money advanced to proceed with a project requires a monthly written progress report to the Board from the recipient. All receipts and any remaining money are to be submitted to the Treasurer no later than sixty (60) days after the closing of said project.
6. A current membership list, denoting all officers and chairpersons, will be given to the members.
7. No member will make commitments in San Diego Cake Club's name without complete approval of the Board or the general membership.
8. To further the education of sugar art, four times per year the club donates \$25.00 scholarships to each of two members in good standing for purposes of classes, books, and sugar art supplies. This is done in January, April, July, and October. The budget is \$200 per year. Scholarships are given as a certificate and the recipient provides a receipt for their paid item (class, book, or supplies) to the Treasurer for reimbursement.