

SDCC By-Laws Updated April 2005

ARTICLE I - NAME

This organization shall be known by the name of "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, and confectionary art forms, and other decorative 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 voting privileges.
3. Dues will be collected annually for the purpose of supporting mailing costs, newsletters, if any, and related expenses as deemed appropriate by the membership. Dues will be collected each January as follows: Adult Members \$20.00; Jr. 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. Members that have let their membership lapse will pay a \$ 5.00 late fee upon reactivating their membership. All active members will receive a new membership roster at the March meeting.
4. Junior members are classified as being between 0 - 16 years if age. They will have no voting rights or 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, such as by-laws, etc. 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, 1st Vice President, 2nd Vice President, Secretary, Treasurer, and Historian.

1. Officers must have been active members of the Club for three months prior to nomination. The position of the President of the Club requires being in the Club for at least one year and has previously held an officer position.
2. Nominations will be held each November.
3. Elections will be held annually in December.
4. The new board of officers will be installed in January.

ARTICLE V - OFFICER DUTIES

President - Chief administrative officer, presiding over each meeting. Shall appoint committees including nominating. Will fill by appointment vacancies in office, sign checks, maintain book of office to be passed on, is ex-officio member of all committees and as immediate past president shall serve as a board member.

First Vice President - Shall perform the duties of the president in his or her absence, is program chairman and will be in charge of recognition of those who have served in some outstanding way.

Second Vice President - Shall serve as membership chairman. Perform such duties as keeping membership active. Will keep a current membership roster and provide each active member with a copy in March. Should assist new guests at the meetings. And additional updated roster is due to the Club members in October. (2 rosters per year).

Secretary - Records minutes of the meetings. Writes correspondence as directed by the Board. Prepares agenda for meetings.

Treasurer - Collects dues, administers funds, signs checks, and reports to membership. Keeps financial books. Will furnish a copy of the monthly report to the president and the secretary. Will have books audited each year in December.

Historian - Takes photos at club meetings and events deemed necessary. Will also maintain a book with club photos, newspaper clippings and memorabilia.

(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 shall serve as board members. Standing committees shall include:

1. Cake Shows (Information of shows other than ours)
2. SDCC Cake Show
3. Hospitality
4. Ways and Means
5. Publicity
6. Revision

Duties shall include:

Cake Show Chairman - Gather information about cake shows other than ours and share same with the members.

SDCC Cake Show Chairman - Secures location for our Annual Confections on Parade show and competition. Guides the committee through all aspects of producing our annual charity event.

Ways and Means Chairman - Creates ideas and secures methods of raising revenue to support our endeavors.

Publicity Chairman - Contacts magazines, newspapers, radio, television, etc. to publicize our events and our purpose.

Revision Chairman - Guides the committee through annual review of the By-Laws, Standing Rules, and various other club literature.

The president shall appoint other committees as needed.

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 (Fourth of July, etc.) then it will be held on the following Monday.

ARTICLE VIII - AMENDMENTS

By-laws and Standing Rules shall be reviewed annually in October. Revisions, if necessary, will be recommended to the board by a committee consisting of the Revisions Chairman, one executive board member and three persons from the general membership. To accept these recommendations the membership must be given thirty (30) days written notice. A two thirds (2/3) majority vote of the members attending said meeting will be necessary to accept the By-laws and Standing Rules as presented.

ARTICLE IX - OMISSIONS

Any procedure not covered in the By-laws or Standing Rules will follow Roberts Rules of Order.

SDCC Standing Rules - Updated April 2005

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.
2. A sharing table will be provided 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 prior to 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 chairmen, 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, 4 times per year the club donates two, \$25.00 scholarships to two *active members* for purposes of classes, books and sugar art supplies. This is done in March, June, Sept and January. The budget is \$200 per year. Scholarships are given as a certificate and the recipient will give the receipt for their paid item (class, book, or supplies) to the Treasurer for reimbursement.