

## SDCC By-Laws Updated April 2008

### **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, 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 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.
4. Junior members are classified as being between 0 - 16 years of 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, 1<sup>st</sup> Vice President, 2<sup>nd</sup> 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 the President of the Club requires being in the Club 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. Chief administrative officer, presiding over each meeting. Shall appoint committee chairs. 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. Can call or reschedule meetings as necessary.

First Vice President - Term = 2 years. Shall perform the duties of the president in his or her absence, is program chairman and as such shall maintain a calendar of demonstrators for future meetings. Will be in charge of recognition of those who have served in some outstanding way.

Second Vice President - Term = 2 years. Shall serve as membership chairman. Perform such duties as keeping membership active by greeting and assisting new members at meetings. Will keep a current membership roster and provide each active member with a copy. Is responsible for quarterly scholarship drawings. Will maintain current lists including contact information of members and inactive/past members.

Secretary - Term = 2 years. Records minutes of the meetings and forwards them onto the Newsletter Editor. Writes correspondence as directed by the Board and prepares agenda for meetings. Has the authority to sign checks. Is responsible for the meeting sign-in sheet (including guests in attendance).

Treasurer - Term = 2 years. 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 April.

Historian - Term = 2 years. Takes photos at club meetings and events. Will also maintain a book with club photos, newspaper clippings and memorabilia, and copies of monthly newsletters and attachments. Is in charge of maintaining a location for accrued histories.

Newsletter Editor/Communications Officer - Term = 2 years. Shall compile all relevant officer reports for the monthly newsletter, and edit and distribute accordingly. Coordinates communication with club members, sends special announcements, etc...

(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.

Duties shall include:

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

**Hospitality Chairman**- Secures volunteers for meeting refreshments and maintains a calendar of said volunteers. Coordinates with Second Vice President to greet members and guests at meetings.

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

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

**By-Law 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. 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 Chairman, 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 chairman 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 (BLRC) will call a separate Bylaw 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 bylaws 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 bylaws to be accepted.

Amendments to any of the procedures and rules set forth in these bylaws may take place outside of the annual bylaw 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 bylaw review.

#### **ARTICLE IX - OMISSIONS**

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

#### **ARTICLE X - COMMUNICATIONS**

Every effort shall be used 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 at meetings shall be made available for guests.

## SDCC Standing Rules - Updated April 2008

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 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 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 will give the receipt for their paid item (class, book, or supplies) to the Treasurer for reimbursement.