

Contra Costa Cake and Sugar Art Society By-Laws

May 4, 2006

ARTICLE I - NAME

This organization shall be known by the name of "CONTRA COSTA CAKE AND SUGAR ART SOCIETY" (CCCSAS).

ARTICLE II - PURPOSE

The purpose of this organization shall be to share, promote, encourage, and spread the appreciation and practice of the art of cake decorating, and all confectionary art forms.

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.
3. Dues will be collected annually for the purpose of supporting mailing costs, newsletters, location fees, insurance premiums and related expenses.
4. Dues will be collected each January as follows:
Adult Members \$20.00 Jr. Members - 14 to 18 years old \$10.00
Membership renewal not paid before the March meeting will result in the member being placed on inactive status for a period of three months, after which time they will be dropped from the membership roster.
5. Junior members are classified as being between 14 and 18 years if age. They will not be able to hold office, but are welcome to attend meetings, demonstrations, and any other club activities.
6. Guest Procedures - Any interested person may attend not more than three 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 fourth 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.
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. Club founder, Tracy Wirta, shall be a Board advisor, even if not serving as a nominated member, for the duration of the clubs existence or unless she is unable to do so.

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. Will keep a current membership roster and provide each member with a copy in April. Will assist guests at all meetings.

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 - Maintains a book to be known as the CCCSAS Memories. Takes photos at club meetings and events deemed necessary. Collects photos and memory items from members. 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 be considered board members.

Standing committees shall include:

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

Duties shall include:

Cake Show Chairman - Gather information about cake shows other than ours for web site & newsletter
CCCSAS Cake Show Chairman - Secures location for our Annual Cake 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.

The president shall appoint other committees as needed.

ARTICLE VII - MEETINGS

The Contra Costa Cake and Sugar Art Society shall meet on the first Thursday of the month from 7:00 to 9:00 pm, unless it falls on a nationally recognized holiday (Fourth of July, etc.) then it will be held on the following Thursday. Board meetings will be held as needed, determined by the Board. At least 4 meetings per year is recommended.

ARTICLE VIII - AMENDMENTS

By-laws and Standing Rules shall be reviewed annually in October. The Board will recommend revisions and present them to the 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.

Standing Rules

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

1. A sharing table will be provided for any member who has something of interest to share.
2. The Cake Show committee shall have the right to purchase necessary items, as needed, not to exceed \$100.00 prior to approval from the Board.
3. 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.
4. 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.
5. A current membership list, denoting all officers and chairmen, will be available to the members.
6. The CCCSAS Memories Book will contain copies of all patterns, recipes, and helpful hints donated by the membership. Any member may request copies of the contents of the memory book. The master copy shall not be checked out at any time. Some items will be available on the web site.
7. No member will make commitments in Contra Costa Cake and Sugar Art Society's name without complete approval of the Board or the general membership.