

SAN DIEGO FIFTY-SIXERS

BYLAWS

ARTICLE ONE

Name of Organization

Section 1. The name of this club shall be the San Diego Fifty-Sixers, and it shall be referred to as such.

ARTICLE TWO

Purpose

Section 1. The purposes of this club shall be to:

- a. enhance, perpetuate, and expand interest in Department 56, Inc. collections and their related accessories
- b. provide an opportunity for fun and fellowship among those who enjoy and appreciate the collections
- c. protect and advance the cause of the common collector
- d. facilitate communication with Department 56, Inc. and other Department 56 collectors' clubs

Section 2. The club shall not be conducted or operated for the financial profit of the club or any of its individual members. Therefore, the club's name may not be used by anyone in any form of advertising or self-promotion except with written permission of the Executive Board.

ARTICLE THREE

Membership

Section 1. There shall be five categories of membership:

- a. **Active:** Active members are those with an interest in collecting items manufactured by Department 56, Inc. They pay annual dues, are entitled to vote, hold office, receive the newsletter, and participate in all club activities. Active members may not be retailers, secondary dealers, or non-seasonal employees of retailers or secondary dealers of Department 56, Inc. There shall be two categories of Active Members: Individual and Household. (See Article 3, Section 2.)
- b. **Associate:** Associate members are those with an interest in collecting Department 56 for themselves, but who are employed by retailers or secondary dealers of Department 56, Inc. Associate Members pay dues, are entitled to vote, receive the newsletter, and may participate in all club activities. Associate members are barred from holding elected offices.
- c. **Business:** Business memberships are available to Department 56, Inc. retailers and secondary dealers. Business members pay dues, do not have voting rights, may not hold any office or participate in prize drawings. Business members may receive the newsletter and attend meetings, and are encouraged to participate in club activities.
- d. **Corresponding:** Corresponding members are those with an interest in collecting Department 56, but who are unable to attend meetings. They pay dues and receive the newsletter but may not vote, hold office, or participate in prize drawings.
- e. **Honorary:** Honorary membership may be conferred annually upon those who make significant contributions to the club. They do not pay dues, do not vote, may not hold office or

receive door prizes, but may receive the newsletter. Honorary memberships are given to businesses or individuals at the recommendation of the Executive Board with the approval of the voting membership and are reviewed annually.

Section 2. Membership will be open to all on an individual as well as a household basis, with two adult members of the same household sharing one membership and each having one vote. In addition, collectors who are dependent minors (under the age of 18) will be granted membership status under this category with all rights accorded adult members except voting rights.

Section 3. Membership in the San Diego Fifty-Sixers shall be open to all without any restrictions as to the club size.

Section 4. The club shall not discriminate on the basis of age, sex, race, or religion.

Section 5. Acceptance to membership shall be obtained upon completion of the club's application, signing of the Code of Ethics, and payment of dues.

Section 6. Membership is non-transferable.

Section 7. Membership may be terminated under any of the following conditions:

- a. Written resignation submitted to the Recording Secretary.
- b. Non-payment of dues.
- c. Failure to uphold the club's Code of Ethics.
- d. Expulsion, if recommended by the Executive Board and approved by an affirmative vote of a quorum of the members present at any properly noticed membership meeting.

Section 8. A membership roster containing names, addresses, and phone numbers will be developed by the Membership Chairperson and updated periodically.

- a. Said roster will be distributed annually to all members at the April meeting, and available thereafter.
- b. Copies of the roster will be provided to those retailers who have been accorded honorary membership status as defined in Section 1e, above. Individual members may be excluded from this distribution upon written request to the Membership Chairperson at the time of dues payment.

ARTICLE FOUR

Dues

Section 1. Annual dues for Active and Associate members are \$24.00 [individual] and \$32.00 [household]. Dues for Business and Corresponding members are \$16.00 per year. The membership year shall be from January 1 through December 31 of each year. Dues shall be payable to the Treasurer at or before the January meeting each year and shall be considered delinquent if not paid by the February meeting.

Section 2. New members joining January through June will pay the full annual amount. Those joining after June 30 will pay a prorated amount of \$2.00 per month [individual] or \$2.70 per month [household] based on the month joined. Delinquent renewal dues shall not be prorated.

Section 3. Members who are more than two months delinquent in their dues shall be suspended from membership and denied all privileges until their dues are paid in full.

ARTICLE FIVE

Business Activities

Section 1. The fiscal year shall annually extend from February 1 - January 31.

Section 2. All activities of the club will be governed by an annual budget, to be developed by the Executive Board under the leadership of the Treasurer. The budget shall be adopted by the Board at its January meeting and submitted in writing to the membership for approval by a majority of the voting members present at the regular February meeting.

Section 3. The Executive Board, by majority vote of those present, is empowered to approve expenditures not covered in the budget up to \$100 per expense. Non-budgeted items exceeding that figure must be submitted to the membership for approval at the next regular meeting.

Section 4. The checking account for the San Diego Fifty-Sixers shall require two signatures on all checking transactions. The signatures shall be of the following: President, Vice-President, Treasurer, or Recording Secretary. No two members of the same household may be signers of the same check.

Section 5. Any Active member of the club, upon written request to the Executive Board, may ask for a review of the club's financial records. Viewing of the club's financial records must then be made available at the club meeting following receipt of the written request.

Section 6. Any and all of the bank accounts of the club must be reviewed annually and the findings of that review reported by the chairman of that committee at the regular February membership meeting with the written report submitted to the Recording Secretary. The President shall appoint the review committee in November of each year. The committee shall be composed of three Active members in good standing, none of whom may be an officer.

Section 7. All contracts must be signed by the President and the Treasurer upon approval of the Executive Board.

Section 8. Retention and disposition of club records shall take place under the following guidelines. The term "records" is a unit of information, regardless of form; records can be correspondence, letters, charts, reports, photographs, and electronic files.

All records created by a club member during his/her elected term belong to the club, and are retained and disposed of according to this policy. When an officer's term is over, all his/her records should be delivered to the historian for archiving or destruction. Disposal of records will be the responsibility of the Historian. Records can be disposed of upon reaching the minimum retention period stated in this policy. A review of all items shall be made prior to disposal to determine any historical value.

Records of sensitive material such as bank statements, checks, membership rosters with names and or location in them are to be shredded, as shall any other material thought necessary. All other materials shall be recycled. Time frames are as follows: Permanent retention: 1. Bylaws, 2. Annual Financial Audit report, 3. Cash Books, 4. Checks if important (donations, etc.) 5. Board meeting minutes. Seven-year retention: 1. Ledger detail, accounts receivable/payable, 2. Committee records/reports, 3. General Meeting Minutes. Three-year retention: 1. Contracts/leases expired and current, 2. General correspondence, 3. Internal audit reports, 4. Petty cash records, 5. Membership rosters. One-year retention: 1, Duplicate deposit slips, Bank reconciliation records.

ARTICLE SIX

Elected Officers/Appointed Chairpersons/ Executive Board

Section 1. Elected officers for the San Diego Fifty-Sixers shall consist of a President, Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer, each of whom shall be elected for a term of one year. A member cannot serve in the same official capacity for more than two consecutive years.

Section 2. The elected officers of the San Diego Fifty-Sixers shall be nominated and elected yearly as defined in Article Eight of these bylaws.

Section 3. The President shall preside at all meetings of the club and the Executive Board. The President should lead the membership in achieving the goals of the club and upholding the bylaws and the Code of Ethics.

Section 4. The Vice-President shall work in conjunction with the President and perform the duties of the President in the absence of that officer. Furthermore, the Vice-President, assisted by the Executive Board, shall be responsible for establishing and coordinating programs involving guest speakers, club members, workshops, and entertainment for monthly meetings.

Section 5. The Recording Secretary shall record the minutes of the club meetings and shall be the custodian of all club records, contracts, and incoming correspondence.

Section 6. The Corresponding secretary shall be responsible for all bulletins and outgoing correspondence. In the absence of the Recording Secretary, the Corresponding Secretary shall serve as Recording Secretary.

Section 7. The Treasurer shall have custody of all monies received by the club and shall be responsible for and keep records of all receipts and disbursements of such funds. Following review of a written report by the Executive Board at its meeting, an oral report of funds will be presented to the membership at each meeting and a written report submitted to the Recording Secretary and made available to all members upon request.

Section 8. The Executive Board shall consist of the elected officers of the club, the immediate past president, and appointed standing committee chairpersons. It shall meet monthly. Special meetings of the Executive Board may be called by the President or by petition of three members of the Executive Board.

Section 9. Standing Committees shall consist of the following: Historian, Hospitality, Membership, Newsletter Editor, Publicity, and Parliamentarian/Bylaws. Their responsibilities shall include, but not be limited to, the following:

Historian – Collect and maintain archive files of club records, newsletters, and other related materials of general interest to club members, and regularly display at least a portion of those items at club meetings.

Hospitality – Coordinate refreshments for club meetings, said refreshments to be provided by volunteers on a monthly basis.

Membership – Maintain all records relating to membership status, dues, and renewals of memberships for the organization; advise individuals of possible delinquent status; prepare and distribute introductory packets for new members; coordinate membership records and receipt of dues payments with the Treasurer; serve as backup to the Treasurer in coordination of records for required monthly reports to members.

Newsletter Editor – Develop and produce a monthly newsletter to be distributed to all members via Internet email and/or US mail in accordance with individual member’s established preferences.

Publicity – Coordinate efforts with local media, retail dealers, and other relevant sources to promote club activities.

Parliamentarian/Bylaws – Serve as an expert in the formal rules and procedures of the club in accordance with the organization’s bylaws and Robert’s Rules of Order.

Section 10. Special Committees may consist of the following and any others to be determined to be necessary by the Executive Board: Annual Financial Review, Nominating, and Special Events.

Section 11. Chairpersons of Standing and Special Committees shall be appointed by the President upon approval of the Executive Board.

Section 12. The Executive Board shall have the sole authority to govern all club activities. The Executive Board shall maintain a check and balance of authority and uphold the best interests of the club in accordance with goals set forth in Article Two of these bylaws and the Code of Ethics.

Section 13. Any board member may be unseated for failure to perform his/her assigned duties or uphold the Code of Ethics. Termination may be initiated on the recommendation of an Executive Board majority vote with two-thirds majority vote of the Active and Associate members present at the next regular membership meeting.

Section 14. In the event that an elected officer is unable to complete his/her term of office and a vacancy is created, the Executive Board, following recommendation by the President, is empowered to appoint someone to fill that vacancy for the remainder of the term. Should the office of President be vacated during the term of office, the Vice-President shall become President, and a new Vice-President shall be appointed by the Executive Board.

ARTICLE SEVEN

Membership Meetings

Section 1. Regular meetings will be held monthly, time and day to be determined by the club. A social hour may be held preceding the meeting.

Section 2. Special meetings will be held if called by the Executive Board or by a simple majority vote of the Active and Associate members attending any membership meeting. Special membership meetings of the club must be noticed to the entire membership at least seven (7) days prior to the special meeting.

Section 3. Individuals who have not joined the club will be allowed to attend only one meeting as a guest.

Section 4. All meetings of the club shall be governed by parliamentary law as set forth in the current edition of Robert’s Rules of Order.

Section 5. Only members in good standing present at club meetings are entitled to vote. Voting by proxy shall not be permitted.

ARTICLE EIGHT

Elections

Section 1. Elections shall be by written ballot except when there is but one nominee for each office. In the event that there is only one nominee for each office, the election will be by voice vote. Elections shall be held annually at the regular November meeting. Officers will be installed at the regular January meeting.

Section 2. Only Active members who are in good standing are eligible for office. All other categories of membership as well as officers of other Department 56 clubs or those who have a financial interest in the promotion of Department 56, Inc. are not eligible to hold office.

Section 3. The President shall appoint a Nominating Committee of three members, including a past president, if available, who are not current elected officers for the nomination of a slate of officers. The committee shall be appointed at the regular September meeting. The slate shall be presented by this committee at the regular October meeting and published in the next newsletter. Additional nominations may be made from the floor during the regular October meeting with prior approval of the nominee.

Section 4. Candidates shall be declared elected to office upon receiving a majority of the votes cast by those members present at the regular November meeting.

Section 5. In the event that no candidate attains the required majority vote, the President shall call for a run-off between the two candidates who have tied or received the most votes.

ARTICLE NINE

Amendments

Section 1. These bylaws may be amended at any regular membership meeting of the club by the affirmative vote of a quorum of the members present, provided that notice of the proposed amendment was submitted in writing at the previous regular meeting and published in the newsletter following that meeting.

Section 2. A quorum shall consist of two-thirds of the voting members present at the meeting.

ARTICLE TEN

Dissolution

Section 1. The club may be dissolved by the consent of not less than two-thirds (2/3) of voting members present at a membership meeting. Any motion for dissolution of the club must be submitted in writing at a membership meeting and noticed in writing to all members at least fourteen (14) days before the next regular membership meeting when a vote shall be taken. Upon dissolution, all debts shall be paid, and any remaining funds and assets shall be given to a charitable organization recommended by the Executive Board and approved by the general membership.

APPROVED: 7/20/94

AMENDED (Article Six, Section 8): 10/18/95

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AMENDED (Article Five, Sections 1-7 and Article Six, Section 7): 4/15/97

AMENDED (Article Six, Section 14): 3/18/98

AMENDED (Article Three, Section 8; Article 5, Section 7; and Article Six, Section 9): 3/17/99

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AMENDED (Article Four, Sections 2, 3): 7/17/02

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