

Cake and Sugar Artists of Northern Virginia (CASANOVA)
By-Laws

Purpose: CASANOVA is a nonprofit organization which brings together people interested in the art of cake decorating and related fields for the exchange of information and ideas. The club will actively promote the hobby through the sponsoring of cake shows and demonstrations.

1. The club year will be from January through December. Club meetings will normally be held on the third Monday of each month at 7:00 pm with the option to reschedule.
2. The club fiscal year will be concurrent with the calendar year.
3. Children under the age of 15 who are not cake decorators should not attend cake club meetings except under emergency circumstances.
4. Dues and Fees
 - A. Dues of \$15 will be collected annually from each member. A member's first year's dues will be prorated at \$1.25 per month.
 - B. Member shall pay fees of \$3 at each meeting that they attend.
 - C. The first visit of a nonmember will be free along with a complementary newsletter.
5. Finance
 - A. The club shall maintain a checking account. The president and the treasurer shall be the two signatories for the checking account.
 - B. Receipts shall be maintained for all expenditures.
 - C. The treasurer's books shall be closed on December 31 of each year, and an accounting review shall be conducted.
6. Officers
 - A. The Executive Board will consist of the President, Vice President, Secretary and Treasurer. Executive Board decisions will be decided by a majority vote. Deadlocked votes will go to the membership for resolution.
 - B. Candidates for office will be nominated at the October meeting by any club member. The election will be held at the November meeting, and new officers will take office in January. Selection will be by a majority vote.
 - C. To be eligible for nomination to an office, a person must be a member at least two (2) months before election. Members must be present on Election Day to vote.
 - D. Club officers will be elected for a term of two (2) years.

- E. Should any officer, besides the President, resign during the Club year, the Executive Board shall appoint someone to take his or her place.

7. Duties of Officers

- A. President – The President shall preside over all meetings and appoint committees. The President shall have the power to act for the Club and will perform all the duties usually pertaining to the office including the President’s letter for the newsletter and acquiring locations for any meetings and social events.
- B. Vice President – The Vice President will assume the duties of the President in his or her absence and assist the President whenever necessary. Upon resignation of the President, the Vice President shall assume the position of the President and hold office for the unexpired term. The Vice President is responsible to find demonstrators or instructors for the monthly club meetings.
- C. Secretary – The Secretary will keep orderly records of minutes of the meetings and maintain a file with the members’ current addresses and telephone numbers. The Secretary shall take care of all normal club correspondence. The Secretary shall also serve as Club Historian. As Historian he or she shall keep a written record of activities of the Club year and shall be responsible for the scrapbook and photographs of Club functions.
- D. Treasurer – The Treasurer will collect dues and fees, pay debts incurred by the Club and maintain in a ledger a record of all receipts and payments. Books will be closed before being turned over to the incoming Treasurer.

- 8. These by-laws may be changed through a simple majority vote of the members present at a meeting.

By-laws amended by the membership on August 20, 2014.