

ARIZONA CAMEO CLUB

By-laws

Revised November 18, 2016



ARTICLE I - THE NAME

The name of the organization shall be the ARIZONA CAMEO CLUB (ACC).

ARTICLE II - THE PURPOSE

The Purpose of the ACC shall be:

- a) To be a Service Club to provide a support system for the Ms. Senior Arizona Pageant.
- b) To become involved and committed to the importance of the Ms. Senior Arizona Pageant's philosophy and actively seek potential contestants, pageant sponsors, and businesses to assist in the purpose and goals of the Ms. Senior Arizona Pageant.
- c) To encourage all contestants in the Ms. Senior Arizona Pageant to join the ACC.
- d) To help organize and guide the ACC as a Service Organization in promotion of the objectives and goals of the Ms. Senior Arizona Pageant.
- e) To improve the image of "all women" especially those who have reached "The Age of Elegance" (age 60 and over).
- f) To give service to others in various ways by showing our appreciation, sharing our talents, enthusiasm, and good cheer, as we try to bring joy, give inspiration, and hopefully motivate others to better cope with life's situations. Encourage others to have a positive mental attitude and help them strengthen their own abilities and self esteem to better accomplish their goals.

ARTICLE III - THE MEMBERSHIP

Section 1. Eligibility for Membership

Eligibility for membership in the ACC is based upon the applicant having been a contestant in a Preliminary or a State Pageant of the Ms. Senior America Pageant System.

Section 2. National Senior Alumni Association (NSAA) Officers

NSAA Officers may be recognized as associate members of the ACC at the discretion of the ACC membership. The NSAA officer shall not pay dues, has no voting privileges, and shall not be eligible to hold office in the ACC. NSAA support dues (optional) are \$15.00 and are due and payable by the first day of January. NSAA dues shall be mailed collectively to the NSAA Treasurer with member names by the ACC Treasurer, by January 1, of each year.. Paid membership is required to receive the Quarterly NSAA Newsletter and for admission to the NSAA annual meeting in October and any other NSAA activities.

Section 3. The Arizona State Pageant Director

The Arizona State Pageant Director shall be an Associate Member with no voting privileges, no dues required, and may not hold office. This position serves in an advisory position only and may not serve on any ACC committees. However, if a State Director has been a contestant in a Ms. Senior America Pageant at any level, she may, at her option, pay State dues, hold office, and have voting privileges.

Section 4. Associate Membership

Associate Membership may be bestowed on one who is the "Age of Elegance" (60 and over) and has been actively supportive of the ACC and the Ms. Senior Arizona Pageant. Associate Members shall pay no dues, and shall have no voting privileges. An Associate Member may serve on a standing committee but may not serve as a committee chairperson. Associate Membership may be recommended by any member in good standing but must be nominated 30 days prior to a vote and confirmed by a majority vote of all ACC members present at a regular ACC meeting.

Section 5. Associate Sponsor Membership

Associate Sponsor Membership may be bestowed on one who has been an Active Sponsor of the Pageant either financially or with in-kind Sponsorship for at least two years and actively supports the ACC. Associate Sponsor Members shall pay no dues, and shall have no voting privileges. An Associate Sponsor Member may not serve on any committees. Associate Sponsor Membership may be recommended by any member in good standing but must be nominated 30 days prior to a vote and confirmed by a majority vote of all ACC members present at a regular ACC meeting.

Section 6 Termination or Expulsion

Membership in the ACC shall terminate:

- a) If a member resigns by giving notice in writing to the Executive Board.
- b) If a member fails to pay the annual dues by the first of April of each year, (with a maximum of a 30-day grace period).
- c) If a member terminates her membership, due to extenuating circumstances (such as illness), she may be reinstated by paying the current year's dues.
- d) If the ACC Executive Board, after sending a written notice to comply, votes to recommend to the ACC membership to terminate the member for lack of cooperation and/or refusal to comply with these By-laws, a majority vote of all ACC members present at a regular ACC meeting shall finalize the termination.

Section 7. Reinstatement

- a) Once an individual membership has been revoked or terminated, for violation of By-laws (other than failure to pay dues because of illness – see Article III, Section 6-c above), the member may appeal to the ACC Executive Board. The problems that led to membership termination must be resolved and confirmed by a unanimous vote of the Board for reinstatement and confirmed by a majority vote of those present and voting at a regular ACC meeting before the individual may be reinstated.

Section 8. Dues

- a) Annual ACC dues are \$20.00 and are due and payable on or before the first day in April of each year. Payment of current dues entitles the member to full participation in all benefits and activities offered by the ACC. Each new member will receive a Cameo Pin and copy of the ACC By-Laws.
- b) The ACC Executive Board may recommend to the members adjustment of dues as deemed necessary. Such recommendation must be presented to the membership 30 days prior to a vote. A majority vote of those present and voting at a regular ACC meeting is required to pass.
- c) No dues or portion thereof will be refunded.

ARTICLE IV - ACC EXECUTIVE BOARD

The direction of the major events and activities of ACC shall be vested in the ACC Executive Board and approved by a majority vote of those present and voting at a regular ACC meeting. The ACC Executive Board shall consist of the four elected officers and one appointed member at large. Their term of office shall be two years.

ARTICLE V - OFFICERS AND ELECTIONS

- Section 1.** The officers of the ACC shall be President, Vice-President, Secretary, Treasurer, and one appointed Member at Large.
- Section 2.** The office of President, Vice-President, Secretary and Treasurer shall be elected by a full written ballot and by receiving a simple majority of the vote of the ACC members present at the ACC Election Meeting (held every two years in May) and serve in that office for a term of two years.
- Section 3.** In the election of officers, the candidate receiving the highest number of votes cast for that respective office shall be elected.
- Section 4.** Installation of the newly elected Executive Board shall be held in June every two years.
- Section 5.** To be eligible to hold an elected office, a candidate must be a paid member in good standing of the ACC. The President must have been an active member for at least one (1) year.
- Section 6.** Definition of a “majority vote” is the greater part or more than half of the total. One vote more than half of the total votes cast.

ARTICLE VI - DUTIES OF OFFICERS

Section 1. President

The President shall preside at all meetings of the membership and the Executive Board and be the Official Spokesperson for the ACC. The President has general powers and the power to sign and approve all expenditures (not to exceed \$300.00) in the name of the ACC; and shall perform such other duties as are determined by resolution of the Board. (Expenditures in excess of \$300.00 shall require a majority vote of the members present at a regular meeting.) The President may be a member *ex officio* of all committees except the Nominating Committee. The President shall appoint all Appointed Positions (see Article VI Section 7) and Standing Committee Chairperson (see Article VII). The President may not serve as Chairperson of any committee while holding office.

Section 2. Vice-President

In the absence of the President, the Vice-President shall assume all duties of that office. She should stand ready to assume the role of President at any time the President is unable to perform her duties. The Vice President shall acquire general management powers and the power to sign in the name of the ACC while serving in the absence of the President. She shall serve in any capacity directed by the President, as long as those duties are not in conflict with the By-laws of the ACC. The Vice President is responsible for overseeing all elections.

Section 3. Secretary

The Secretary shall keep accurate official minutes of all Membership and Board Meetings, and serve in any capacity as directed by the President. The Secretary shall take minutes of the meetings and shall send a copy to each Board Member and to all ACC paid members in good standing either by Internet email, by US Mail, or other appropriate technology at least one week prior to the next meeting.

Section 4. Treasurer

The Treasurer shall receive all dues and all other monies of the ACC. She shall be responsible for collecting all membership fees, financial donations and income from extra-curricular activities as may be required. She shall deposit such monies in the general account maintained by the ACC Treasurer. She shall keep official records of the ACC finances, and shall be responsible for overseeing the accounting to the Board and General Membership. The Treasurer shall act as Chair in place of the President and Vice-President should both be unable or unwilling to do so. She shall ensure that the ACC has complied with all federal and state requirements. It is her responsibility to ensure that each new member receive a Cameo Pin and copy of the ACC By-laws.

Section 5. Board Member at Large

The Board Member at Large (appointed by the President) has no specific duties, but to assist the President and other Officers as needed.

Section 6. Executive Board

a) Composition

1) The Executive Board of the ACC shall be comprised of the Officers as defined in Article V of these By-laws.

2) The Past President shall serve in an advisory capacity to the ACC Executive Board.

b) General Powers

The business, affairs and property of the ACC shall be managed and controlled by the ACC Executive Board. The board may exercise all such powers and perform all such things as may be exercised or performed by the ACC, subject to the provisions of the By-laws of the ACC. Executive Board Members shall receive no compensation for their services as a Board Member, but this shall not restrict the reimbursement for reasonable expenses incurred.

c) Meetings

Regular Monthly Meetings shall be at such time and place as may be fixed by resolution of the Board. Special Meetings may be called by the President at the request of any Board Member. All meetings of the Board shall be conducted in accordance with the By-laws of the ACC. The time and place for all regular Monthly Club Meetings should be announced at least one month prior to the next meeting. Monthly Luncheon and Business Meetings should be kept to an approximate time of two hours. The Business Meeting should take priority over any other planned meeting activities. No commercial soliciting or advertising is allowed at Monthly Business Meetings. All members attending a meeting are required to pay the stated cost of the lunch. (No Exceptions) There shall be a reservation deadline and all members must comply with the reservation deadline each month in order to attend the monthly luncheon and business meeting. If a reservation is made and you do not attend, you will be expected to reimburse the ACC for the cost of the lunch. Only through/or because of extenuating circumstances will a member be excused. Exceptions to this policy will be determined on an individual basis. Guest at a meeting should be limited to family or out of town guests and approved by the ACC Board.

d) Vacancies

If a vacancy occurs between planned elections, no matter what the reason, the Board may appoint a member in good standing from the ACC membership. Upon a majority vote of the Board, the appointed member shall fill the Board vacancy for the remaining portion of the term.

e) Removal of Board Member

A Board Member may be removed from office at any time by a majority vote of the membership. Removal action can be taken for non-performance of duties of the office elected, insubordination, or when in the Executive Board's judgment for removal will be in the best interest of the ACC. The Board Member who is the subject of a removal action shall be given a verbal warning regarding the specific offense(s) and notified of a 30 day probationary period, after which such time may lead to a removal action. The Board Member of such removal action shall be given the right to resign her office prior to formal removal action. Following a removal vote by the membership, a written notice of the action shall be tendered to the removed Board Member within two weeks by certified mail.

Section 7. Appointed Positions

The following positions are appointed by the President and serve at the discretion of the President.

a) Corresponding Secretary

The Corresponding Secretary shall be responsible for all ACC correspondence as directed by the President and/or Executive Board. She is responsible for notifying members of all regular and special meetings, taking all meeting reservations, making a list of attendees for each meeting, and collecting all monies at each meeting. She is responsible for keeping the Master Membership List current and ensuring each member in good standing has a current copy of the Membership List. This position requires close coordination with the Social Director. It also requires computer skills, and should possess above average skills in word processing and e-mail.

b) Social Director

The Social Director shall be responsible for scheduling and obtaining venues for all regular monthly ACC meetings and coordinating the meeting calendar, social functions and/or special events with the Corresponding Secretary. She shall be responsible for scheduling and organizing all social functions and/or special events for the ACC under the direction of the ACC Executive Board. Various ACC Fund Raisers shall be determined by the ACC membership as appropriate. She may appoint a Co-Chair to assist in the organization of a social event, and solicit the help of other members as needed. Members who have ideas or suggestions for an ACC event must get the authorization of the Social Director. She should work closely with the Corresponding Secretary regarding notification of meetings/events and obtaining RSVP's.

c) Historian

The Historian shall maintain and update Picture Albums and Scrapbooks. She may appoint a Co-Chairman and solicit the help of other members as needed to maintain a record of all ACC activities, events and accomplishments. It is the responsibility of the Membership to turn in event photos, copies of newspaper articles, and other miscellaneous information pertaining to the ACC for the ACC memorabilia. She may appoint a Co-Chairperson and solicit the help of other members as needed to maintain a record of all ACC activities, events and accomplishments.

d) Entertainment Directors

The Entertainment Directors shall supervise and direct performing programs, consisting of the "Ladies of Elegance" and all ACC performing events. They are responsible for soliciting locations for shows, and for preparation of the program for each show. She shall plan, supervise and direct the Performing Programs in accordance with the Rules and Guidelines established by the ACC and under the direction of the Entertainment Directors and the ACC Board.

e) Newsletter Editor

The Newsletter Editor shall be responsible for the publication of the quarterly "Arizona Cameo Club News" Newsletter. The Newsletter shall include Officer Reports, Committee announcements, monthly meeting schedules (including dates and times), ACC activities and Ms. Senior Arizona Pageant Report. All reports to the Newsletter Editor shall be furnished on a routine basis by the Newsletter Committee members. She shall write articles as needed, and edit as needed without necessarily consulting the author. She shall assure that the Newsletter is sent by Internet or by mail to all ACC members in good standing. The articles selected for publication are to be of interest to a significant number of members and shall not be commercial in nature. This committee head requires computer skills, and should possess above average skills in word processing and graphic applications. The Newsletter Committee shall consist of the Newsletter Editor and three Members at large required at the request of the Newsletter Editor. Their responsibilities shall be to report club information to the editor and help in the distribution of the ACC newsletter (named the ARIZONA CAMEO CLUB NEWS), quarterly to all ACC members in good standing. She should submit Quarterly Newsletter for inclusion to the Website.

f) Parliamentarian

The Parliamentarian shall be responsible for advising all members regarding application of the ACC By-laws. She shall keep the official By-laws and shall be the enforcer of the conduct of the meetings. She shall be responsible for resolving all disputes as it pertains to the conduct of the meetings. She shall chair the By-laws Committee. Any disagreements not covered in the ACC By-laws should be settled by Roberts Rules of Order.

g) Removal of Appointee

Any of the above appointed positions may be removed from office at any time by a majority vote of the ACC Executive Board. Removal Action can be taken for non-performance of duties of the appointed position, insubordination, or when in the Executive Board's judgment, the best interest of the ACC will be served by the removal action. The Appointee who is the subject of a removal action shall be given a verbal warning regarding the specific offense(s) that may lead to the removal action. The Appointee of such removal action shall be given the right to resign her position prior to formal removal action. Following a removal vote by the officers of the Board, a written notice of the action shall be tendered to the removed Appointee within two weeks of the vote by certified mail.

ARTICLE VII - STANDING COMMITTEES

Standing Committees shall be appointed by the President, to assist in the duties of managing the ACC and its activities. These committees will make it possible to involve more members and to consolidate and share ideas for the common good of the ACC. These committees (with the exception of the Nominating Committee) may include the President as an *ex officio* member in planning the various business and social functions of the ACC.

Section 1. Nominating Committee

The Nominating Committee shall consist of the standing Vice President (acting as Chairperson) and four members in good standing appointed by the Vice President. Their responsibilities shall be to seek one or more qualified and interested members to be candidates for each office. The Vice President shall submit a slate of nominees to the membership (every two years) at the April meeting prior to the election meeting in May.

Section 2. By-laws Committee

The By-laws Committee shall consist of the Parliamentarian and four members in good standing appointed by the Parliamentarian. The Parliamentarian shall chair the By-laws Committee. Their responsibilities shall be to serve as a committee, with the President as an *ex officio* member, to write amendments and/or add new Bylaws, when changes are deemed necessary. New amendments or changes made to the By-laws shall be presented to all members in good standing either by email or US mail 30 days prior to a vote. Any proposed changes to the standing By-laws must be made to the Executive Board in writing no later than mid-term (June of each year) to the current Board. The proposed changes will then be presented to the membership 30 days prior to a vote of the members present at a regular monthly ACC meeting.

ARTICLE VIII CAMEO PERFORMING GROUP

“Ladies of Elegance” Showcase

The Ladies of Elegance Showcase shall be comprised of former contestants of any Ms. Senior America State Pageant and a member in good standing of the ACC, willing to donate time, talent, and energy to perform as a group representing the ACC. The group will provide entertainment and encouragement to the community in areas such as: Nursing Homes, Veteran’s and Children’s Hospitals, Clubs, Schools, Senior Citizen Centers, Fairs, and other community organizations. All fees collected from showcase performances shall be deposited into the General Fund of the ACC. All rules and regulations of the Ladies of Elegance Showcase and scheduling of Cameo Shows shall be governed by the Directors and the ACC Board of Directors.

ARTICLE IX - PARLIAMENTARY AUTHORITY

Section 1. This By-laws document shall be considered in effect and binding after acceptance by a majority vote of the ACC members in good standing present at a regular ACC Meeting and so recorded in the minutes of the meeting.

Section 2. The current edition of Robert's Rules of Order shall govern all issues not covered by the ACC By-laws.

ARTICLE X – AMENDMENT OF BY-LAWS

Amendments or modifications to the By-laws require a majority vote of those ACC members present at a regular ACC Meeting. The proposed amendments(s) shall be given to all Members in good standing not less than thirty (30) days prior to the designated meeting.