

BY - LAWS
OF THE
EASTERN IOWA AQUARIUM ASSOCIATION

ARTICLE I.

Membership

Section 1. Membership Classes

- A. Family/Couple/Household
- B. Individual

Section 2. Rights of Member Classes

- A. Family/Couple/Household: All individuals living within on residence will be referred to as a Family within these by-laws. Each Family membership must include an adult. Each Family member will have the rights of his/her age group as individuals or juniors. Once a son or daughter of the adult signing membership attains the age of 18 years, that individual must obtain his/her own separate membership. The family membership will have a maximum of 2 adults and as many junior members as they have children under the age of 18 years. Only one publication copy will be sent to the family.
- B. Individual: (Age 18 & over) An Individual membership will have the right to vote and hold office, the right to attend all club functions, the right to a copy of the monthly publication, and any other benefits to which the membership is entitled. (Age 17 & under) Have the same rights as an individual member except may only hold office and vote as described in the constitution of EIAA.

Section 3. Dues

- A. Dues shall be annual. Any new member shall pay dues for the remaining months of the EIAA fiscal year at the time of application.
Full renewal dues are due yearly in September
- B. Membership Class Annual Dues
 - 1. Family/Couple/Household - \$12.00
 - 2. Individual - \$12.00

Section 4. Delinquency & expulsion

- A. Any member whose dues are delinquent for period of more than (60) days shall forfeit all rights of membership.
- B. Expulsion of a Member
Notice of intent to expel a member must be presented in writing to said member at least thirty days prior to the next regularly scheduled meeting. This written notice shall state the reasons for the consideration of expulsion of said member. The member being considered for expulsion shall have the right to appeal to the general membership at the meeting at which the vote is scheduled to be taken. This appeal shall take place prior to the vote. A 2/3 majority vote of members in good standing present shall be required to expel another member.
- C. Any member of EIAA may bring charges and a request for an expulsion against any other member for reasons they feel are detrimental to the aims, goals, and the good of the association.
- D. Any member bringing up charges must notify the Executive Board, who must present a written notification to the person being charged in accordance with this section of

the By-laws. This written notice must come forth by a member of the Executive Board after a vote of the board.

- E. Any member expelled shall lose all rights of membership and forfeit any and all dues paid to the association. That member will also forfeit all properties donated to the association as a gift. The member may claim any properties loaned to the association following the fulfillment of any verbal or written contracts associated with the loan.
- F. Any members expelled may reapply for membership after 1 year.

Section 5. Visitors

- A. Visitors will be allowed to attend two meetings within any 12-month period. They will be charged \$1.00 per meeting, per person beyond those two meetings.
- B. Visitors will be allowed to pick up a copy of the regular publication (if available), participate in raffles, enjoy the month's regular program, mini auctions, and bowl shows. Voting rights and door prize drawings are closed to visitors. Visitors will be expected to make a donation for any refreshments.

ARTICLE II.

Duties of Officers

Section 1. President

- A. The President shall be the Principal Executive Officer of the association
- B. Shall be an Ex-Officio member of all committees except the nominating committee, but does not have the right to vote at committee meetings, unless he/she is a regular member of that committee.
- C. He/she shall preside at all regular monthly meetings and shall exercise the usual functions of the office.

Section 2. Vice President

- A. The Vice-president, in the absence or inability of the President, shall take over the duties, powers, and obligations of the President.
- B. The Vice-president will also perform the following duties.
 - 1. Audit all accounts quarterly and return the report to the Executive Board for approval.
 - 2. Keep and maintain a record of location of all club properties, and supply such a record to the secretary at the close of each fiscal year.

Section 3. 2nd vice President

- A. The 2nd Vice-president shall act as an adviser to the President Executive Officer,
- B. Shall act as Parliamentarian
- C. In the absence of the President and Vice-President will take over the duties, powers, and obligations of the President.

Section 4. The Secretary

- A. The Secretary shall keep the records of the meetings and Treasurer's reports,
- B. Shall be able to report on same when called upon to do so.
- C. The Secretary shall also be custodian of all records and documents of the EIAA.

Section 5. The Treasurer

- A. The Treasurer shall be custodian of all the funds of the EIAA,
- B. At order of the Executive Board, pay all bills.
- C. The Treasurer shall, at all times, keep a full and itemized record of all funds of the EIAA

- D. Shall be able to furnish an accurate account of transactions and of the financial condition of the EIAA whenever requested to do so by any member in good standing.
- E. The Treasurer shall also prepare the necessary State and Federal Tax and information forms.

ARTICLE III.

Duties of the Standing Committees

Section 1. The following functions are the responsibility of all committees and it is the responsibility of the committee chairperson to ensure that these duties are carried out.

- A. Maintain complete and detailed procedures covering all aspects of committee activity.
A copy of these procedures are to be kept by the Secretary, and shall be initialed by the President in office as of the latest revision date.
- B. Maintain a log of all committee activities.
- C. Provide a report to the Publication Committee in a form that can be published in the club's monthly (or bi-monthly) publication when there are activities under the jurisdiction of the committee.
- D. Train at least one committee member to accept the duties of the committee chairperson during his/her absence.
- E. Ensure that proper liaison is provided with all officers and committees affected by committee activities.
- F. Maintain all committee records in a safe and secure place.
- G. Maintain a supply of materials required to perform the duties of the committee.
- H. Surrender all records and materials to his/her successor when so designated by the board.
- I. Provide representation of the committee at all EIAA Membership & Business meetings.
- J. In collaboration with the EIAA Treasurer, ~~M~~ maintain financial records for the committee.
- K. Provide receipts for expenditures and any materials that are donated to the club.

Revision recommendation date 20181126
Per conversation at Nov. Board meeting
Submitted by Carol Sindelar