

BY-LAWS of the West Valley STEM Club

ARTICLE I NAME

Section 1. The name of this organization is the West Valley STEM Club

ARTICLE II PURPOSES

Section 1. The purposes of this organization shall be to promote social and professional interest of the members through regular meetings, field trips or other activities

Section 2. Awarding scholarships to students who are studying in the fields of engineering, science, mathematics or technology shall be another purpose of the club.

Section 3. STEM shall exist and operate as a non-profit, not-political organization, and shall not discriminate as to sex, race or creed.

ARTICLE III MEMBERSHIP

Section 1. Membership consists of people who have a special interest in the fields of Science, Technology, Engineering or Math can qualify for membership.

Section 2. No member shall use the name of this organization or its membership lists for personal profit, or make membership lists or any other membership information available in any form to any non-members or other organizations. The organization shall not promote the private commercial interest of any member except to acknowledge authorship of published research. There shall not be personal financial gain or profit, incidental or otherwise, to West Valley STEM Club members.

ARTICLE IV OFFICERS

Section 1. The West Valley STEM Club officers shall include a President, Vice-President, Secretary and Treasurer.

Section 2. To be eligible for any office, a candidate must be an active member of the Club

Section 3. The Officers shall be elected by the membership. Voting shall be conducted by a show of hands. Voting will be conducted at the November meeting.

Section 4. Officers shall be elected for a term of one year or until their successors are elected. Terms will begin on January 1st of the year, following the election.

Section 5. The President shall preside at all meetings of the organization.

ARTICLE V EXECUTIVE BOARD

Section 1. The executive board shall consist of the elected officers, the immediate past president, and all committee chairpersons.

Section 2. The executive board shall have the authority to transact the business of The Club. They shall meet at the call of the president once a month, except June, July and August. A Special meeting may be called by the President or upon the written request of four (4) members of the executive board. Voting by email or telephone may be employed when action is urgently needed between meetings.

Section 3. One more than half of the executive board shall constitute a quorum.

Section 4. In case of a vacancy in the office of President, the Vice-President shall become president. In the event of a vacancy in any other office, a member selected by the executive board shall complete the unexpired term of that office.

ARTICLE VI COMMITTEES

Section 1. The President shall appoint active members for as many committees as the needs of the organization demand, subject to the approval of the Executive Board. The President shall be an ex-official member of all sub-committees, except the nominating committee. The standing committees include, but are not limited to, Computer, Field Trips, Luncheons, Membership, Newsletter, Programs, Publicity, Reservations, Scholarship, Event-support and Web-site. Special committees may be appointed to serve a specific purpose and cease to exist upon completion of the assignment and presentation of a final report.

Section 2. Each committee chairperson at the monthly meetings of the Executive Board shall give reports. In the event of the absence of the committee chairperson, the committee member who gives the report shall be entitled to vote at the meeting.

Section 3. The Nominating committee (including the chairperson) shall consist of the three (3) members who shall be appointed by the Executive Board. They shall submit candidates for officers at the October Board meeting, presented at the November General meeting (volunteers can be added at this time), voted on at the December general meeting, and installed at the December Board meeting, and officially take over at the January General meeting

ARTICLE VII FINANCES

Section 1. The majority of the Executive Board shall determine membership dues and assessments.

Section 2. The Financial Statements of the organization shall be reviewed by a member of the Executive Board in November of each year, and a report sent to the Executive Board at the December Board meeting.

WEST VALLEY STEM CLUB STANDING RULES

1. LUNCHEONS

- a. The Luncheon Chairperson shall be responsible for coordinating the needs and wishes of the club membership with the entity that provides the luncheon and meeting site.
- b. Luncheons shall be available at the meeting site
- c. Luncheons shall precede the general meeting and program
- d. Members shall be required to make reservations for luncheons
- e. A limited number of 'walk-ins' will be allowed
- f. "Walk-ins" shall receive no guarantee that the planned menu choice of the day will be available to them
- g. The spouse, or companion, of a member shall be exempt from, the policy of paying an additional \$5, if they attend more than two(2) luncheons. They shall pay only the price of the luncheon.
- h. Contact the Reservations Chairperson to make reservations
- i. Call the Reservation Chairperson four (4) days prior to the luncheon, by 5 P.M. to cancel a reservation.
- j. When a luncheon is not attended nor a reservation canceled, the cost of the luncheon shall be assessed to the no-show person.
- k. The Treasurer shall be responsible for collecting unpaid assessments.
- l. Luncheon costs include the meal, coffee and tea, tax and gratuity

2. VISITORS:

- a. Visitors are welcome at the luncheons
- b. They may attend two (2) luncheons prior to joining the club
- c. The spouse or companion of a visitor shall be exempt from, this policy. They shall pay the price of the luncheon
- d. The rules regarding reservations for luncheons apply to visitors.

3. ATTENDANCE AT PROGRAMS ONLY:

- a. No one is allowed to attend the program only.
- b. Members and visitors must pay for the luncheon that precedes the general meeting and program.
- c. Members will conduct themselves professionally and treat the speaker and other attendees with respect. Unprofessional behavior will be responded to by the Board with a verbal warning for the first violation, a written warning for the second violation and banning from meetings following a third violation.

4. DUES:

- a. The club year is January 1 through December 31.
- b. Membership dues shall be paid annually.
- c. The deadline for paying dues shall be March 1 of each year.
- d. Notices that dues are payable should be included in the club newsletter and announced at the October through January general meetings.
- e. No further notice of future luncheons or meetings shall be sent to delinquent members.

5. DIRECTORY:

- a. A directory may be available

6. NAME BADGES:

- a. Permanent name badges shall be furnished to all executive board members.
- b. Executive board members shall surrender name badges at the close of each luncheon.
- c. Temporary name badges shall be furnished to members and guests.
- d. Name badges shall be worn at monthly luncheons
- e. Wearing a name badge shall indicate that lunch has been paid.
- f. The Reservations Chairperson shall be responsible for producing all badges.

g. No Fee will be charged for name badges

7. NAME AND LOGO:

a. The name West Valley STEM Club and its logo shall not be used without written permission of the Executive Board

8. NEWSLETTER AND WEB SITE:

a. A club newsletter shall be composed by the Newsletter Chairperson.

b. The purpose of the newsletter and web site shall be to educate and inform members and the public about the club, to gain new members, and to reflect the club's purposes of promoting social and professional interests through general meetings and programs.

c. Consistent with the club's non-profit status, advertising by a business, organization or individual is not permitted in the newsletter or web site.