



THE SAN DIEGO SHELL CLUB

RESPONSIBILITIES AND AUTHORITIES

TABLE OF CONTENTS

1. OFFICERS	
A. PRESIDENT	4
B. VICE PRESIDENT	5
C. TREASURER	5
D. RECORDING SECRETARY	6
E. PAST PRESIDENT	7
2. APPOINTEES	
A. EDITOR	7
B. LIBRARIAN	7
C. SDBGF CHAIRPERSON	8
D. SOCIAL MEDIA/WEBSITE ADMINISTRATOR	8
3. MEETINGS	
A. GENERAL MEETINGS	9
B. BOARD MEETINGS	9
4. EVENTS	
A. AUCTIONS	10
B. SAN DIEGO COUNTY FAIR	11
C. BAZAAR	11
D. WEST COAST SHELL SHOW	12
E. SEPTEMBER PARTY /POT LUCK	12
F. HOLIDAY PARTY	13

1. OFFICERS

A. PRESIDENT

The President is responsible for being familiar with all aspects of the Club, its activities, and the duties and responsibilities of its Officers as established in the Bylaws to assure that the Club operates in a manner that achieves its goals and objectives.

DUTIES:

1. preside over all Club activities or appoint someone to do so in his or her absence,
 - appoint Chairpersons for Committees as needed,
 - appoint Representatives to other organizations as approved by the Board,
 - along with other officers, coordinate and execute all Club functions, activities, and Special Events, and
 - along with other officers, provide a tentative calendar of events as soon as possible prior to or just after the new year;
2. assure adherence to the Club Bylaws and Club contractual obligations;
3. preside over the election process and installment of the following year's officers using the following guidelines:
 - at the October Board meeting, preside over the current officers nominating candidates for the next year's officers;
 - at the October General meeting, announce the nominees and solicit other nominees solicited from the membership;
 - at the November General meeting, preside over the election of new officers from the membership present at the meeting by a show of hands or by secret ballot;
 - install the new Officers at the December Holiday party; and
 - oversee fund raising to cover projected annual costs and expenses;
4. maintain and keep a key to the library cabinet in Room 104 SDBF;
5. serve as a voting member of the Board; and
6. surrender all papers, notes, and other documentation concerning the office of President and the San Diego Shell Club to the succeeding President.

B. VICE PRESIDENT

The duties of the Vice President are to secure speakers, arrange presentations, help coordinate Special Events, and to assume the duties of the President in his or her absence. Like the President, the Vice President must be familiar with all aspects of the Club.

DUTIES:

1. perform duties of the Club President in his or her absence or during any time a vacancy exists in the office of the President;
2. arrange and schedule appropriate presentations for the non-business portion of each General Meeting and schedule Special Events. Obtain approval from the Board prior to engaging any speaker involving a fee or expenses;
3. coordinate with each guest speaker to ensure that all necessary presentation aids are available and that the speaker clearly understands the date, time, and place of the meeting;
4. perform such other duties as assigned by the President and/or the Board;
5. serve as a voting member of the Board; and
6. surrender all papers, notes, and other documentation concerning the office of Vice President and the San Diego Shell Club to the succeeding Vice President.

C. TREASURER

The duties of the Club Treasurer are to manage all aspects of the Club's finances, to maintain clear and accurate records of all transactions, and to keep the membership informed of the Club's current financial status.

DUTIES:

1. pay all bills approved by the Board and obtain and maintain receipts for all transactions;
2. enter all income and expenses into a ledger so that the Club's finances can be easily audited;
3. retain appropriate records for annual audit including:
 - receipts;
 - deposit slips and other documents as required;
 - retain records for seven (7) years and then discard;
 - retain all Club financial records in a folder by year; and
 - store Club financial records three (3) years and older in Historical file;
4. collect dues, maintain and update a record of new memberships and renewals each year and provide same to the Secretary and Editor;
5. perform the following:

- prepare or have prepared and present an annual audit of the previous year's income and expenses of the Club;
 - prepare and present a proposed budget to be discussed and approved by the Board;
 - pay any taxes determined to be due based on the previous year's audit to the appropriate government agency (SDSC Tax ID No. (TIN): 95-3370350);
 - complete and file annual form(s) from the Secretary of the State of California for the Club's status as a non-profit organization along with filing fee and any requested information;
 - insure that State income tax form is filed in a timely manner;
 - insure Federal Income tax form is filed in a timely manner;
 - insure that Errors and Omissions insurance for the Board is paid in a timely manner; and
 - insure that the liability insurance for the Club is paid in a timely manner;
6. serve on the Board as a voting member; and
 7. surrender all papers, notes, and other documentation concerning the office of Treasurer and the San Diego Shell Club to the succeeding Treasurer.

D. RECORDING SECRETARY

The duties of the Club's Recording Secretary are to keep accurate records and minutes of the Club's Meetings. Provide copies to the Board for review and approval prior to the next scheduled meeting.

DUTIES:

1. prepare and distribute minutes of the Club's Board of Directors and General meeting minutes to the Board prior to the next scheduled meeting;
2. maintain and keep accurate records and minutes of the Club's meetings;
3. write and issue all communications as requested by the Board in a timely manner;
4. collect or have collected the Club's mail and assure that any billing invoices are provided to the Board for payment in a timely manner (*e.g.*, the Post Office Box invoice, Printer's invoice, and the like);
5. serve on the Board as a voting member; and
6. surrender all papers, notes, and other documentation concerning the office of Recording Secretary and the San Diego Shell Club to the succeeding Recording Secretary.

E. PAST PRESIDENT

The duties of the Past President include being a voting member of the Board and advisor to the new President as well as other Board members when requested or as needed.

2. APPOINTEES

A. EDITOR

The Editor manages all aspects of the Club's publications which include *The Festivus*, supplements to *The Festivus* and books.

DUTIES:

1. solicit and gather information, advertising and articles for publication, edit articles and have them peer reviewed (where appropriate), assemble and prepare for publication and publish on a quarterly basis *The Festivus*;
2. send out issues of *The Festivus* to members via e-mail and/or hard copy depending on the membership dues paid by each member;
3. keep record of all expenditures;
4. include copy of roster with the February issue of *The Festivus*;
5. publish annual index of newly named species/taxa in *The Festivus* for that year in the fourth quarterly issue;
6. develop and submit proposed yearly budget for *The Festivus* to the Treasurer each year prior to the January meeting of the Board;
7. ensure that invoices for publishing services are provided to the Treasurer for payment in a timely manner;
8. attend the monthly Board meetings to advise the Board on the progress of the publication of *The Festivus*, supplemental publications and books;
9. maintain publication exchange program with other clubs and institutions; and
10. surrender all papers, notes, and other documentation concerning the office of Editor and the San Diego Shell Club to the succeeding Editor.

B. LIBRARIAN

The task of the Librarian is to maintain all aspects of the Club's library

DUTIES:

1. maintain the library and key for the security cabinet housing the Club's library;
2. maintain an updated listing of all publications in the Club's library, check publications in and out of the library, and monitor publications to assure they are returned in a timely manner;
3. assure that the listing of books and publications provided on the Club's website is updated and complete;
4. obtain approval from the Board for the purchase of any new books; and
5. surrender all papers, notes, and other documentation concerning the office of Librarian and the San Diego Shell Club to the succeeding Librarian.

C. SDBGF REPRESENTATIVE

The San Diego Shell Club pays a fee for the use of Room 104 at the Casa Del Prado as a meeting place and must fulfill certain obligations to the San Diego Botanical Garden Foundation. The SDBGF Representative will assure that the SDSC meets its obligations.

DUTIES:

1. attend the monthly meetings of the SDBGF and keep the Board informed of information conveyed at these meetings that is relevant to the San Diego Shell Club;
2. notify the President when the annual fee of \$75.00 is to be paid by the SDSC for use of Room 104;
3. provide the Botanical Society with a current list of SDSC Membership and a list of SDSC Officers, complete with names, addresses, and telephone numbers by early February;
4. notify the SDBGF of any change in the use or non-use of Room 104; and
5. assure that the room is clean, orderly, and secured after use.

D. SOCIAL MEDIA/WEBSITE ADMINISTRATOR

The task of the Social Media/Website Administrator is to maintain the SDSC image on all social media where the Club has a presence, to update the Club's information on these sites and to mediate where necessary to assure that the reputation of the Club is maintained.

DUTIES:

1. implement the design, content, and overall functioning of the web site as directed by the Board;
2. be the primary individual responsible for constructing, managing, updating and maintaining the Club's Website and social media sites as directed by the Board;
3. ensure the quality and integrity of the Club's Website at all times and maintain complete and operational access to the Website and its site-building functions;
4. ensure that the annual website provider (hosting) services and web address invoices are provided to the Board for payment in a timely manner;
5. ensure that the administrative codes and passwords necessary to access the Club's website and the Club's other social media presence sites are known to the Board, maintained in confidence and are not changed without permission of the Board; and
6. surrender all papers, notes, and other documentation concerning the office of Social Media/Website Administrator and the Club to the succeeding Social Media/Website Administrator.

3. MEETINGS

B. GENERAL MEETINGS

The General Meetings are conducted for the benefit of the general membership to update the membership on Board and/or Chairperson activities and to provide a presentation containing subject matter of interest to the Club as a whole.

1. The General Meetings are held at the discretion of the Board.
2. The President calls the meeting to order.
3. The President requests that the minutes from the previous meeting be read by the Recording Secretary and be accepted by the membership unchanged or as modified.
4. The Recording Secretary takes minutes of the meeting.

5. The order in which the meeting is conducted is at the discretion of the President but should include the business portion of the meeting with the Officer's reports, Chairperson's reports, Old business discussion and New business discussion as well as a presentation and/or program portion of the meeting.
6. A presentation and/or program follow the business portion of the meeting.

B. BOARD MEETINGS

The members of the Board are charged with the responsibility of operating the Club in an efficient manner; overseeing all of its activities and attracting participation of all interested persons. The Board Meeting will follow Robert's Rules of Order. A minimum of three (3) Board members constitute a quorum.

1. The Board meeting is to be held once a month.
2. The President calls the meeting to order.
3. The Recording Secretary takes minutes of the meeting.
4. The President requests that the minutes from the previous meeting be read by the Recording Secretary and be accepted by the Board unchanged or as modified.
5. The order in which the meeting is conducted is at the discretion of the President but should include Open Session, which normally comprises the Officer's reports and Chairperson's reports and Closed Session, which normally comprises Old Business and New business discussions.

4. EVENTS

A. SHELL AUCTIONS

The SDSC Shell Auctions are held periodically throughout each year and are the major fund raisers for the Club to support events and activities for the membership, donations to other non-profit organization, to fund grants to research institutions and to defer the production costs of books, supplements and *The Festivus*. The President, in coordination with those members so designated, will:

1. reserve a location for the auction date, as decided by the Board;
2. instruct the Secretary to contact Members to encourage attendance and send invoices to the winning club member bidders who elect not to pay at the auction;

3. oversee all aspects of the auction and its follow-up;
4. assure that the host/hostess, members that brought potluck dishes, members that purchased items in the auction, and to those who donated shells for the auction are recognized in the following issue of *The Festivus*; and
5. instruct the Secretary to prepare and send “Thank You” letters to the host/hostess of the auction as well as to those who donated shells to the auction.

B. SAN DIEGO COUNTY FAIR

The SDSC has been displaying an exhibit of shells at the San Diego County Fair (SDCF) since 2015 to generate interest in shell collecting. The San Diego County Fair houses the Club’s display cabinets and other items for the display. The Board will:

1. assign a Chairperson to organize and oversee all aspects of the Club’s display at the SDCF;
2. have the Chairperson contact the SDSC Fair administration about one-month in advance of the opening date for the fair to confirm the location of the exhibit and have the Club’s cabinets delivered to that location;
3. have the Chairperson secure event passes so that the Chairperson and other individuals designated by the Chairperson can visit the exhibit at any time and secure day passes to defer the entry fees for docents who will monitor the exhibit and engage guests; and
4. instruct the Secretary to prepare and send “Thank You” letters to the individuals who donated shells for the exhibit, docents and SDCF administration for their support.

C. SHELL BAZAAR

The SDSC Shell Bazaar is intended for social networking as well as for trading, selling and purchasing shells from other members of the Club. The Shell Bazaar:

1. is an event which provides collectors with the opportunity to buy, sell, or trade shells and shell-related items;
2. is held at a location provided by the membership, usually at a member’s home;
3. time and location will be published in the issue of *The Festivus* preceding the bazaar, posted on the Club’s website and other social media pages at the beginning of the year;
4. is open to SDSC members, guests, and dealers;

5. the host or hostess provides **ONLY** the location and is ***not responsible*** for any items belonging to participants at the Shell Bazaar;
6. no fee for use of the location may be charged by the host or hostess; and
7. is sponsored by the Club and will provide or pay for refreshments (*e.g.*, sodas and other non-alcoholic beverages).

D. WEST COAST SHELL SHOW

The West Coast Shell Show (WCSS) is sponsored by the SDSC to provide access to shells, as well as exhibits and presentations in malacology and conchology to the general public. The SDSC has held the WCSS since 2015 to generate interest in shell collecting. The San Diego Botanic Garden Foundation (SDBGF) in Balboa Park is one designated venue for the WCSS. The Board will:

1. assign a Chairperson to organize and oversee all aspects of the WCSS;
2. have the Chairperson contact the designated venue one to two years in advance of the scheduled WCSS date to confirm the location of the show;
3. have the Chairperson communicate with potential exhibitors and shell dealers to secure and determine the number of exhibits and space requested by dealers;
4. have the Chairperson establish the rules and regulations for the show, arrange for ribbons and trophies, prepare registration forms for exhibitors and dealers as well as a floor plan for the event and communicate these with the Board, exhibitors and dealers;
5. have the Chairperson communicate promotional material about the WCSS with local media, internet websites and social media in coordination with the Club's Social Media and Website Administrator; and
6. instruct the Secretary to prepare and send "Thank You" letters to the individuals who assisted with set-up, break-down and the Club sales table, displayed exhibits, gave presentation and/or sold shells.

E. SEPTEMBER PARTY/POTLUCK

The SDSC September Potluck Party is a social gathering in a member's home where members bring food items for a potluck event.

1. The Board solicits members who are interested in hosting the party and selects a location.

2. The host or hostess will choose the day and times in coordination with the Board and will not be required to prepare food for the party.
3. The Secretary will communicate with members at least one month in advance to encourage attendance.
4. The Board will sponsor the September Party and will provide refreshments (*e.g.*, water, sodas and other non-alcoholic beverages), ice, plastic utensils, plates, napkins and other items.
5. The Board will arrange help for clean- up.
6. A short article about the Party is published in the November issue of *The Festivus*.
7. The Secretary will prepare and send a “Thank You” letter to the host/hostess of the Party.

F. HOLIDAY PARTY

The SDSC Holiday Party is a traditional event at which members and their guests can celebrate the holiday season together, reflect upon the past year, exchange gifts and install the new officers for the coming year. The Board will appoint a Holiday Party Chairperson who will manage all aspects of the party under the oversight of the Board.

1. The Chairperson will coordinate with the Secretary and Editor of *The Festivus* the publication/notification to members of the date and time of the event, the cost per member and the deadline for making reservations.
2. Inform the host/hostess (or restaurant) the final number to individuals attending the event 24 hours before the party.