

# SOUTHERN ARIZONA KOI ASSOCIATION, INC

## BY-LAWS



## CHAPTER I

### Article I - AIMS

- A. Organized by those with the interest of raising and improving the quality of Nishiki Koi, and its culture.
- B. Through Nishiki Koi, promote better community and international relations and for the better understanding of brotherhood among members through a common interest.
- C. To improve and promote the technology and education of Nishiki Koi and Aquaculture.

### Article II – GOALS

- A. To encourage the raising and the better development of Koi through public and private exhibition and education.
- B. To have a monthly study discussion and/or make field trips to various member's ponds, or anything related to Nishiki Koi & Aquaculture.
- C. To carry out necessary business functions of the club.

## CHAPTER II

### Article I – MEMBERSHIP

- A. General Membership
  - i. A qualified general member must be interested in Koi and Aquaculture.
  - ii. Persons wishing to become a general member must pay their dues immediately.
  - iii. Membership will be terminated by written notice, signed by a majority of officers, if a
- B. Member is found guilty of negligence of his duty, is against the purposes of the Southern
- C. Arizona Koi Association, Inc. and/or who disgraces or insults the Club.
  - i. Dues will not be refunded if termination of membership happens to fall within the
- D. Membership year.
  - i. Must not keep an inventory of Koi or Koi Products for sale, advertising etc. for the

- E. Purpose of making monetary gains.
  - a. Mutual Aid / Business Memberships
    - i. Those associated with, or business dealers of Koi, must conduct business within the
- F. United States.
  - i. Should want to help the organization in any facet possible.
  - ii. Needs to be approved by a majority of attending members for this membership.
  - iii. For this membership pay the appropriate membership dues.
  - iv. Has a voice and vote, cannot hold Office.
  - b. Honorary Membership
    - i. Must have had at least 10 years membership with SAKA/SAKA, Inc.
    - ii. Must have contributed significantly to the Southern Arizona Koi Association, Inc.
- G. Functions.
  - i. Must be approved for Honorary Membership by the attending membership of the club.
  - ii. Is not a due paying member and will continue to receive a SAKA, Inc. newsletter.
  - iii. Honorary members have a vote, cannot hold office.

## CHAPTER III

### Article I - OFFICERS

- A. President - 1
- B. Vice-President 1
- C. Secretary - 1
- D. Treasurer - 1

### Article II - ELECTIONS

- A. By nominations and written ballot and voted on by the attending membership.

### Article III - DUTIES OF OFFICERS

- A. PRESIDENT - Represents the Club and conducts all business at meetings. As necessary, appoints Special Committees and is a non-voting member of all standing committees except in the case of a tie.
- B. VICE-PRESIDENT - Assists the President and takes over the meeting in the Presidents absence.
- C. SECRETARY - Responsible for all meeting minutes. Also does the write-up and distribution of notices as requested by the President.
- D. TREASURER – Has control of all of the club’s monetary transactions subsequent to a majority of Officers approval. Must keep accounting records of all transactions and must keep receipts of all transactions for 3 years. Transactions by committees involving expenditures of \$100.00 over the committee budget must be approved by the attending

majority of membership. Once expenditure is approved, any additional excess expenditure must again be approved by the majority of the attending membership or executive decision by a majority of officers' vote. No excess reimbursements will be paid by the club treasurer unless approved by the majority of the attending membership. All reimbursements request, regardless of the amount must be accompanied by a vendor /company issued receipt for such reimbursement. The Treasurer also serves as the membership committee chairperson.

## Article IV - TERM OF OFFICE

- A. Terms of Officers will be 2 years. No limits to the number of terms.
- B. President and Treasurer will be elected on even # years.
- C. Vice President and Secretary will be elected on odd # years.
- D. Elected officers must attend 50% of the meetings in a membership year.

## Article V - RESIGNATION OF AN OFFICER

- A. If an Officer resigns before his term ends, a substitute will be appointed by the President to serve out the remaining period.
- B. If the President resigns, the Vice President will assume the Presidents duties. The new President will then appoint a Vice President with the approval of the membership in attendance at the next regularly scheduled meeting.

# CHAPTER IV

## Article I - STANDING COMMITTEES

- a) Membership Committee
- b) Koi Show Committee
- c) Pond Tour Committee
- d) Scholarship Committee
- e) Education Committee
- f) Equipment Management Committee
- g) Koi Health Advisor (KHA)

## Article II – STANDING COMMITTEES ATTENDANCE / FUNCTIONS

- A. Be a member of SAKA, Inc.
- B. All committee chairs must attend 50% of the meetings in a SAKA, Inc. membership year.
- C. Committees will consist of no less than two (2) memberships.
- D. All committees shall meet at least two (2) times in a SAKA, Inc. membership year, report at monthly meetings and submit a budget estimate to the budget committee by Jan 15<sup>th</sup> each year.

# CHAPTER V

## Article I - BUSINESS

- A. All decisions pertaining to business or other interest to the club will be conducted at the regular monthly meeting or at a Special Meeting requested by the President.
- B. President presides in matters such as:
  - i. Change of by-laws
  - ii. Approval of any business dealings
  - iii. Approval of any financial matters
  - iv. Election of Officers
  - v. All other business
- C. All business conducted by the Officers at any meeting other than the regular scheduled meeting must notify membership at the next regularly scheduled meeting.
- D. By-Laws
  - i. By-laws revision may occur every 4 years on even # years.
  - ii. Additional By-Law revisions as necessary by the officers, to be voted on at a general meeting by the majority of the attending membership.
  - iii. By-law review anytime at the request of the membership.

## Article II - MEETINGS

- A. Meetings are held once a month, unless otherwise designated.
- B. Elections will be held once a year in February at the regular scheduled monthly meeting.
- C. Special meetings can be held whenever necessary if Officers request it.
- D. Attendance records must be kept for all meetings.  
(Must be all meetings---committee meetings included)

## Article III - DECISIONS

- A. Decisions will be decided by 51% vote of the attending membership, with not less than 10 members present.
- B. In case of a tie, the President will cast the determining vote.

## Article IV - PROXY VOTE

- A. Written notice from the absentee member must be submitted to the Secretary and the President post marked 7 days in advance for written proxy or e-mailed with a receipt request/carbon copy 24 hours in advance prior to the meeting that the vote is being taken.
- B. No one person may hold more than 3 proxy votes.

# CHAPTER VI

## Article 1 - DUES

- A. The year for the organization will begin March 1st and end the last day of February.
- B. Membership dues will be determined yearly by the membership committee and approved by the membership.
- C. All membership renewal dues must be paid by the 1st of March. Any dues 2 months delinquent, membership will be terminated.
- D. All expenditures of the Club should be financed by the membership dues, club functions and by donations. Expenditures must be ratified at the next general meeting by the majority of the attending members.

# CHAPTER VII

## Article 1 – CHARITABLE DONATIONS

- A. Charitable donations are allowable for koi and/or aquaculture purposes only and will be voted on by the membership.
- B. Donations will not be allowable for the purposes of advertising.

# CHAPTER VIII

## Article 1-DISSOLUTION

- A. Upon dissolution of this organization assets shall be distributed to one or more Koi related educational organizations within the meaning of Section 501 (c) (3) of the Internal Revenue Code.
- B. Or, upon dissolution of this organization assets will be distributed for one or more exempt purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future Federal Tax Code, or shall be distributed to the Federal Government, or to a state or local government, for public purpose.