



BY-LAWS OF THE

SOUTH FLORIDA SCIENCE FICTION SOCIETY

Article I: Membership

I.1 There shall be two primary classes of Membership.

(A) There shall be one class of Regular Membership which entitles its holders to all the rights, privileges, and duties of Regular Membership in the Society including the right to vote and hold office.

(B) There shall be another class of General Membership which entitles its holders to participate in all club sponsored activities including meetings, special events, and open discussions, but it does not provide them with the right to vote or hold office.

(C) Special classes of Membership may be established by a two-thirds (2/3) vote of the Board of Directors. When these are established, the Board must designate requirements, rights, responsibilities and type of Membership.

I.2 (A) A person becomes a General Member when (1) his or her application is accepted by the Regular Membership and (2) he or she pays the required dues and assessments.

(B) General members may, upon meeting the minimum requirements, apply for Regular Member status. The application will be voted upon no later than the second meeting following the date the application is received by the Secretary.

I.3 Membership requirements:

(A) Those who apply and pay for a Regular Membership before the adoption of these By-laws will be designated as Founding Regular Members.

(B) To become a Regular Member, a General Member must

- (1) be active in SFSFS activities,
- (2) have attended at least three meetings,
- (3) apply for Regular Member status,
- (4) be voted in by the Regular Membership, and
- (5) pay the required dues.

(C) Any person may apply for General Membership. The application will be voted upon no later than the second meeting following the date the application is received by the Secretary.

I.4 (A) All members must remain in good standing by paying dues as established for each Membership class.

(B) Whenever a Member loses his or her membership because of non-payment of dues or assessments, he or she may reapply for the same category of Membership within 60 days without the usual waiting period.

(C) The Treasurer is responsible for ensuring that each Member is notified in writing at least one month before the deadline for the payment of dues or assessments. Whenever such notice is not given to Members, the deadline for payment of dues or assessments is extended until one month after written notice is actually given.

(D) The Treasurer shall utilize the Dues Schedule as set in the Operating Rules.

I.5 Dues may be imposed for particular periods of time and shall be owed for each period by all persons who are Members or become Members during such period. Assessments are advances to the Society by Regular Members that may be imposed for particular periods of time. Assessments shall be owed for each period by all persons who are Regular Members or become Regular Members during such period and, unless the assessment has been refunded, by all

who become Regular Members after such period. Assessments paid by Regular Members are not refunded because their Regular Membership terminates. When refunded, assessments shall be paid back to all those who paid them, whether or not they are still Regular Members.

I.6 The amount of dues and assessments, refunds of assessments, and the expulsion of any Member shall be determined by the Regular Membership as serious matters (see Section V.1). A Regular Membership can be voluntarily transferred from one person to another, or the waiting period for a Regular Membership application may be waived, by a three-fifths (3/5) majority vote of the Regular Membership by secret ballot.

I.7 (A) Any Regular Member who has attended none of twelve successive meetings shall revert to General Member status until restored by a three-fifths (3/5) vote of the Regular Membership by secret ballot.

(B) Whenever Members have attended no meetings for twenty-four (24) months, their Memberships shall automatically expire. Upon request by the affected member, this provision may be waived at the discretion of the Board of Directors.

Article II: Meetings of the Regular Membership

II.1 Business meetings of the Regular Membership shall be held at least once per calendar quarter at such times and places as the Regular Membership, the Board of Directors, or the Chairman shall determine. Business Meetings shall be held only in the South Florida area (Broward, Dade or Palm Beach Counties).

II.2 The Annual meeting will take place in the October-December quarter. At this meeting the Officers shall be elected, annual reports shall be received, and normal business shall be transacted.

II.3 The Secretary shall be responsible for notifying all Members in advance, in writing, of the place, date, and hour of each meeting.

II.4 A quorum consists of one Officer and either four (4) Regular Members or twenty-five percent (25%) of all Regular Members, whichever is greater, present in person. A number less than a quorum, present at a meeting, may adjourn or reschedule that meeting to another time and place, without notice other than announcement at the meeting.

II.5 Except where superseded by these By-laws, meetings shall be conducted according to Robert's *Rules of Order, Newly Revised*, or according to such other rules as the Regular Membership may adopt.

II.6 In the absence of the Chairman at a meeting, the Vice Chairman shall preside until the arrival of the Chairman. In the absence of both the Chairman and the Vice-Chairman, the Regular Membership shall elect a Temporary Chairman, who shall preside until the arrival of the Chairman or Vice-Chairman. Until the election of a Temporary Chairman, any Regular Member may preside. In the absence of the Secretary at a meeting, the presiding Officer shall appoint a Temporary Secretary, who shall perform the function of Secretary during that meeting. Presiding Officer means any person lawfully presiding at a meeting.

II.7 Whenever the Chairman is unable to, or fails to, call a meeting as required by these By-laws, any Officer may schedule a meeting, and must so notify the Secretary. If all Officers are unable to, or fail to, call a meeting as required by these By-laws, any Regular Member may schedule a meeting and must so notify the Secretary. The person scheduling the meeting shall perform the function of the Secretary in

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notifying Members of the meeting if the Office of Secretary is vacant.

Article III: Officers

III.1 At the Annual Meeting, the Regular Membership shall elect, in order, a Chairman, Vice-Chairman, Treasurer, and Secretary. The Officers so elected shall assume office at the conclusion of the final meeting of the year and their term of office shall be until their successors take office.

(A) At the meeting prior to the Annual Meeting, a Nominating Committee appointed by the Chairman shall propose one person as a candidate for each Office. Other nominations, with two seconds, shall be accepted from the floor at the meeting prior to the annual meeting. Nomination of an absent person is inadmissible unless the written consent of the nominee is submitted to the presiding Officer.

(B) A majority of votes cast is required to elect. A preferential ballot shall be used for any Office for which there are more than two candidates. Voting shall be by secret ballot. Only Regular Members are eligible for Office. No person can exercise the powers of more than one Office at any one time.

(C) Every member entitled to vote at a meeting may authorize another voting member or members to act or vote for him or her by proxy. Every proxy must be signed by the member and may be unlimited (authority to act in all matters) or limited (specifying voting on particular matters). A proxy will be valid for only one meeting, or any continuation thereof. The proxy must be written so that only one member can vote it at any given time. Every proxy shall be revocable at the pleasure of the member executing it. The Chair shall rule on the validity of proxies on any given vote. The ruling of the Chair may be appealed in accordance with Robert's Rules. Proxies should be registered with the secretary before the start of the meeting, and should be read at the beginning of the meeting.

III.2 A person who does not physically reside in Florida cannot hold any Office.

III.3 Whenever a person elected to Office becomes permanently unavailable, a special election shall be held without undue delay to fill the Office. Whenever the person elected to Office is unavailable, the Board of Directors shall temporarily fill the vacancy by appointing a Regular Member who is not an Officer to serve until the vacancy is filled by election or by the return of the Officer.

III.4 No person who is not a resident of Florida can hold any Office.

III.5 The Chairman shall be the Chief Executive Officer of the Society and shall have general and active management of its business. The Chairman shall have the powers and duties of supervision and management usually vested in the office of president of a Corporation and shall have final authority on all matters relating to the day-to-day business of the Society. The Chairman's decisions shall conform to the policies set by the Board of Directors and Regular Membership and the Chairman shall see that all orders and resolutions of the Board of Directors and Regular Membership are carried into effect. The Chairman shall preside at business meetings of the Regular Membership and of the Board of Directors.

III.6 The Vice-Chairman shall assume the duties of the Chairman in the temporary absence of the Chairman.

III.7 The Treasurer shall be the Chief Financial Officer of the Society. The Treasurer shall have custody of the Society funds and securities and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Society. The Treasurer shall deposit all moneys and other valuable effects in the name and to the credit of the Society, in such depositories as the Board of Directors may designate. The Treasurer shall be responsible for the collection of all funds due and owing to the Society and shall disburse the funds of the Society as directed by the Board of Directors

and the Regular Membership. The Treasurer shall report to the Regular Membership and the Board of Directors at such times as they shall direct, but at least quarterly, on the financial transactions and condition of the Society.

III.8 The Secretary shall be the Clerk of the Corporation for purposes of law. The Secretary shall notify the Regular Membership and the Board of Directors of their respective meetings in the manner prescribed by these By-laws. The Secretary shall attend such meetings and shall maintain full and accurate records of the business transacted thereat. The Secretary shall have custody of the Society's Corporate seal, Articles of Incorporation and other legal papers and records of the Society. The Secretary shall be responsible for filing such reports as may be required by state and federal law.

III.9 The Officers shall perform such additional duties pertaining to their respective Offices as may be prescribed by the Board of Directors or by the Regular Membership.

Article IV: Management

IV.1 The "Board of Directors" as used in these By-laws and within the meaning of *Chapter 617 Section .026, of the Florida Statutes* shall consist of the four Officers, and a Board member who is a Representative of each convention or other major event (as defined by the Board) sponsored by the Society. The term "convention" is defined to mean the next convention in any given sequence. The Board Representatives serve only as long as the convention or major event is in existence. Board Representatives will be designated according to rules as set in the Operating Procedures. No person can hold more than one position on the Board of Directors. Except as otherwise provided, the Board of Directors shall have general control and management of the property and business of the Society.

IV.2 In addition to the powers and authority expressly conferred upon them, the Board of Directors and the Regular Membership may each exercise any powers of the Society and do any lawful acts and things the doing of which is not otherwise prohibited by law or in these By-laws.

IV.3 (A) At each meeting of the Regular Membership, the Board of Directors and the individual Officers shall give complete reports of their official activities since the last meeting.

(B) Any decision voted by the Regular Membership is binding on the Board of Directors and on each Officer. The Regular Membership may, as a serious matter, overrule any decision already taken by the Board of Directors. The Regular Membership may, by a three-fifths (3/5) vote, overrule any decision already taken by any Officer. Where any expenditure has been incurred or made, or where any contract has been signed, on behalf of the Society, by any person authorized to do so under any provisions of these By-laws, the Society's obligation therefore may not be abrogated by any decision of the Board or Membership.

IV.4 (A) The Chairman may, in the ordinary course of business, make or authorize the making of any expenditure or obligation in any amount not exceeding one hundred dollars (\$100.). The Board of Directors may authorize convention budgets. The Board of Directors may make or authorize the making of any other expenditure or obligation in any amount not exceeding two hundred and fifty dollars (\$250.). The Regular Membership may make or authorize the making of any expenditure or obligation in any amount whatsoever.

(B) Every check, promissory note, draft, or demand for money of whatever amount shall be signed on behalf of the Society by the Treasurer or other person designated by the Board. Every contract, deed, or other instrument shall be signed on behalf of the Society by the Chairman, or an agent designated by the Chairman.

(C) The fiscal year of the Society begins on the first day of January and ends on the last day of December of the calendar year. The

Treasurer holding office at the annual meeting shall be responsible for closing the books of the Society and for the completion of any tax forms required for that fiscal year.

IV.5 Net income from conventions run by the Society shall be set aside to finance future conventions unless the Regular Membership shall decide otherwise. The limit to this set aside portion will be \$3000 or fifty percent (50%) of the budgets from the previous calendar year, whichever is greater.

IV.6 (A) Meetings of the Board of Directors shall be held at such times and places as the Board or the Chairman shall determine. Whenever the Office of Chairman is vacant, any other Officer may schedule a meeting of the Board.

(B) A quorum of the Board consists of two Officers and one other Board Member.

(C) Each Officer shall be notified of the place, date, and hour of each meeting of the Board. Notice may be given orally, by telephone, or in writing, and is valid if given in time to enable the Officer to attend, or if given according to Section V.4(E) of these By-laws.

(D) A meeting of the Board is valid without prior notice if all Officers are present, or if each Officer not present waives such notice by a writing included with the records of the meeting. Any action that could be taken by the Board at a meeting may be taken without a meeting if all the Officers consent to the action in writing and the written consents are filed with the minutes of Board meetings. Such written consents shall be treated for all purposes as a vote at a meeting.

IV.7 The Regular Membership may require of any Officer, and the Regular Membership or the Board of Directors may require of any agent, a bond in such sum and with such sureties as they may prescribe for the faithful performance of said Officer's, or agent's duties and for the faithful restoration to the Society, in case of death, resignation, retirement, or removal from office, of all books, papers, moneys, checks, and other property of whatever kind in the possession of or under the control of such Officer, or agent and belonging to the Society.

IV.8 Standing or special sub-committees and other positions or agencies may be established or dissolved, and the authority and procedure whereby persons may be appointed thereto or removed therefrom may be defined, by the Chairman with the consent of the Board of Directors or the Regular Membership. If other provisions are not made, appointment and removal shall be at the pleasure of the Chairman. Every entity created under this Section shall keep general records of its activities and shall submit such records to the Secretary for inclusion in the records of the Society.

IV.9 (A) The Society shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative, by reason of such person's being or having been an Officer of the Society or an agent approved by the Regular Membership, against expenses (including attorneys' fees), judgments, fines, and amounts paid in settlement, actually and reasonably incurred by them in connection with such action, suit, or proceeding, to the full extent permitted by law, except where such person is finally determined to have been guilty of bad faith or improper conduct as such Officer, or agent.

(B) The Society shall pay expenses incurred in defending any such action, suit, or proceeding in advance of its final disposition to the extent authorized by the Regular Membership, upon receipt of an undertaking by or on behalf of the person or persons involved to repay such amount unless it is ultimately determined they were entitled to be indemnified by the Society.

Article V: Miscellaneous

V.1 The specification of any action in these By-laws as a serious matter shall mean that the action shall require a secret ballot and four-fifths (4/5) majority for adoption, except that a three-fifths (3/5) majority shall be sufficient if the following conditions are met:

(A) written notice has been given of the type of action and the meeting at which it is to be brought up; and

(B) in the case of an action against a Regular Member, to remove a privilege or disqualify the Member from holding a privilege, the Member is given written notice of the action and a reasonable opportunity to argue against it.

Nothing in this section or the rest of these By-laws shall be construed to require that any reason other than the good of the Society be given for any action including serious matters.

V.2 These By-laws may be amended by the Regular Membership as a serious matter.

V.3 Every Member when admitted and on reasonable request shall be provided with an up-to-date copy of these By-laws.

V.4 Except where the context clearly requires another meaning,

(A) "Meeting" means any meeting of the Regular Membership, including the Annual Meeting.

(B) "Three-fifths vote" or other fractional vote of the Regular Membership means that fraction of votes cast. "Votes cast" means valid votes cast for or against a proposal or candidate, and does not include abstentions.

(C) "Officer" and "Office" refers to the Officers named in Section III.1 and to the positions which they hold. An Office is "vacant" if the elected Officer is permanently unavailable and the Board of Directors has not yet temporarily filled the position by appointment.

(D) "Members" and "Membership" refer to all Members (Regular, General, or any Special categories defined by the Board), except in reference to voting on issues or in elections or where specified. In these cases, "Members" and "Membership" refer only to Regular Members in good standing.

(E) Written notice is "given" to any person if and when it is left with him or her in person, or is left at his or her residence or usual place of work, or if and when it is sent by mail, telegraph, or other carrier to his or her address as it appears in the records of the Society, or if and when it is sent to him or her by any other means. Any means enumerated in this subsection and used to give any notice to any person must be calculated to reach him or her within a reasonable length of time.

Adopted: June 8, 1985 Amended: September 19, 1990

SOUTH FLORIDA SCIENCE FICTION SOCIETY

Operating Procedures

1. There will be a Standard Agenda for Business Meetings.(Current copy follows.)

2. Membership cards shall serve as a receipt of membership, and shall be mailed to new members within a month of approval of their membership application.

3. Applicants and guests will be asked to leave the room when applications for membership are being discussed.

4. New applications will be brought before the membership by the Secretary, for discussion within two months of receipt of the applications by the Secretary.

5. The membership year of the Society will be the same as its fiscal year, from January 1 through December 31. All memberships will expire on December 31 of each year. Dues of renewing members are due by December 31. If renewal dues are not received by January 31, the member must re-apply for membership, and be voted back into the club.

6. Dues for Regular members are equal to the dues for General members, plus \$5. Dues for new members will be prorated according to the following schedule:

<u>Date Joined</u>	<u>General</u>	<u>Subscribing</u>	<u>Child</u>
Jan. - Mar.	\$15	\$12	\$1
Apr. - June	\$12	\$9	\$1
July - Sept	\$9	\$6	\$1
Oct. - Dec.	\$6 *	\$3*	\$1*

* 7. Any person joining the society during the last quarter of the membership year (Oct. - Dec.) shall be required to pay the prorated dues and also to pay in advance the full dues for the next calendar year.

8. A "Dues Are Due" notice and renewal form will be published in the issue of the Newsletter which contains the announcement of the date and place of the December meeting. A reminder of the final deadline will be published in the following issue.

9. Nominees must accept nominations before the Nominating Committee may nominate them.

10. Minutes for Business and Board meetings will be available on request to SFSFS members, and the Secretary will be responsible for mailing the Board minutes out to all Board members within two weeks after the Board meeting.

11. Officers' responsibilities in accordance with descriptions discussed at the September 1990 Board of Directors meeting are:

Chairman: Member of the Board of Directors

Legal agent, responsible for the filing of legal reports

Responsible for meeting activities and agenda

Responsible for Programs

Responsible for Liaison with other groups

Vice-Chairman: Member of the Board of Directors

Responsible for special events

Responsible for Discount Programs

Responsible for Publicity

Responsible for Chairman's duties when Chairman not present

Responsible for membership development

Secretary: Member of Board of Directors

Prepares postal reports

Responsible for minutes of Board and regular meetings and attendance records

Responsible for correspondence

Responsible for membership records

Responsible for Newsletter/meeting notices

Responsible for Publications

Responsible for Mailing lists

Treasurer: Member of Board of Directors

Responsible for Financial records and reports

Responsible for Collection of Dues and dues notices

Prepares tax and legal reports

12. The Board of Directors consists of a Chairman, Vice-Chairman, Treasurer, Secretary, and the representatives of Tropicon and Travelling Fete, and any other convention sponsored by SFSFS, or major event as designated by the Board. The representative of a given convention will be on the Board as soon as designated, but no earlier than one year before the convention is to occur. The representative of a given convention will no longer be on the Board, at the end of the convention which he or she represents. The representative of a convention must be the convention chairman, unless that person is already on the board. This rule also applies to major events as designated by the Board.

13. All checks should be made payable to SFSFS. [Including checks for TROPICON, Travelling Fete and other conventions and major events.]

14. General Members newly eligible to apply for Regular Member status will be listed in each issue of The SFSFS Shuttle. This list will be prepared by the Secretary and presented to the Shuttle editor.

15. The official SFSFS address must be included on all mail-in items.

16. The Chairman is responsible for the distribution of B.O.D. meeting agendas to each member of the Board of Directors.

17. There shall be a class of Honorary Membership which entitles its holders to all the rights and privileges of Regular Membership in the society and which exempts its holders from the payment of dues and assessments, and from attendance requirements. Former Tropicon and Travelling Fete Guests of Honor will be automatically invited, and approved if they accept, for Honorary Membership. Any other nominee must be nominated by a Regular Member for a significant contribution to the society and must be voted on by Regular Members at a monthly business meeting. SFSFS also will provide a complimentary (one-year) membership to any SF professional who presents a program relating to his or her specialty at a club meeting.

18. The current year's SFSFS Chairman will select the following year's convention Chairmen.

19. The Secretary shall supply a sign-in sheet to record attendance at monthly business meetings.

20. Any and all materials about the organization and slated for the public's viewing or for the members as a whole must be proofread.

21. The SFSFS MEMBERSHIP DIRECTORY should include the following (in order of appearance) with a Table of Contents immediately following the Title page:

1. Introductory letter from the Chairman

2. Description of the purpose of SFSFS and its non-profit, literary, and educational purpose

3. List of the Board of Directors and Officers

4. List of the Advisory Board

1. The purpose of this document is to provide a comprehensive overview of the project's objectives and scope. It is intended for use by all project team members and stakeholders.

2. The project is designed to address the current challenges faced by the organization and to implement a solution that meets the needs of our customers and shareholders.

3. The project team has conducted a thorough analysis of the market and identified key areas for improvement and innovation.

4. The project will be managed using a structured approach that ensures clear communication, accountability, and timely delivery of results.

5. The project budget is well-defined and includes all necessary resources to ensure the successful completion of the project.

6. The project team is committed to maintaining high standards of quality and integrity throughout the project lifecycle.

7. The project will be subject to regular monitoring and reporting to ensure that it remains on track and within budget. Any deviations will be addressed promptly.

8. The project team will work closely with all stakeholders to ensure that their needs and expectations are met throughout the project.

9. The project is expected to deliver significant value to the organization and its customers upon successful completion.

10. The project team is confident that the project will be completed on time and within budget, meeting all project objectives.

11. The project team is committed to continuous improvement and will learn from the project experience to enhance future project performance.

12. The project team is committed to maintaining the highest standards of confidentiality and security throughout the project.

13. The project team is committed to providing regular updates and reports to all stakeholders to ensure transparency and accountability.

14. The project team is committed to fostering a collaborative and supportive environment for all project team members.

15. The project team is committed to ensuring that the project is completed in a manner that is consistent with the organization's values and mission.

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5. List of the Committees and Chairmen
6. List of Membership Benefits
7. Library Showcase section
8. SFSFS Annual Calendar
9. List of the Business Members and their discounts
10. SFSFS Business Membership form
11. Listing of the members and their interests
12. List of major activities and events:
 - a. monthly programs planned
 - b. special events planned
 - c. Tropicon and other conventions
13. SFSFS sponsored convention ads and information
14. Bylaws
15. Operating Rules
16. Membership directory publishing credits

All lists should include names, addresses, and phone numbers. Phone numbers of Honorary Members should only be published with their permission. Folded into each Membership Directory should be one New Member brochure so that existing members might recruit another member.

The Membership Directory should be published annually in the first quarter of the new membership year.

On a quarterly basis, the Membership listing will be updated and the update published through the newsletter.

22. BUSINESS MEMBERSHIP GUIDELINES:

SFSFS has established the following guidelines for a Business Membership, the normal term of which shall be one year:

I. The Business:

1. Must be a licensed business or non-profit organization.
2. Must provide an approved discount to our members.

II. The Society:

1. Will provide a free General Membership to the business's representative upon approval by the regular members.
2. Will provide a free listing in each monthly newsletter (SFSFS Shuttle) and in the Membership Directory.
3. Will allow an early reservation period to apply for space at Tropicon and other SFSFS-sponsored events.
4. Will allow, where appropriate, a discount on advertising in other SFSFS publications.
5. Will allow upgrade to a Regular Membership (for the current upgrade rate from General to Regular Membership) for the business's representative on meeting the other requirements for Regular Membership.

23. Donation Procedures for SFSFS:

The South Florida Science Fiction Society will accept donations of materials for use of the society or for the purpose of donations to auctions to raise funds for the Society's activities.

All donations will be accepted by the Treasurer and acknowledged with a signed, itemized list (either provided by the donor or developed by SFSFS). The Society will not attempt to value the donation but may provide references to sources of valuation.

24. South Florida Science Fiction Society ADVISORY BOARD:

The Advisory Board will be composed of at least three respected professionals, scholars, and/or other experts in the field who are members of the Society. They will periodically review the programs of SFSFS to:

1. ensure that SFSFS activities adhere to the educational and literary purposes for which the corporation was established.
2. suggest additional endeavors that will further the goals of the Society.

25. Nominating committee:

The purpose of the Nominating Committee is to

- a) Interview the regular membership to determine interests.
- b) Encourage and identify members who are willing to hold office and work to help run the administrative aspects of the club.
- c) Review and evaluate those willing to serve and develop a slate of officers whom they feel will best serve the club.
- d) Recommend their choices to the membership.
- e) Communicate to the Officers (as appropriate) the interests expressed by the regular membership as to other, non-Officer, ways in which they would like to work to help run the club.

26. The Membership directory committee shall (1) develop questions for a membership survey and upon acceptance of the questions by the Board of Directors shall (2) send the questions out in the SFSFS newsletter near the end of the year, and shall (3) process the information as it is returned.

27. A child's membership will be established for children twelve (12) years of age or younger whose parent or legal guardian is a member of SFSFS. There will be a \$1.00 token charge for recordkeeping for this membership. This will allow the child to attend all SFSFS functions if accompanied by any adult member of the Society. No other rights or privileges will be allowed.

28. In accordance with Bylaw IV.1, a Board Representative for a convention or major event (as defined by the Board) will be the Chairman of that convention or event. Should the Chairman already be on the Board, he/she shall either:

1) Appoint another regular member to be the Board Representative for the convention or major event in lieu of the Chairman, or

2) Forfeit the existing Board position.

If any empty Board position results the Board will then fill it according to Bylaw III.4.

29. In accordance with Bylaw IV.8, the Chairman or head of each committee, task force, convention, major event, or other activity of the Society shall be responsible for keeping good and accurate records of such activity, including, but not limited to: budgets, receipts, expenses, attendance records, descriptions of projects, and minutes when necessary or directed by the Board.

30. The Secretary shall compile and publish an annual calendar of the activities that are required by the Bylaws, the Operating Procedures, or Board directions. It should also contain tentative schedules for regular meetings and programs, special events, SFSFS sponsored conventions, and any other SFSFS meeting that can be scheduled in advance. The first draft should be in the January issue of the Shuttle, with a request for additional input from committee chairmen and members. The final schedule should be in the Membership Directory.

31. SFSFS New Members should receive from the secretary:

1. Welcome Letter
2. Receipt for Dues upon request
3. Membership Directory
4. Flyers on Tropicon and other SFSFS events, if available
5. Membership Card, which qualifies members for SFSFS business discounts.

The Secretary will give the address of new members to the Shuttle editor so that they may be sent the last issue of the Shuttle.

32. All Meetings of the Society are open to all members of the Society.

33. Scheduling of conflicting SFSFS events is discouraged.

34. SFSFS may establish a chapter organization for any area which has a group of people interested in organizing and having activities for the study of science fiction. Chapters will be started for Dade, Broward and Palm Beach counties. If needed because of the scheduled number of Chapter activities, a chapter coordinator will be selected by the SFSFS Chairman. Otherwise, each Chapter activity will have its own event leader.

35. Any General Member of SFSFS may become a lifetime General Member on payment of 20 times the annual rate for a General Membership. A holder of a lifetime General Membership may upgrade to Regular status for any given year by paying the difference between a General and a Regular Membership, and by fulfilling the other requirements for Regular Membership. Since Regular Membership status has participation requirements, there are no lifetime Regular memberships.

Anyone may purchase a lifetime membership to Tropicon by paying 15 times the current year's at-the-door rate.

36. There shall be a class of subscribing membership which entitles its holders to a subscription to the SFSFS newsletter. Dues for a subscribing membership shall be as listed in Operating Procedure 6. Subscribing members can upgrade to General Membership by paying the difference in membership cost.

37. A financial report will be submitted by the Treasurer at the monthly meeting and published in the next Shuttle. The report will include:

1991: monthly receipts and expenses by major category; year-to-date receipts and expenditures, and 1990 expenses and receipts (total)

1992 and on: additional data on previous year-to-current-month receipts and expenditures.

Total SFSFS budget by categories, as available, will be included.

Quarterly, a report will be submitted by the Treasurer to the Board containing: YTD balance sheet and statement of assets and liabilities, and excess revenues over expenditures.

SOUTH FLORIDA SCIENCE FICTION SOCIETY

Standard Agenda: Business Meeting

- I. Call to order
- II. Attendance and Self-introduction (new members & guests)
- III. Announcements of upcoming events and meetings
- IV. Program
- V. Break
- VI. Approval of Minutes
- VII. Officer's Reports:
 - Chairman
 - Vice Chair
 - Treasurer
 - Secretary
- VIII. Committee Reports as appropriate:
 - Special Events
 - Newsletter
 - Publications
 - Membership Directory
 - Clubzine
 - Filksinging
 - Media Research
 - Writer's Workshop
 - Strategic Game Development
 - Library
 - Auctions/Fundraising
 - Other committees as established
- IX TROPICON
- X TRAVELLING FETE
- XI Other SFSFS sponsored conventions and major events
- XII New Business
 - New Club Activities
 - Discussion
- XIII Election of New Officers (if necessary)
- XIV Next Meeting Announcement & Directions (Reprise)
- XV Discussions - Q & A
- XVI. Official Adjournment

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