

# **Central Arizona Speculative Fiction Society, Inc. (CASFS)**

## **BYLAWS**

EIN 86-0398604

(as amended 10/20/2017)

### **ARTICLE I: PRINCIPAL OFFICE**

The principal office of the Central Arizona Speculative Fiction Society, Inc. (to be known as CASFS, Inc.) is in the City of Phoenix, Arizona. Mailing address is Central Arizona Speculative Fiction Society, Inc., P.O. Box 62613, Phoenix, Arizona 85082-2613. The Board of Directors may change the principal office from one location to another in the County of Maricopa. Any such change shall be noted by the Secretary opposite the Secretary's copy of this article, but shall not be considered an amendment to these Bylaws.

### **ARTICLE II: MEMBERSHIP**

#### **SECTION 1: Classification of Members**

The membership of CASFS, Inc. is classified as follows:

- A. GENERAL MEMBER is a member whose application for membership has been approved by the Board of Directors and who has paid General Member dues for the current period.
- B. ORGANIZATIONAL MEMBER is a membership applied for under an Organization's name whose application for membership has been approved by the Board of Directors. The person representing the organization need not be named, and may be varied at the organization's discretion. Organizational Members have the same rights and responsibilities as General Members, except that Active Member status is calculated based on the attendance of the specific representative.
- C. HONORARY MEMBER is one who has been elected to this status upon petition by three or more General Members and an affirmative vote of three-quarters or more of the General Members voting at any meeting of the Society. Honorary Members have the same rights and obligations as General Members, except for the obligation to pay dues and fees. Honorary Membership is intended to reward outstanding services to CASFS, Inc. or to the speculative fiction field.
- D. CHARTER MEMBER is one who has paid the Charter Membership fee prior to the first organizational meeting of CASFS, Inc.

Membership status may be additionally classified as follows:

- E. DORMANT MEMBER is a member who is either not current on dues or whose address is unknown to the Treasurer of CASFS, Inc.
- F. ACTIVE MEMBER is a member who has physically attended four (4) of the six (6) most recent regular meetings and is not a Dormant Member. Physical attendance for purposes of this subsection, Article II § 7(A)(1), Article II § 1(B)(2), and Article II § 8 shall include attendance by means of teleconferencing and videoconferencing, but shall not include proxies.

## **SECTION 2: Notifiable Member**

A Notifiable Member is one who CASFS, Inc. is required to notify as set forth in these Bylaws. This shall include all Active Members and all General Members who have attended a meeting in the year prior to the event requiring notification.

## **SECTION 3: Application for Membership**

Application for membership shall be open to all persons sharing our common interests. Anyone interested in joining CASFS, Inc. may attend two (2) meetings per year as a guest. Each prospective member shall pay the application fee to the Treasurer. The application for membership shall include a \$6.00 non-refundable application fee along with \$2.00 for each monthly meeting remaining in the year, including the monthly meeting at which an application for membership is made. If the Board, by a vote of two-thirds of the Board members present, rejects the application, the applicant is rejected and may not apply again for four (4) regular meetings. If the Board approves the application, the applicant becomes a General or Organizational Member.

## **SECTION 4: Termination of Membership**

- A. A petition to terminate a membership must be signed by five or more Active Members and presented to the Board of Directors, who must act on it by the next regular Board meeting. If two-thirds of the Board voting approves the petition, it shall be presented to the membership at the next CASFS, Inc. meeting, and if four-fifths of the Active Members voting approve, the membership is terminated.
- B. A member may resign by tendering his or her written resignation to the Chairman of the Board of Directors, who shall accept it, effective immediately.

## **SECTION 5: Dues**

Each non-Honorary Member shall pay Lifetime Dues or Current Dues as the member may elect. No dues paid shall be refunded.

- A. CURRENT FEES - Annual dues are \$24.00 payable at the January regular meeting. Dormant members who paid dues in the prior year shall pay the full current year's dues. Lifetime dues are \$250.00. The membership application fee is \$6.00.
- B. No additional dues shall be assessed members who have fully paid Lifetime dues.

## **SECTION 6: Meetings of the Society**

- A. REGULAR meetings shall be held at least once a month, upon the last Friday of the month for the first nine (9) months of the year, and on the second Friday of the month for the last three (3) months of the year or unless the membership approves a cancellation or change. Notice of regular meetings shall not be required except in circumstances defined elsewhere in these Bylaws.
- B. SPECIAL MEETINGS at other times may be held as approved by the membership. Notice of each special meeting shall be given to each Notifiable Member not less than seven days before the special meeting, by mailing a notice to the address of the member as it appears in the records of the Society.

1. NOTICE OF SPECIAL MEETINGS is required to be given any Notifiable Member. Attendance at the business portion of any meeting where such notice is given, shall be equivalent to giving of such notice. Attendance of a person at a meeting shall constitute a waiver of notice of that meeting, except when the person attends the meeting for the express purpose of objecting to the transaction of the business being acted upon because the meeting is not lawfully called or convened. Conspicuous inclusion of such notice in an edition of the newsletter mailed not less than seven days before said meeting shall constitute adequate notice.

## **SECTION 7: Voting**

### **A. ELECTION OF OFFICERS AND DIRECTORS**

#### **1. NOMINATIONS**

Nominations shall be in order both at the meeting prior to the elections and at the elections meeting itself. Nominees for non-board offices must be Active Members. Nominees for Board of Directors must be Active Members who have physically attended at least eight (8) of the last twelve (12) regular meetings of the society. Members need not be present to be nominated, but all nominees must communicate their acceptance of the nomination to the Procedural Secretary before balloting begins in order to appear on the ballot.

#### **2. ELECTION MEETING PROCEDURES**

Properly nominated candidates may distribute handouts explaining why they should be voted for. All properly nominated candidates shall have the opportunity to give a speech lasting no more than one minute. The President may choose to designate a Member to keep the time.

#### **3. GENERAL**

Voting shall take place by secret ballot, except that the eligible voters may, by two-thirds majority of those voting on the question, elect to have a roll-call ballot or a vote by acclamation. Voters shall vote only for properly nominated candidates. A valid vote is a vote for a properly nominated candidate who has not been dropped from consideration. Illegible, unreadable, ambiguous, and otherwise uncountable votes shall not be considered valid. The presence of an invalid vote on a member's ballot shall not invalidate the other votes on that ballot. Absentee ballots bearing the member's dated signature shall be counted provided that the candidate being voted for has not been dropped.

#### **4. NON-BOARD OFFICES**

Any candidate receiving more than 50% of the valid votes cast shall win. In the event that no candidate receives more than 50% of the votes cast, the candidate, or candidates tied, with the lowest number of votes shall be dropped from the ballot, as shall any candidate not named on more than  $\frac{1}{8}$  of the ballots. If all remaining candidates are tied equally, none shall be dropped. After all applicable candidates have been dropped, there shall be another round of voting with the remaining candidates. This shall continue until the position is filled.

#### **5. THE BOARD OF DIRECTORS**

A candidate must be named on more than 50% of the ballots to win. In the event that more candidates are named on more than 50% of the ballots than there are open positions remaining, the positions shall be filled by those candidates named on the greatest number of ballots. In the event that, after a round, there are still positions open, the candidate, or

candidates tied, with the lowest number of votes shall be dropped, as shall any candidate not named on more than 1/5 of the ballots. If all remaining candidates are tied equally, none shall be dropped. After all applicable candidates have been dropped, there shall be another round of voting with the remaining candidates. This shall continue until the positions are filled.

6. VOTE COUNTING

The President shall designate three active members to collect and count the votes. No one who is a candidate for any office is eligible to be a vote counter. At least one shall be a current or former officer. The vote counters shall count the votes in secret. After completing the count, the counters shall announce the names of winning candidates and of candidates dropped from the ballot. At the end of each round, the ballots shall be sealed into an envelope. All vote counters shall sign or initial the envelope across the flap.

B. PROCEDURAL VOTING

1. ELIGIBILITY TO VOTE

General Members of the Society may vote on all General Business of the Society. Active Members may, in addition, vote in Elections and on Special Business of the Society. A vote of abstention on a matter of General Business shall be counted towards the majority of votes received on that matter, but recorded as an abstention.

2. VOTING PROCEDURES

Absentee ballots, specifying the matter to be voted upon, the date of the vote, the vote itself, and bearing the dated signature of the Member shall be accepted if received by the Secretary before the vote is called. Voting rights may also be assigned by written proxy to another active member. Such a proxy must specify the date of the meeting at which the proxy is valid, the name of the person who will vote said proxy, must bear the dated signature of the active member assigning voting rights, and must be presented to the secretary before the vote is called. Unless otherwise specified by the Bylaws or the Standing Rules, a simple majority of those voting shall be sufficient to decide a vote.

C. SPECIAL BUSINESS

Special business shall be Bylaw changes, impeachments, termination of a membership, or any matter so declared by the Board of Directors, the President, or a majority vote of the Active Members present and voting. Special business also includes starting or adopting an existing convention or any other new activity allowed by these bylaws. Existing officers of an adopted convention supercede the election of officers as provided for in Article IX. Voting on Special Business shall be by simple majority of the votes cast “for” and “against.”

**SECTION 8: Quorum**

Two-thirds ( $\frac{2}{3}$ ) or more of the Active Members of the Society must be present, either physically or by proxy, for the transaction of any business at any meeting of the Society.

**ARTICLE III: BOARD OF DIRECTORS**

\*CASFS’ Articles of Incorporation state “The business and affairs of the corporation shall be managed by the Board of Directors.”

## **SECTION 1: Number and Qualifications**

- A. The authorized number of Directors shall be six, in addition to the Treasurer who is also considered a Board member.
- B. At the time of their election, and continuously during their term of office, each Director shall meet the following qualifications:
  - 1. Be 19 years of age or over, and otherwise legally competent;
  - 2. Be an Active Member of the Society who has physically attended eight (8) of the previous twelve (12) meetings;
  - 3. Meet such additional activity requirements as the Board may establish pertaining to activities of the Board itself.
- C. A Director who fails to meet the above requirements, as attested by a vote of two-thirds or more of those Board Members at a regular Board meeting, shall be notified, in writing, of the fact, and shall be deemed to have resigned.

## **SECTION 2: Election and Term of Office**

Directors shall be elected at the first regular meeting in December and the first regular meeting in June. If no such regular meeting is held, or Directors are not elected at it, the Directors shall be elected at the next meeting, with Notifiable Members notified as for a special meeting. The term of office for Directors shall be 1 year, with approximately one-half of the Board being elected each six months. Directors and Treasurer shall take office on the first day of the month following their election and shall hold office for twelve months or until their elected replacements take office.

## **SECTION 3: Vacancies**

Any vacancy in the Board of Directors caused by death, resignation, or removal of a Director or Directors shall be filled by a special election. If no Directors remain, a new Board shall be elected by the membership. A Director elected to fill a Board vacancy shall serve until the normal end of the term of the vacancy. A Director who is filling a vacant Board position shall take office immediately upon election.

## **SECTION 4: Meetings**

Meetings of the Board of Directors shall be called and held as may be ordered by the Board of Directors, or at the request of the Society President. Regular Board meetings are those for which the time and place are:

- A. Determined at a previous regular Board meeting; or,
- B. Provided to all Directors at least seven days before the meeting. Special Board meetings are those not meeting either of the above conditions. Special meetings of the Board of Directors may be held by means of conference telephone or similar communications equipment by which all persons participating in the meeting can hear each other. Participation in such a meeting shall constitute presence in person. There shall be a meeting of the Board of Directors at least once per month. Meetings of the Board of Directors shall be open to any Society member in

good standing, unless closed by a vote of two-thirds or more of the Directors present.

## **SECTION 5: Quorum**

Two-thirds ( $\frac{2}{3}$ ) of the authorized number of Directors must be present, either physically or by proxy, for the transaction of any business at any regular Board meeting, unless fewer than this number of Directors remain. In that case, all remaining Directors must be present for the transaction of any business at any Board meeting. Should one-third or fewer of the authorized number of Board members remain:

- A. A special election shall be called immediately;
- B. No action, other than (A) above, shall be taken unless both required by law and necessary before the special election can be held. Every act done by a majority of the Directors voting at a regular Board meeting at which a quorum is present shall be regarded as the act of the Board of Directors unless a greater number is required by law, by the Articles of Incorporation, or by these Bylaws. The acts of any special Board meeting shall be as valid as though they had been done at a regular Board meeting if ratified by a majority of the authorized number of Directors either at the next regular Board meeting or by dated signature. All such signatures shall be filed with the records of the Society and made a part of the minutes of the special Board meeting.

## **SECTION 6: Fees and Compensation**

Directors shall receive no compensation for their services, but may receive such reimbursement for expenses as may be determined by the Board.

## **SECTION 7: Removal from Office**

Any Director may be removed from office, for cause, upon petition in writing specifying such cause by one-fifth or more of the Active members to a meeting of the Society, and affirmative vote of three-quarters or more of the Active members voting at each of the next two Society meetings. Notifiable members shall be notified of the first such voting meeting as for a special meeting. This notification shall include the text of the petition and the names of its signers.

## **SECTION 8: Corporate Officers**

The Board of Directors shall elect a Chairman of the Board, a Vice-Chairman of the Board, and Corporate Secretary. They shall be elected from the current Directors on the first regular Board meeting following the seating of newly elected Directors, and shall serve until the next such meeting unless they first die, resign or are removed from office by a vote. In the event of a vacancy in a Corporate office, a special election shall be held at the next regular meeting of the Board to fill the vacancy for the rest of the term.

- A. The Chairman of the Board shall conduct the meeting of the Board and speak for it to the Society and to other organizations unless a representative is appointed to do so. The position of Chairman of the Board of Directors may not be held by the President of the Society.
- B. The Vice-Chairman of the Board shall, in the absence of the Chairman, assume the rights, duties, and limitations of the latter.
- C. The Corporate Secretary shall be responsible for the recording of the minutes of the meetings

of the Board of Directors, and shall make the minutes of each regular Board meeting available to all of the Directors at least one week before the next regular Board meeting if so requested by any Board member. The Secretary shall make available a precis of the minutes of each Board meeting for publication in the Society newsletter; shall maintain the non-financial records of the Society and shall be responsible for providing official copies of those records; shall initiate correspondence authorized by the Board. In the Secretary's absence, the Chairman may appoint another Board member to act as Corporate Secretary pro tem.

- D. The Treasurer shall maintain the financial records of the Society; shall receive, disburse, and account for all funds of the Society; shall present a statement of the financial status of the Society at each regular meeting of the Society and to each records of any donations to the Society; maintain records on attendance of each member, listing the meetings that the member has attended, and at which meetings the member has paid dues; and shall certify the standings of members and qualifications for voting. The financial and attendance records of the Society shall be accessible to any member upon reasonable demand (within one week of presentation of such demand and at all meetings of the Society).
- E. The Board of Directors shall appoint by majority vote either an Internal Auditor or Audit committee who shall report to the Board. The term of this position shall be for one (1) year. An Audit committee shall consist of not less than 3 or more than 5 members. The Auditor or Audit committee may be replaced at any time during the term by a simple majority vote of the Board. This position is not considered to be a member of the Board and no member of the Board may hold the position of Internal Auditor or serve on the Audit Committee. The Corporate Treasurer and all Convention Bankers are required to allow access to all financial records on request of the Auditor or Audit committee within one week of receipt of request. Any Board member, Convention Banker, or Active Member may request an investigation by the Internal Auditor or Audit committee. The Internal Auditor or Audit committee shall be responsible for verifying that bank reconciliations are being done; that proper documentation exists for all checks written; that Corporate and Convention assets are being conserved; that bank deposits are being done accurately and in a timely manner; that financial reporting is being done accurately and in a timely manner; and that proper budgetary control is being maintained over the Corporation and over the Conventions of the Corporation.

## **SECTION 9: Presumption of Assent**

A Director of the Society who is present at a meeting of the Board of Directors at which any action on any corporate matter is taken shall be presumed to have assented to the action unless his dissent shall be voted, entered in the minutes of the meeting, or filed with the Corporate Secretary before the adjournment of the meeting. Such right of dissent shall not apply to a Director who voted in favor of such action. A vote of abstention shall be counted towards the majority of votes received on a matter, but recorded as an abstention.

## **ARTICLE IV: PROCEDURAL OFFICES**

### **SECTION 1: General**

The elected procedural officers of the Society shall be a President, a Vice-President, and a Secretary. The Corporate Treasurer shall also function as procedural Treasurer.

## **SECTION 2: Election**

The procedural officers shall be elected from the Active membership. The Treasurer and Secretary shall be elected at the first regular meeting in June. The other procedural officers shall be elected at the first regular meetings in June and December. Nominations for all procedural offices may be made at both the election meeting and at the last previous regular meeting. All procedural officers shall take office at the first regular meeting of the month following their election, and shall continue in office until they die, resign, are removed from office, or until their election replacements take office.

## **SECTION 3: Removal and Resignation**

Any procedural officer may be removed with or without cause upon petition of five or more Active Members to a meeting of the Society, and affirmative vote by three-quarters of those voting at the next meeting. Vacancies caused by death, resignation, or removal of any procedural officer may be filled by the President's appointment until the next regular meeting, when a special election shall be held to fill the remainder of the term. Notification of both of the above meetings shall be sent to Notifiable Members as for a special meeting. In the event that neither the President nor Vice-President is available, the Chairman of the Board of Directors shall act as President, for the duration of the meeting, assuming all the rights, duties, limitations, and obligations of that office.

## **SECTION 4: President**

The President shall be the executive officer of the Society, and subject to the Board of Directors, shall have general supervision, direction, and control of the affairs of the Society. The position of President may not be held by the Chairman of the Board of Directors of the Society. He shall preside at all meetings of the Society, excluding meetings of the Board of Directors. He shall appoint, serve on, and/or disband all (non-convention) committees, and appoint and/or remove the Society publication editor(s), librarian, sergeant-at-arms, and any other appointive officers as found necessary.

## **SECTION 5: Vice-President**

The Vice-President shall, in the absence or disability of the President, assume all of the rights, duties, and limitations of the latter. He shall plan the programs for the meetings of the Society.

## **SECTION 6: Secretary**

The Secretary shall keep a book of minutes of the meetings of the Society, which shall be accessible to any member on reasonable demand (within one week of presentation of such demand and at all meetings of the Society).

# **ARTICLE V: MISCELLANEOUS**

## **SECTION 1: Order of Business**

The preferred order of business is:

01. Call to Order
02. Introduction of Guests
03. Reading of Minutes



04. Treasurer's Report
05. Committee Reports
06. Old Business
07. New Business
08. Announcements
09. Reviews
10. Brief recess
11. Miscellaneous
12. Program
13. Adjournment

The President may require new business be submitted in writing to the Secretary before the meeting. The President may alter the order of business at his discretion.

## **SECTION 2: Use of Society Name or Property**

The Society name or property shall be provided for at the discretion of the Board of Directors.

## **SECTION 3: Execution of Documents**

The Board of Directors may authorize any officer(s) or agent(s) to enter into contract or execute any instrument in the name of and on behalf of the Society, and such authority may be general or confined to the specific instances. Unless so authorized by the Board of Directors, no officer or member of the Society may enter into any contract for the Society or any of its entities, pledge its credit, or render it liable for any purpose or to any amount.

## **SECTION 4: Inspection of Bylaws**

The Corporate Secretary shall keep a copy of these bylaws, as amended or otherwise altered to date, certified by the Corporate Secretary, which shall be open to inspection, at all reasonable times, upon demand by any member. A current copy shall be available at all meetings of the Society.

# **ARTICLE VI: AMENDMENTS**

## **SECTION 1: Amendments to the Articles of Incorporation**

Amendments to the Articles of Incorporation must be proposed in writing to one-fifth or more of the Active Members of the Society and read to a regular Society meeting. This amendment must then be the first item of business at the next meeting. Notifiable members must be notified of this meeting as for a special meeting. Upon approval by three-quarters of those voting at this latter meeting, the amendments shall be considered adopted, and shall be submitted to the State of Arizona for approval.

## **SECTION 2: Amendments to these Bylaws**

Amendments to these Bylaws must be proposed in writing by one-fifth or more of the Active Members or by resolution of the Board of Directors and read to a regular meeting of the Society. This amendment must then be the first item of business at the next meeting. Notifiable members must be notified of this meeting as for a special meeting. Upon approval by two-thirds of those Active Members voting at this latter meeting, the amendments shall take effect immediately.

## **ARTICLE VII: STANDING RULES**

### **SECTION 1: Standing Rules of the Society**

Standing rules of the Society may be adopted or amended if proposed in writing by three or more General Members or by a resolution of the Board of Directors and approved by a majority of those voting at two successive regular meetings of the Society.

### **SECTION 2: Standing Rules of the Board of Directors**

Standing rules of the Board of Directors may be adopted or amended by a majority of those voting at any meeting of the Board.

## **ARTICLE VIII: GIFTS**

The Board of Directors may accept on behalf of the Society any gift, contribution bequest, or devise for the general purposes, or for any special purpose(s), of the Society. Property, real or otherwise, will be preserved and/or stored by the Board of Directors until such time as a disposition can be determined. The Society has the right to dispose of or to utilize any gift, contribution, bequest or devise as it sees fit within the bounds of the Articles of Incorporation and the Bylaws of the Society.

## **ARTICLE IX: CONVENTIONS**

### **SECTION 1: Committee Composition**

The Committee to run any convention shall be composed of two elected officers, to be known as Coordinator and Banker. Other committee members are appointed as necessary or desired by the convention Coordinator. The affairs of any one convention shall be managed by that convention Coordinator. The convention Banker shall manage all records of that convention. The legal responsibility for any convention shall remain vested in the Society Board of Directors as defined in Article V Sections 3 and 4.

### **SECTION 2: Qualification and Tenure of Committee Officers**

The convention Coordinator and Banker shall hold office for not more than three years from the date of election, or for such a time as specified by the Board of Directors. In no event shall these offices be held beyond the time that all convention business is terminated. The Coordinator and Banker must both be of legal age in the State of Arizona and otherwise legally competent. Both must be Active Members of the Society at the time of their election and continuously throughout their term of office. The convention offices of Coordinator and Banker may not be held simultaneously by any one person.

### **SECTION 3: Election of Committee Officers**

The convention Coordinator and Banker shall be elected by a majority of those Active Members attending and voting at such an election meeting. Notification of this election meeting shall be sent as for any special meeting, unless this election is held with that of other officers at a regular election meeting. Should the Coordinator resign, die, be removed from office, or for some other reason be able to continue his duties, the Chairman of the Board of Directors shall be the temporary Coordinator until a special election to fill this position can be called. Should the Banker resign, die, be removed from office, or for some other reason be able to continue his duties, the Corporate

Treasurer shall be the temporary Banker until a special election to fill this position can be called. Should these positions be unoccupied due to resignation, death, having been removed from office, or for some other reason having been unable to continue his duties, the Board of Directors shall appoint a replacement officer during a special meeting of the Board. Regular election procedures notwithstanding, this election shall occur at the next regular meeting of the society. If time permits, Notifiable Members shall be notified as for a special meeting. Election of officers for any convention will take place at the regular meeting for which corporate officers are elected and at least one year prior to the convention or at whatever time has been determined by the Board of Directors. Nominations for officers may be made at both the election meeting and at the last previous regular meeting. The officers so elected shall then take office immediately after election.

#### **SECTION 4: Meetings of the Convention Committee**

Meetings of the convention Coordinator, Banker, and any other appointed members of the committee may be held at any place in and time convenient to the committee members.

#### **SECTION 5: Coordinator**

The convention Coordinator shall be the principal executive officer of the convention committee. He shall supervise and control all business and affairs of the convention and shall be responsible to the Board of Directors of the Society for the legal operation of the convention. The Coordinator shall perform all duties incident to the office, to the proper management and control of a convention, and other such duties as may be required by law, these Bylaws, or the Board of Directors. The convention Coordinator shall have the power to define, appoint, and remove any non-elected committee positions. The Coordinator shall make regular reports to the Society on the committee activities.

#### **SECTION 6: Banker**

The Banker shall have responsibility for the management and accounting of all funds taken in or disbursed by or in the name of the convention committee. This includes handling all money, paying all bills, and providing any necessary receipts. The Banker shall perform all duties, incident and regular, that would normally be expected of a convention treasurer, and shall perform any other duties required for proper convention management by law, these Bylaws, or the Board of Directors. The Banker shall also be responsible for seeing that all committee records, including membership and donor names and addresses and the minutes of convention committee meetings are maintained, and for providing correct and current copies of these records at regular committee meetings or upon reasonable advance notice.

#### **SECTION 7: Convention Books and Records**

- A. The convention committee shall keep correct, current, and complete books and records of all financial transactions. Standards for these records shall be established by the Board of Directors. The Banker shall establish banking accounts as needed for convention operations. All such accounts shall be in the name of the Society, and shall have at least the Banker and the Society Treasurer as individual signers.
- B. The Banker shall be responsible for producing reports on the financial state of the convention. Interim reports shall be produced as follows: as of every June and December that the committee is in existence both prior to and after the convention; thirty days prior to the convention; within thirty days after the convention; and as called for by the Board of Directors. A final financial

report shall be provided within one year of the date of the convention.

- C. All convention records may be inspected by any Society member at any regular convention meeting, or at any other reasonable time provided one week's advance notice is given.

### **SECTION 8: Removal or Resignation of Elected Committee Members**

The elected officers of any convention committee may be removed, or may resign, as described in Article IX Section 3 of these Bylaws. Vacated offices shall be handled as described in the above Section 3.

### **SECTION 9: Relationship Between Society and Convention**

- A. Membership in the convention committee shall not constitute membership in the Society.
- B. Membership in the Society shall not constitute membership in any convention run by the Society. Membership in any such convention shall be available as defined by the convention Coordinator.

### **SECTION 10: Convention Standing Funds**

The Society may establish a convention standing fund to be used as initial funding for running a convention.

### **SECTION 11: Close of the Convention Accounting**

After all convention obligations have been completed, any remaining funds may be used to establish a standing fund for a subsequent convention as approved by the Board of Directors. Any excess funds shall be placed into the Society general fund. If the convention funds are not sufficient to meet the obligations, the difference shall be taken from the Society general fund.

### **SECTION 12: Responsibility of the Convention Officers**

The convention Coordinator and Banker are responsible to the Society for seeing that sound and reasonable practices are utilized in the running of any convention. Should it be discovered that there has been gross negligence, embezzlement, or other illegal activities, the Society may attempt to recover said funds from the elected committee officers. In any other instance, there shall be no responsibility on the part of any committee member.

### **SECTION 13: Resolution of Conflicts**

- A. Conflicts between the elected Convention Officers shall be resolved by the Board of Directors.
- B. Conflicts between appointed Convention Committee members shall be resolved by the Coordinator.

(as amended 10/20/2017)

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAY 07 2015**

CENTRAL ARIZONA SPECULATIVE FICTION  
SOCIETY INC  
PO BOX 62613  
PHOENIX, AZ 85082

Employer Identification Number:  
86-0398604  
DLN:  
17053049366015  
Contact Person:  
LORI PERRY ID# 31107  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
June 30  
Public Charity Status:  
509(a)(2)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
November 15, 2013  
Contribution Deductibility:  
Yes  
Addendum Applies:  
Yes

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,



Director, Exempt Organizations

Letter 947