

SHADES OF SUCCESS INVESTMENT CLUB

Operating Procedures

- I. SOS MEMBERS.** There will be not more than 15 members in the Shades of Success Investment Club. No member shall own in excess 10% of the total club earnings. Each member shall attend 8 meetings per year without penalty. If a member misses 3 meetings within a year, unless previously agreed upon by members, she will be asked to withdraw from the club. The club will not meet in the month of December. Club members shall pay \$100.00 initial investment fee upon joining the club and \$50 per month thereafter. Club members shall pay a \$15.00 late fee if \$50 contribution is not received at each meeting. All fees collected will be deposited into the club's business account.
- II OFFICERS.** Annually, at the April meeting, the members shall have nominations for club officers and in May the club shall hold an election. The member with majority vote will hold office.
- A. PRESIDENT.** The President's duties are to set meeting, preside over them, and plan activities.
- B. VICE PRESIDENT.** The Vice President shall take the place of the President when the President is absent or incapacitated.
- C. SECRETARY.** The Secretary's duties are to keep minutes of the meeting, notify partners of meetings and other activities, and possibly mail out minutes to members who miss a meeting.
- D. TREASURER.** The Treasurer's duties are to provide monthly reports of all club holdings as well as each member's share and keep an accurate report of the club's budget. The Treasurer will ensure that the needed tax information reports are compiled and file as necessary. The Treasurer will deal with the brokerage to buy and sell securities for the club.
- E. SERGEANT-AT-ARMS.** The Sergeant-at-Arms duties are to ensure that meetings start on time, ensure order during meetings, take action when required to restore order, and keep track of member attendance.
- F. EDUCATION COORDINATOR.** The Education Coordinator's duty is to plan with input from the club members an educational program, which might include presentations, field trips, guest speakers, and assigned reading.

III. MEETINGS. SOS's bylaws govern the club meetings. The club will meet the first Saturday of each month at a place designated by the club. Each member is expected to host a meeting. Members will be notified of club meetings one week in advance as necessary. The President upon similar notice to all other Partners may call special meetings. Circumstances requiring absenteeism may be handled with proxy vote. A 15 minutes grace period has been allotted for tardiness, if a club member arrives at a meeting after 15 minutes of the meeting start time she will be assessed a \$3.00 late fee upon arrival. Children are not allowed to attend club meetings. Majority vote will rule the club except in changes to the bylaws and new members, which require 2/3 votes.

A. TYPICAL AGENDA

1. Review minutes from previous meeting and agenda for present meeting
2. Review treasurer report on current club finances
3. Present educational materials
4. Collect monthly contributions
5. Discuss/review any important issues about current holdings
6. Discuss stock ideas to study for possible purchase
7. Assign stocks to study for the next meeting to various members
8. Present and discuss stocks assigned at the last meeting
9. Discuss what transactions to make this month
10. Plan topics for the next meeting

IV. CLUB BUDGET AND EXPENSES. All club expenses shall be budgeted and approved by the club members. Any deviations from these procedures will require the members to pay the club back in full with penalty assessed by the membership. Only budgeted items shall be spent with the club money.

V. STOCK SELECTIONS. The stock briefer shall notify the club one month in advance, so each member will know that the next month's meeting will have a stock briefer. The Secretary shall inform all members that the following month's meeting will have a stock briefer.

- A. Annual Report
- B. 10Q Report
- C. Stock Price and suggested purchase amount
- D. Stock Competitions
- E. Statement indicating why the club should purchase the stock
- F. Price/Earnings Ratio (P/E)
- G. Any Additional Information

VI. INVESTMENT EDUCATION. The Partnership is committed to educating its members. Our goal is that every partner becomes proficient in completing and presenting a stock selection.

VII AMENDMENTS

- 1/12/2003 **I. SOS MEMBERS.** Each member shall attend 8 meetings per year without penalty. If a member misses **4** meetings within a year, unless previously agreed upon by members, she will be asked to withdraw from the club. ***If a member misses 4 meetings due to illness, she has the option of taking up to a one year leave of absence. Leave of absence member(s) are responsible for making sure the club receives her contribution on time each month.***
- 1/12/2003 **III. MEETINGS.** A 15 minute grace period has been allotted for tardiness, if a club member arrives at a meeting after 15 minutes of the meeting start time she will be assessed a \$3.00 late fee upon arrival. ***All meeting will start 15 minutes after the hour. If a club member arrivals 30 minutes or more late this will be recorded as a missed meeting.*** Children are not allowed to attend club meetings. Majority vote will rule the club except in changes to the bylaws and new member, which require 2/3 votes.
- 11/6/2004 **I. SOS MEMBERS.** Each member shall attend 8 meetings per year without penalty. If a member misses **4** meetings within a year, unless previously agreed upon by members, she will be asked to withdraw from the club. If a member misses 4 meetings due to what the club deems a ***special circumstance***, she has the option of taking up to a one year leave of absence. Leave of absence member(s) are responsible for making sure the club receives her contribution on time each month.