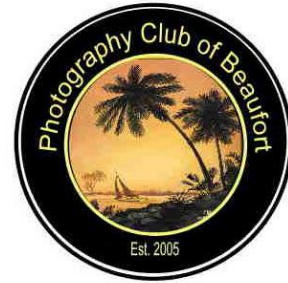


# BYLAWS

of the

# PHOTOGRAPHY CLUB OF BEAUFORT



## ARTICLE I MEMBERSHIP

Any person interested in the art of photography may apply for an individual membership. The Membership Chair will determine eligibility and approve the application. Each individual member shall have one vote in Club elections.

A Member in good Standing is defined as any member whose dues for the current year have been paid in full.

## ARTICLE II FINANCE

1. The fiscal year shall be July 1 – June 30
2. Annual dues shall be in the amount established by the Executive Board on an annual basis.
3. New members joining the Club after December 30<sup>th</sup> will pay half the amount established for that year.
4. Annual dues are payable in full by July 1<sup>st</sup>. Only those members who have paid their dues may participate in Club-sponsored exhibitions and competitions.

## ARTICLE III DUTIES OF OFFICERS

1. PRESIDENT: It shall be the duty of the President to:
  - a. Lead the club and enforce the laws and regulations of the club
  - b. Preside at all meetings of the Club and Executive Board
  - c. Make the necessary appointments to fill vacancies in any elected office of the Club ratified by a majority vote at any meeting of the Executive Board. The person(s) so appointed shall hold office until the next regularly scheduled general election.
  - d. Act as an ex officio member of all standing committees, except the Nominating Committee.
  - e. Appoint, for the current fiscal year, the chair of the following standing committees, subject to confirmation by the Executive Board.
    1. Program
    2. Competition

3. Membership
4. Exhibition
5. Long-Range Planning
6. Website
7. Newsletter
8. Public Relations
9. Field Trips
10. other standing committees as deemed necessary

f. Appoint, for the current fiscal year, the chair of the following appointed committees, subject to confirmation by the Executive Board. All appointments made by the President shall become effective when announced.

1. Nominating
2. Audit
3. other appointed committees as needed

g. Perform other duties as deemed necessary

2. **FIRST VICE PRESIDENT:**

It shall be the duty of the First-Vice President (President-Elect) to:

- a. Assist the President as necessary and officiate at all meetings in the absence of the President
- b. Serve as Chair of the Program Committee
- c. Serve as a member of the Executive Board
- d. Perform other duties as deemed necessary

3. **SECOND VICE PRESIDENT:**

It shall be the duty of the Second Vice-President to:

- a. Assist the President as necessary, and officiate at all meetings in the absence of both the President and the First Vice-President
- b. Serve as Chair of a standing committee
- c. Serve as a members of the executive board
- d. Perform other duties as deemed necessary

4. **SECRETARY:** It shall be the duty of the Secretary to:

- a. Record and maintain a written record of all meetings of the Executive Board, and all other meetings at which a written record of the transactions may be deemed advisable.
- b. Prepare and mail/distribute all official correspondence of the Club
- c. Serve as a member of the Executive Board
- d. Prepare the ballots for the annual election
- e. Have custody of all reports and documents connected with the business and proceedings of the Club
- f. Submit a copy of the minutes to the Editor for editing and publication, as appropriate in the newsletter

- g. Perform other duties as deemed necessary.
5. TREASURER: It shall be the duty of the Treasurer to:
- a. Collect and hold, in the name of the Club, all monies received by, and belonging to, the Club.
  - b. Promptly pay all bills and financial obligations of the Club as directed by the President and/or Executive Board
  - c. Prepare a draft budget for the new fiscal year that shall be presented to the Executive Board at the May meeting for review and approval. A copy of the final budget, incorporating comments from that meeting, shall then be prepared and submitted at the next meeting of the Executive Board for review and approval.
  - d. Maintain a true, complete, and up-to-date record of all monies and physical assets belonging to the club. A detailed report showing the financial position of the Club shall be presented at each meeting of the Executive Board or whenever requested by the President or Executive Board
  - e. Provide a copy of the Treasurer's report to any member who requests a copy for review.
  - f. Maintain possession of all physical assets of the Club
  - g. Prepare a final fiscal financial report at the end of the fiscal year, to be filed with the Secretary and the Executive Board.
  - h. Mail delinquent dues notices to members, as necessary.
  - i. Serve as a member of the Executive Board
  - j. Maintain a record of the names, addresses, telephone numbers and email addresses of all members
  - k. Prepare and distribute, on an annual basis, a membership list, with periodic updates as deemed necessary
  - l. Perform other duties as deemed necessary.
6. IMMEDIATE PAST PRESIDENT: It shall be the duty of the Immediate Past President to provide continuity between the current Executive Board and the previous administration. The Immediate Past President shall be a voting member of the current Executive Board.
7. TERMS OF OFFICE: The terms of office for the elected officers shall be one year
8. APPEALS: Any member of the Club who may find cause for dissatisfaction with its operation must appeal in writing to the Executive Board, whose decision in the matter is final.

#### ARTICLE IV DUTIES OF THE EXECUTIVE BOARD:

It is the duty of the members of the Executive Board to:

1. Meet monthly, but at least six times a year, for the purpose of conducting the affairs of the Club. A simple majority of the members of the Executive Board shall constitute a quorum.
2. Conduct the affairs of the Club and make such policy as they deem necessary and proper
3. Approve the annual budget as prepared and submitted by the Treasurer.
4. Plan the various activities of the Club
5. Approve all non-budgeted expenditures of the Club
6. Determine the annual dues, fees and other assessments necessary for the proper operation and maintenance of the Club
7. Designate depositories in which the funds of the Club shall be kept.
8. Approve appointments made by the President to fill any vacancies in any elected office
9. Perform other duties as seemed necessary

#### ARTICLE V DUTIES OF STANDING COMMITTEES:

Unless otherwise specified, the duties of the chair of each standing committee shall be to:

1. Chair all associated committee meetings
2. Appoint other members to the committee, as necessary, and if required, to satisfactorily perform the functions of the committee
3. Perform other duties as deemed necessary.

PROGRAM COMMITTEE shall be responsible for establishing the agenda for the non-business portion of the regular meetings. Ideally program topics will be organized before the beginning of the fiscal year and publicized to the general membership at that time.

COMPETITION COMMITTEE shall be responsible for planning, scheduling, organizing, conducting all Club Sponsored photographic competitions, including choosing and contacting qualified judges.

MEMBERSHIP COMMITTEE shall actively promote membership in the Club, working in conjunction with the Executive Board and Public Relations Committee. They will provide membership application forms to prospective members process them promptly and introduce new members to the Club. They will provide name tags for use at Club meetings and functions

EXHIBITION COMMITTEE shall be responsible for planning, scheduling, organizing and conducting all Club sponsored exhibits, both in-club and public exhibitions.

LONG-RANGE PLANNING COMMITTEE shall be responsible for long range planning, focusing on specifying goals and objectives and translating them into budgets and planning documents, assuming a most like scenario for the future direction of the Club.

WEBSITE COMMITTEE shall create, monitor and update the website during the year.

NEWSLETTER COMMITTEE will prepare, edit and distribute a newsletter on a regular basis advising members of events, meetings, competitions, exhibitions, field trips, awards and any other items of interest to members. The Board will determine annually if the newsletter will be available in print or just be included in the club website.

PUBLIC RELATIONS COMMITTEE shall promote the activities of the Club to the public through displays at local events and through the media.

FIELD TRIP COMMITTEE shall organize at least one field trip each year and inform the Executive Committee of the date and location prior to announcing it to the membership, at least one month prior to the planned field trip. These field trips will not take the place of regularly scheduled program meetings, but be in addition to such programs.

#### ARTICLE VI AUDIT:

The Executive board shall appoint 2 members to an Audit committee, not to include the affected Treasurer and not members of the Executive Board. This committee shall perform an annual audit the financial records within thirty (30) days before the close of the fiscal year. A report shall be made to the Executive Board and to the membership at the annual business meeting in June.

#### ARTICLE VII ELECTIONS:

Elections of Club Officers shall be held annually:

1. The President shall appoint a nominating committee who, in turn, will present a slate of nominees at the May meeting. At that time additional nominations shall be accepted from the members in attendance after which nominations will be closed.
2. Elections will be held at the Annual Business Meeting, held in June of each year. The Annual Business Meeting shall be a regular meeting of the Club. The purpose of the meeting is to conduct the annual election of officers and to hear the report of the audit committee
3. Every member in good standing is eligible to vote and shall have one vote. Absentee voting shall be permitted. Members can mail their absentee ballots to the Secretary no later than the day of the Annual Business Meeting. Ballots received after that deadline shall be considered invalid.
4. Newly elected officers shall take office on July 1<sup>st</sup>
5. Vacancy of the President's office shall be filled by the immediate advancement of the First Vice-President (President-elect)

ARTICLE VIII: AMMENDMENTS

If the need to amend the bylaws should arise, the President shall convene a special meeting of the Executive Board. The proposed changes(s) will become effective immediately if approved by a simple majority vote of the Board members present.