

# Photography Club Of Sun City



## **BY-LAWS of the Photography Club of Sun City Texas**

# Photography Club Of Sun City



## **BY-LAWS of the Photography Club of Sun City Texas**

### **ARTICLE I - GENERAL**

Section A. Name: Photography Club of Sun City Texas, (hereinafter referred to as the “Club”)

Section B. Purpose: To promote the art and science of photography in the Sun City Texas community and to develop the skills of the Club members through hands-on experience and educational opportunities.

Section C. These by-laws willfully comply with the Sun City/Texas Association’s (hereinafter referred to as the “Association”) Governing Documents (Documents), and Chartered Club Rules and Procedures (Rules.) In the event of a conflict between these By-Laws and the Documents, or Rules, the Document or Rules will prevail.

Section D. This organization shall be operated as a non-profit association in accordance with the applicable statutes and the Association’s Documents.

### **ARTICLE II - MEMBERSHIP**

Section A. Membership shall be open to all Association members in good standing without discrimination as to race, religion, color, ethnic culture, or national heritage.

Membership in the Club grants the individual the right to hold office, vote in elections, and participate in Club-sponsored activities.

Section B. There shall be no precondition for membership, nor will members be required to join any national, state, or regionally affiliated organization.

Section C. Guest Privileges: All Association members are qualified to join the Club. Until they choose to do so, they are considered guests. All club activities other than monthly meetings are limited to members and their spouses.

Section D. Dues: There will be only one class of dues. Dues will be assessed as defined in Article V, Section D c).

Section E. Proper Conduct: Proper conduct and decorum being essential to preserve the active and cordial lifestyle created within Sun City, Club members who become abusive, project an undesirable or inappropriate image, or who blatantly create turmoil, disruption or dissention among Club members, other clubs, or the Association in general, may have their Club membership suspended. Suspension may occur following a recommendation from the Club's Executive Board, (hereinafter referred to as the "Board") and referred to the Association's Chartered Clubs Committee or other appropriate Governance Committee for final action which will act according to its own procedures.

### **ARTICLE III – OFFICERS**

Section A. The Board shall consist of a President, Immediate Past President, Vice President – Administration, Vice President – Programs and Meetings, Vice President – Workshops and Education, Vice President – Field Trips, Vice President – SIGS and Discussion Groups, Vice President – Exhibitions and Social, Secretary, and a Treasurer. These positions make up the Executive Board (the "Board").

Section B. All officers shall be elected by a vote of the general membership and shall serve without compensation. Each Officer shall have one vote on the Board except the Immediate Past President who will serve in an Advisory Role, but who may vote only to break a tie vote.

Section C. Terms of Office and Responsibilities: A term is one year for the President, and two years alternating between half of the Vice Presidents, Treasurer and Secretary. (Some of the initial Officers will have one year terms and the others will have two year terms. Replacement Officers will all have two year terms. Officers' initial terms are so noted below.

- a) Officers shall serve for one full term, but not more than two consecutive terms in the same office.
- b) Responsibilities of (elected) Officers

1. The President shall provide leadership and direction to the Club, its membership and the Board. The President shall preside at all meetings of the Club and the Board. The President shall be the Club's representative to the Association. The President shall appoint all non-elected Chairpersons of committees. The President shall be the Club's liaison with the various other clubs and organizations both in and outside Sun City Texas. The President shall act as the Club spokesperson. The President will designate who will preside in her/his absence.
2. The Vice President – Administration will coordinate the activities of the Treasurer, Secretary, Newsletter Editor, Web Master, Membership Records, Studio Monitor Coordinator, and Human Relations, the latter person being responsible for integrating new members into the club. Initial term to be two years.
3. The Vice President – Programs and Meetings shall be in charge of all Programs and Monthly Meeting activities for the Club. Initial term to be two years.
4. The Vice President – Workshops and Education shall be in charge of all club Workshops and Education programs. Initial term to be one year.
5. The Vice President – Field Trips will be responsible for defining and coordinating various Club Field Trips intended to supplement the members' education and artistic interest. Initial term to be two years.
6. The Vice President – Special Interest Groups (SIGs) and Discussion Groups, will be responsible for establishing and coordinating the activities of various SIGs and Discussion Groups as desired by the members and approved by the Board. Initial term to be one year.
7. The Vice President – Exhibitions and Social will be responsible for all Club exhibitions both in and outside of Sun City. This VP will also be responsible for any Social Activities of the Club. Initial term to be one year.
8. The Immediate Past President's experience and knowledge are intended to greatly help in the transition of new officers, the continuity of the Club, and external affairs.
9. The Secretary will prepare the Minutes, write all Club correspondence, and with an Assistant, will maintain the Club's membership records. Initial term to be one year.
10. The Treasurer with an Assistant, will perform the duties delineated in Article V – Financial, and will seek information and guidance when necessary from the Standing Committee on Finance and Budget. Initial term to be two years.

#### Section D. Nomination and Election Procedures

- a) A Nominating Committee consisting of the three (3) non-Board Club members shall nominate a candidate for each office. The President will appoint the Nominating Committee Chairperson who will then select two additional members to serve on the Committee. The Nominees shall be presented to the entire Club

membership at least thirty (30) days prior to election. Additional nominations may be made from the floor at the time the Nominating Committee presents its slate.

- b) The election of officers shall be held during September. The new officers will assume their offices at the beginning of the new fiscal year.

#### Section E. Voting and Quorum Procedures

- a) A majority of votes at any Club Meeting except Board meetings shall decide any issue, motion, election or other action that is brought before the membership. Absentee votes to the Secretary, or Vice-President Administration will be permitted.
- b) A quorum for any Board meeting shall be one-half of the voting Officers of the Board. A majority of those voting will decide any issue at a Board Meeting. At any Board meeting each Board Member except the Immediate Past President shall have one vote. The Immediate Past President may vote only to break ties.

#### Section F. Vacancies and Recall of Officers:

- a) If an officer cannot complete the term of office for any reason, the Board shall appoint a member to fill the vacancy. In the case of filling the office of President, priority will be given to filling it with the Vice President – Administration.
- b) Officer Recall will be handled in the same manner as described for member discipline in Article II Section E above.

## **ARTICLE IV – MEETINGS**

#### Section A. Types and Frequencies of Meetings

- a) Regular meetings of the Club will be held at a time and place stipulated by the Board. These meetings are open to the general membership.
- b) The Club shall hold at least one Annual Meeting which shall be in the 4<sup>th</sup> fiscal quarter and shall be open to the entire membership for the purpose of approving the following year's Budget. This meeting can be included in a regular meeting.
- c) Board meetings may be requested by any Board member, but will be held no less frequently than monthly. Meetings will be open to members.

Section B. Conduct of Meetings/Parliamentary Procedure: All meetings shall be conducted in an informal, but business-like manner. Robert's Rules of Order (Revised) shall govern the conduct of meetings except when they conflict with the By Laws of the Association which shall prevail.

### Section C. Voting and Quorum Procedures

- a) A majority of votes at any Club Meeting except Board meetings shall decide any issue, motion, election or other action that is brought before the membership.
- b) A quorum for any Board meeting shall be one-half of the Board. A majority of those voting will decide any issue at a Board Meeting. At any Board meeting each Board Member except the Immediate Past President shall have one vote.

## **ARTICLE V – FINANCIAL**

Section A. Financial records will be maintained for a period of seven (7) years.

Section B. Dollar Limits: Expenditures will be made in accordance with the annual budget which has been approved by the members. Expenditures greater than \$200 for non-budgeted items may be made upon approval by the Board. Reimbursements for expenses less than \$200 are subject to approval by the President or the Treasurer.

Section C. Financial records will be certified on an annual basis by the Standing Committee on Budget and Finance. The results of the certification will be presented to the Board and then to the general membership and duly recorded in the applicable minutes of the Board meeting at which presented. This audit of the financial records will be conducted as close to the end of the out-going Treasurer's term of office as practical by the out-going Treasurer, the in-coming Treasurer, and members of the Standing Committee on Finance and Budget. Financial records will be maintained by the Treasurers.

Section D. Cash, Inventory Control Procedures and Dues

- a) Cash and Cash Controls
  - i. The Club's Fiscal Year shall be from January 1 through December 31.
  - ii. Monies from dues shall be used to operate the Club and fund its activities.
  - iii. A checking account at a financial institution approved by the Association will be used for all cash receipts and disbursements.
  - iv. Only the Treasurer, President, and Vice-President – Administration shall have signatory authority on the checking account.
  - v. There will be no Petty Cash Fund.
  - vi. The financial records of the Club shall be maintained by the Treasurer using either Quicken or QuickBooks, and a report will be submitted to the board at each Board meeting.
  - vii. Expenses submitted on or before the 15<sup>th</sup> day of the last month of the fiscal year must be paid by the Treasurer before the fiscal year end, and will be considered a part of that fiscal year's expenses.

Expenses submitted after that date will be considered a part of the next fiscal year's expenses.

- viii. The financial records of the Club shall be submitted quarterly to the Association for review as stipulated in the Association Regulations.

b) Inventory and Controls

- i. The Treasurer will maintain a record of Club assets and materials in inventory, and will submit a Report of Inventory annually to the Board and to the Association in accordance with Regulations of the Association.

c) Dues

- i. Member dues amount and a Budget for the following year will be prepared by the incoming Executive Board with the assistance of the Standing Committee for Finance and Budget, and the out-going Board, and will be submitted to the members for approval at a Monthly Meeting; or at a Special Meeting with 30 days Notice, held between the election date of Officers and the start of the Fiscal Year.
- ii. Membership dues shall be due and payable during the first month of each fiscal year.
- iii. Dues may be pro-rated only for new members, and as specified in the annual budget.
- iv. A member shall automatically be dropped from membership in the Club if the dues have not been paid by the end of the second month of the year.
- v. Dues may temporarily be waived by the Board. If a member has been dropped for failure to pay dues the member may be reinstated in the Club after payment in full of the delinquent dues.

## **ARTICLE VI – COMMITTEES AND SIGs**

Section A. Permanent (standing) Committees will include:

The Standing Committee on Finance and Budget shall be comprised of up to four Club members not then on the Board, who have experience with finances, the Association's Regulations, and the Club's operation. Its members should be drawn from previous Officers of the Club, preferably the previous Treasurers and Vice President – Administrations, and Presidents. They shall serve without compensation, and without term limit.

Section B. Permanent Committee chairpersons may be appointed by the President subject to approval by the Board. Temporary or Special Purpose Committee chairpersons may be appointed by the President.

Section C. Committee Chairpersons can be removed by a majority of the Board.

Section D. All committees will have written Mission Statements assigned prior to committee creation/appointment.

Section E. Special Interest Groups (SIGs) may be organized under the auspices of the Club. SIGs shall not be autonomous, but will be treated as groups of Club members whose interest lies in the particular subject matter the SIG is established to address. A SIG Leader will be selected by the group or the Vice President – SIGs and Discussion Groups, and the SIG will be under the general direction of the aforementioned Vice President. Special Interest Groups may not operate independent of the Club's finances, but under the coordination of the Vice President. The SIG may define their own programs and activities, so long as they are fully under the control of and direction of the Board, and open to any member of the Club.

### **ARTICLE VII – AMENDMENTS**

Section A. To amend the bylaws of this club requires a majority vote of the membership present at a meeting duly called for such purpose, a quorum being present and required notice being given.

Section B. Notice for a meeting which will consider an Amendment must be given to the members at least thirty (30) days in advance.

### **ARTICLE VIII - DISSOLUTION**

Prior to club dissolution and after all debts are satisfied all property and assets shall be turned over to the Association.

### **ARTICLE IX - APPROVAL**

The By-Laws of the Club shall become effective after approval by the Association.

**FOR THE CLUB:** \_\_\_\_\_  
Name/Signature

**FOR THE ASSOCIATION:** \_\_\_\_\_  
Name/Signature

**Date** \_\_\_\_\_