



BY-LAWS

February 2014

ARTICLE I – GENERAL

Section A. The name of this club shall be the Photography Club of Sun City Hilton Head.

Section B. The purpose of this club shall be to create an atmosphere for inspired, challenging, and educational photo taking with enthusiasm and the joy of photography to all interested members of the Sun City Hilton Head Community Association, Inc. (Association). The Club shall attempt to provide members with programs offering instructive assessment of personal work, increasing individual skill levels with enjoyment of our common interest with recreational and social advantages.

Section C. These bylaws will fully comply with the Association's Governing Documents (Documents), and Chartered Club Rules and Procedures (Rules). In the event of a conflict between these bylaws and the Documents, or Rules, the Documents or Rules shall prevail.

Section D. This club shall be operated as part of a non-profit association in accordance with applicable statutes and the Association's Documents.

Section E. Sub-groups, i.e., special interest groups, music interest groups, chapters may be formed as needed. See CCR&P 2.2C

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. Members shall be required to present their Activity Card or member number when joining the club.

Section B. There shall be no precondition for membership. If a particular skill is required, the club must provide instructions to prospective members. Members shall not be required to join any national, state, or regionally affiliated organization.

Section C. Guest privileges. Guests may be either non-member residents or non-resident guests. Guests may attend a maximum of three meetings as a non-member. Thereafter, a resident shall be required to become a dues paying member.

Section D. Dues/renewal dues shall be paid annually for the calendar year, January 1 through December 31 and are determined by the executive board. Any increase in dues shall be approved by the general membership. Club membership is required to be renewed annually.

ARTICLE III – OFFICERS

Section A. The Executive Board (Board) shall consist of a President, Vice-President, Secretary, Treasurer, Director of Education, and the most recent past president. Any one member may not hold more than one position on the Executive Board. No two members of the same household may serve on the same executive board.

Section B. The Executive Board Members shall be elected by a vote of the general membership for a term of one year. They shall serve without compensation and shall be considered the governing body of the Club. The newly elected Officers or appointed Officers, in case of a vacancy or recall, shall within 14 business days, attest that they have read and understand and will abide by the Clubs By-Laws and the Association's Chartered Club Rules and Procedures by signing the New Club Officer's form CC 50 and forwarding it to the Lifestyle Department.

Section C. Terms of Office and Responsibilities

Officers shall be elected at the November meeting, and shall serve from January 1 to December 31 of the following year. The President shall serve for no more than two (2) consecutive years.

Responsibilities: The President shall preside at all meetings and consult with other officers of the organization and /or membership on all matters of concern to the organization. The Vice-President shall preside at meetings in the absence of the President and assist him/her whenever necessary. The Secretary shall record minutes of all meetings. The Treasurer shall keep all financial records, collect dues and establish a checking account. The Director of Education shall assume overall responsibilities for all educational endeavors. The officers shall each have such powers and duties as generally pertain to their respective offices, as well as such powers and duties as may specifically be conferred or imposed by the Board.

Section D. Nominations for officers shall be made by a nominating committee appointed by executive board consisting of no less than three (3) members of the membership. The nominating committee shall present a preliminary slate of officers to the Board for presentation to the membership body at the October meeting. At this time nominations may be made from the floor after the report of the Nominating Committee. Officers shall be elected at the November meeting by a majority of votes cast. Voting may be by a show of hands if uncontested, or shall be by secret ballot if more than 1 member is running for the same office.

Section E. Executive Board Meeting Quorum Procedures:

Regular monthly meetings of the Board shall be held at the discretion of any member of the Board. A quorum shall consist of 51% of the executive board. Board meetings shall be open to all members of the club.

Section F. Executive Board Meeting Voting Procedures:

Voting shall be by majority agreement. A simple majority is required to approve a motion.

Section G. Interim appointments may be made by the executive board to fill unexpired terms of office if the office becomes vacant. An interim appointment to the position of immediate past president should be some previous president if practical.

Section H. An officer shall be removed from office by a majority vote of the membership. This vote shall be by secret ballot. Written notice shall be given in the same manner as is specified for a special meeting of the membership.

Section I. All Board members, upon retiring, shall deliver all records, historical information and other property belonging to the club to their successor.

ARTICLE IV- MEMBERSHIP MEETINGS

Section A. Types and Frequencies of Meetings. General membership meetings shall be held monthly. Monthly meeting may be canceled by vote of the executive board. There shall be no less than four membership meetings annually. Special meetings may be called by the executive board. All meetings require either written or electronic notice to *all* members at least two weeks prior to the meeting.

Section B. Procedures not covered by these by-laws shall be governed by Robert's Rules of Order. See Section 3.7 in the CCR&P, Parliamentary Procedures Section C.

Section C. A quorum at a regular or special meeting shall consist of a minimum of (e.g., 5%, 8%, 12%(100-500), or 25%) of the clubs members at that time. Refer to CCR&P Section 3.7.

Section D. Voting procedures unless otherwise stated in these by-laws, a majority vote, by show of hands, shall be considered the will of the club. Unless otherwise stated in these By-Laws or in Robert's Rules of Order, a majority vote, by voice (unless a ballot is requested by a member) will be considered the will of the club.

ARTICLE V - FINANCIAL

Section A. Financial records shall be maintained for a period of seven (7) years. These records shall remain with the current treasurer.

Section B. Dual signatures are required on all checks over \$500. Electronic payments require two signatures on invoices. All expenditures shall be paid from the clubs checking account, regardless of the amount.

The Club does not have a budget: Expenditures of \$200 shall be approved by the treasurer. Expenditures in excess of \$200 shall be approved by two executive board members. Expenditures over \$2,000 shall be approved by the general membership.

Section C. If any financial transactions take place within the club, the records must be certified on an annual basis by an individual(s) other than those elected to the executive board or their immediate family. The results of the certification (i.e., Form CC 90) shall be presented to the general membership and duly recorded in the applicable minutes of the meeting at which presented.

Section D. Responsibility for cash and inventory control shall be designated to an officer by the executive board. The financial records shall include:

- A record of all moneys collected and dispersed into the club's checking account
- An annual membership list (Form CC 20)
- An annual inventory of all equipment and furniture on Form CC 95.
- An annual financial report based on a calendar year (Form CC 90). This report shall be submitted to the Lifestyle Department and made available to the general membership.

ARTICLE VI - COMMITTEES

Section A. Standing committees may include the following: membership, finance, nominating. The Membership Chairman will keep an up-to-date list of the membership and will distribute updates to each Board member on an as-needed basis. No member of the finance committee may also serve on the Board. Additional standing and ad hoc committees shall be created as the Board deems necessary to promote the objectives and carry on the work of the club.

Section B. Each member will be afforded the opportunity to serve on a committee. The objective of such opportunity shall be to insure member participation and involvement in matters related to the continued growth and common interests of all members. Committee chairpersons may be appointed by the executive board.

ARTICLE VII - BY-LAW REVISIONS

Section A. Notice requirement and procedure. Proposed by-laws changes shall be approved by the executive board and submitted to the Lifestyle Department for preliminary approval prior to their submission to the general membership for its approval. Club members shall be notified in writing of any meeting to amend the by-laws; such notice shall be a minimum of two weeks prior to that meeting.

Section B. To revise the by-laws of this club requires a majority vote of the membership present at a meeting duly called for such a purpose, a quorum being present, and required notice being given. A complete revised copy of the by-laws will be presented to the club members and, upon a majority vote by the membership, will be forwarded to the Lifestyle Director for final approval

ARTICLE VIII - DISSOLUTION

Prior to club dissolution, and after all debts are satisfied, all property and assets under the club control shall be documented and physically relinquished to the Community Association through the Lifestyle Department.

Robert Kampwirth
PRESIDENT FOR THE CLUB

Name/Signature
FOR THE COMMUNITY ASSOCIATION

*13
2-28-14*

Date

Date