

Photography Club of Sun City Hilton Head

BY-LAWS

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 for all interested members of the Community Association.

Section C. These By-Laws will fully comply with the Community Association's (hereafter referred to as "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 Documents or Rules shall prevail.

Section D. This Organization shall be operated as a Non-Profit Homeowners Association in accordance with applicable statutes and the Association's Documents.

Section E. Sub-groups, i.e., special interest groups, user groups, chapters may be formed as needed. See Procedures for Charter Application 2.2.

ARTICLE II - MEMBERSHIP

Section A. Membership shall be open to all Association members in good standing without discrimination as to race, age, 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, other than every member must submit a valid CA number. 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 per year as a non-member. Thereafter, a resident shall be required to become a dues' paying member. Non-resident guests may visit three times in one year, but not in any subsequent year. Non-resident guests may not become members of any club.

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.

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ARTICLE III - OFFICERS

Section A. The Executive Board is the governing body of the club. It shall consist of (as a minimum) a President, Vice-President, Secretary/Treasurer, Director of Education, and the most recent Past President. Two non-voting Members at Large may be appointed to serve with the Executive Board for a one-year term. 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, 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) shall attest that they have read and understand and will abide by the club's By-Laws, the Association's Chartered Club Rules and Procedures and the Schedule of Fees and Community Rules. They do this by signing the New Club Officer's form CC50 and forwarding it to the Lifestyle Services by December 1.

Section C. Terms of Office and Responsibilities

Each officer shall serve a term of one year. The President of the Executive Board is limited to two consecutive terms. Other officers may serve two or more terms, unless otherwise limited by these By-Laws.

Responsibilities. The President shall preside at all meetings, consult with other officers of the organization, and /or the membership on all matters of concern to the organization.

The Vice-President shall preside at meetings in the absence of the President and assist whenever necessary.

The Secretary shall record minutes of all Executive Board meetings and formal meetings of the club's general membership.

The Treasurer shall keep all records of financial transactions and assets, collect dues, keep an up-to-date membership list to include the CA# and maintain the Club's checking account.

The officers shall each have such powers and duties as generally pertain to their respective offices.

Section D. Nomination and Election Procedures. All members of the Executive Board will be elected by the Club's general membership present.

- (a) A nominating committee of no less than three members shall be appointed by the President each year. The nominating committee shall present the proposed slate of officers at the Club's general membership meeting during October of each year. Nominations may be made from the membership following the report from the nominating committee.
- (b) Officers shall be elected by a majority vote of the membership. Voting may be by a show of hands if uncontested, electronic, or shall be by secret ballot if more than one member is running for the same office.

Section E. Executive Board Meeting Quorum Procedures. The Executive Board shall hold regular meetings and at the discretion of any member of the Board. A quorum shall consist of 51% of the Executive Board members. Electronic attendance may be used to reach the quorum.

Section F. Executive Board Meeting Voting Procedures. Voting shall be by majority agreement. Electronic voting may be conducted for routine matters in accordance with Appendix C of the Chartered Club Rules and Procedures.

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Section G. Vacancies of Officers. Interim appointments shall be made by the Executive Board to fill unexpired terms of office if and when an office becomes vacant. If the position of most recent Past President becomes vacant, then a previous President of the club should be appointed.

Section H. Officers (Recall). Written notice of a proposed recall shall be given to members at least two weeks prior to any meeting called for such a purpose. An officer shall be removed from office by a 10% vote of the membership present at such a meeting. This vote shall be by secret ballot.

Section I. All Executive Board members, upon retiring from office, shall deliver all records, room reservations, 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 except during the summer months. Special meetings may be called by the Executive Board. Meetings require either written or electronic notice to **all** members at least two weeks prior to the meeting. An agenda is required to be sent at least one week before the meeting.

Section B. Procedures not covered by these By-Laws shall be governed by Robert's Rules of Order. See Appendix C in the CCR&Ps, Parliamentary Procedures.

Section C. Quorum. A quorum at a regular or special meeting shall consist of a minimum of 10% of the club's members at that time.

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. Voting of the membership may also be done electronically.

Section E. Intervention Procedure

If the Executive Board cannot resolve problems within the Board members of the club, then a CC130 shall be sent to Lifestyle Services via email. If an issue arises with the club membership, the club member should bring the issue to the club's Executive Board. If a problem arises with a member in a subgroup, it should be dealt with within the subgroup. If it cannot be dealt with within the subgroup, it shall come to the club's Executive Board.

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 club's checking account, regardless of the amount. The purchasing of all equipment and furniture over five-hundred dollars (\$500.00), which is intended to become a permanent asset of the Community Association, must be reviewed and approved by Lifestyles.

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Expenditures of up to \$500 shall be approved by the Treasurer. Expenditures in excess of \$500 shall be approved by two Executive Board members. Expenditures over \$5,000 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. If there are special interest or user groups, their CC90 must be consolidated into the CC90 of the chartered club.

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 Services and made available to the general membership.

ARTICLE VI - COMMITTEES

Section A. Standing committees and ad hoc committees shall be created as the Executive Board deems necessary to promote the objectives of the club.

Section B. Committee chairpersons may be appointed by the President or 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 Services 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 or electronically 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 Services.

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Stanley Holz _____

Name/Signature
PRESIDENT FOR THE CLUB

Stan Holz

FOR THE COMMUNITY ASSOCIATION



9/17/24

Date

Date 9.18.24