

Carson City Photo Club By-Laws

Adopted September 24, 2019

Article I—Dues

The annual dues shall be set by the Executive Board and must be approved by a majority of the membership. The fiscal year for the Club shall be from January 1 through December 31. Annual Club financial reports will be rendered to the members during the February meeting.

Article II—Elections

Election of Club officers shall be held annually in November. Both the outgoing and newly-elected board members will attend the December board meeting. Installation of new officers shall occur at the January meeting. Vacancies shall be filled by the President, subject to approval of the Executive Board. Vacancy of the President's office shall be filled by consensus of the other officers.

Article III – Duties of Officers

All Board members are responsible for managing and promoting the annual calendar of events and activities and scheduling presentations and activities for monthly general meetings. Additional specific responsibilities are listed below.

President

The President shall organize and moderate executive board and membership meetings; appoint chairs of all committees; act as club spokesperson; supervise and keep in touch with all Photo Club activities; write an introduction for the monthly newsletter, including the results of recent board discussions; facilitate the monthly Photo Competition.

Treasurer

The Treasurer shall maintain records and custody of Club funds; discharge Club expenses and maintain records thereof; prepare and deliver in February the annual Club financial and membership reports; register and collect pro-rated membership fees from all new members during the year, providing receipts and creating a name tag; in November and January collect annual membership fees from existing members and send the membership list in January to the other board members; update the Secretary monthly of the names and e-mails of new members.

Secretary

The Secretary shall submit a report of the monthly General Meeting (including new members and their contact information) to the newsletter editor; communicate with members and outside parties as directed by the board; record decisions made at board meetings; reserve a room for the monthly board meeting; solicit items for the board meeting and distribute a DRAFT agenda prior to the board meeting to board members and Volunteers who wish to receive one ; distribute board minutes (including General Meeting outline) to board members and Volunteers who wish to receive one; notify the Nevada

Appeal newspaper of meeting date and location prior to each general meeting; send miscellaneous urgent e-mails to members; update monthly the meeting information on our website; annually update the Photo Club binder, thumb drives for board members, and send materials to the webmaster as necessary to update our website.

These officers will serve as the Executive Board.

Article IV – Committees

The activities of Club committees shall be determined by the Executive Board. The activities decided upon shall be carried out by the committee chair and committee members selected by the committee chair.

Article V – Volunteers

Volunteers for specific tasks report to the Executive Board. Volunteer positions include Webmaster, Digital Photo Sharing Coordinator, Carson Mall Display Coordinator, Field Trip Coordinator, Facilities Coordinator, Newsletter Editor, Library Display Coordinator, Holiday Party Organizer.

Article VI—Quorum

Club decisions will be determined by a simple majority of those in attendance.