

Shutterbugs Photography Club

Revised Bylaws

November 21, 2023

Article I: Name

This organization shall be known as “Shutterbugs Photography Club”, hereafter referred to as the “Club.”

The Club is organized exclusively for educational purposes under Section 501 c (3) of the Internal Revenue Code. It is a social, not for profit, club that operates in On Top of the World, and is governed by the rules set forth by On Top of the World for all social clubs.

Article II: Purpose

The purpose of this Club shall be to:

1. Create a members-governed environment for the sharing and enjoyment of photography.
2. Provide resources to expand members’ photography knowledge and photo enhancement skills
3. Provide a forum to compete in a sportsmanlike environment
4. Provide opportunities for members to publicly display their photos

Article III: Membership

1. Membership is open to all residents of On Top of the World Communities, including those who have current “Gateway of Services” privileges. It is the responsibility of the President or designee to check resident ID/Gateway Pass to ensure it is valid for the current year.
2. The club is open to all photography skill levels.
3. The membership year shall be January 1 through December 31. The fiscal year shall coincide with the calendar year. With one exception being when a new member joins between October and December, their dues for the current year will also cover the next year’ dues.
4. The Board shall have the authority to limit the membership and to establish rules and regulations concerning it.

Article IV: Dues

1. Dues shall be assessed annually by calendar year, except as previously noted.
2. The annual dues to be charged for membership shall be fixed and determined by the Board for each year.
3. Members shall be delinquent if dues are not paid by first meeting in March. They will be removed from the membership list.

Article V: Meetings

1. The Club shall have regular meetings each week on Tuesday, except for July and August. The first week of each month will be reserved for a Field Trip.
2. Mentoring sessions may continue throughout the summer months.
3. The format of meetings shall not be fixed but should be made up of a combination of presentations, critique sessions, mentoring sessions, hands-on training, field trips and information sharing.
4. At each regular meeting, Officers and Directors will provide updates.

Article VI: Board of Directors

1. The business of this organization shall be managed by a Board of Directors consisting of the four (4) elected Officers. A quorum of Officers and Directors in attendance shall be required to act on any Club business.
2. The Secretary, or an appointed Board member, shall maintain all Board minutes and these minutes shall be read at the next regular meeting of the Club.

Article VII: Board Members

1. The Board consists of the following voting Officers of the Club, who are elected by the membership.
 - a. President
 - b. Vice President/Webmaster
 - c. Secretary
 - d. Treasurer
2. Additional non-voting activity directors, who are appointed by the President:
 - a. Display Director
 - b. Field Trip Director
 - c. Newsletter Director
3. Additional non-voting advisory members, who are appointed by the President
4. Board members must be full-time residents of On Top of the World.
5. There are no term limits for any office.

Article VIII: Elections of Officers

1. When there are vacancies for Officer Positions, the President shall appoint a Nominating Committee to identify potential candidates.
2. Nominations for vacant or new positions shall occur at the first regular meeting in October.
3. Following the nominations, the Secretary shall compile the list of names (by position) and email the list to members.

4. Election, by a simple majority vote of the membership, shall take place at the first regular meeting in November.
5. Officers may be removed by a simple majority vote of the membership.

Article IX: Board Meetings

1. Board meetings will be held at least quarterly, a date and time agreeable to the majority of Board members.
2. Club members are welcome to attend board meetings, however; only Officers shall have voting rights.
3. Board actions shall be communicated to members.

Article X: Roles and Responsibilities

1. Duties of the **President** shall include, but not be limited to:
 - A. Acting as the Club spokesperson and liaison to On Top of the World.
 - B. Preside over all meetings.
 - C. Signing and executing non-financial contracts on behalf of the club.
 - D. Providing timely communications to club members and the Board.
 - E. Serving as one of two Club contacts on file with On Top of the World and assigning another board member to be the second contact.
2. Duties of the **Vice President/Webmaster** shall include, but not be limited to:
 - A. Serving the duties of the President in his/her absence.
 - B. Sharing responsibility for leading club meetings and setting the club meeting agendas with the President.
 - C. Maintaining and promoting the Club's website (OTOWSPC.com) for the benefit of Shutterbug's members and On Top of the World residents.
 - D. Maintaining and promoting additional social media.
3. Duties of the **Secretary** shall include, but not be limited to:
 - A. Maintaining records of the minutes of all Board meetings.
 - B. Maintaining a copy of the current Bylaws.
 - C. Accepting dues payments from members and giving payments to the Treasurer.
 - D. Communicating with new members and adding them to the Club roster, both manually and electronically.
 - E. Sending the list of election nominees to Club Members.
 - F. Maintaining a roster of attendance.

4. Duties of the **Treasurer** shall include but not be limited to:
 - A. Maintaining the Club's financial records and funds.
 - B. Paying out funds as authorized by the Board.
 - C. Preparing a financial report for all regularly scheduled Board meetings, detailing income and expenditures to date.
 - D. Acting as Signatory on all Club bank accounts.
 - E. Recording dues payment by members; identifying those who are delinquent and providing notification to the Board.
 - F. Completing and submitting annual documents required by 501 c (3) status.
5. Duties of the **Field Trip Director** shall include, but not be limited to:
 - A. Planning the schedule of field trips.
 - B. Coordinating the execution of field trips and photo walks.
6. Duties of the **Display Director** shall include, but not be limited to:
 - A. Planning and execution of the Club's Annual Contest Exhibition.
 - B Planning and coordinate monthly displays at Master the Possibilities and any other ad hoc events.
7. Duties of the **World News Reporter** shall include, but not be limited to:
 - A. Representing the Club by submitting monthly articles to On Top of the World newspaper, according to prescribed deadlines.

Article XII: Amendments

Proposed additions, amendments, or revocations to the Bylaws may be initiated either by the Board or by a petition signed by twenty five percent (25%) of the eligible Club members.

Such amendments must be approved by a (2/3) two-thirds majority vote of the membership present at the meeting in which the vote is taken. Upon such approval, the addition(s), amendment(s) or revocation(s) shall be incorporated into the Bylaws Article.

Article XIII: Disclaimer

For the effective operation of the Club, in the conducting of all activities:

1. Each person participating in any Club-sponsored event does so of his/her own accord and at his/her own risk.
2. The Club and its elected officers and appointed chairs assume no responsibility for the personal safety of the participants or the safety of any equipment or photographs of those who do participate.

Article XIV: Expenditures

1. Expenditures over \$600 must have the approval of the Board, followed by approval of the Membership.
2. The Treasurer has the authority to pay Club members for expenses incurred on behalf of the Club up to \$299, if supporting receipts or invoices are provided.

Article XV: Dissolution

The Dissolution of the club may be resolved with the approval of a two-thirds majority of the active membership. On dissolution of the club, the Officers shall dispose of all assets and pay or make provisions for the payment of all liabilities. The remaining monies will be donated, at the club's discretion, to another 501(C) (3) organization.

Approved by General Membership vote November 21, 2023.

Signed: _____ Harry Boyajian,, President

Signed: _____ Pam Schmitt, Vice President

Signed: _____ Terry George, Secretary

Signed: _____ Gail Schultz, Treasurer

(signatures on separate page