

SIMSBURY CAMERA CLUB BY-LAWS JANUARY 2019

Suggested Revisions December 2018, approved by E-Board, Approved by the Membership 1/16/2019

BY-LAWS

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| Article 1 | Name |
| Section 1 | The name of this organization shall be the SIMSBURY CAMERA CLUB |
| Article II | Objectives |
| Section 1 | The objectives of this club shall be: |
| | <ul style="list-style-type: none"> (1) Association for the mutual enjoyment of photography (2) Encouraging the advancement of members in the knowledge and practice of the art and science of photography (3) Making contributions to the practice of photography within the club and the community (4) Supporting our community in other ways determined by the Executive Board. |
| Article III | Membership & Dues |
| Section 1 | Any person active or interested in the practice of photography may become a member of this club. |
| Section 2 | The annual dues shall be determined by the Executive Board before the start of each membership year. Each membership year runs from July 1 to June 30 |
| Section 3 | Dues must be paid annually at the first meeting in September. Extensions may be granted at the discretion of the Treasurer. Dues for new members joining the club between July 1 and December 31 of the membership year, shall pay the full annual dues, as set by the Executive Board. Any new member joining between January 1 and June 30 of the membership year, shall pay one half of the annual dues. |
| Section 4 | The privileges of submitting images to club and outside competitions, holding office, making motions, and voting shall be limited to currently paid members of the club. For early-in-the-year competitions, the contest chair may accept prior year paid membership. |
| Section 5 | Honorary (dues-free) membership may be voted by the Executive Board in recognition of outstanding service to the club performed by an individual. |
| Section 6 | Dues may be waived or modified for a member in need at the discretion of the President and Treasurer. |
| Article IV | Officers and Elections |
| Section 1 | The officers of this organization shall be a President, a Vice President, a Secretary and a Treasurer. |
| Section 2 | Officers shall be elected bi-annually for a term of two years by majority vote of paid members present at the designated electoral meeting, generally each May. |
| Section 3 | Officers may serve more than one two-year term in the same office if approved by the Executive Board. |
| Section 4 | A nominating person or committee will be named by the Executive Board each year at least two months prior to the electoral meeting. This committee |

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| | shall consist of member(s) who are not officers of the club. They shall solicit nominations and self-nominations for office, and these shall be announced at the electoral meeting. Additional nominations may be made from the floor at that time, with the consent of the nominee. |
| Section 5 | It is traditional for the outgoing Vice President to be automatically nominated to become the new President. |
| Section 6 | Newly elected officers shall be installed at the end of the last meeting of the club activity year, and shall assume duties of their respective offices at the close of that meeting. |
| Section 7 | If the office of President becomes vacant, the duties shall be assumed by the Vice President. If any office other than President becomes vacant, it shall be filled by appointment of the President, but for no longer than the remainder of the current term. |
| Article V | Duties of Officers |
| Section 1 | The President shall preside at all meetings of the club and the Executive Board, and shall be a member ex officio of all committees excepting the nominating committee. The President has the ability to cast a tie-breaking vote as needed at any meeting. The President has signing privileges for the club bank accounts along with the Treasurer. The President shall perform all other duties usually pertaining to that office. |
| Section 2 | The Vice President shall perform the duties of the office of the President during the absence of the President or during a vacancy in that office. The Vice President has key access to the club mailbox along with the Treasurer. The Vice President shall perform such other duties as the Executive Board may direct. |
| Section 3 | The Secretary shall keep a correct record of all business meetings of the club and of the Executive Board, and shall perform such other duties usually pertaining to the office or that may be delegated to that office by the Executive Board. |
| Section 4 | The Treasurer shall have signing privileges for the club bank accounts along with the President and shall act as custodian of all club funds. The Treasurer has key access to the club mailbox along with the Vice President. The Treasurer shall accept payment of dues, shall pay bills as directed by the President or the Executive Board, shall keep an account of all receipts and expenditures, shall report financial status monthly to the Executive Board, shall make an annual written report to the club of the condition of the club treasury and shall perform other such duties as the Executive Board may direct. |
| Section 5 | Should funds be due to the Treasurer personally from the club, the check must be signed by the President and not by the Treasurer. |
| Section 6 | The Treasurer shall correctly fill out and file a federal form 990n (e-postcard) on behalf of the club no later than the end of August every year. |
| Section 7 | The Treasurer shall correctly fill out and file Tax exempt status with the Secretary of State for Connecticut on behalf of the club no later than the end of March every year. Any expense incurred by the Treasurer to complete Article V, section 6 or 7 |

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| | will be reimbursed to the Treasurer. |
| Article VI | Executive Board |
| Section 1 | The governing body of this club shall be known as the Executive Board, and shall provide general guidance for its operations and the transaction of official business. |
| Section 2 | The Executive Board shall consist of the elected officers of the club (President, Vice President, Secretary, and Treasurer), the chairpersons of all current executive committees as listed on the Simsbury Camera Club Website, and the immediate past President. |
| Section 3 | The Executive Board shall meet as scheduled by the President, or at the request of any three (3) members of the Executive Board. |
| Section 4 | The Executive Board is authorized to make expenditures for the benefit of the club up to \$500.00 without the vote of the club membership. Expenditures over \$500 require a yes vote by the majority of members present at a regular club meeting. Notice of the upcoming vote must be given to the membership at least 5 days prior to the meeting. |
| Section 5 | The transaction of official business by the Executive Board requires the presence of a quorum, which shall consist of not less than one half of the total current membership of the Executive Board. |
| Article VII | Committees |
| Section 1 | The President shall appoint the chairpersons of such executive committees as are needed and approved by the Executive Board. The members of the executive committees shall be selected by their respective chairpersons from the club membership. |
| Section 2 | The President shall appoint such sub-committees as may be needed. The chairperson of a sub-committee shall not become a member of the Executive Board |
| Article VIII | Meetings |
| Section 1 | Regular meetings of the club shall be held at such times and places as directed by the Executive Board. A schedule of regular meetings shall be disseminated to the members at or prior to the first meeting of the activity year. |
| Section 2 | Special meetings of the club may be called at any time by the President or by the Executive Board, with at least 2 days' notice to the membership. |
| Section 3 | An annual banquet may be held at the end of each club year, usually in June. Date, time, location, and cost to members and their guests shall be determined by the Executive Board and any designated banquet coordinator. Notice of date, time, location, and cost shall be given to the membership at least two months in advance. The Treasurer and the banquet coordinator shall collect reservations and payments, and make all arrangements with the banquet venue. |
| Article IX | Trophies and Awards |
| Section 1 | Trophies (one-year possession), awards, plaques, and/or certificates shall be presented at the annual banquet to those members having excelled in categories designated by the Executive Board and selected by an external judge or judges. |

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| Article X | Auditor |
| Section 1 | The President shall appoint an Auditor from the club membership, excluding elected officers, on an annual basis. The duty of the Auditor shall be to examine the Treasurer's accounts according to this documented process. Upon completion the auditor will provide the documented findings to the club's President and Treasurer. The document will be signed by the auditor. |
| Article XI | Rules of Order |
| Section 1 | The rules contained in "Robert's Rules of Order Revised" may be used to govern this club unless they are contrary to the Bylaws. |
| Article XII | Amendments |
| Section 1 | These Bylaws may be amended at any regular meeting of the club by an affirmative vote of a majority of the members present, providing notice of the nature and purpose of the proposed changes shall have been given to the members at least one (1) month in advance. |
| Article XIII | Miscellaneous Provisions |
| Section 1 | The club shall be operated as a nonprofit organization at all times and no earnings shall be disbursed in any form of dividends to inure to the benefit of any persons within or without the club. |
| Section 2 | The club shall not participate in any political campaign for or against any candidate for public office or devote club activities to influencing legislation. |
| Section 3 | In the event of dissolution of the club, the Executive Board shall first pay or make provisions for payment of all liabilities of the club. Transfer of all remaining assets of the club shall be to other nonprofit organizations as shall qualify to receive such assets on a tax-exempt basis under the US Internal Revenue Code in effect at the time. Selection of the recipient or recipients shall be determined by the Executive Board and, where possible, preference shall be given to such organizations that conform as closely as possible to the objectives of this club, and/or are local to Simsbury. |
| Article XIV | Fiscal Year |
| Section 1 | The Simsbury Camera Club Fiscal Year begins on June 1st and ends on May 31st every year. All government filings use this fiscal year. |

Created 12/16/63

(Rev 1) 6/11/65

(Rev 2) 6/14/74

(Rev 3) January 1984

(Rev 4) March 1984

(Rev 5) August 2010

(Rev 6) September 2013

(Rev 7) Approved by the Board on October 11, 2013

(Rev 8) Approved by Board and Club Membership on December 20, 2017

(Rev 9) Approved by Board on December 13, 2018

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Document Change Control

All Changes to be shown in BLUE

| Date Suggested | Changes | Reviser |
|----------------|--|-----------------|
| Mar 28, 2017 | Page 3, Changed Article VIII Section 4 in meetings to Article IX Section 1 Trophies and Awards. Modified to add an external judge. | Frank Zaremba |
| Mar 28, 2017 | Renumbered all articles to reflect the addition of the new article. | Frank Zaremba |
| Sep 14, 2017 | <p>Page 1, Changed Article III Section 2 - membership year is changed to July 1 to June 30, replacing September 1 to August 31.</p> <p>Old Article III, Section 2: The annual dues shall be determined by the Executive Board before the start of each membership year. Each membership year runs from September 1 through August 31.</p> | Donna Griffiths |
| Sep 14, 2017 | <p>Page 1, Added additional language to Article III, Section 3 to allow for semi-annual memberships, as follows, Dues for new members joining the club between July 1 and December 31 of the membership year, shall pay the full annual dues, as set by the Executive Board. Any new member joining between January 1 and June 30 of the membership year, shall pay one half of the annual dues.</p> <p>Old Article III, Section 3: Dues must be paid annually at the first meeting in September. Extensions may be granted at the discretion of the Treasurer.</p> | Donna Griffiths |
| Sep 14, 2017 | Page 2, Clarification of Article IV, Section 6, clarified that the last meeting of the year, is deemed to be the Annual Banquet if one is held, otherwise, last monthly club meeting of the year. No Change to the Bylaws required. | Donna Griffiths |
| Sep 14, 2017 | <p>Page 3, Revised wording, Article VI, Section 2, to say E-Board members are as listed on the Simsbury Camera Club Website, not Members Handbook.</p> <p>Old Article VI, Section 2: The Executive Board shall consist of the elected officers of the club (President, Vice President, Secretary, and Treasurer), the chairpersons of all current executive committees as listed in the Members Handbook, and the immediate past President.</p> | Donna Griffiths |
| Dec 13, 2018 | <p>Old Article X Section 1</p> <p>The President shall appoint an Auditor from the club membership, excluding elected officers, on an annual basis.</p> | Frank Zaremba |

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| | <p>The duty of the Auditor shall be to examine the Treasurer's accounts and upon being satisfied that the Treasurer's report is correct, shall sign a statement of the fact at the end of the report.</p> <p>New The President shall appoint an Auditor from the club membership, excluding elected officers, on an annual basis. The duty of the Auditor shall be to examine the Treasurer's accounts according to this documented process. Upon completion the auditor will provide the documented findings to the club's President and Treasurer. The document will be signed by the auditor.</p> | |
| Dec 13, 2018 | <p>ADD- Article V Section 6 The Treasurer shall correctly fill out and file a federal form 990n (e-postcard) on behalf of the club no later than the end of August every year.</p> | Frank Zaremba |
| Dec 13, 2018 | <p>ADD- Article V Section 7 The Treasurer shall correctly fill out and file Tax exempt status with the Secretary of State for Connecticut on behalf of the club no later than the end of March every year. Any expense incurred by the Treasurer to complete Article V, section 6 or 7 will be reimbursed to the Treasurer.</p> | Frank Zaremba |
| Dec 13, 2018 | <p>Add- Article XIV Section 1 The Simsbury Camera Club Fiscal Year begins on June 1st and ends on May 31st every year. All government filings use this fiscal year.</p> | Frank Zaremba |