

LINCOLN HILLS PHOTOGRAPHY GROUP BY-LAWS

Article I: NAME & AFFILIATION

The name of the organization shall be the Lincoln Hills Photography Group, hereafter referred to as the LHPG.

Article II: MISSION STATEMENT

The Mission Statement (or Purpose) of the LHPG is for the members to have the opportunity to show their photographs, to exchange ideas and technical expertise, to have the opportunity to advance their knowledge of photography, and to make everyone, from beginners to professionals, feel comfortable and welcome.

Article III: LHPG MEMBERSHIP

Membership shall be open to Sun City Lincoln Hills residents who are interested in any form of photography. Membership is by household, and requires paying annual LHPG dues. With a member's annual dues paid, a member shall be considered in "good standing" and is therefore entitled to vote, attend meetings, and hold office.

Guests, who are residents of SCLH, may participate in LHPG activities for a limited time before joining the LHPG. Guests may participate in no more than three club activities (meetings, field trips, etc.) before joining the LHPG.

Article IV: OFFICERS & TERMS OF OFFICE

Four Officers shall be elected to one-year terms of office at the June General Meeting, and shall assume their duties on the 1st of July following their election: President, Vice President, Secretary, and Treasurer. A member may serve in any elected position - or combination of elected positions - for a maximum of four consecutive years.

Article V: OFFICER'S DUTIES

President – The President shall provide leadership and supervision to the overall operation of the LHPG, develop an agenda for and preside over General and Board meetings, and assure that the desires of the Membership and Board are carried out. The President shall be the principal contact for any official LHPG business with the SCLHCA or connections with outside organizations, except that the President may delegate that authority from time to time.

Vice President - In the absence or disability of the President, the Vice President shall perform the President's duties and shall otherwise assume responsibility for other tasks as defined by the President or the Board.

Secretary – The Secretary shall record the minutes of all Board meetings, and any General Meetings during which formal decisions are made, such as the annual Election of Officers.

Treasurer – The Treasurer shall keep the bank records, maintain a record of all LHPG monies received and disbursed, and present a simple income, expense, and current balance report to the Board at its monthly meeting. The Treasurer shall also prepare the Group Financial Reports that are required for the SCLHCA. Either the current Treasurer or current President are authorized to sign LHPG bank checks.

Article VI: BOARD OF DIRECTORS MEMBERSHIP & DUTIES

The Board of Directors, hereafter referred to as the Board, shall be responsible for managing the interests and activities of the LHPG, as well as recommending and supporting LHPG operating policy.

Membership on the Board shall consist of the currently elected LHPG officers. In addition, the Board may invite, at its discretion, any or all of the committee chairs or SIG leaders to be non-voting Board members. Any member in good standing may attend Board meetings, but may not vote on Board proposals. The Immediate Past President may, at the discretion of the Board, be an ex officio member of the Board.

The Board shall meet at least once a month or upon the call of three or more members of that Board. A quorum shall consist of at least 50% of the Board membership. A majority of those voting members present is required to pass a motion.

Board members shall attend all Board meetings, and in the event of a member's inability or unwillingness to attend, may be replaced through appointment by a majority vote of the Board. The appointed person shall serve out the term of the vacancy.

Article VII: CHAIRS, COMMITTEES & OTHER BOARD APPOINTMENTS

General – Committees and SIGs shall be established or disbanded as deemed necessary or desirable by the Board. The Board's approval shall be obtained prior to the establishment of any LHPG Chair, Committee, Workshop or SIG. The President shall be an ex-officio member of all LHPG committees.

Program Chair - The Program Chair is responsible for planning the monthly General Meeting programs and securing the respective speakers. Programs must be approved in advance by the Board.

Membership Chair – The Membership Chair shall maintain a current list of paid members. The most current version of the roster shall be made available to the Board on or about the date of each month's Board meeting.

The use and distribution of any portion of the LHPG Membership roster shall be restricted to official LHPG purposes.

Field Trip Chair – The Chair shall locate and plan organized field trips to photographic venues of interest. Field trips must be approved in advance by the Board.

Website Chair – This Chair is the Webmaster for the LHPG website.

Nominating Committee – This ad hoc committee shall be established at the March Board meeting to seek and confirm a slate of officers for election at the June General Meeting. The committee is comprised of the Board appointed Chair plus one or more additional LHPG members.

Historian – A Historian may be appointed by the Board who will be responsible for creating and retaining records about the history of the LHPG.

Article VIII: WORKSHOPS & SPECIAL INTEREST GROUPS

The Board may approve of Workshops and SIGs to provide a forum for exploring topics of special interest, education or concern to a portion of the Membership.

Article IX: GENERAL MEETINGS

General Membership meetings shall be conducted once a month at a predetermined time and location, unless otherwise determined by the Board for special events. General meetings shall be announced in advance by e-mail.

If a vote is required by the general Membership, that vote shall take place at a monthly General Meeting. Ten (10) percent of the General Membership of the LHPG shall constitute a quorum for a vote.

Article X: NOMINATIONS & ELECTIONS

The Nominating Committee shall offer a slate of elected officers for election in June of each year. A candidate's current dues must be paid and the candidate must provide assurance of intention to serve for the full term. To serve in the position of President, one must have served previously on the Board.

The timeline for elections shall be as follows:

March - A Nominating committee consisting of two or more members from the general Membership and/or Board shall be appointed at the Board meeting.

April - The Nominating committee will be announced at the General Meeting along with any known candidates for the slate of officers.

May – Candidates for elected office are introduced, and additional nominations are accepted.

June – Voting for candidates shall be by a simple show of hands or by acclaim. Printed ballots may also be used should the Board desire.

Article XI: DUES

Membership dues shall be payable annually and are on a per household basis.

Article XII: MONETARY & OTHER MATTERS

Any formal LHPG event or activity requires prior Board approval.

No member or officer will receive any direct compensation or pecuniary benefit from the LHPG, except that the LHPG may reimburse that person for authorized expenses.

LHPG officers and directors may refer members to fee-based consultants and service providers who are members, officers or directors as long as the member is made aware that a fee may be involved.

The LHPG shall not sell or dispose of any donated equipment or software without the approval of the Board. The LHPG shall not engage in any activity that results in a monetary transaction that could jeopardize the LHPG status as a Club/Group of the Sun City Lincoln Hills Community Association.

No member or officer shall use the LHPG name to start an activity without the prior approval of the Board.

The Board shall not be construed as endorsing or recommending the company or services of any guest speaker, or photography related business or service listed on the LHPG Website or discussed at an LHPG activity.

Article XIII: BY-LAWS REVIEW & AMENDMENTS

The By-laws shall be reviewed at least once every two (2) years to determine if any amendments are in order. It shall be the responsibility of the Board to review the By-laws and to make appropriate recommendations to the general Membership.

The By-laws may be amended by a two-thirds vote of the members at any general meeting, provided notice of the proposed changes was given either at a preceding meeting or in an e-mail distributed at least two weeks prior to the general meeting.

Article XIV: DISSOLUTION

In the event that the LHPG dissolves, all remaining assets will be donated to the Lincoln Hills Foundation.

Article XV: BOARD POLICIES

The Board may supplement the LHPG By-Laws with operational guidelines.

Article XVI: PROCEDURAL GUIDELINES

Robert's Rules of Order, Revised, shall be the accepted authority on all points of order not specifically covered by these By-laws or Organizational Policies.