

LINCOLN HILLS PHOTOGRAPHY CLUB (LHPC)
DRAFT OPERATIONAL PROCEDURES

Date: March 23, 2023

MEMBERSHIP AND GUESTS

Membership is by household and requires paying annual LHPC dues. With a member's annual dues paid, a member shall be considered in "good standing" and is therefore entitled to vote, attend meetings, hold office, and participate in club activities.

The membership period is aligned with the fiscal year period of July 1 through June 30. Members who initially join the club between July 1 and December 31 shall pay the full year's dues (\$20) with no proration. For members who initially join the club between January 1 and June 30, their paid dues (\$20) will cover the remaining months of the membership period and the following full year.

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

OFFICER'S DUTIES

President: The President shall provide leadership and supervision to the overall operation of the LHPC, 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 LHPC business with the SCLH Community Association or connections with outside organizations, except that the President may delegate that authority from time to time.

Vice Presidents: In the absence or disability of the President, the Vice Presidents 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. Secretary will facilitate communication between the Board and club members.

Treasurer: The Treasurer shall keep the bank records, maintain a record of all LHPC 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 annual reports for IRS and California FTB. Either the current Treasurer or current President are authorized to sign LHPC bank checks.

BOARD OF DIRECTORS

The Board meets 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 are expected to 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.

CHAIRS, COMMITTEES AND OTHER BOARD APPOINTMENTS

Field Trip Chair: Identify 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 LHPC website.

Membership Chair: Maintain a current roster of paid members. The use and distribution of any portion of the LHPC Membership roster shall be restricted to official LHPC purposes.

Special Interest Group(SIG) Chair: Coordinate and conduct informational sessions on photographic topics of special interest.

Exhibits Committee: Identify and coordinate exhibition displays of members' photographs in public spaces in the community. Photographs may be sold by the photographer. No proceeds or money to benefit our club.

Social Committee: Coordinate club social events for membership. Interact with Association staff to reserve facilities for social events.

Communications Chair: Collect information and share club news with outside sources. Currently COMPASS and SENIOR NEWS.

When necessary, an officer or committee chairperson may fulfill the duties of more than one position or function.

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 LHPC shall constitute a quorum for a vote.

Guest speakers will be compensated for their presentations at General Meetings at an amount not exceeding \$150. Club members who make presentations at General Meetings shall not receive any compensation.

NOMINATIONS & ELECTIONS

A Nominating 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 LHPC members.

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.

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. If in-person voting is not feasible, online voting will be used.

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