

SEABROOK ISLAND PHOTOGRAPHY CLUB

BY-LAWS

December 2016

A. Mission

Seabrook Island Photography Club (or, "Club") mission is to enhance and encourage Seabrook Island Photographers. The Club supports this Mission through education sessions, mentoring, photo outings and exhibits. Club members support other island groups with activity and special event photographic support. Education sessions are provided by both internal and external lecturers on a variety of photographic subjects aimed at a wide range of photography skills.

B. Meetings

1. Monthly meetings are held at a time and place as designated by the Executive Committee with approval of members in good standing.
2. To the extent practical, the program and the dates for each of the year's meetings will be established by the end of the prior year.
3. The Photography Club President or coordinator of a Club sponsored meeting will be responsible for notifying the Seabrook gate and giving security a list of the non-resident invitees' names in advance of such meeting or event. If external invitations, advertising, signage or flyers about a meeting or event invite non-residents to participate, the information shall include the following: "Non-residents of Seabrook Island may register to attend by contacting (event coordinator name) at (phone number) in advance."

C. Meeting Coordination

An individual designated as the meeting coordinator for a Photography Club event shall have the following responsibilities:

1. Make arrangements with the speaker and Lake House or other venue for the event. The Lake House, Live Oak Hall, should have been scheduled for each of the year's regularly scheduled meetings in advance by the Executive Committee.
2. Arrange with the POA Lake House for any audiovisual and/or other physical needs for the event. The Lake House staff contact is identified on the POA web site.
3. Provide a description of the event to the Executive Committee and the following media outlets:
 - a) Tidelines-Deadline: anytime in advance of the event. Specify what date you would like posted otherwise Tidelines will post on the

SEABROOK ISLAND PHOTOGRAPHY CLUB

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December 2016

date of their choosing. seabrookislandblog@gmail.com

b) SIPOA Friday Email Blast- Deadline: each Thursday by noon.
sjarrett@sipoa.org Shawna Jarrett

c) The Seabrooker – Deadline: the 15th of the month
theseabrooker@yahoo.com Mike Morris

d) The Island Connection- Deadline: either the Tuesday or Wednesday of the week before the Friday publish date. Paper is published every other Friday. Susan will send a reminder email to the Photo Club president with the deadline date for each Friday publication. The Photo Club president will notify the designated Meeting Coordinator of the deadline date for that month's Photo Club event. Send your info to: amy@luckydognews.com Amy Mercer

4. Email event announcement to members two weeks before the event with subsequent email follow-ups. If the event requires earlier Club member notification as with a field trip or contest, provide the notification earlier as appropriate. Member email list will be provided by the Treasurer and/or Club President
5. Meet and greet the speaker and ensure the room is set up for the event. Officers and committee members will assist with set up and take down.
6. Introduce the speaker or arrange for someone else to do so.
7. If the event includes a paid speaker, obtain a check from the Treasurer for payment of the speaker fees before the event and provide that payment to the speaker night/day of the event.
8. Send an email or hard copy thank you note to the speaker after the event.
9. Coordinate 1-8 with the President, Secretary, Social Coordinator or others as needed.

C. Fiscal Year

The Photography Club fiscal year is January 1st through December 31st of each year.

D. Membership

SEABROOK ISLAND PHOTOGRAPHY CLUB

BY-LAWS

December 2016

1. Members must be residents of Seabrook Island, Bohicket Marina or Kiawah Island Estates. Non-Resident membership is limited to 20% of total membership.
2. The Executive Committee sets the amount for the annual membership dues and those dues are payable to the Club [Yes, Club should have been Capitalized as a formally defined term] treasurer.
3. Annual dues are payable by the end of February.
4. Dues paid by new members in November or December will be applied to (credited to) the upcoming years membership fees.
5. New members joining during the year will pay dues on a prorated quarterly basis. Prior year members will not be given a discount for joining later in the year.

E. Officers and Executive Committee Members

1. The Club leadership is made up of the Club Officers (President, Vice President, Treasurer, and Secretary - the, "Officers"), Functional Leaders (Membership, Web Master, Kiawah Club Liaison, Photo Wall Coordinator, and the Social Coordinator – the, "Functional Leaders"), the Past President and any other members in good standing appointed by the President in consultation with the Executive Committee to be members of the leadership (collectively, the "Executive Committee" or, "Committee") An individual may not fill more than one of the Officer positions but may fill both an officer position and a Functional Leader Position. The Officers and other Committee members must be Seabrook Island residents or property owners at the time of their service.
2. **President** - presides over all meetings of the Club including Executive Committee meetings and appoints chairperson(s) for meetings and special events and temporary committees as needed. The President also serves as an ex-officio member of all committees.
3. **Past President** – acts as an advisor to the President providing a bridge to previous Photography Club practices and activities and assists in the transition to the new leadership team. They also serve as a member of the Executive Committee for the year after their presidency.
Vice President - assumes the duties of the president in his or her absence and is the coordinator for the "Photographer of the Month/Quarter" and the Monthly/Quarterly Photo Wall Change" display.

SEABROOK ISLAND PHOTOGRAPHY CLUB

BY-LAWS

December 2016

4. **Treasurer** - collects dues, disperses funds approved by the President and/or Executive Committee, keeps all financial records pertaining to the Club, prepares financial reports that are presented at monthly meetings, and prepares a year-end financial statement for the Executive Committee. The Treasurer provides updates on dues collected to the President and maintains an up-to-date list of active members with contact information, and email addresses. The Treasurer shares the updated list with the Officers and Executive Committee members.
5. **Secretary** – responsible for keeping meeting minutes where needed, providing those minutes to the Executive Committee members for review and integrating recommended corrections and/or additions. Prepares and maintains needed documents or materials, like these By-Laws, for an orderly operation of the Club.
6. **Membership** – Creates programs and materials for new member recruiting
7. **Web Master** – creates, updates and maintains the Photography Club Web Site.
8. **Kiawah Club Liaison** – provides an interface to the Kiawah Photography Club to facilitate joint activities and cross participation between the clubs.
9. **Photo Wall Coordinator** – responsible for coordinating a monthly/quarterly refresh of the Club picture display in the Lake House.
10. **Social Coordinator**- responsible for assisting and working with the meeting coordinator for each Photography Club event. Organizing food/drink for events etc.

F. Terms of Office

1. Term Length - officers are elected to serve a one-year term.
2. If an officer is unable or unwilling to fulfill the duties of an office, the President will declare the position vacant. If the amount of time remaining in the term is six months or less then the President will designate a person to complete the term. If the position will be vacant for six months or longer the President will call for a special election to fill the vacant office using the candidate solicitation approach described below. If the open position is that of President, the Vice President will fill the position and use the above process to select another Vice President.

SEABROOK ISLAND PHOTOGRAPHY CLUB

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G. Nominations and Elections

1. The election of officers for the coming year is held at the regularly scheduled November meeting.
2. The Executive Committee will solicit officer candidates from the membership and qualify those candidates for their interest in serving. The list generated in this process will then be proposed to the members at least a week prior to the election. If more than one member asks to be considered for a single office, the a paper ballot will be used, including each of the volunteering members, otherwise a voice vote will be taken.

H. Art Shows

1. The Photography Club will periodically sponsor art shows for its members to display their photographs and facilitate member participation in island meetings and other events where a display of members' works would be appropriate.
2. Participating artists must be members in good standing.
3. Artists are responsible for hanging and displaying their own works as and if directed to do so by the show coordinator/leadership.

I. Amendments

Changes to the By-Laws may be made through the following methods:

1. Any proposed changes to the By-Laws must be submitted in writing to the Executive Committee. With approval by a majority of the Executive Committee the change will be presented to the Club membership for a vote.
2. Proposed changes require approval of 50% plus one of the membership in good standing giving their approval in person or by proxy.

J. Quorums

1. A quorum consists of a minimum of 35% of members in good standing providing their vote in person or by proxy for regular monthly, annual, or special meetings. Proxy votes can be cast by email to the Secretary.
2. A quorum for the Executive Committee is a minimum of four votes.