

BYLAWS OF THE MONTICELLO CAMERA CLUB

ARTICLE I — NAME

This organization shall be known as the MONTICELLO CAMERA CLUB. It shall be a nonprofit organization incorporated under the laws of the State of Minnesota. The mailing address for the Club is:

PO Box 483

Monticello, MN 55362

ARTICLE II — MISSION

The mission of the Monticello Camera Club shall be the enjoyment, mastery, and furtherance of photography through cooperation, effort, and good fellowship.

ARTICLE III — MEMBERSHIP

Section 1 — Eligibility for Membership: Any person seriously interested in photography may apply for membership. Persons still attending school (18 or younger) should show prior approval of parent or guardian to join. The Secretary shall provide membership application forms.

Section 2 — Annual dues: The amount required for annual dues will be established annually by a majority vote of the Board of Directors. Membership categories are Individual (full price) and each additional Family/Household member (half price). As a reward for being willing to serve on the board of directors for the Monticello Camera Club, all members of the board (5 positions) shall receive free membership to the Club for the duration of their duties on the board.

Continued membership is contingent upon being up-to-date on membership dues. For existing members, dues must be remitted annually on or before the May Membership meeting to retain membership. Guests are allowed a maximum of two meetings before being required to join the Club. The amount of dues any new member should pay will be dependent on the number of months remaining in the year in which they join. Example: if member joins at January meeting, they will pay for January through April and then pay for the full 12 months at or before the May meeting. If they join after the January meeting, they will pay for February through April.

Section 3 — Rights of Members: Each Member shall have one vote.

Section 4 — Resignation and termination: Any Member may resign by filing a written resignation with the secretary. Resignation shall not relieve a member of unpaid dues or other charges previously accrued. Membership of any person may be suspended, when sufficient reasons exist, by action of the Board of Directors.

ARTICLE IV — BOARD OF DIRECTORS

The Board of Directors consists of the following positions and are elected by the Membership: President, Secretary, Treasurer, and two (2) Directors at Large. Each member of the Board of Directors has one vote. A quorum required to pass a vote by the Board is a majority. It is the responsibility of the Board of Directors to approve the club budget. All expenditures must be within budget. The Board must approve any major change in the budget. The budget, once approved by the board, will be brought to the membership for final approval at the Annual Meeting in May. The fiscal year shall be the calendar year for tax purposes. The membership year shall be from May to May.

Section 1 — Responsibilities

Duties of the President shall be:

- to preside at all Club meetings and Board meetings
- to designate another officer to preside at meetings in their absence prior to meeting
- to appoint chairpersons of all committees
- to act as Club spokesperson
- to generally supervise and keep in touch with all Club/Committee activities

Duties of the Secretary shall be:

- to keep records of the minutes of all Board meetings
- to be the custodian of the Club's records
- to maintain the Corporate records of the Club
- to keep a register of the address and telephone numbers of all Club Members
- to notify Members of special meetings and events
- to conduct correspondence of the Club
- to prepare ballots for elections
- to maintain the Club's official post office address at the Monticello US Post Office
- to have authority to deposit/write checks in the name of the Club
- oversee the club website

Duties of the Treasurer shall be:

- have charge and custody of, and be responsible for, all funds of the Club
- to prepare the budget, with assistance of a finance committee as needed, for Board approval
- to help develop fundraising plans
- provide annual reports to the board showing income, expenditures, and pending income
- to make financial information available to the membership, board members, and the public
- receive and give receipts for moneys due and payable to the Club from any source whatsoever
- maintain a consolidated record of all receipts and expenditures
- deposit all Club moneys in the name of the Club in such banks or other repositories as designated by the Board of Directors
- have authority to deposit/write checks in the name of the Club

Duties of the Director(s) at Large shall be:

- serve as Committee liaison
- vote on all board decisions

Section 2 — Terms of Office

Election of Board Members shall be held annually. The term of office for all Board Members shall be two years except for vacated offices filled at other than the annual meeting. The offices of President, Treasurer and Director at Large (1) shall be elected on even numbered years. The offices of Secretary and Director at Large (2) shall be elected on odd number years. This is to maintain continuity of the Board. There shall be no term limits.

The President shall appoint a Nominating Committee composed of three members not to include Board Members. The committee will prepare a single slate of nominees for the positions up for election for that year and obtain the agreement from the nominees to serve if elected. If no volunteers can be found to serve on the nominating committee or if a slate of volunteers cannot be found, the board of directors will recommend a slate of candidates from which to select. The slate of nominees will be presented to the Secretary by April 1st so that these may be included in the April meeting notice. Candidates for office shall be presented to the membership at the April Meeting. Additional nominations can be made from the floor. Elections will be made at the Annual Meeting in May.

Section 3 — Financial Accounting

The treasurer shall prepare an annual budget and heads any finance committee, if formed. The treasurer shall also assist committees with preparing budgets for their specific function as needed.

The treasurer shall give an up-to-date report of the Club finances for approval at regular meetings of the Board of Directors. Financial records can be made available to the members upon request.

The treasurer shall provide a written calendar year summary of the financial activity of the Club, which shall be audited and approved by the president and published as an annual report to the Membership.

Section 4 — Vacancies

A vacancy occurring in any office shall be filled by appointment of the remaining Directors and be subject to approval by a quorum of the members in attendance at any official meeting. The person appointed will finish out the term of the vacated office.

ARTICLE V — MEETINGS OF MEMBERS

Section 1 — Attendance at meetings: Only Members shall attend the meetings. Prospective Members are permitted to attend two consecutive Membership meetings before membership dues must be paid to continue attending.

Section 2 — Regular meetings: Regular meetings of the Club shall have place, date, and time stipulated by the Directors. Meetings can be cancelled by a majority vote of the Board of Directors with proper notice to Membership. The official means of communication to the membership is via email.

Section 3 — Annual meetings: An annual meeting of the Members shall take place in the month of May, the specific date, time and location will be designated by the president. At the annual meeting, the Members shall elect Board members, receive reports on the activities of the Club, approve the budget and determine the direction of the Club for the coming year.

Section 4 — Special meetings: The President or a simple majority of the Board can call special meetings.

Section 5 — Notice of meetings: Notice of each meeting shall be given to each voting member by email prior to the meeting.

Section 6 — Voting: All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place. A majority of members present at a meeting is needed to pass a motion. Exceptions may be handled strictly via email at the discretion of the Board.

ARTICLE VI — COMMITTEES

The Board of Directors may create committees as needed, such as fundraising, events, public relations, exhibitions and contests, etc. Committees are assigned by the Board to work on specific issues facing the organization and ad hoc committees can be created for a time period set by the Board of Directors. The Committee Chair, or their designee, provides a report of their activities to the President for accountability. Official reports from the committee provide a record of what is occurring over time and for future reference for recurring activities, i.e. the annual photo show. If a committee requires a budget (i.e. annual photo show) it must be presented to the Board of Directors for review and approval. The president appoints all committee chairs. At least one Board Member shall be an advisor/member of each committee formed.

ARTICLE VII — PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Club may adopt.

ARTICLE VIII — AMENDMENTS

These Bylaws may be amended when necessary at any regular meeting of the Club by a simple majority of the members in attendance provided that the amendment has been submitted to the Secretary to be sent out with that meetings notice.

CERTIFICATION

These bylaws were reviewed at a meeting of the Board of Directors on July 7, 2015, and revisions approved by a majority vote of the 5 of 5 board members in attendance.

Secretary – Jean Davids

Date