

**Rossmoor Camera Club**  
**Revised Bylaws**  
**(Adopted May 8, 2018)**  
**(revised May 11, 2021)**

**Article I—Membership**

The membership shall consist of any resident of Leisure World and a few persons who live outside of LW up to 10% of the membership as permitted by the LW Board of Directors and the Education & Recreation Department / Committee of LW. Members are those who pay the club's annual dues. They shall have the privilege of full participation in the activities of the club and the monthly competitions.

**Article II—Officers and Duties**

Section A. The **President** shall preside at all meetings of the Club and the Board of Directors. The responsibilities of the President shall include:

1. Appointing chairs of all standing and ad hoc committees.
2. Consulting with committee chairs and Board as to the possible appointments of committee members prior to naming those members.
3. Administering the Club's programs as established by the Board of Directors.
4. Being an ex-officio, non-voting member of all committees (except the Nominations Committee and the Internal Audit Committee).
5. Securing room reservations for the year's meetings.
6. Ensuring membership materials and program dates are distributed prior to the first meeting of each year.

Section B. The **First Vice-President** shall perform the duties of the President in the absence of, or inability of the President to act, and related duties, as assigned.

The responsibilities of the First Vice-President shall include coordinating competitions, including:

1. Selecting judges and informing judges of our Club Competition Rules and definitions.
2. Providing appropriate materials, personnel, and equipment for the competition and record keeping.
3. Ensuring digital images have been loaded onto the computer.

The First Vice-President may delegate any of these duties to another member.

Section C. The **Second Vice-President** shall perform the duties of the President in the absence or inability of the President and First Vice-President to act, and related duties, as assigned. The responsibilities of the Second Vice-President shall include:

1. Obtaining speakers and critics for meetings.
2. Coordinating educational activities, e.g. photo matinees, E&R activities, Fireside Forum, Center for Lifelong Learning, Photographic Society of America, etc.
3. Coordinating membership social gatherings and photography-related activities.

The Second Vice-President may delegate any of these duties to another member.

Section D. The **Secretary** shall keep minutes of the meetings of the Board of Directors and distribute them to the Board for approval at the next Board meeting and keep other records as required by the Board of Directors. The Secretary shall also serve as chair of the Internal Auditing Committee.

Section E. The **Treasurer** shall be responsible for the Club's financial activities for each Fiscal Year running from June 1 to May 31 by:

1. Maintaining all Club funds in financial institution(s) approved by the Board of Directors.
2. Submitting a Treasurer's report with an accounting of all incoming money and disbursements at each Board of Directors meeting and at the annual membership meeting in May.

3. Submitting an internally audited financial report at the first general membership meeting in September.
4. Maintaining a membership roster and providing updated rosters to the Board of Directors, as necessary.

The Treasurer's check signing authority is limited to transactions of less than three hundred dollars (\$300.00). Checks greater than that amount must be co-signed by the President or First Vice-President.

Section F. All officers must have been members of the Club for a minimum of two consecutive years before serving.

Section G. No officer shall serve as a Standing Committee chair, but may be appointed to any Standing Committee.

Section H. In the event any elected officer cannot or fails to perform assigned duties as described above, that officer may be replaced by a majority vote of the Board of Directors.

### **Article III—Election of Officers**

Section A. In March of each year, the Nominations Committee shall solicit candidates for each office for the next year.

Section B. The Nominations Committee shall present a full slate of candidates at the regular Club meeting in April. Additional nominations may be made from the floor. All nominees must agree to serve, if elected. The names of the nominees and ballot must be mailed (email or postal) to all members of the Club.

Section C. The election shall be conducted by the Nominations Committee. Email voting may commence upon receipt of materials and cease three days prior to the annual membership meeting in May. In lieu of voting by email, any member may vote at the annual membership meeting. A quorum of 20 percent of members must cast votes for the election to be valid.

Section D. Elected officers shall assume their positions and duties at the conclusion of the last regular Club meeting of the season.

## **Article IV—Board of Directors and Committees**

Section A. The Board of Directors shall be chaired by the President and shall include the First and Second Vice Presidents, Secretary and Treasurer, the immediate Past President and the chair of each Standing Committee. The Board of Directors is responsible for the timely planning and implementation of the Club's policies and programs. The President, the First and Second Vice Presidents, Secretary, Treasurer, Past President and each Standing Committee chair shall have a single vote.

Section B. The following are the committees of the Club:

1. **Publicity Committee**—Duties include the dissemination of Club activities and news in the Leisure World News, updating the bulletin board in Clubhouse I, forwarding notices of news and upcoming events to the membership and Website Committee, coordinating the display of member photographs in Clubhouses I and II, Library, Chapel, Credit Union and other venues.
2. **Website Committee**—will maintain a website and update its information relevant to club activities and operations in a timely manner.
3. **Archival Committee**—will keep records of past officers, history, awards and competitions of the Club and assist in the preparation of the booklet presented at the annual membership meeting in May.
4. **Nominations Committee**—will meet whenever necessary to seek candidates for Club offices, conduct elections (as specified in Article III), and supervise voting by the membership for competition subjects, dues proposals and amendments to the Bylaws.
5. **Internal Auditing Committee** (chaired by the Secretary with members selected by the Secretary) that will meet annually to audit the income and expenditures of the Club (as specified in Article II).
6. Ad hoc committees may be created and members named as deemed necessary by the Board of Directors. Ad hoc Committees do not have a vote on the Board of Directors.

## **Article V—Dues**

Section A. At each year's April non-competitive meeting, the Board of Directors shall inform the membership of any proposal to alter the dues for the following year. If so, the proposal shall be mailed (email or postal) to every member. The voting shall be conducted by the Nominations Committee. Email voting may commence upon receipt of the materials and cease three days prior to the annual membership meeting in May. In lieu of voting by email, the member may vote at the annual membership meeting. A quorum of 20 percent of eligible members must cast votes for the election to be valid.

Section B. Any person, not currently or previously a member of the Club, who joins the Club after the January competition meeting, shall receive membership for that current Club year and the upcoming membership year for the appropriate dues rate that is in effect at that time.

#### **Article VI—Honors and Awards**

Section A. Awards for photographic accomplishments shall be presented with appropriate recognition at the annual membership meeting in accordance with the stated Competition Rules.

Section B. At the annual membership meeting, the Board of Directors may recognize individuals who made a noticeable contribution to the Club through their service of time, effort, or support. Examples of such recognition include Outstanding Member, Meritorious Service or Honorary Lifetime Membership.

#### **Article VII—Amendments**

Any proposal to amend the Bylaws of the Club shall be presented to the Board of Directors for consideration. The Board of Directors shall present the membership with the proposed amendment to the Bylaws, together with the Board's recommendation. A copy of the proposed amendment and Board's recommendation shall be mailed (email or postal) to every member and posted on the Club's bulletin board and website. Email voting upon the amendment may commence upon receipt of the materials and cease three days prior to the next regular non-competitive club meeting. In lieu of voting by mail, the member may vote at that meeting. Adoption shall require a simple majority as long as a quorum is represented (minimum of 20 percent of the members).