

Padre Trails Camera Club  
**BYLAWS**

**ARTICLE I: NAME**

The name of this organization is Padre Trails Camera Club of the Monterey Peninsula. It shall be a member in good standing of the Photographic Society of America.

**ARTICLE II: PURPOSE**

The aim of the Club is to help members improve their photographic skills; provide a forum for the exchange of ideas and information on all forms of photography; offer inspiration as well as entertainment; and stimulate public awareness of amateur photography.

**ARTICLE III: MEMBERS**

Section 1. Members are those interested in photography who pay the annual dues as set by the Executive Board. Membership shall be for one year from October 1 to September 30. New membership dues for applications received after April 1 shall be prorated to the end of the year. Non-payment of annual dues beyond January 15 will be cause for dropping from membership. Delinquent members will be notified by December 1.

Section 2. Payment of dues permits a member to participate in the activities of the club, to enter competitions, to hold office and to vote.

Section 3. Honorary Lifetime Membership may be voted by  $\frac{3}{4}$  of the members present and voting upon recommendation of the Executive Board. This allows continued membership activities without dues requirement.

**ARTICLE IV: OFFICERS**

Section 1. The Officers shall be a President, a Vice-President, a Secretary and a Treasurer. These officers shall be elected in May and shall become interim members of the Executive Board. They shall be installed at the following annual meeting and shall hold office for one year thereafter, or until their successor takes office. Officers may be installed in absentia. All officers shall give to the successors all pertinent material of office within 15 days of the annual meeting. No officer may hold more than one elective office at one time. Officers may be elected to consecutive terms.

## **ARTICLE IV: OFFICERS - CONTINUED**

### Section 2. Duties of the Officers

#### A. The President shall:

1. Preside at all regular and special meetings, board meetings, and the annual meeting.
2. Appoint heads of all standing and special committees, upon consultation with the Executive Board.
3. Be Ex-officio member of all committees, except the Nominating Committee.
4. Carry out all acts and duties as may be incident to the office of President, or as are prescribed elsewhere in these Bylaws.

#### B. The Vice-President shall:

1. Undertake any special duties assigned by the President or the Executive Board.
2. Perform all duties of the President in the absence or disability of that officer.
3. Fill any unexpired term of President if that office becomes vacant.

#### C. The Secretary shall:

1. Take minutes of all regular and special meetings and of the Executive Board.
2. Keep up-to-date roster of paid-up memberships on file.
3. Make such written communications as needed.
4. Keep a record of all competition awards in the minutes.
5. Upon obtaining a list of delinquent members from the Treasurer prior to December 1, shall give written notice to all delinquent members as of December 1 that non-payment of dues beyond January 15 is cause for dropping from rolls.
6. Arrange for printing roster and end of delinquency period.

#### D. The Treasurer shall:

1. Receive and record dues and other monies of the club.
2. Upon authorization by the Executive Board, pay such expenses as are incurred.
3. Make a written Financial Report quarterly to the Executive Board to be reported to the membership at next regular meeting.
4. Upon payment of dues, make out and distribute membership cards.
5. Keep up-to-date roster of paid-up memberships and furnish Secretary with a copy.
6. Prior to December 1, furnish the secretary with a list of delinquent members.
7. Provide the audit committee with all financial records and books as of September 1 for an annual audit to be completed prior to the annual meeting.

## **ARTICLE IV: OFFICERS – CONTINUED**

### Section 3. Election

- A. Not later than the first meeting in April of each year, the President shall appoint a nominating committee of three members, other than the current officers, whose duty is to report at the first regular meeting of May with a slate of at least candidate for each office.
- B. At the second regular meeting in May, additional nominations may be made from the floor and election then shall be by ballot. A majority vote of the members present shall be required for election to each office.

## **ARTICLE V: MEETINGS**

Section 1. Regular meetings shall be semi-monthly except in June, July, August and December at the direction of the Executive Board.

Section 2. There shall be an annual meeting in the first half of October to install officers, make annual reports, give annual awards and for any other business that may arise.

Section 3. Special meetings may be called by the President, and shall be called upon request of 12 members.

Section 4. One more than 50% of the Membership shall constitute a quorum at any meeting of the club.

## **ARTICLE VI: EXECUTIVE BOARD**

Section 1: The officers and appointed chairpersons of all standing and special committees shall constitute the Executive Board.

Section 2: The Executive Board shall have general supervision of the affairs of the club between its regular meetings, sets the hour and place of meetings, sets dues, plans programs and special events, organizes the regular work of the club, and performs such other duties as are specified in these Bylaws. The Executive Board shall have power to fill vacancies in elected offices. It is subject to the orders of the club and none of its acts shall conflict with action taken by the club.

Section 3: The President shall call regular meetings at least once a quarter. Special meetings may be called by the President or Vice-President, and shall be called upon the request of four members of the Board. All committee chairpersons have a vote.

Section 4.  $\frac{3}{4}$  of Executive Board shall constitute a quorum at any meeting of the Executive Board.

## **ARTICLE VII: COMMITTEES**

Section 1. Standing committees shall be appointed by the President and may include membership, program, competition, slide entries, hospitality, field trips and such others as are needed to maintain the activities of club. Special committees may be appointed as needed.

Section 2. Chairpersons are appointed by the President upon consultation with the Executive Board.

Section 3. An auditing committee shall be appointed by the President at the regular meeting in August to audit the Treasurer's accounts and to report at the annual meeting.

## **ARTICLE VIII: PARLIAMENTARY AUTHORITY**

The current edition of Robert's Rules of Order, newly revised, shall govern the club in all cases where they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the club may adopt.

## **ARTICLE IX: AMENDMENTS**

These Bylaws may be amended at any regular meeting of the club by a 2/3 vote of the members present and voting, provided the amendment was submitted in writing to the Executive Board and presented in writing to the club at the previous meeting of the club.