

Camera Club of Hilton Head Island (CCHHI) By Laws

Introduction — The Camera Club of Hilton Head Island was founded in 1987 by like-minded individuals with an interest in and passion for photography. The Mission of the Club is to provide activities for the members, which will enable them to gather, socialize and share their interests and expertise, thereby giving all the opportunity to expand their knowledge, techniques, skill and enjoyment in the Art of Photography. This mission will be accomplished primarily through education, competition, field trips and exhibitions, all with a social element. The Club will also promote photography within the Hilton Head community. The Club is an incorporated non-profit mutual benefit entity in the State of South Carolina and under Internal Revenue Code 501(C) (7) a Not for Profit, Tax Exempt Social Club.

Article 1- Membership

Section 1. Application Any person interested in the art of photography may apply for an individual membership by signing and submitting an application or online to the Membership Chair.

Section 2. Member-in-Good Standing A Member-in-Good Standing is defined as any member of the Camera Club of Hilton Head Island ("Club") whose dues for the current year have been paid in full.

Article 2 - Finance

Section 1. Fiscal Year The fiscal year shall be June 1st to May 31st.

Section 2. Annual Dues Annual dues shall be in the amount established by the Board of Directors on an annual basis. Membership Dues will cover the current club year from June 1 through May 31. Dues paid between May 1 – May 31 will be accepted for all memberships expiring June 30 of the following year. Only those members who have paid their dues may participate in Club sponsored events.

Article 3 - Duties of Officers

Section 1. President It shall be the duty of the President to (i) lead the Club and enforce the By-laws and regulations of the Club with the assistance of the Board of Directors, (ii) preside at all meetings of the Club and the Board of Directors, (iii) make

necessary appointments, ratified by a majority vote at any meeting of the Board of Directors, to fill vacancies in any elected office of the Club until the next regularly scheduled general election,

(iv) act as an ex-officio member of all standing committees except the Nominating Committee, (v) appoint, for the current fiscal year, the chair of the following standing committees, subject to confirmation by the Board of Directors:

- a. Program
- b. Education
- c. Competition
- d. Membership
- e. Exhibition
- f. Long-range planning
- g. Communications
- h. Community Relations
- i. Other standing committees as deemed necessary,

(vi) appoint, for the current fiscal year, the chair of the following appointed committees, subject to confirmation by the Board of Directors, such appointments to become effective when announced:

- a. Nominating
 - b. Audit
 - c. Other appointed committees as needed,
- (vii) perform other duties as deemed necessary.

Section 2. First Vice-President/President-elect It shall be the duty of the First Vice-President to: (i) assist the President as necessary and officiate at all meetings in the absence of the President, (ii) serve as chair of a standing committee, (iii) serve as a member of the Board of Directors, and (iv) perform other duties as deemed necessary. The First Vice-President, as President-elect, shall succeed the President at the end of the President's term in office.

Section 3. Second Vice-President It shall be the duty of the Second Vice President to: (i) assist the President as necessary and officiate at all meetings in the absence of both the president and the First Vice-President, (ii) serve as chair of a standing committee, (iii) serve as a member of the Board of Directors, and (iv) perform other duties as deemed necessary.

Section 4. Secretary it shall be the duty of the Secretary to: (i) record and maintain a written record of all meetings of the Board of Directors, and all other meetings at which a written record of the transactions may be deemed advisable, (ii) prepare and distribute all official correspondence of the Club, (iii) serve as a member of the Board of Directors, (iv) prepare ballots for the annual election; (v) have custody of all reports and documents connected with the business and proceedings of the Club, (vi) submit a copy of the minutes for publication, as appropriate, and (vii) perform other duties as deemed necessary.

Section 5. Treasurer It shall be the duty of the Treasurer to: (i) collect and hold in the name of the Club all monies received by, and belonging to, the Club, (ii) promptly pay all bills and financial obligations of the Club as directed by the President and/or the Board of Directors, (iii) prepare a draft budget for the new fiscal year that shall be presented to the Board of Directors at a September meeting for review and approval, (iv) prepare a final budget, incorporating comments from the September meeting of the Board of Directors and submit it at the next meeting of the Board of Directors for review and approval, (v) maintain a true, complete, and up-to-date record of all monies belonging to the Club, presenting a detailed report showing the financial position of the Club at each meeting of the Board of Directors or whenever requested by the President or the Board of Directors, (vi) provide a copy of the Treasurer's report to any member who requests a copy for review, (vii) prepare a final financial report at the end of the fiscal year, to be filed with the Secretary and the Board of Directors, (viii) mail delinquent dues notices to members, as necessary, (ix) serve as a member of the Board of Directors, and (x) perform other duties as deemed necessary.

Section 6. Immediate Past President It shall be the duty of the Immediate Past President to provide continuity between the current Board of Directors and the previous administration. The Immediate Past President shall be a voting member of the Board of Directors.

Section 7. Term of Office The term of office for the elected officers and the Members-at-Large shall be one (1) year.

Article 4 - Board of Directors

Section 1. Members The Board of Directors shall consist of the President, the First Vice-President, the Second Vice-President, the Secretary, the Treasurer, the Immediate Past President, and three Directors-at-Large selected from the Club membership. Five (5) members of the Board of Directors shall constitute a quorum.

Section 2. Duties It shall be the duty of the members of the Board of Directors to: (i) meet at least eight (8) times each year for the purpose of conducting the affairs of the Club, (ii) conduct the affairs of the Club and make such policy as they deem necessary and proper, (iii) approve the annual budget as prepared and submitted by the Treasurer, (iv) plan the various activities of the Club, (v) approve all non-budgeted expenditures of the Club, and any non essential spending requests greater than \$100.00 (vi) determine the annual dues fees, and other assessments necessary for the proper operation and maintenance of the Club, (vii) designate depositories in which the funds of the Club shall be kept, (viii) approve appointments made by the President to fill vacancies in any elected office, (ix) render a final decision on any written appeal submitted by a member of the Club expressing a cause for dissatisfaction with the Club's operation, and (x) perform other duties as deemed necessary.

Article 5 - Standing Committees

Section 1. Duties unless otherwise specified, it shall be the duty of the chair of each standing committee to: (i) chair all associated committee meetings, (ii) appoint other members to the committee, as necessary, and if required to satisfactorily perform the functions of the committee, and (iii) perform other duties as deemed necessary.

Section 2. Program Committee The Program Committee shall be responsible for establishing the agenda to the non-business portion of regular Club meetings.

Section 3. Education Committee The Education Committee shall be responsible for planning, organizing and/or conducting educational events for the Club.

Section 4. Competition Committee The Competition Committee shall be responsible for planning, scheduling, organizing and conducting all Club sponsored photographic competitions.

Section 5. Membership Committee The Membership Committee shall: (i) actively promote membership in the Club, working in conjunction with the Board of Directors and the Public Relations Committee, (ii) provide membership application forms to prospective members or direct applicants to the online Application Form, process them promptly and introduce new members to the Club, (iii) maintain member nametags for use at Club meetings and functions, and (iv) maintain a record of the names, addresses and telephone numbers of all members, distributing periodic updates as deemed necessary.

Section 6. Exhibition Committee The Exhibition Committee shall be responsible of planning, scheduling, organizing and conducting all Club-sponsored exhibitions.

Section 7. Long-Range Planning Committee The Long-Range Planning Committee shall be responsible for long-range planning, focusing on specifying goals and objectives and translating them into budgets and planning documents, assuming a most-likely scenario for the future direction of the Club.

Section 8. Communications Committee The Communications Committee shall: (i) prepare and distribute all publications related to Club activities, (ii) prepare, edit and distribute a newsletter on a regular basis advising members of Club events, meetings, competitions, exhibitions, field trips, social events, awards and any other items of interest to the membership, and (iii) develop and maintain the Club website and any Club pages on social media websites.

Section 9. Community Relations Committee The Community Relations Committee shall suggest local community events appropriate for the Club to become involved in.

Article 6 - Appointed Committees

Section 1. Duties Unless otherwise specified, the duties of the chair of each appointed committee shall be to: (i) chair all committee meetings and (ii) appoint other members to the committee, as necessary, to perform the functions of the committee.

Section 2. Nominating Committee The Nominating Committee shall: (i) be chaired by a member appointed by the President, (ii) include three (3) additional members appointed by the Chair, (iii) not have more than one (1) member on the Board of Directors, (iv) nominate candidates for Second vice-President, Secretary, Treasurer, and three (3) Members-at-Large, (v) ensure all nominees are Members-in-Good Standing meeting the qualifications for the office they are being nominated and are willing to serve if elected, (vi) ensure the documentation listing and describing the candidates nominated for office is prepared and submitted to the members no later than the April Club meeting, and (vii) perform other related duties as deemed necessary.

Section 3. Audit Committee The Audit Committee shall: (i) consist of two (2) Members-in-Good Standing appointed by the President and who shall not be members of the Board of Directors, (ii) perform an annual audit of the financial records maintained by the Treasurer, (iii) perform an annual inventory of Club properties/equipment, (iv) prepare and submit a written report to the Board of Directors no later than two (2) weeks following the end of the club calendar year May 31st and (v) perform other related duties as deemed necessary.

Article 7 - Elections

Section 1. Annual Appointment The President shall appoint a Nominating Committee Chair no later than the February meeting of the Club.

Section 2. Slate of Nominees The Nominating Committee shall present a slate of nominees at the April meeting of the Club. Additional nominations shall be accepted from members up until the Annual election.

Section 3. Conduct of Elections Elections shall be conducted at the Annual Business meeting, held in May of each year. The Annual Business meeting shall be a regular meeting of the Club held for the purpose of conducting the annual election of officers and presenting the report of the Audit Committee.

Section 4. Voting Each individual Member-in-Good Standing is eligible to vote and shall have one (1) vote. Absentee voting shall be permitted. Members unable to attend the Annual Business meeting may mail their absentee ballots to the Secretary. To be counted, absentee ballots must be received by the Secretary no later than the day of the Annual Business Meeting. Ballots received after that deadline shall be considered invalid.

Section 5. Term of Office Newly elected officers shall take office at the end of the Annual Business Meeting in May.

Section 6. Vacancy of an Elected Officer Vacancy of the President's office shall be filled by the immediate advancement of the First Vice-President. The Board of Directors, taking into consideration the order of succession specified in the preceding sentence, shall have the power to fill by appointment, upon majority vote, any elected office where it becomes vacant for any reason.

Article 8 – Non-Discrimination and Harassment Policy

CCHHI does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, military status or sexual orientation, in any of its activities or operations. CCHHI is committed to providing an inclusive and welcoming environment for all members, volunteers, contractors, and vendors and will not tolerate harassment of any type.

Article 9 – Dissolution

In the event of dissolution, the (remaining) assets shall be distributed to its members, or if it has no members, to those persons to whom the CCHHI holds itself out as benefiting or serving, such as Coastal Discovery Museum or other non-profit entity.

Article 10 - Amendments

If the need to amend these Bylaws should arise, a special meeting of the Board of Directors shall be convened by the President. The proposed change(s) will become effective immediately upon approval by five (5) members of the Board of Directors attending the special meeting.

Amended – October 21, 2021