

# **Carson City Photo Club By-Laws**

**Adopted February 26, 2019**

## Article I—Dues

The annual dues shall be set by the Executive Board and must be approved by a majority of the membership. The fiscal year for the Club shall be from January 1 through December 31. Annual Club financial reports will be rendered to the members during the February meeting.

## Article II—Elections

Election of Club officers shall be held annually in January. Installation of new officers shall occur at the January meeting. Vacancies shall be filled by the President, subject to approval of the Executive Board. Vacancy of the President's office shall be filled by advancement of the Vice-President.

## Article III – Duties of Officers

The President shall organize and moderate executive board and membership meetings; appoint chairs of all committees; act as club spokesperson; supervise and keep in touch with all Club activities; write an introduction for the monthly newsletter; select the "President's Choice" photo during monthly competitions.

The Vice-President shall assume duties of the President in his/her absence, store the materials for photo competition judging, name badges, and other items used monthly, and distribute them prior to each meeting; be backup for securing key for meeting room.

The Treasurer shall maintain records and custody of Club funds; discharge Club expenses and maintain records thereof; prepare and deliver the annual Club financial report.

The Secretary shall create and distribute a monthly newsletter; communicate with members and outside parties as directed by the Board; record decisions made at Board meetings.

These officers will serve as the Executive Board.

## Article IV – Committees

The activities of Club committees shall be determined by the Executive Board. The activities decided upon shall be carried out by the committee chair and committee members selected by the committee chair.

## Article V – Volunteers

Volunteers for specific tasks report to the Executive Board. Volunteer Positions include Webmaster, Facebook coordinator, Carson Mall Display coordinator, Field Trip Coordinator, Facilities Coordinator.

## Article VI—Quorum

Club decisions will be determined by a simple majority of those in attendance.