

#### **14. Club Newsletter**

A Newsletter shall be sent monthly to members and others as deemed necessary by the secretary.

#### **15. Committees**

The President shall have authority to appoint special committees as deemed necessary. Committees may also be appointed by a majority vote of members present at a regular meeting.

The duties of the Executive Committee shall be outlined in this constitution and to formulate club policies for approval of the membership.

#### **16. Disbursements of Club Funds**

Expenditures up to the amount of \$200 can be authorized by a majority vote of the Executive Committee, amounts exceeding \$200 must be approved by a majority of the members attending the next regular meeting.

#### **17. Amendments**

This constitution may be amended at any regular meeting by 2/3 vote of the members present, the amendment having been submitted at a previous meeting and published in the newsletter.

#### **18. Ratification**

This constitution shall become valid by a 2/3 vote of the members present at a regular meeting.

**Approved by a majority vote 23 May 1994.**

# **Susquehanna Valley Shutterbugs By-laws**

#### **1. Title**

The name of the club shall be Susquehanna Valley Shutterbugs

#### **2. Affiliation**

The club shall not be affiliated with any other organization.

#### **3. Objective**

The club shall be a non-profit club. The objective of which will be to promote and perpetuate amateur photography as an enjoyable form of recreation and a recognized art form.

#### **4. Membership**

Membership shall be open to the public. Members shall be those who have paid annual dues. Only members shall be eligible to vote at meetings, hold office, and compete in any regular club contest unless otherwise specified in the rules of such contest. Membership can be revoked for just cause by a two-thirds vote at any regular meeting, dues to be refunded on a pro-rated basis.

#### **5. Elected Officers**

Elected officers of the club shall be president, vice president, secretary and treasurer.

#### **6. Appointed Officers**

Before the first (April) meeting of the club year, the president with

majority approval of the executive committee shall appoint a chairperson responsible for special functions.

#### **7. Executive Committee**

The Executive Committee shall consist of the elected officers and the immediate past president. The Executive Committee shall meet prior to the April meeting at the call of the president or the majority of the Executive Committee.

#### **8. Parliamentary Procedures**

Robert's Rules of order shall be parliamentary rules of procedures for those matters not covered in the by-laws.

#### **9. Duties of Officers**

President - It shall be the duty of the President to preside over all meetings of the club and executive meetings and to perform all the usual duties of this office. In the absence of the President, the presiding officer shall be the first elected officer present in the order given in section 5.

Vice President - The Vice President shall assist the president and other elected or appointed officers as deemed necessary by the executive committee. The Vice President shall insure that all rules of this constitution are observed.

Secretary - The Secretary shall keep concise minutes of regular club meetings and executive meetings. The Secretary shall maintain and have available at regular meetings the records of the club for the current year including all pertinent paperwork of the club. All these shall be transmitted to the Secretary's successor in a prompt manner.

Treasurer - The Treasurer shall receive and keep safe all club funds, shall pay all bills not in excess of \$50 on order of the president and provide monthly report of receipts and disbursements. The Treasurer shall also maintain and have available at each meeting a membership list.

#### **10. Election of Officers**

At the January meeting the President shall announce a nominating committee. At the February meeting, this committee shall submit names of one or more nominees for each of the elective offices for the coming year and ask for nominations from the floor. Floor nominations shall be valid only with the nominees consent. These names shall be published in the March newsletter.

At the March Meeting, all officers shall be elected by a majority vote of members present. Nominations shall remain open until just before the election for that office. Elected officers shall be installed in office at the conclusion of the March meeting.

Should an officer resign during the year, the President with the approval of the remaining board shall appoint a member of the club to assume that office for the remaining term.

#### **11. Membership Fees**

Membership fees shall be determined annually by a majority vote of the members at the November meeting. In January, annual dues shall be payable for the next 12 months. Dues shall be pro-rated for new members joining after January. There shall be no pro-rating of dues for existing members until 1 year of non-membership has lapsed. Dues must accompany application for membership.

#### **12. Meetings**

Meetings, unless directed otherwise by the Executive Committee, shall meet the **fourth Monday** of the month.

#### **13. Competition**

All details for club competition shall be published in the club newsletter. Competition rules shall become official by a majority vote of the members.