

SEVEN PONDS PHOTOGRAPHY CLUB (SPPC)

By-Laws

Membership

1. Any person who has paid current dues is an active member of the club.
2. Every club member has a personal responsibility to respect the members of the club and the reputation of the club.
3. Behavior detrimental to the good of the club will be addressed by the Seven Ponds Photography Club (SPPC) board. The SPPC board will take appropriate action, up to and including termination of membership.

Dues

1. The annual dues of the club are payable at the first meeting in May of each year.
2. The annual membership dues are \$10.00 single or \$15.00 family.
(family members residing in same house)
3. Members must be in good standing to enter club competitions or run for elections.
4. Guests, such as spouses or a person who may drive a member to a meeting, may attend but may not compete.
5. Dues are not refundable.

Nomination and Election of Officers and Directors

1. Nominations and elections of officers and directors are to be held every two years at the first meeting in November with new officers and directors assuming their duties on January 1.
2. Any member may nominate another member for a Board position including him/her self. A member must accept the nomination to be on the ballot. Write-ins will also be accepted. However, if elected the write-in member must accept the position at the November meeting.

Duties of the Officers and Directors

1. **The President** presides over Board meetings, serves as chairperson of the Board and administers the affairs of the club with the assistance of the Board. The President makes all social media websites and special committee appointments and appoints the chair of all standing committees with the approval of the Board. The President is an ex-officio member of all committees.
2. **The First Vice-President** presides at all meetings in the absence of the President and is the chair person of the program committee. In the event of the death, resignation, incapacity or removal of the President, the First Vice-President will assume the duties of the President.
3. **The Second Vice-President** presides at meetings in the absence of both the President and First Vice-President, and is the officer who will assume special projects designated by the President and the Board.
4. **The Secretary** keeps full records of proceedings at regular membership meetings and meetings of the Board of Directors and is the custodian of all club official records. The Secretary is also responsible for all of the club's formal correspondence. The Secretary may also hold the office of First or Second Vice-President.
5. **The Treasurer** is the custodian of all monies and securities of the club, is responsible for collecting dues and maintaining a roster of members in good standing. The Treasurer pays all bills approved by motion of the Board. The Treasurer also gives a full accounting of the club's financial affairs at the regular meetings of the Board. An annual financial report summarizing the year's transactions prepared by the Treasurer and approved by a club committee appointed by the Board will be presented to the membership at a regular meeting in October.
6. **The Board** shall be responsible for all duties required by the club.
7. **Any Board member** who is absent for three months (six meetings) or more will be suspended from the Board but can be excused by the Board or President.

Meetings

1. The first Friday of each month will be devoted to the presentation of seminars, workshops and other instructional programs. But not limited to just seminars, workshops and instructional programs. Ex: Member slide shows, club assignment viewing etc. But not competitions.
2. The third Friday of the month will be devoted to club competitions.
3. The Board shall meet four times a year plus any special meetings as needed.

Use of the Club Name “Seven Ponds Photography Club (SPPC)”

1. The SPPC club name shall not be used to create online accounts on social media without prior authorization by the SPPC board.
2. All requests must be submitted to the SPPC Board and approved by the SPPC board at a board meeting.
3. All SPPC social media is owned by SPPC and not the individual.
4. The board may request inappropriate use of the club’s name be removed.

Club Property and Materials

- All members understand that all items used for running of the club are property of SPPC and shall be returned at end of time served. (Physical items, social media sites, websites, and documents they have authored, etc.) Failure to do so may result in end of membership by the SPPC Board.

Constitution and By-laws

- The Constitution and By-laws are retroactive.