

# **BY-LAWS OF THE ARKANSAS OUTDOOR PHOTOGRAPHERS CLUB**

## **ARTICLE I – FINANCE**

Membership dues shall be established by the Executive Board. The fiscal year for the organization shall likewise be established by the Executive Board.

The organization shall maintain a regular checking account into which all organization revenues will be deposited. The Treasurer shall be responsible for maintaining the checking account and will provide regular reports to the Executive Board. All disbursements from the account for operating expenditures of the organization shall be approved by the Executive Board. In the case of special events, programs, or speakers, the Executive Board may establish such fees for both members and non-members as may be necessary to finance such events. An annual report will be rendered by the Treasurer to the membership. The financial records of the organization may be viewed by any member upon written request to the Executive Board.

## **ARTICLE II – ELECTIONS**

Election of organization officers shall be held annually at the January meeting. At the October meeting, the President shall appoint a Nominating Committee composed of three members not on the Executive Board. The committee will prepare a single slate of officers and obtain the agreement from the nominees to serve, if elected. The slate shall be published in the newsletter preceding the meeting in which the election will take place. Additional nominations can be made from the floor at the meeting. A written ballot shall be taken if necessary.

No officer can be re-elected to the same post for more than two consecutive terms.

Vacancies in the organization offices shall be appointed by the President, subject to approval by the Executive Board. Vacancy of the President's office shall be filled by advancement of the Vice President.

## **ARTICLE III – DUTIES OF OFFICERS**

Duties of the President shall be: To preside at all organization meetings and Executive Board meetings; to appoint the chair of all committees; to act as organization spokesman; and, to communicate organization activities, events, and meetings through the organization newsletter.

Duties of the Vice President shall be: To assume duties of the President in his absence.

Duties of the Secretary shall be: To maintain the minutes of all meetings; to notify members of special meetings and events; and, to prepare ballots for elections, when necessary.

Duties of the Treasurer shall be: To maintain the organization's finances in accordance with Article I, above.

## **ARTICLE IV – DUTIES OF COMMITTEES**

The activities of organization committees shall be determined by the Executive Board. The activities decided upon shall thereafter be carried out by the committee chair and the members appointed by the chair to the respective committees.

The standing committee chair shall provide all necessary reports concerning the activities and progress of the committee to the Executive Board or to the membership at organization meetings, and shall act as members of the Executive Board pursuant to Article IV of the Constitution.