

# Sunflare Photography club constitution and bylaws

## ARTICLE I: NAME & PURPOSE

**Section A: Name** – The name of this club shall be Sunflare Photography.

**Section B: Purpose** – The purpose of this club shall be:

1. As a group, to collectively learn about photography.
2. To offer an environment, where students can express their creative ideas through photography.

## ARTICLE II: MEMBERSHIP & DUES

**Section A: Eligibility** - Membership shall be open to college students upon payment of the dues as outlined in Section B.

**Section B: Dues** – Dues shall be \$2 per year.

## ARTICLE III: OFFICERS

**Section A: Officers** – The officers shall be a President, Vice-President, Secretary, and Treasurer.

**Section B: Eligibility** – Officers must be taking 3 credit hours or more.

**Section C: Election** – The officers shall be elected by ballot at the last meeting of the spring semester by a majority of the vote cast for that office.

**Section D: Term** – The officers shall serve for one year and their term of office shall begin at the commencement of the fall semester.

**Section E: Vacancy** – If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election.

## ARTICLE IV: DUTIES OF OFFICERS

**Section A: President** – it shall be the duty of the President to:

- Preside at every meeting
- Represent the club
- Represent an officer that cannot attend a meeting.
- Meet on a regular basis with the advisor and the other officers of the student club to discuss upcoming meetings, long range plans, goals, and problems of the club.
- Assist in the orientation of new officers

**Section B: Vice-President** – It shall be the duty of the Vice-President to:

- Preside in the absence of the President

- Issue notices of meetings and conduct the general correspondence of the club
- Assist in the orientation of new officers

**Section C: Secretary** – It shall be the duty of the Secretary to:

- Record the minutes of all meetings
- Keep a file of the club's records
- Maintain a current roster of membership

**Section D: Treasurer** – It shall be the duty of the Treasurer to:

- Receive all funds and process Request for Payment, Deposit Slip.
- Keep an itemized account of all receipts and expenditures and make reports as directed
- Keep a list of our club's inventory.

## **ARTICLE V: MEETINGS**

**Section A: Meetings** – Regular meetings shall be held once every two weeks during the regular school year.

**Section B: Special Meeting** – Special meetings may be called by the President with the approval of the other officers..

**Section C: Quorum** – A quorum shall consist of 1/4 of the membership.

**Section D: Parliamentary Authority** – Robert's Rules of Orders, shall govern this club when needed to which they are applicable and in which they are not inconsistent with these bylaws.

## **ARTICLE VI: EXECUTIVE COMMITTEE**

**Section A: Responsibility** – Management of this club shall be vested in an Executive Committee responsible to the entire membership to uphold these bylaws.

**Section B: Membership** – This committee shall consist of the officers as listed in Article III and the faculty advisor.

**Section C: Meetings** – This committee should meet at least once a semester to organize and plan future activities.

## **ARTICLE VII: ADVISOR**

**Section A: Selection** – there shall be a faculty/staff advisor who shall be selected each semester by the membership.

**Section B: Duties** – The responsibilities of the faculty advisor shall be to:

- Vote only in case of a tie.
- Maintain an awareness of the activities and programs sponsored by the student club.

- Attend regular meetings, executive board meetings as often as schedule allows.
- Explain and clarify campus policy and procedures that apply to the club.
- Maintain contact with the Student Activities Office.
- Provide direction in the area of parliamentary procedure, meeting facilitation, group-building, goal setting, and program planning.
- Assist the club treasurer in monitoring expenditures, fundraising activities, and corporate sponsorship to maintain an accurate and up-to-date account ledger.
- Inform club members of those factors that constitute unacceptable behavior on the part of the club members, and the possible consequence of said behaviors.

### **ARTICLE VIII: COMMITTEES**

**Section A: Program Committee** – A program committee composed of the Vice-President as chairperson and four other members shall be appointed by the President before the end of spring semester, whose duty shall be to plan the overall program of the club.

**Section C: Special Committees** – The President shall have the authority to appoint any special committees, with the approval of three-fourths (3/4) of the officers, from time to time as need demands.

### **ARTICLE IX: AMENDMENTS**

**Section A: Selection** – These bylaws may be amended by a three-fourths (3/4) majority vote of the chapter membership.

**Section B: Notice** – All members shall receive advance notice of the proposed amendment at least five days before the meeting.