

Heard Nature Photographers Club

By-Laws

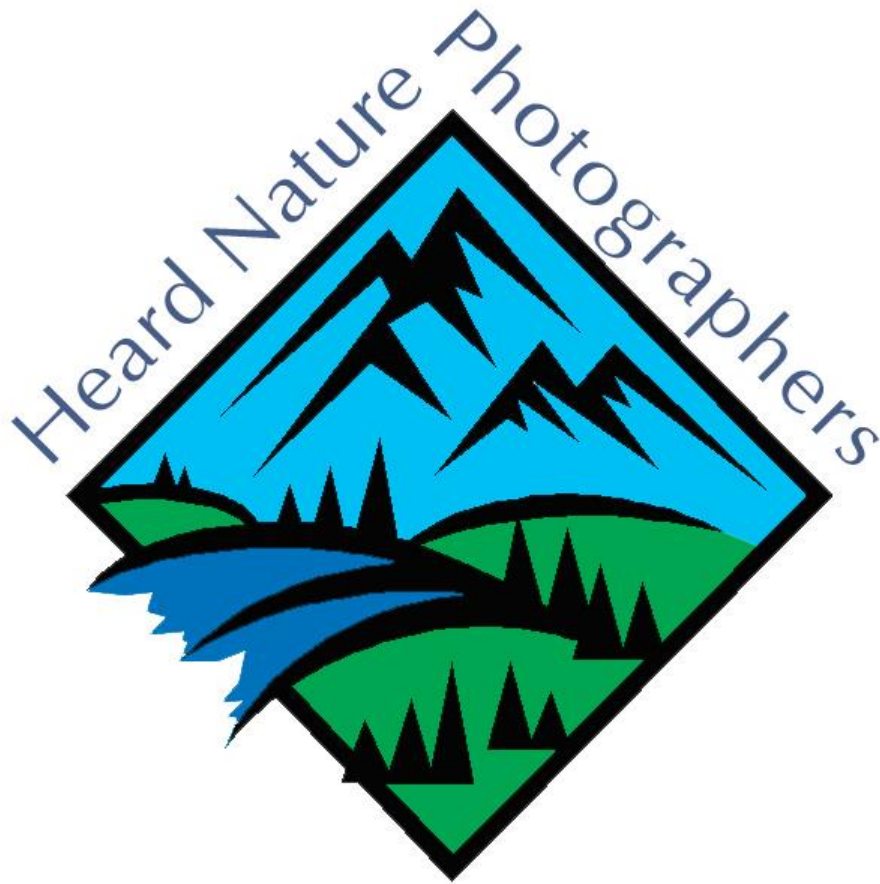


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Article I. Name

The name of the Club shall be “Heard Nature Photographers Club”, hereinafter referred to as HNPC or “the Club”.

Article II. Organization and Purpose

- A. The Club is organized and operated as a Social Club pursuant to IRC Section 501(c)(7).
- B. The purpose of the Club is to promote the interest in nature photography by bringing together those who are interested in helping each other to produce better images, to educate, encourage and expand the photographic knowledge and capabilities of its members by:
 - 1. Mutual education and learning in the science and art of nature photography.
 - 2. Promotion and encouraging advancement in the knowledge and practice of nature photography by presenting lectures, slideshows and demonstration of techniques.
 - 3. Providing for Club and member participation in assignments, field trips, critiques and contests.
 - 4. Sponsoring other activities that further the purpose of the Club.
 - 5. Endeavoring to raise the standard of photographic excellence in its members.
 - 6. Further provide financial assistance and manpower support to the Heard Natural Science Museum & Wildlife Sanctuary, McKinney, Texas, (the Museum) as approved by the Club’s Board of Directors.
- C. The primary contact for club information is the President. Contact information is listed on the Club’s website.

Article III. Membership

- A. Anyone interested in photography may become a member by completing an Application, Waiver of Liability and payment of dues.
- B. Membership must be renewed each year by payment of dues.
- C. The Club membership year begins January 1 and ends December 31.
- D. Membership is open to anyone of any age.

E. Membership will be either:

1. Individual – any one person not covered by the other categories,
2. Family or Significant Other – two or more members whether or not related,
3. Student – individuals enrolled full-time in school (K-12) or covered under “Family” membership. Student members may participate in all Club activities, but may not hold an office or vote on any Club issues. Furthermore, Students under the age of 18 must at all times be accompanied by a parent, legal guardian, or other family member who is over 18 years of age when participating in any Club activity.
4. Life – as designated by the Board of Directors for exceptional service to the Club and will not have to pay dues to the Club for membership.

F. A member may be suspended or expelled by the Board of Directors for good and sufficient reason. The Board shall have full discretion as to what constitutes “good and sufficient reason” and the decision will be final in instances of this case.

G. Only members whose dues are paid in full, have executed the Waiver of Liability and are otherwise in good standing will be able to participate in assignments, in-Club competitions, Club-only workshops and field trips.

H. Membership Application and the Waiver of Liability forms are available on the Club’s website. They are also available from the Membership/Marketing Coordinator, the Secretary/Treasurer or the Field Trip Coordinator.

I. A list of Club members will be maintained by the Secretary/Treasurer for the sole purpose of managing Club activities. This list shall be used as the primary means for communicating with the Club membership. Access to such list shall be restricted to current Board members. Further distribution of this list is strictly prohibited.

Article IV. Financial and Dues

A. The HNPC financial calendar year runs from January 1 to December 31.

B. All funds shall be deposited in a bank in the name of Heard Nature Photographers Club.

- C. Withdrawals may be made by the Secretary/Treasurer or the President.
- D. Dues shall be in an amount determined by the Board of Directors. Current dues are as follows:
 - 1. Individual - \$20 per year
 - 2. Family or Significant Other Membership - \$20 per year
 - 3. Student - \$10 per year
 - 4. Life – no dues for balance of their lives.
- E. If a new member joins after June 30, dues will be prorated to one-half the full yearly rate.

Article V. Meetings

- A. Membership meetings will be on the second Saturday of each month.
- B. The dates of regular meetings may be changed when necessary or a special meeting may be convened when it is deemed in the interest of the Club. Such action may be taken by the Board of Directors or, in the event of an emergency, by the President or Vice-President and one other Officer. Reasonable notice of such change or addition shall be communicated to the Club.

Article VI. Board of Directors

- A. The Board of Directors shall transact all routine Club business, in addition to performing the duties specifically outlined in the By-Laws and generally determine Club policy.
- B. The management of the Club shall be directed by the Board of Directors composed of elected officers as enumerated below. The Board of Directors meetings shall be scheduled by the President of the HNPC as often as necessary to transact the business of the Club. The members of the Board of Directors will be as follows:
 - 1. President
 - 2. Vice President
 - 3. Secretary/Treasurer
 - 4. Membership/Marketing Coordinator

5. Field Trip Coordinator
 6. Contest Coordinator
 7. Newsletter Editor
- C. Members are encouraged to attend Board meetings; however, only Board Members are allowed to vote.
- D. Board members have the ability to create committees or enlist assistance as needed.
- E. The President shall:
1. Preside at all duly called Club, officer and special meetings as deemed necessary. If the President is absent, the Vice President shall preside. If the Vice President is absent, the President shall designate another officer to preside.
 2. Manage and oversee Club affairs and allocate resources to carry out the goals, objectives and programs of the Club.
 3. Appoint committees as may be needed to carry out the goals, objectives and programs of the Club.
 4. Manage Club affairs and allocate resources (as approved by the Board of Directors) to help each officer position and committee to be successful.
 5. Provide back-up signature authority for the Secretary/Treasurer on the Club's checking account.
- F. The Vice President shall:
1. Act in the Club President's stead at any time the President is unavailable.
 2. Arrange speakers for each regular Club meeting.
- G. The Secretary/Treasurer shall:
1. Maintain minutes and other records of the Board of Directors meetings and promptly forward said minutes and records to all Board members for review, corrections and approval.
 2. Oversee the Club's finances
 3. Be responsible for maintaining an active membership list.
 4. Collect the dues and pay all expenses of the Club.
 5. Prepare an annual budget for the Club.

6. Keep the Board of Directors apprised of the financial status of the Club.
- H. The Membership/Marketing Coordinator shall:
1. Contact visitors and new members between meetings to extend HNPC's welcome, and provide potential new members with information about the Club.
 2. Create name badges for new members and maintain a repository of badges for all members
 3. Formulate and propose a marketing plan to the Board for approval, that is consistent with the Board's priorities
 4. Execute the marketing plan approved by the Board
- I. The Field Trip Coordinator shall organize and schedule field trips and special outings for the Club.
- J. The Contest Coordinator shall coordinate all phases of the annual photography contest.
- K. The Newsletter Editor shall publish the Club newsletter on a monthly basis.

Article VII. Election and Terms

- A. In September, the President shall appoint a Nominating Committee of three members of the Club.
- B. The Nominating Committee shall present a slate of potential candidates to the membership at the October Club meeting for the positions enumerated in Article VI - Board of Directors. These candidates must be members in good standing and willing to serve. At least two names for each position, if possible, shall be on the slate.
- C. At the October meeting, additional nominations may be made from the floor by any member in good standing,
- D. The election of officers will take place at the November meeting. The candidate with the most votes by the attending members shall be declared elected and shall serve until their successor is installed or January 1st of the year following the election.
- E. Serving in the position of President is limited to four consecutive years.

Article VIII. Vacancies

- A. If the office of the President shall become vacant for any reason, it shall be filled for the unexpired portion of the term by the Vice President.
- B. If for any reason the Vice-President is not able to fill the President's position for the remainder of the term, the Board of Directors shall appoint a replacement from the existing members of the Board.
- C. If any office in the Board of Directors becomes vacant, except for the President, it shall be filled for the unexpired portion of the term by appointment of the Board of Directors.

Article IX. Ad Hoc Committees

- A. Any ad hoc committee can be created by the President.
- B. Committee Chairmen needed for any reason shall be appointed by the President and shall serve for the time period required to fulfill the requirements of the Committee.
- C. The Chairman of any ad hoc committee shall appoint their committee members and shall further prepare reports of activities for the Board of Directors.

Article X. Amendment of By-Laws

- A. An amendment to these By-Laws may be initiated by the Board of Directors.
- B. Notice of the proposed amendment shall be provided to the members by the Secretary who will publish it in full and distribute it in the most expedient manner, together with reasons therefore, at least ten days prior to the meeting at which voting will take place.
- C. Subject to the above, these By-Laws may be amended at any regular meeting of the Club by two-thirds majority of those present, in good standing and voting provided there are a minimum of 30 members in attendance. If the minimum number of members is not met, voting will be postponed until the next scheduled monthly meeting.
- D. Upon approval, the amendment(s) will be incorporated into these By-Laws, along with the date of ratification.

Article XI. Logo

The logo of the Heard Nature Photographers Club is the sole property of the Club, is copyrighted by the HNPC and may not be reproduced, published electronically or in print for advertising, by periodicals, magazines, websites, groups, forums, or individuals, without the express written consent of the Heard Nature Photographers Club Board of Directors.

Article XII. Dissolution of Club

In the event the Heard Nature Photographers Club is dissolved, after settlement of all debts, any remaining Club funds and equipment shall be presented to a non-profit organization chosen by the Board of Directors.

End of By-Laws

Revisions:

Revision Number	Change	Approval Date
V 2.12	Article II: Added Item C identifying the President as the primary contact for Club information. (Added 6/26/2017)	
V 2.12	Article III: Clarified officer responsible for maintaining Club membership list as being the Secretary/Treasurer and specifying use of the membership list as being the primary means for communicating with the Club membership. (Added 6/26/2017)	
V 2.13	Article III E (2): reworded to include "significant other" Article IV D (2): reworded to include "significant other"	November 9, 2019
