

**BY-LAWS  
OF THE  
NEW YORK BOTANICAL/ZOOLOGICAL  
PHOTOGRAPHIC SOCIETY**

**A. ORGANIZATION NAME** shall be:

The New York Botanical/Zoological Photographic Society (“Club”).

**B. PURPOSE OF THE CLUB THROUGH THE MEDIUM OF PHOTOGRAPHY:**

- to provide structural opportunities for learning and improvement,
- to encourage versatility and creativity,
- to foster a spirit of mutual helpfulness and friendly competition within the Club and with other organizations,
- to recognize and reward technical and aesthetic achievement.

**C. MEETINGS – SEASON**

The Club year (“fiscal year”) runs from September to June, with two scheduled meetings each month from September through May and a final meeting in June. From time-to-time this schedule may change, and photo shoots or special meetings may be scheduled during the summer months.

**D. DUES**

1. The payment of dues shall begin on September 1<sup>st</sup> of each year.
2. Dues for the 2011-2012 season shall be \$40.00 per year. For persons joining after January 31<sup>st</sup>, the dues shall be one-half the annual rate.
3. Dues for two members residing at the same address for the 2011-2012 season shall be \$70.00 per year.
4. Dues for full-time students at accredited educational institutions for the 2011-2012 season shall be \$20.00 per year.
5. Dues fees can be changed only prior to the beginning of the Club fiscal year.
6. In order to compete, dues must be paid by the beginning of the second competition (October). Scores for members whose dues have not been paid will be rescinded and may not be made up. The only exception is members joining after the season begins.

**E. BOARD OF DIRECTORS (“Board”) / OFFICERS**

1. Officers shall be: President, First Vice President, Second Vice President, Third Vice President, Fourth Vice President at Large, Treasurer and Secretary.
2. The term of the above officers shall be two (2) years after election beginning with the first meeting in September (see “I – Election of the Board of Directors”).

**F. RESPONSIBILITIES OF THE BOARD AS A GROUP** includes, but is not limited to the following:

1. hold periodic Board meetings and conduct Board business;
2. set and implement Club policy;
3. determine, disseminate, implement and enforce the Rules of Competition;
4. set annual dues and other Club fees;
5. maintain and appropriate funds for all Club expenditures, including, but not limited to, equipment purchases, lecturers/presenters, judges, room rentals, food/refreshments;
6. promote the Club
7. appoint a member in good standing to serve out the remaining term of any Board vacancy;
8. solicit a member or members in good standing to serve as Committee Chairpersons or Committee members;
9. maintain order at meetings and reserve the right to deny membership or rescind membership of an existing member if the Board determines that the individual has a reputation of being disruptive, has been removed from other clubs, is disruptive with loud, offensive talking, is offensive to other members, does not comport themselves in a manner appropriate to membership or prevent other members from enjoying the club;
10. perform such other duties as necessary to assure the smooth, orderly and enjoyable running of the Club.

## **G. RESPONSIBILITIES OF THE BOARD INDIVIDUALLY**

### **1, The President shall:**

- a. be Chief Executive of the Club;
- b. preside at all meetings;
- c. set the agenda and preside at all Board meetings;
- d. conduct all business of the Club unless delegated to other Officers or Committee Chairpersons;
- e. make announcements at meetings or via e-mail of appropriate Club news, or arrange for the dissemination of such announcements by other Officers or Committee Chairpersons;
- f. appoint Committee Chairpersons;
- g. make any emergency decisions where no rule exists in customary parliamentary procedure (but consult the Board if possible).

### **2, The First Vice President shall:**

- a. act as President during the absence or disability of the President;
- b. act as Competition Chairperson;
- c. work with those assisting in competitions to provide for accurate presentation/projection and scorekeeping;
- d. maintain the necessary cumulative competition records and archive competition images, transmitting same to the Webmaster, Club Secretary and Editor of the *Iris* for publication.

### **3. The Second Vice President shall:**

- a. arrange for competition judges and program presenters/topics for non-competition meetings and write thank-you notes to same on behalf of the Board and the membership;
- b. finalize meeting programs at least two months in advance of program dates, and strive to schedule programs for the entire season by mid-August of each year;
- c. arrange for substitute programs or judges in the event of inability of speakers or judges to appear on date(s) scheduled;

### **4. The Third Vice President shall:**

- a. perform the duties of the Treasurer (see below) in the absence of the Treasurer;
- b. maintain a register of guests and announce guests and new members at meetings, and make announcements of ill or hospitalized members;
- c. maintain updated membership records of Club members including name, address, telephone numbers and e-mail addresses.

5. **The Fourth Vice President At Large shall** perform such duties as designated by the Board that may include, but not be limited to, editor of the *Iris*, publicist, Field Trip Chairperson, Exhibits Chairperson, etc.
6. **The Secretary shall:**
  - a. keep written records of all Board meetings or special business meetings where a record or vote is required;
  - b. attend to correspondence as requested by the President or other Officers;
  - c. make any Club records available at the request of the President;
  - d. act as liaison between the Club and the school/organization where Club meetings are held.
7. **The Treasurer shall:**
  - a. receive and safely keep all money or securities paid to the Club, and deposit same in a Club bank account;
  - b. disburse funds only by check signed by an authorized Officer, with the written approval of the President (individual disbursements in excess of \$100.00 require prior approval by the Board);
  - c. report the financial position at each Board meeting, or as requested by the Board from time to time, and at Club business meetings during the year;
  - d. provide a financial statement annually, or upon leaving office;
  - e. make financial records available upon request of the President;
  - f. maintain a ledger for each fiscal year, including prior income (dues and other) and all disbursements.

In addition to the above duties it is understood that all Board Members shall make every effort to attend scheduled Board meetings, be accessible to the membership and contribute to conducting the orderly business of the Club.

**H. COMMITTEES** may consist of, but not be limited to, the following:

Election, Competition, Set-Up, Webmaster, PFLI or other organization affiliations, Editor of the *Iris*, Publicity, Field Trips, Exhibits and any others that the President or Board may deem appropriate for the orderly running of the Club.

For the purposes of conducting Club business, a “Committee” may be one individual member (who may or may not be a Board member), or a group of members (which may or may not include a Board member) headed a Committee Chairperson appointed by the President.

**I. ELECTION OF THE BOARD OF DIRECTORS** shall take place every other year, during an election year (see footnote iii below), as follows:

1. At the first meeting in January, the President shall appoint an Election Chairperson who will select and head the Election Committee. Such Committee will contain no more than three [3] Club members, including the Chairperson.
2. By the first meeting in February, nominations for the specific positions of the Board of Directors will be open. The Election Committee may solicit nominations, or members may nominate themselves or others, once they have obtained the permission of all individuals they propose to nominate.
3. Nominations will close the second meeting in March.
4. Elections will be held the first meeting in April.
5. Elected Officers will serve two-year terms officially beginning September 1<sup>st</sup>; however, newly-elected Board Members and outgoing Board Members shall meet together at least twice during the summer break (July – August) to plan and coordinate Club activities/schedule for the coming fiscal year and assure an orderly transition.

**J. AMENDMENTS to the BY-LAWS** may be made at any time by a majority affirmative vote of the Club members present at a Club meeting, provided that the amendment(s) has/have been presented in writing or discussed at the previous meeting. Approved Amendments will be documented, dated and annotated to these By-Laws.

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(i) *These By-Laws were completely revised and rewritten by the Board of Directors in office at the 2008-2009 season, and were presented to the membership and approved at the beginning of the 2008-2009 season.*

(ii) *Board Members for the 2011-2012 season (effective 9/24/11) are:*  
*Linda A. Tommasulo, President*  
*Harvey Augenbraun, First Vice President*  
*Veronica Saunders, Second Vice President*  
*Sharon Gumerove, Third Vice President*  
*Joe Dionisio, Fourth Vice President at Large*  
*Martin Lewis, Treasurer*  
*Conrad Tinney, Secretary*

(iii) *The current By-Laws of the Club shall be posted on the website and/or copies may be obtained by request of any current Board Member.*

(iv) *The next election year will be for the 2012-2013 season, with appointment of an Election Chairperson taking place in January, 2012 (for Board positions commencing in September, 2012).*

Updated – September 30, 2011