

Fort Wayne Photographers Club

Constitution and By-Laws

(revised June 5, 1987 & June 6, 1996)

CONSTITUTION

ARTICLE I

Name

The name of this organization shall be Fort Wayne Photographers Club.

ARTICLE II

Objectives

The objectives of the club shall be:

1. Association for the mutual enjoyment of photography;
2. Encouraging the advancement of members in the knowledge and practice of the science and art of photography;
3. Making mutual contributions to the progress of photography;
4. Promoting fellowship among members and friends of the club.

ARTICLE III

Application

Any person active or interested in the practice of photography may make application for club membership as provided in the by-laws.

ARTICLE IV

Governance

The governing body of this club for the general guidance of its operations and the transacting of official business shall be an executive committee.

ARTICLE V

Officers

The officers of this club shall be a president, a vice-president, a secretary, and a treasurer. Their duties shall be those customarily pertaining to their respective offices.

No officer shall be elected to serve more than two consecutive one-year terms, except at the discretion of the president.

No committee chairman shall serve more than two consecutive one-year terms except at the discretion of the president.

ARTICLE VI

Vacancies

If the office of president shall become vacant, the duties shall be assumed by the vice-president

If any office other than that of the president shall become vacant, it shall be filled by appointment of the president.

ARTICLE VII

Meetings

Regular meetings of the club shall be held at such times and as may be decided upon by the executive committee. Special meetings of the club may be called at any time by the president upon written request by a majority of members, or by a majority of the executive committee.

The annual meeting shall be held in the month of June at a time and place to be designated by the executive committee. All members shall be given an official notice at least one month in advance (1) of time and place of meeting and (2) of official business to be transacted.

ARTICLE VIII

Amendments

This constitution may be amended at any annual meeting of the club upon the affirmative vote of two-thirds of the regular members present, provided (1) notice of intention to amend the constitution and (2) written notice and announcement of the nature and purpose of proposed amendments shall have been given in writing to the members at least one month in advance of the annual meeting.

The By-laws may be amended, adopted, or revoked in any manner not in conflict with the provisions of the constitution by an affirmative vote of a majority of the regular club members present at any regular meeting, provided (1) notice of the intentions to amend, adopt, or revoke, and (2) notice of the nature and purpose of the proposed action have been given members at least one month in advance.

ARTICLE IX

Quorum

Sec. I A quorum of the membership at any regular or special meeting shall be one-fourth of the regular membership.

Sec. II A quorum of the membership at any annual meeting shall be one-third of the regular membership.

Sec. III A quorum of the executive committee at any meeting for the transaction of official business shall be a majority of that committee's membership.

ARTICLE X

Fiscal Year

The club's fiscal year shall be from July 1 to June 30.

BY-LAWS

ARTICLE I

Nomination, Election, and Installation of Officers

Sec. I Officers shall be elected by a majority vote of regular members present at a regularly scheduled meeting, at least one month before the annual meeting. Voting shall be by ballot.

Sec. II Candidates for office shall be selected by a nominating committee appointed by the president prior to March 1st.

Sec. III The nominating committee shall prepare a full slate of candidates for office and shall report this slate to the club. Nominations may also be made from the floor. This shall be done three regular meetings in advance of election night. Voting shall be by ballot, voting for one office at a time. Newly elected officers shall be installed at the annual meeting and shall assume their respective offices and duties on July 1.

ARTICLE II

Duties of Officers

Sec I The president shall preside at all meetings of the club and of the executive committee; shall appoint the chairmen of all standing committees; shall appoint the chairmen and members of all special committees; shall, when properly authorized by the club or by the executive committee, sign all written contracts of club obligations; shall function as ex-officio member of all committees; shall officially represent the club at meetings of other organizations; shall, at the annual meeting, report on the progress of the club and make recommendations for the coming year; shall promote the effective operations of the club. A retiring president shall, the following year, serve the executive committee in an advisory capacity.

Sec. II The vice-president shall perform duties of the office of president during the absence of the president, or during a vacancy in that office; shall be a member of the executive committee and shall perform other duties as the club directs.

Sec. III The secretary shall be a member of the executive committee; shall keep the minutes of the meetings of the executive committee; and shall perform other duties as the club directs. This would include being responsible for making appropriate recognition of illness, marriages, or deaths of club members. Another duty would be to maintain an annual file to include minutes of all executive meetings, the monthly treasurer's report, a copy of the monthly Cable Release, appropriate photos, newspaper clippings, etc., and one Program Book for reference.

Sec. IV The treasurer shall act as custodian of all club funds; shall render bills for dues and acknowledge their receipts; shall pay bills as directed by the president or executive committee; shall keep an account of all receipts and expenditures; shall make monthly reports to the executive committee on the condition of the treasury; shall submit an up-to-date membership list to the incoming president at the annual meeting; shall be an ex-officio member of club business and financial committees; and shall perform other duties as the club directs. At the end of the fiscal year, the treasurer shall submit the club books and treasurer's annual report to the auditing committee.

ARTICLE III

Committees

Sec. I The president elect, shall in advance of the meeting at which he is installed, appoint the following standing committees: Social; Program; Membership; Refreshment; Cable Release; Slide Competition; Print Competition; Workshops and Education; Judging; SWMCCC Delegate; Awards and Recognition; Auditor; and Exhibits These committee chairmen shall also be members of the executive committee. Also, the president-elect may wish to appoint special committees.

Sec. II The members of standing committees shall be selected by their respective chairmen.

ARTICLE IV

Duties & Functions of Committees and Appointees

Sec. I It shall be the duty and function of the Executive Committee to conduct routine club business, and to guide the activities of the club in such a way as to relieve other members of such responsibilities, and so far as possible eliminate the necessity to transact business at the annual meeting.

Sec. II The Executive Committee, through the president, shall keep the membership informed of the club's financial status, its business affairs and other undertakings, and shall invite comment or expression of opinion by the membership as may seem necessary.

Sec. III The Executive Committee shall meet once a month. Committee members who miss two consecutive meetings without sending a representative may be asked to leave the committee. Club members may attend these meetings.

Sec. IV The Program Committee shall be responsible for introduction of the programs at designated meetings, including the total program for the annual meeting.

Sec. V The Social Committee shall be in charge of social activities, including outings and the Christmas program.

Sec VI The Membership Committee shall promote membership growth; shall welcome members and guests at meetings; and shall maintain the club register. . Between Oct. 1 and Nov. 1, they shall endeavor to notify members who are in arrears with their dues.

Sec. VII The Cable Release Committee shall prepare and distribute monthly issues of the Cable Release September through May, and shall include notices of all meetings.

Sec VIII The Slide Competition Committee shall conduct all slide competitions and keep records of these contests. The committee shall also include the projectionist who will be responsible for the club's projector and any other equipment used in projection of slides, shall operate the club's projector during slide competition, and at other times as needed.

Sec. IX The Print Competition Committee shall conduct all print competitions, and shall keep all records of these contests.

Sec. X The Refreshment Committee shall be in charge of scheduling refreshments at regular meetings, and shall assist refreshment donors in serving and in kitchen work whenever needed.

Sec XI The SWMCCC Delegate shall act as coordinator for activities associated with the Southwestern Michigan Council of Camera Clubs, Inc.

Sec. XII The Judging Committee shall procure judges for all competitions.

Sec. XIII The Workshops and Education Committee shall be responsible for initiating and implementing any workshop or education meetings.

Sec XIV The Exhibits Committee shall be responsible for promoting club exhibits throughout the community at various times of the year.

ARTICLE V

Membership

Sec. I Any person active or interested in photography may make application for membership in the club.

Sec. II Official membership application blanks shall be provided by the membership committee.

Sec. III Application for membership may be made after payment of one year's dues. Dues for new members who join after February 1 shall be reduced as determined by the executive committee and reported to the membership committee.

Sec. IV Requirements for membership, classes of membership, dues, and other costs of membership shall be established each year by the executive committee.

Sec. V Members who are in arrears in payment of dues on December 1 shall be removed from the club roster. The membership committee shall cooperate with the treasurer in securing prompt payment of dues.

Sec. VI Termination of membership shall operate to relieve all rights, interest, or title of any member to property, assets, and privileges of the club.

Sec. VII Dues shall be payable to the treasurer.

Sec. VIII Dues and club funds may be spent for any club expense approved by the executive committee.

ARTICLE VI

Terms of Office

Officers of the club shall hold office for one year Terms of office of all committee chairmen shall expire with the term of the president.

ARTICLE VII

Appeals

Any member of the club who may find cause for dissatisfaction with its operations should present an appeal to the executive committee, whereupon action will be taken.

ARTICLE VIII

Affiliation with other Organizations

Sec. I Southwestern Michigan Council of Camera Clubs. The treasurer without further instructions shall maintain such membership, paying all required dues and fees.

Sec. II This club may become affiliated with any other organization active in the field of photography upon a majority vote of the executive committee.

ARTICLE IX

Definitions

Sec. I The term "member" as used in the Constitution and By-Laws of this club is interpreted to mean a regular member, i.e. a dues paying member in good standing. Such a member shall have full voting privileges, may hold office, and serve on committees.

Sec. II The term "honorary life member" is interpreted to mean a member in good standing who has been honored with membership in the club for life. Honorary life members shall not be required to pay dues. They shall have full voting privileges, may hold office, and may serve on committees.

Sec. III The term "honorary member" shall be interpreted to mean a person selected for special recognition by the club for one year. Honorary members shall not pay dues. They may not hold office or vote at business meetings.

Sec. IV The term "officers" is interpreted to mean a member elected to office by the members.

Sec. V The term "chairman" is interpreted to mean a member appointed to office by the president as chairman of a standing committee or a special committee.

ARTICLE X

Order of Business

Sec. I The order of business for regular and special meetings of the club shall be as prepared and directed by the president. All meetings are to follow parliamentary procedure. Parliamentary authority for items not covered in the Constitution and By-Laws shall be Robert's Rules of Order Revised.

Sec. II The order of business for annual meetings shall be as follows:

1. Reading of minutes of prior annual meeting
2. Reports of:
 - a. President
 - b. Treasurer
 - c. Chairmen of standing committees
 - d. Chairmen of special committees
3. Old Business
4. New Business
5. Installation of new officers.

ARTICLE XI

Transfer of Authority

Sec. I The treasurer's books shall be audited before the first week of August by a committee appointed by the retiring president. The retiring president and the new president shall be invited to this meeting.

Sec. II A joint executive meeting of the old and new committee chairmen and officers shall be held within two weeks after the installation of new officers. At this time the exchange of duties and review of the program book and scheduling for the ensuing year shall take place.