

# **BYLAWS**

## **PRESCOTT CAMERA CLUB**

### **I. ARTICLE I: NAME AND PURPOSE**

- A. SECTION 1 – NAME:** Our name is the PRESCOTT CAMERA CLUB (“Club”), which is a non-profit organization.
  
- B. SECTION 2 – AFFILIATION:** Affiliation with the Arizona Camera Club Council (ACCC) or other organizations may occur depending on the desires of the Club membership.
  
- C. SECTION 3 – PURPOSE AND OBJECTIVES:** We join together to promote the mutual enjoyment of photography through educational activities designed to further one’s understanding of both technical skills and photography as an art form; to provide the opportunity to exchange ideas and experiences; to enjoy group fellowship and to give members an opportunity to display their work in monthly competitions and displays.

### **II. ARTICLE II: MEETINGS**

- A. SECTION 1 – REGULAR MEETINGS:** Regular meetings are on the fourth Tuesday of each month, at a place and time to be determined by the Board and communicated to the members, and are intended to cover the broad interests of all Club members, including technical camera skills, how cameras work, creating images, prints, and computer usage in the photographic process.
  
- B. SECTION 2 – BOARD MEETINGS:** Board meetings are on the first Tuesday of the first month of each quarter, unless otherwise directed by the Board, at a time and location to be announced. A report of business transacted at Board meetings shall be made available to the membership upon request.

### **III. ARTICLE III: OFFICERS AND DUTIES**

- A. SECTION 1 – BOARD OF DIRECTORS:** The Board shall consist of the elected officers (President, Vice President, Secretary, Treasurer, and Program Chair), and the appointed officers (the Competition Co-Chairs, the ACCC Representative [when an ACCC affiliate], and Webmaster). The duties of the Board shall be to take care of the normal business necessary to keep the Club running smoothly in order to free the regular meetings for the uninterrupted enjoyment of photography. The Board members have the responsibility to lead the club search for ways to attract new members.

**B. SECTION 2 – SPECIFIC DUTIES:**

1. **PRESIDENT:** The President shall be the Chief Executive Officer, shall preside at all meetings of the Club and the Board, is responsible for conducting the monthly meetings, and shall have general control and management responsibility of the Club's affairs subject to the approval of the Board. He or she shall appoint members to fill all non-elected Board positions and fill any Board positions that become vacant with the approval of the Board. The President also greets new members and guests, and presents the ribbons at each meeting.
2. **VICE PRESIDENT:** In the absence of the President, the Vice President shall assume the duties of the President.
3. **SECRETARY:** The Secretary shall record business transacted at Board meetings and shall handle publicity necessary for the operation of the club. At each Board meeting the Secretary shall present the minutes from the previous meeting for correction or approval. The Secretary shall also be responsible for labeling the ribbons for monthly competitions with the relevant data.
4. **TREASURER:** All Club funds shall be kept in the Club's bank account, accessible by both the Treasurer and the President. The Treasurer shall pay all bills contracted and authorized by the Board, keep an accurate account of all financial transactions, and present a report at regular Club meetings when requested by the President. The Treasurer shall collect all dues, and deposit them in a timely fashion in the Club bank account. The Treasurer shall apprise the President of the location of the checkbook and the Club's bank account.

The Treasurer shall give a report at each quarterly Board meeting, detailing income for the quarter and listing to whom checks have been written and for what purpose. All decisions regarding spending Club money shall be made by the Board and expenditures limited to those pre-authorized by the Board. Standing pre-authorizations include:

- a. Payment for meals and/or travel stipends for judges and program presenters.
- b. Funeral flowers for a member or member's spouse (not to exceed \$50).
- c. Normal operating expenses such as ACCC dues, ACCC mileage for representatives, awards, printing, lamination, postage, get-well cards, competition cards, copies, etc.

No reimbursements shall be made to any person for expenses incurred in the name of the Club, nor shall any commitment be recognized by the Board except as listed above.

At the January Board meeting, the Treasurer shall present, in addition to the fourth quarter report, a detailed summary of all income and expenditures for the year with expenditures categorized and totaled.

The Treasurer shall keep track of prospective, new, and old members and shall prepare a new membership list annually by March 1st or as the President shall direct. The Treasurer shall keep the record of membership current. The Treasurer, or whomever they appoint, shall create nametags for new members and bring the members' nametags to all regular meetings. The Treasurer shall be responsible for contacting any members who have not renewed their membership by the February meeting and arrange collection of their dues.

5. **PROGRAM CHAIR:** The Program Chair is responsible for arranging and securing the programs that are part of the monthly meeting. The Program Chair shall coordinate with the Board to secure programs they feel meet the interest of the Club, and that will broaden the photographic knowledge of the membership.
6. **COMPETITION CO-CHAIRS:** The Competition Co-Chairs shall obtain judging and awards for each monthly competition, whether digital or print competitions. They shall also ensure that scoring and tallying functions are performed.
7. **ACCC REPRESENTATIVE:** When the Club is affiliated with the ACCC, the ACCC Representative shall represent the Club at all Arizona Camera Club Council (ACCC) meetings, convey to the ACCC any concerns the Club may have regarding ACCC policy, and keep the Club informed of all ACCC activities.
8. **WEBMASTER:** The Webmaster is responsible for establishing, updating, and maintaining the Club's website, and reviewing all digital correspondence with the Club.
9. **EQUIPMENT MANAGERS:** Equipment Managers are appointment by the President and/or Webmaster and are responsible for helping to store, set-up and tear down the Club's equipment at monthly meetings, workshops, etc.

#### **IV. ARTICLE IV: NOMINATIONS AND ELECTIONS**

- A. **SECTION 1 – NOMINATIONS:** At the regular meeting in December of every year, the President shall announce the candidates for the position of President, Vice President, Secretary and Treasurer. Nominations will also be accepted from the floor at that time. All candidates nominated must be present or their written consent be submitted at the time of nomination.

**B. SECTION 2 – ELECTIONS:** Elections will be held at the Annual Meeting in January.

**C. SECTION 3 – TERMS:** The term of office for all Board Members shall be for one (1) years beginning February 1.

**D. SECTION 4 – REPLACEMENTS:** Should a Board member be unable or unwilling to complete their term, the President shall appoint a replacement with the approval of the Board. If, in the opinion of the President, a Board member is not satisfactorily performing his/her duties, the President can replace the member with the approval of the Board. The President may be removed by a vote of two-thirds of the Board.

**V. ARTICLE V: MEETING FORMAT**

**A.** Meeting format shall normally be as follows:

1. Introductions
2. Meeting announcements and club businesses
3. Program
4. Intermission/Voting
5. Discussion of the entries and awarding of ribbons

**VI. ARTICLE VI: MEMBERSHIP**

**A. SECTION 1 – MEMBERSHIP:** Membership is open to all persons with an interest in photography from novice to professional.

**B. SECTION 2 – DUES:** Annual Dues will be determined by the Board based on a calendar year, but are usually set at \$25.00 for an individual and \$30 for a couple. Renewals are requested at the January meeting, and are due by the first Tuesday in February, when mailed to the Treasurer. After July 1 reduced rates will be in effect making dues \$15 for an individual and \$20 for a couple. After December 1, dues are credited to the following year.

**VII. ARTICLE VII: WORKSHOPS/OUTINGS**

**A. SECTION 1 – PLANNING/REQUESTING:** Workshops and outings shall be a regular part of club activities. Club members may request a workshop or outing regarding to a specific subject during any regular scheduled meeting and the program chair shall take it into consideration. Once an individual, or group of individuals, have been identified to lead a workshop/outing, it is up to the individual to plan the outing/workshop.

**B. SECTION 2 – PARTICIPATION:** Only active club members can participate in workshops/outings.

- C. **SECTION 3 – COSTS:** Depending on the nature of the workshop/outing, there may be additional costs to participate. These may include tickets into a venue, hotels for overnight trips, etc.

**VIII. ARTICLE VIII: VISITORS AND GUESTS**

- A. Visitors and guests are always welcome and encouraged. In order to encourage visitors, we will publicize our meetings and programs on our web site.

**IX. ARTICLE IX: AMENDMENTS**

- A. **SECTION 1 – PROPOSING AN AMENDMENT:** Any proposed amendment to these by-laws may be submitted by any Club member and must be approved by the Board. Then it shall be submitted to the membership by email at least one week (7 days) before the meeting at which it is to be voted upon. Copies of the proposed change will be made available at during the meeting.