

# **The Bylaws of the Lake Area Camera Club**

Revised June 8, 2011

## **ARTICLE 1 – NAME**

This organization shall be known as: The Lake Area Camera Club

## **ARTICLE 2 – PURPOSE**

The purpose of the Lake Area Camera Club shall be the promotion, education, display, enjoyment and mastery of photography through cooperative effort and fellowship.

## **ARTICLE 3 - MEMBERSHIP**

Any person interested in photography may apply for membership. Membership applications shall be provided by the Membership Committee. Membership of any person may be suspended by the Executive Board. The suspended member shall have the right to appeal suspension, in which case the suspension shall be upheld or rescinded by a simple majority vote of the Membership.

A member shall be considered to be in good standing when their current annual dues are paid in full and when their membership not under suspension.

## **ARTICLE 4 - OFFICERS**

The following officers shall be elected by vote of the membership to the following offices: (1) President, (2) Vice President, (3) Secretary, (4) Treasurer.

## **ARTICLE 5 - MEETINGS**

Regular meetings of the Lake Area Camera Club shall have place, date, and time stipulated by the Executive Board and approved by a simple majority vote of the membership.

## **ARTICLE 6 - EXECUTIVE BOARD**

The management of the Lake Area Camera Club shall be directed by an Executive Board composed of the elected Officers (Article 4), the Chairs of the standing committees, and the Past President ex-office. The Executive Board shall meet as often as necessary to direct and transact the business of the Lake Area Camera Club. Four members of the Executive Board, including the President or Vice President, shall constitute a quorum for conducting business.

## **ARTICLE 7 - COMMITTEES**

The following standing committees shall be established to conduct activities of the Lake Area Camera Club: (1) Programs, (2) Membership, (3) Publicity and Promotion, (4) Exhibitions and Contests. Special committees may be appointed by the President of the club as required for special purpose, and these special committees shall be discharged and dismissed by the President of the club when they have completed their special assignments.

## **ARTICLE 8 - PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Lake Area Camera Club in parliamentary procedure in all cases where they are applicable and are not inconsistent with these bylaws and with any special rules of order that the Lake Area Camera Club may adopt.

## **ARTICLE 9 - FINANCE**

The annual dues shall be set by a simple majority vote of the membership of the Lake Area Camera Club. The fiscal year for the Lake Area Camera Club shall be the calendar year. Annual financial reports shall be made available to the members.

## **ARTICLE 10 - DUTIES OF OFFICERS**

The duties of the President shall be to preside at all regular meetings of the membership and Executive Board; to appoint chairs of all committees; to act as the chief spokesperson for the Lake Area Camera Club; to generally supervise all club activities.

The duties of the Vice President shall be to assume the duties of the President in his or her absence.

The duties of the Secretary shall be: to keep records of all the minutes of all regular meeting of the membership and the Executive Board; to notify members of special meetings and events; to conduct correspondence of Lake Area Camera Club; to prepare ballots for elections.

The duties of the Treasurer shall be to monitor dues and acknowledge their receipt; act as custodian of all monies of the club, depositing them in one or more banks approved by the Officers or the Executive Board; to keep a detailed account of all receipts and disbursements; to make an annual written report to the membership as to the condition of the Treasury; to maintain all financial records of the Lake Area Camera Club and to be custodian of those records.

## **ARTICLE 11 - DUTIES OF COMMITTEES**

The duties and activities of the standing and special committees of the Lake Area Camera Club shall be determined by the Executive Board and carried out by the committee chairs and members appointed by the chair of those respective committees. Standing committee chairs shall, as directed by the Executive Board, prepare reports of activities and progress for presentation to the Executive Board or to the membership at regular meetings. Additionally, the essential responsibilities of committees and liaisons include but are not limited to the following;

### **Programs Committee**

- Determine, develop, coordinate and arrange for educational and other programs and presentations to be offered to the club membership as part of regular or special meetings.
- Provide assistance during programs and presentations to ensure needed equipment is available and used properly.
- Report activities to the board, usually during regular and special meetings.

### **Membership Committee**

- Maintain list of members and potential members. Information to be recorded includes; first and last name, postal mailing address, email address, telephone number, original date of membership and date membership last renewed.
- Actively recruit new members.
- Develop and maintain a "Welcome Kit" for new members.
- Ensure recruiting presence at appropriate area events.
- Maintain sufficient level of invitations and other recruiting materials.
- Report activities to the board, usually during regular and special meetings.

### **Publicity and Promotion Committee**

- Actively promote community awareness of club meetings, activities and events.
- Generate Press Releases when appropriate.
- Ensure presence at appropriate area events.
- Design, create, maintain, generate and distribute a newsletter via web and printed materials.
- Maintain listings of club events in area media event calendars.
- Report activities to the board, usually during regular and special meetings.

### **Exhibitions and Contests Committee**

- Oversee all club sponsored shows, contests and public activities to ensure professionalism in appearance and presentation.
- Maintain and care for club owned, display related, equipment and materials, props, backgrounds, etc..
- Develop and maintain recommendations and guidelines for how club presented materials are displayed and handled.
- Report activities to the board, usually during regular and special meetings.

### **Lake Arts Council (LAC) Liaison**

- Maintain relationship between the Lake Arts Council and the club.
- Promote the club and its activities to LAC and its membership organizations.
- Ensure club awareness of LAC activities of interest or that may provide future membership, publicity, exhibition and fund raising opportunities.
- Report activities to the board, usually during regular and special meetings.

### **Photographic Society of America (PSA) Liaison**

- Maintain relationship between the Photographic Society of America and the club.
- Ensure club awareness of PSA activities, workshops, presentations, contests, conventions and other events that may be of interest to the club.
- In coordination with other committees, ensure awareness of available PSA resources that may benefit the club and its activities.
- Although PSA membership is not required, work with the Membership committee to encourage PSA membership for all club members.
  - Report activities to the board, usually during regular and special meetings.

## **ARTICLE 12 – ELECTIONS**

Election of the club officers shall be annually in October and the officers elected shall be seated on January 1st of the following year. The President shall appoint a Nominating Committee composed of three members, at least one of which is not a member of the Executive Board, and the Nominating Committee shall prepare a single slate of officers and obtain the agreement of those nominees to serve if elected. Additional nominations can be made from the floor at the time of the annual election. No officer may be re-elected to the same post for more than three consecutive terms. Vacancies in office shall be filled by Presidential appointment, subject to approval by the Executive Board. Vacancy of the President's office will be filled by the Vice President but coincidental vacancies of both the offices of President and Vice President shall be filled by appointments made by the Executive Board.

## **ARTICLE 13 - AMENDMENT OF BYLAWS**

These bylaws may be amended at any regular meeting by a two-thirds vote of the membership, provided that any such amendments be submitted to the membership in writing at the previous regular meeting of the membership and that a copy of any such amendments are distributed to the membership no less than twenty-one days prior to the next regular meeting.