

The PhotoForum Camera Club of Louisville
Constitution & By-Laws

CONSTITUTION..... 1
ARTICLE I – NAME..... 1
ARTICLE II – MISSION STATEMENT AND OBJECTIVES..... 1
ARTICLE III - MEMBERSHIP 1
ARTICLE IV – OFFICERS..... 2
ARTICLE V - MEETINGS 2
ARTICLE VI – AMENDMENTS 2

BYLAWS 3
ARTICLE I - MEMBERSHIP AND DUES 3
ARTICLE II - CONDUCT OF MEETINGS 3
ARTICLE III - DUTIES OF OFFICERS 3
ARTICLE IV -NOMINATION, ELECTION AND INSTALLATION OF OFFICERS 4
ARTICLE V – COMMITTEES..... 4
ARTICLE VI - MATTERS NOT COVERED HEREIN..... 4

CONSTITUTION

ARTICLE I – NAME

The name of the organization shall be The PhotoForum Camera Club of Louisville (“PFCCL”).

ARTICLE II – MISSION STATEMENT AND OBJECTIVES

Our Mission Statement – We are a fellowship of photographers, from novice to professional. We are dedicated to our “**Hands On**” style of photography. What all that means is that we **Do Photography**.

The objectives of this club, a non-profit shall be:

- Association for the enjoyment of photographic expression;
- Advancement in the knowledge and practice of the science and art of photography;
- Contributions to the progress of photographic expression.
- Sharing of Individual knowledge and experience with the group.

ARTICLE III - MEMBERSHIP

Any person active or interested in the practice of photography is eligible for membership in this club as provided by the By-Laws.

ARTICLE IV – OFFICERS

1. The elected officers of this club shall be: President, Vice-President, Treasurer, Secretary, Digital Chair and Webmaster.
2. The officers named above shall constitute the Executive Board for the transaction of the routine business of the club.
3. No two financial positions can reside within the same household.

ARTICLE V - MEETINGS

1. The club shall hold meeting(s) each month devoted to the learning and practice of photographic expression. Other meetings for programs, workshops, and field trips shall be held as announced.
2. An Annual Business meeting of the organization shall be held at a time and place to be determined by the Executive Board. Meeting shall be open to all members and one full calendar month shall have elapsed between the date of dispatch of such notice and the date of the meeting.
3. The Executive Board shall meet at least 3 times during the year. Meeting shall be open to all members and one full calendar month shall have elapsed between the date of dispatch of such notice and the date of the meeting. Club members are entitled to attend and participate in debate without vote. Members may be present during vote and vote may be conducted by written ballot.
4. The President or a majority of the Executive Board may call special meetings of the Club and Executive Board at any time.

ARTICLE VI – AMENDMENTS

1. This Constitution and appended By Laws may be amended at any regular meeting by a vote of two-thirds of the club members present, provided that:
 - a) Any three club members in good standing may propose amendments. Proposed amendments must be presented to the Board in writing.
 - b) Written notice of the contemplated amendment(s), specifying the nature and purpose thereof, shall have been given to the members, and
 - c) One full calendar month shall have elapsed between the date of dispatch of such notice and the date of the meeting.

BYLAWS

ARTICLE I - MEMBERSHIP AND DUES

1. There shall be two classes of membership: Active, and Honorary. Honorary Memberships may be awarded to recognize the contributions to the club of an outstanding candidate. Honorary members are not required pay dues. Honorary memberships shall be for a term of one year and eligible for renewal at the discretion of the Executive Board.
2. Application for Active membership shall be made on a form provided and shall be accompanied by the appropriate dues, completion of the new member profile, and the waiver of liability form.
3. Annual dues shall be \$ 25.00 per household renewing each January. A late fee of \$5 applies to dues paid after March 1st of each year. First time membership dues for new members joining after Memorial Day, shall be prorated at the rate of \$15.00.
4. Dues shall be payable in advance, on or before January 31. Any member, whose dues are not paid by the first club meeting in February, shall be considered delinquent and ineligible for competition. A member whose dues are not paid by the first club meeting in March shall be dropped from the membership list. Any member, whose dues are not paid shall not receive club newsletter, participate in club funded events, enter photos for contests, nor vote.

ARTICLE II - CONDUCT OF MEETINGS

1. The order of business of all meetings of the club and of the Executive Board shall be determined by the presiding officer, who shall conduct the business in conformity with customary procedures, such as those prescribed in the Robert's Rules of Order, Revised.
2. A quorum for transaction of business by the Executive Board shall be not less than $\frac{2}{3}$ of its members.
3. Unless specifically provided otherwise, a majority vote of the members present shall decide any matter under consideration.

ARTICLE III - DUTIES OF OFFICERS

1. The President shall preside at all meetings of the club and of the Executive Board, shall appoint all committees and serve as ex-officio member of all committees.
2. The Vice-President shall assume the duties of the President in case of his/her absence or incapacity, and perform such duties as assigned by the President. The Vice-President will also be responsible for the planning of field trips, club events and workshops during the year.
3. The Treasurer shall be the custodian of all funds, fiscal records, membership lists and equipment inventory; shall collect dues and issue receipts; therefore shall pay all bills and shall perform all other duties customarily pertaining to the office including monthly verbal financial reports and quarterly written financial reports.

4. The Secretary shall be the custodian of all club records not assigned to another office; shall conduct the correspondence of the club; shall be provided with a duplicate current membership list; shall keep the minutes of the club and of the Executive Board meetings; and shall perform such duties as may be assigned to that office by the Executive Board.

5. The Digital Chair shall take charge of all digital meetings, competitions, and exhibitions, and shall be responsible for all equipment pertaining to them.

6. The Webmaster shall develop, maintain and manage the club website including a Calendar of Events and e-mail distribution list.

ARTICLE IV -NOMINATION, ELECTION AND INSTALLATION OF OFFICERS

1. On or before the regular meeting in September a Nomination Committee shall be appointed for the nomination of officers for the coming year. Prior consent to serve must be obtained from all nominated officers.

2. The report of the Nomination Committee shall be made at the regular meeting in September. Following the reading of the report, additional consenting nominations may be made from the floor. Nominations shall be published in the October issue of the club's newsletter.

3. Election of officers for the coming year shall take place at the regular meeting in November, a majority vote of the members present being required for election to any office. Secret ballot shall be required in case of a contest for any office.

4. Installation of officers shall take place at the January Meeting, with new officers and club committees assuming duties as of February 1.

5. Any vacancies occurring in the Executive Board during the year shall be filled by appointment by the Executive Board.

6. Term of office shall be one year with no limitation on the number of consecutive terms.

ARTICLE V – COMMITTEES

1. A Finance Committee, including in its membership the Treasurer, President and Vice President shall be signatory of the club bank account.

2. The President shall appoint such other committees as are needed to carry on the functions of the club such as Membership and Welcome, Field Trip, Nominating, Auditing and others as needed.

ARTICLE VI - MATTERS NOT COVERED HEREIN

The Executive Board shall be empowered to take action on any matter that the welfare of the club so indicates. Such action shall be reported to the membership at the next regular meeting.