

**ENGLEWOOD CAMERA CLUB
CONSTITUTION AND BYLAWS**

Revised October 2021

CONSTITUTION

ARTICLE I - NAME

Section 1. This Club shall be known as the Englewood Camera Club.

ARTICLE II - AIMS

Section 1. The aims of the Club shall be the enjoyment, mastery and furtherance of photography through cooperation, effort and good fellowship.

Section 2. Association and cooperation with other photographic groups with like interests shall be encouraged.

Section 3. The Club shall not operate in any manner resulting in pecuniary profits or gains to its members.

ARTICLE III - MEETINGS

Section 1. The regular meeting shall be held monthly and at least ten times a year.

Section 2. Special meetings may be called by the President, the Executive Committee or by request of the membership.

Section 3. There shall be an annual meeting of the Club at which annual reports shall be made to the membership.

ARTICLE IV - MEMBERSHIP

Section 1. There shall be two classes of members: active and honorary.

Section 2. An active member shall be interested in the aims of the Club and, upon payment of dues, shall be entitled to vote and participate in the competitions.

Section 3. Honorary members shall be those persons so elected in recognition of special services to the Club. They shall have all the privileges of membership but shall not pay dues.

Section 4. The membership may be closed at a figure determined by the Executive Committee.

Section 5. Guests may enter photographs in competition before joining the Club but only for critique.

ARTICLE V - OFFICERS

Section 1. The following officers shall be elected by the membership for a one-year term of office: President, 1st Vice President, 2nd Vice President, Secretary and Treasurer.

ARTICLE VI - COMMITTEES

Section 1. There may be committees such as Program, Publicity, Hospitality, Competition, Membership and special.

Section 2. Chairpersons of all committees shall be appointed by the President.

ARTICLE VII - EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall manage the business of the Club. This committee shall consist of: officers of the Club, immediate past President, other committee chairpersons and two members at large. At the discretion of the President, other appointive positions in the Club may serve on this committee.

ARTICLE VIII - AMENDMENTS

Section 1. The Constitution or Bylaws may be amended, altered, or repealed by the membership of the Club at any annual, regular or special meeting by an affirmative vote of two-thirds of those present in quorum.

Section 2. A written notice shall be sent to each member at least one week prior to the meeting at which such proposed amendment or action is to be voted upon. A notification in the Club bulletin may constitute such notice.

ARTICLE IX - CHARTER MEMBERS

Section 1. The initial organization date of the Club was February 1952. All members on record as of that date shall constitute charter members of the Club.

BYLAWS

ARTICLE I - FINANCE

Section 1. BUDGET - Finances for the Club shall be managed through an annual budget that is prepared and approved by the Executive Committee. The budget shall contain a projection for each major expense and revenue source. The budget shall be provided to the members.

Section 2. DUES - The Executive Committee shall determine the amount of dues for the current year. Any increase in dues shall be approved by a majority of members present in quorum. Dues shall be applied only to the year for which they are levied or, in budget surplus, to future years. There shall be a reduced rate for additional family members and for full-time students under age twenty-two. Failure of members to pay dues by the end of the second month of the year shall result in their being dropped from the Club roster. Dues shall be reduced fifty percent for new members joining the Club after the sixth month of the year.

Section 3. AUTHORIZATION OF EXPENDITURES - Expenditures may be authorized by any officer for items within the approved budget. Expenditures that depart from the approved budget require approval by the President, except major departures that require approval by the Executive Committee.

Section 4. EXPENDITURES - The funds of the Club shall be in the custody of the Treasurer. The funds shall be disbursed by the Treasurer when authorized by an officer and included in the approved budget, or as otherwise approved by the Executive Committee. The Treasurer shall maintain records of expenditures by budget line item, and shall report to the Executive Committee as to budget condition and expenditure status. Upon dissolution of the Club, any funds in the Club treasury shall be disbursed as directed by the Executive Committee and approved by the members.

ARTICLE II - ELECTIONS

Section 1. Election of Club officers shall be held annually at the November meeting. The President shall appoint a Nominating Committee composed of three members. The committee shall: prepare a single slate of officers; obtain agreement from the nominees to serve, if elected; and present the slate at the October meeting. Additional nominations may be made from the floor if permission has been obtained from persons so nominated.

Section 2. A written ballot shall be taken if there is more than one nominee.

Section 3 Deleted.

Section 4. Vacancies in elective Club offices shall be filled by appointment of the President, subject to approval of the Executive Committee. Vacancy of the President's office shall be filled by advancement of the 1st Vice President, and the 2nd Vice President shall be advanced to the office of 1st Vice president.

ARTICLE III - DUTIES OF OFFICERS

Section 1. PRESIDENT - Duties of the President shall be: preside at all Club meetings and Executive Committee meetings, appoint chairpersons for all committees, appoint other Club positions, delegate such duties as may be deemed proper, act as Club representative and spokesperson, and oversee all Club activities.

Section 2. 1ST VICE PRESIDENT - Duties of the 1st Vice President shall be: assume the duties of the President in the President's absence, serve as chairperson of the Program Committee, and serve on the Executive Committee.

Section 3. 2ND VICE PRESIDENT - Duties of the 2nd Vice President shall be: assist the 1st Vice President on responsibilities of office, serve as chairperson of the Competition Committee, and serve on the Executive Committee.

Section 4. SECRETARY - Duties of the Secretary shall be: keep records of the minutes of meetings, conduct correspondence of the Club, prepare ballots for election if needed, maintain an inventory list of all Club assets and their location, and serve on the Executive Committee.

Section 5. TREASURER - Duties of the Treasurer shall be: maintain records and custody of all funds and dues, disburse all funds when properly authorized, keep records of expenditures, maintain the annual budget, report on financial status, and serve on the Executive Committee.

ARTICLE IV - DUTIES OF COMMITTEES

Section 1. PROGRAM COMMITTEE - Duties of the Program Committee shall be: promote interest and participation of the membership through Club activities, initiate and coordinate program plans for regular meetings and special events such as field trips, workshops or demonstration sessions.

Section 2. PUBLICITY COMMITTEE - Duties of the Publicity Committee shall be: provide information concerning Club activities to other interested groups and to the community, locate and interest prospects in the activities of the Club for purposes of recruiting new members. The monthly Club bulletin, which shall be the means of communicating notices and items of interest to Club members, shall be edited by a member of the Publicity Committee.

Section 3. HOSPITALITY COMMITTEE - Duties of the Hospitality Committee shall be: provide members with name tags at the beginning of each meeting, encourage socializing among older and newer members, arrange for refreshments at regular meetings, and supervise housekeeping duties.

Section 4. COMPETITION COMMITTEE - Duties of the Competition Committee shall be: conduct Club competitions including the projection of slides and display of prints, select and obtain judges, keep records of competitions, and obtain the necessary Club equipment and provide for its care.

Section 5. MEMBERSHIP COMMITTEE - Duties of the Membership Committee shall be: encourage conversation among guests at meetings; secure names, addresses and phone numbers of guests and provide to the Club bulletin Editor; and provide prospective members with membership information material.

Section 6. SPECIAL COMMITTEES - Duties of special committees shall be determined by the President and Executive Committee.

Section 7. Committee chairpersons shall appoint other members to serve on their various committees. All committee chairpersons shall periodically report on their activities.

Section 8. Duties of the above committees may be adjusted by the Executive Committee.

ARTICLE V - QUORUM

Section 1. A quorum of the membership for the purpose of conducting Club business at regular meetings shall consist of one-third of the active membership.

REVISIONS TO THE BYLAWS, WHICH WERE ADOPTED PURSUANT TO ARTICLE VIII OF THE CONSTITUTION ON 12 October 2021, ARE INCORPORATED HEREIN.