

**ARTICLE 1: NAME**

The name of this organization is Film Pack Camera Club, hereafter known in the Bylaws as the Club.

**ARTICLE 2: PURPOSE**

The Club is dedicated to providing a forum for anyone interested in the art and science of photography to socialize with like-minded photographers, to improve photographic knowledge and skills, and to share images in Club competitions.

**ARTICLE 3: MEMBERSHIP**

Anyone interested in photography may become a member of the Club by the payment of dues. Prospective members may attend four meetings before joining. Membership must be renewed each year by payment of dues, the amount to be determined by the Board.

Membership can be limited in number at the discretion of the Board.

Membership privileges include:

- Competing in Club sponsored competitions
- Participating in Club sponsored activities like field trips and workshops
- Holding Club offices; chairing or serving on Club committees
- Having a voice in making Club decisions
- Receiving Club newsletters and bulletins.

The Board can suspend members for failure to pay Club dues or when other sufficient reasons exist. A Board-suspended member has the right to be reinstated by majority vote of the Membership.

**ARTICLE 4: FINANCE**

The fiscal year for the Club will be September 1<sup>st</sup> through August 31<sup>st</sup>. All funds will be deposited in a bank or credit union checking account in the name of Film Pack Camera Club. Three board members, the Treasurer, President, and one other board member to be determined by the board must be assigned to the checking account. Annual reports will be rendered to the members.

The Board of Directors will determine the manner and amount of dues. A dues increases of more than 20 per cent must be approved by a majority vote of the members. For members joining after January 31, the Board will determine pro-rata dues for each month remaining in the fiscal year.

Dues will be non-refundable whether the member or the Club terminates membership for any reason.

**ARTICLE 5: MEETINGS**

The Board of Directors will determine the place, date, and time of regular Club meetings, September through May. Board Meetings will take place once a month, as determined by the Board, to carry on and complete Club business.

**ARTICLE 6: Board of Directors**

Board of Directors (The Board) will consist of elected officers and standing Committee Chairs appointed by the President and approved by the elected officers.

All elected and appointed Committee Chairs on the Board of Directors have the right to vote on matters before the Board.

A quorum of at least three elected officers and two appointed Board members must be present to vote on issues before the Board.

The duty of the Board will be to take care of the day-to-day business necessary to keep the Club running smoothly in order to free the regular meetings for the uninterrupted enjoyment of photography.

The Board will determine the rules for the Print Image Division (Prints) and Electronic Image Division (EID) competitions.

Any member may attend board meetings. However, they may not vote on issues before the board.

### **Section 6.1: Elected Club Officers**

The following officers will be elected by the membership to one-year terms:

- President
- Vice President
- Secretary
- Treasurer

Voting will take place at the last regular Club meeting in May. Newly elected officers will begin duties after the Awards Banquet usually held the first part of June.

### **Section 6.2: Duties of Officers**

#### **President:**

The President chairs all meetings of the Club and the Board of Directors and acts as the Club spokesperson; appoints committee chairs; calls special meetings as required; acts as Master of Ceremonies at the annual banquet; delegates responsibilities and forms committees as needed.

The President is responsible for chairing a nominating committee to find a slate of prospective officers.

The president is responsible for seeing that the Club is appropriately represented with affiliated groups or organizations such as Columbia Council of Camera Clubs (4Cs) and Photographic Society of American (PSA).

The President may delegate his or her duties as necessary.

The President is responsible for maintaining an up-to-date email member contact list as the Treasurer removes and adds members on the Club roster.

#### **Vice President:**

The Vice President assumes the responsibilities of the President in his/her absence.

Vice President greets and introduces visitors at Club meetings.

The Vice President is responsible for maintaining an up-to-date email member contact list as the Treasurer removes and adds members on the Club roster.

#### **Secretary:**

The Secretary records business transacted at Board meetings, handles correspondence and publicity necessary for the operation of the Club, and presents minutes from the previous meeting for correction or approval.

The Secretary maintains an electronic library of Club history and business records.

The Secretary is responsible for maintaining an up-to-date email member contact list as the Treasurer removes and adds members on the Club roster.

**Treasurer:**

The Treasurer maintains financial records for the Club, collects dues and other income, and deposits them in the Club bank account.

The Treasurer maintains a roster of paid, delinquent, and prospective members. The Treasurer informs other members of the Board of Directors when changes are made to the roster. It is the responsibility of each board member to up-date their own email list of current members.

The Treasurer informs the Board of Directors about members with delinquent dues.

The Treasurer writes checks to pay Club bills authorized by the Board of Directors.

The Treasurer makes quarterly financial reports to the Club and Board of Directors.

The Treasurer prepares an annual report to be submitted as a permanent record of the Club.

The Treasurer pays Film Pack affiliation dues to 4Cs and PSA.

**Section 6.3: Standing Committee Chairs**

The following Committee Chairs may be appointed by the President and approved by vote of the elected Officers. Committee Chair terms will run concurrent with those of the elected Officers:

- Print Division Chair
- Electronic Image Division Chair
- Newsletter Editor
- Hospitality Chair
- Webmaster
- Program Chair
- Field Trip Chair
- Judges Chair

**Section 6.4: Appointed Chairs and Committees**

The President will appoint chairpersons of standing and any special committees deemed necessary by the Board of Directors. Special committees may be discharged when assignments are completed.

With the Board's approval, Chair and committee functions may be combined for efficiency in conducting Club business.

The Board of Directors will determine the activities of Club committees. The Committee Chairs and committee members appointed by the chair will carry out the activities determined by the Board.

Standing Committee Chairs, as directed by the board, will prepare reports on activities and progress for presentation to the Board of Directors and/or to the membership at Club. Standing Committee Chairs are voting members of the Board.

With the Board's approval, committee functions may be combined for efficiency in conducting Club business.

**Section 6.5: Committee Chair Responsibilities**

Standing Committee Chairs are responsible for reporting activities and progress to the Board and to

members at Club meetings.

### **Print Image Division Chair**

The Print Image Division Chair (Print Chair) organizes and manages Club Print competitions.

The Print Chair acts as the Club print competition liaison to affiliated organizations such as 4Cs and PSA print competitions. The Print Chair sends selected FPCC prints to 4Cs and PSA Club sponsored print competitions and keeps members informed of the results.

The Print Chair reminds members when prints are due for monthly Club Print competitions.

The Print Chair records and maintains a record of scores for Club Print competitions and provides an electronic record to the Secretary for archiving at the end of the competition year.

The Print Chair is responsible for maintaining an up-to-date email member contact list as the Treasurer removes and adds members on the Club roster.

The Print Chair organizes Print entries for end-of-year Club competition judging and prepares awards for presentation at the end-of-year dinner.

The Print Chair provides outside affiliated organizations such as 4Cs and PSA with current contact information when a new Print Chair is selected.

The Print Chair attends Film Pack Board of Director meetings.

### **Electronic Image Division Chair**

The Electronic Image Division Chair (EID Chair) organizes and manages Club EID competitions.

The EID Chair acts as the Club EID competition liaison to affiliated organizations such as 4Cs and PSA EID competitions. The EID Chair sends selected FPCC EID images to 4Cs and PSA Club sponsored EID competitions and keeps members informed of the results.

The EID Chair reminds members when images are due for monthly Club competitions and outside competitions sponsored by Club affiliates such as 4Cs and PSA.

The EID Chair records and maintains a record of scores for Club EID competitions and provides an electronic record to the Secretary for archiving at the end of the competition year.

The EID Chair is responsible for maintaining an up-to-date email member contact list as the Treasurer removes and adds members on the Club roster.

The EID Chair organizes EID images for end-of-year Club competition judging and prepares awards for presentation at the end-of-year dinner.

The EID Chair provides affiliated organizations such as 4Cs and PSA with current contact information when a new EID Chair is selected.

The EID Chair attends Film Pack Board of Director meetings.

### **Newsletter Editor**

The Newsletter Editor is responsible for publishing the Club newsletter called the "Adapter" September through May and distributed to all paid Club members.

The Newsletter Editor sees that the "Adapter" is posted to the Club website.

The Newsletter Editor may attend board meetings at his/her discretion unless asked by the President to report on matters before the board.

The Newsletter Editor is responsible for maintaining an up-to-date email member contact list as the Treasurer removes and adds members on the Club roster.

### **Hospitality Chair**

The Hospitality Chair creates and organizes a schedule for members responsible for providing snacks and drinks for meetings.

The Hospitality Chair provides the snack/drink schedule to the Newsletter Editor for inclusion in the Adapter.

The Hospitality Chair reminds members when to bring drinks and treats and posts the information on the Club website calendar.

The Hospitality Chair organizes socials for beginning-of-the-year, holiday, and end-of-year events.

The Hospitality Chair purchases hospitality supplies, as needed.

The Hospitality Chair may attend board meetings at his/her discretion unless asked by the President to report on matters before the board.

The Hospitality Chair is responsible for maintaining an up-to-date email member contact list as the Treasurer removes and adds members on the Club roster.

### **Web Master**

The Web Master maintains the Club website operation, functionality, and security.

The Web Master checks website content for accuracy and relevance to the purpose of the site and objectives of the Club.

The Web Master administers user permissions and website access.

The Web Master may attend board meetings at his/her discretion unless asked by the President to report on matters before the board.

The Webmaster is responsible for maintaining an up-to-date email member contact list as the Treasurer removes and adds members on the Club roster.

### **Program Chair**

The Program Chair seeks out and arranges for programs that pertain to the development of Club member knowledge and enjoyment of the art and science of photography.

The Program Chair coordinates program schedules with the Newsletter Editor and posts schedules on the Club website calendar.

The Program Chair may attend board meetings at his/her discretion unless asked by the President to report on matters before the board.

The Program Chair is responsible for maintaining an up-to-date email member contact list as the Treasurer removes and adds members on the Club roster.

### **Field Trip Chair**

The Field Trip Chair investigates and organizes photographic field trip opportunities for Club members.

The Field Trip Chair informs members about upcoming field trips and makes information available to members on the Club Website Calendar of Events.

The Field Trip Chair provides the Newsletter Editor with a list of upcoming field trips and a news account of prior field trips for inclusion in the "Adapter."

The Field Trip Chair may attend board meetings at his/her discretion unless asked by the President to report on matters before the board.

The Field Trip Chair is responsible for maintaining an up-to-date email member contact list as the Treasurer removes and adds members on the Club roster.

**Judges Chair**

The Judges Chair coordinates with Print and EID Chairs to obtain judges for Club competitions.

The Judge Chair maintains a list of available volunteer judges.

The Judges Chair provides the judging schedule to the Newsletter Chair and posts judging assignments on the Club website calendar.

The Judges Chair may attend board meetings at his/her discretion unless asked by the President to report on matters before the board.

The Judges Chair is responsible for maintaining an up-to-date email member contact list as the Treasurer removes and adds members on the Club roster.

**ARTICLE 7: AMENDMENT OF BYLAWS**

Amendments to the Bylaws must be presented to the Board in writing and discussed before presenting to the general membership.

The Club Bylaws must be presented to the membership through email or printed copies and discussed at a regular meeting. A vote will be taken at the following regular meeting and must be approved by two-thirds of the membership present.

**ARTICLE 8: QUORUM**

A quorum of the membership for the purpose of conducting Club business will consist of at least one-third of the total membership.

**ARTICLE 9: ELECTIONS**

The President serves as the nominating committee chair and will prepare a single slate of officers and obtain agreement to serve if elected. The President will present the slate at the last regular meeting in May. Additional nominations can be made from the floor. New officers terms begin in June after the awards meeting.

No officer may be re-elected to the same post for more than two consecutive one-year terms.

Vacancies in the Club offices will be filled by Presidential appointment, subject to approval by the Board of Directors. The Vice President, Treasurer, and Secretary, in succession, will fill vacancy of the President's office.

We Certify that these Bylaws were ratified on: FEBRUARY 4<sup>th</sup>, 2014  
Film Pack Camera Club President Frank Woodbery: Frank Woodbery  
Film Pack Camera Club Vice-President Jan Eklof: Jan Eklof