



Park West Camera Club

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CONSTITUTION

ARTICLE I - NAME

The name of this organization shall be the Park West Camera Club.

ARTICLE II - PURPOSE

The purpose of the Park West Camera Club shall be:

- (a) to encourage the practice of amateur photography;
- (b) to promote photographic awareness;
- (c) to share photographic knowledge;
- (d) to foster sociability and new friendships.

ARTICLE III - MEMBERSHIP

Sec 1 There shall be two (2) classes of membership:

- (a) Basic membership, including all privileges; and
- (b) Life membership, awarded in recognition of a long and faithful period of outstanding service to the Club, or to special friends of the Club to whom it is desired to accord signal honor, shall be conferred by action of the Club, upon recommendation of the Executive Committee. Life members shall be exempt from the payment of dues. A life member will lose his/her voting privilege when he/she fails to comply with Sections 2 and 3 of Article I- Qualifications for Membership, as stated in the By-Laws.

Sec 2 Membership in the Park West Camera Club may be suspended or terminated for any of the following reasons, in the manner hereinafter provided:

- (a) by voluntary action on the part of the member;
- (b) by expiration of Club dues;
- (c) by violation of the Constitution or By-Laws, or conduct affecting the Club or members of the Club in an adverse or injurious manner.
- (d) The procedure for suspending or terminating membership as a result of any of these violations shall be incorporated in the By-Laws.

Sec 3 It is mandatory that each member file his current mailing address with the Membership Secretary or forfeit his membership rights.

ARTICLE IV - OFFICERS

- Sec 1 The elected officers of the Park West Camera Club shall be: President, Vice-President, Treasurer, Membership/Corresponding Secretary, and Recording Secretary. The term of office shall be one (1) year, or until a successor shall be elected. All officers shall be members in good standing. An honorific title of President Emeritus shall be given to outgoing Presidents who have served in the position of President for 20 years or more.
- Sec 2 Duties of Officers
- (a) The President shall be the administrative officer of the Club, responsible for its effective functioning as an organization. The President shall preside at all regular and special meetings of the Club, and at all meetings of the Executive Committee, and shall be a member ex-officio of all committees. The President shall appoint chairpersons of Club committees and chairpersons to oversee the functioning of special committees and special activities of the Club. The President shall be responsible for the effective functioning of appointees and of the other Club officers. The President shall, upon leaving office, turn over, in good order, all Club records of his/her administration to his/her successor.
 - (b) The Vice-President shall aid the President in the discharge of his/her duties and shall carry out such other duties as may be designated by the President. The Vice-President shall preside at meetings in the absence of the President. In the event of the continued absence, resignation, or disability of the President, the Vice-President shall become Acting President and shall perform all the duties of the President until his/her return, or until a new President shall be elected.
 - (c) The Treasurer shall keep the books of the Club, record all financial transactions, and maintain such records in proper, current order. The Treasurer shall present a financial report at each regular business meeting. The Treasurer shall be responsible for receiving membership dues, and for maintaining a master file of current members. The Treasurer, upon leaving office, shall turn over, in good order, all Club financial records to his/her successor.
 - (d) The Membership/Corresponding Secretary shall be responsible for maintaining the membership mailing list in current order, in consultation with the Treasurer. The Membership/Corresponding Secretary shall be responsible for all mailings to the membership, and for other correspondence as may be directed by the President. The Membership/Corresponding Secretary shall keep a file of all letters to the membership, and all other correspondence, and shall carry out such other duties as may be delegated by the President. The Membership/Corresponding

Secretary, upon leaving office, shall turn over, in good order, all Club correspondence and membership records to the President.

- (e) The Recording Secretary shall record minutes of business meetings and of Executive Committee meetings. The Recording Secretary shall be responsible for keeping the book of minutes in proper order and for the distribution of all minutes to the President and Vice-President on a timely basis, and shall carry out such other duties as may be delegated to him/her by the President. The Recording Secretary, upon leaving office, shall turn over, in good order, all minutes and official records to the President.
- f) The President Emeritus shall serve on the Executive Board in an advisory but non-voting capacity.

Sec 3 The Executive Committee shall consist of the officers of the Club and the non-voting President Emeritus. It shall meet every two months; more often if the situation requires extra meetings. Such extra meetings shall be called upon the request of any member of the Executive Committee. Its primary duties shall include planning and coordination of a program of activities, discussion of matters of Club policy, and the proposal of an operating budget for the Club season. Ex-officers and special appointees may attend meetings of the Executive Committee upon invitation of the President, with voice, but without vote. Quorum of the Executive Committee shall be three (3) of the five (5) officers.

ARTICLE V - APPOINTIVE PERSONNEL AND COMMITTEES

Sec 1 There shall be the following: Membership Committee, Social Committee, Workshop Committee, Competition Committee, Program Committee, Gallery Committee, Field Trip Committee, Newsletter Committee, House Committee, Publicity Committee, Web Site Committee, and any other committee or personnel as appointed by the President.

Sec 2 Duties of Appointive Personnel and Committees

- (a) The Membership Committee shall extend the hospitality of the Club to visitors and guests, acquaint potential new members with the purposes and organization of the Club and familiarize new members with Club rules and procedures. It shall keep Club attendance records and report to the Executive Committee and the Darkroom Committee on membership eligibility.
- (b) The Social Committee shall plan and provide all refreshments at business meetings; organize and implement plans for Club social events including, but not limited to, the Holiday Party and the Otto Litzel Memorial Dinner.
- (c) The Workshop Committee shall originate and supervise photographic workshops in accordance with the purposes of the Club. The Workshop Committee is responsible for the maintenance and general

- upkeep of all the Club owned equipment.
- (d) The Competition Committee shall administer monthly and year-end competitions, keeping records of cumulative scores and apprising judges of the rules of competition as specified in the Club By-Laws.
 - (e) The Program Committee shall make suggestions to the Executive Committee regarding all Club activities, including regular meetings, and shall be responsible for scheduling guest speakers and judges, and for maintaining a file of their names and addresses and of their areas of expertise.
 - (f) The Gallery Committee shall have the duty of arranging and hanging exhibits in all galleries used by the Club.
 - (g) The Field Trip Committee shall plan trips of photographic interest, notify members, and arrange transportation.
 - (h) The Newsletter Committee shall write and edit a monthly newsletter in good time to notify members of Club programs and activities, and shall, in collaboration with the Corresponding Secretary, aid in its mailing.
 - (i) The House Committee shall be responsible for the setting up and putting away of all equipment required at meetings, including, but not limited to, chairs, projectors, and screens, as well as the upkeep of the Club's storage areas. The Committee is also responsible for ensuring the regular meeting venue is cleaned and closed in a timely manner after the meeting.
 - (j) The Publicity Committee shall be responsible for making the general public aware of the existence, services, facilities and activities of the Club so as to promote the general welfare of the Club and to increase its membership.
 - (k) The Web Site Committee shall be responsible for the maintenance and upkeep of the Club's internet web site. This shall include, but is not limited to, uploading current information, removing outdated information, and suggesting and/or making changes to the web site as decided by the Club or as made necessary by changing technology.

ARTICLE VI - ELECTIONS

- Sec 1 The Nominating Committee shall be appointed by the President at the March business meeting to choose a slate of qualified and willing members as candidates for the offices, to be presented at the April business meeting. Nominations from the floor will be accepted at this and succeeding meetings prior to the election. No further nominations will be accepted, except in the case of a nominee's withdrawing or becoming incapacitated and there being no candidate for an office.
- Sec 2 The election of officers shall be held at the final business meeting of the Club year. All votes shall be cast at the meeting; there shall be no absentee

balloting. Newly elected officers shall assume their duties at the final meeting of the season.

Sec 3 Vacancies occurring during the year shall be filled by appointment of the President, or Acting President, with the approval of the Executive Committee.

ARTICLE VII - MEETINGS

Sec 1 Club meetings shall be held weekly beginning in September and ending in June and when designated by the Executive Committee during the summer period.

Sec 2 There shall be one (1) business meeting during each of the months of September, October, November, January, February, March, April, and May. However, business which can be simply and easily disposed, in the judgment of the presiding officer, may be brought up and acted upon at any regularly scheduled meeting.

Sec 3 The order of business at business meetings shall be as follows: (a) Meeting called to order; (b) Minutes of the preceding meeting; (c) Reports; (d) Old business; (e) New business; (f) Good and welfare; (g) Adjournment. The order of business at any business meeting may be altered for special activities if voted upon by a majority of those members present at that business meeting.

Sec 4 A quorum at a business meeting shall consist of 20% of the total paid-up membership of the Club. Business shall be transacted in accordance with Robert's Rules of Order. Only members in good standing may vote.

Sec 5 The President or other presiding officer will use all parliamentary procedures at his/her disposal to limit discussions of old or new business to a reasonable period of time.

ARTICLE VIII - BUDGET AND DUES STRUCTURE

Sec 1 All committees should prepare and submit to the membership at the April business meeting a written statement of monetary needs for the following Club year (October 1st through September 30th).

Sec 2 The Executive Committee shall submit to the membership at the May business meeting (1) the budget of expenses and (2) dues structure (both dues for the following Club year.

Sec 3 The proposed and/or amended budget and dues structure shall be approved by a majority vote of the membership present at the May business meeting as long as a quorum (20%) of all paid-up members is present and voting.

Sec 4 Members shall be notified in the Newsletter by September 1st of each year of the expiration of membership. If the following year's dues are not paid

- by September 30th, membership shall be terminated automatically.
- Sec 5 New members who join the Club on or after June 1st of any Club year shall have their dues apply to the following year's membership.
- Sec 6 Refunds shall not be made on any membership dues or fees.

ARTICLE IX - BY-LAWS

- Sec 1 The operating rules of the Club shall be known as the By-Laws.
- Sec 2 Amendments and revisions of the By-Laws shall be approved by a two-thirds vote of the membership at any Club business meeting as long as a quorum of twenty percent (20%) of all paid-up members is present and voting.

ARTICLE X - AMENDMENTS

The Constitution of the Park West Camera Club may be amended in the following manner: Any amendment is to be submitted in writing by any member in good standing at a regular business meeting of the Club. Such amendment, properly seconded, shall be recorded in the minutes of the meeting and shall be published in the next regular issue of the Club newsletter. Such amendment shall be discussed and voted upon at the next regular business meeting following publication. An amendment shall be approved by a two-thirds (2/3) vote of the membership at that meeting as long as a quorum of twenty percent (20%) of all paid-up members is present and voting. Said amendment shall be published in its entirety in the next regular Club newsletter following ratification.

This Constitution displaces and replaces any and all previous Constitutions of the Park West Camera Club, or any parts thereof, all of which are hereby declared to be null and void.

- Adopted: October 1937
Revised: October 1980
Revised: April 2003
Revised: May 2007
Revised: February 2008