Hot Springs Village Camera Club Bylaws

Approved October 9, 2018

ARTICLE 1 NAME

1. The name of this organization shall be "Hot Springs Village Camera Club" (referred to herein as "the Club").

ARTICLE 2 PURPOSE

1. The purposes of the Club are:
   a. To encourage the advancement of the members in the knowledge and practice of the science and art of photography.
   b. To associate for the mutual enjoyment of photography.
   c. To make mutual contributions to the progress of photography.

ARTICLE 3 CHARTER

1. The Club is chartered for the advancement and enjoyment of the photographic arts in the Hot Springs Village Community. It shall strive to present informational programs, exhibition opportunities, exposure to the work of other photographic artists, photo taking opportunities and fellowship to its members.

2. The Club shall not be a "for profit" entity. It is intended that all proceeds from membership dues and other activities are to be used strictly for the benefit of the Club operations.

ARTICLE 4 MEMBERSHIP

1. Any resident of and/or property owner of the Greater Hot Springs Village Area and Surrounding Communities with an interest in photography may apply for membership.
2. Historical Note: The cut-off date for charter membership was June 30, 1974.

ARTICLE 5 FISCAL YEAR AND DUES

1. Fiscal Year
   a. The fiscal year shall begin January 1st of each year and end December 31st of the same year.
   b. The Club shall hold regular meetings and other scheduled events from January through December. The months of June through August will not have scheduled Club meetings but will be reserved for special events as approved by the steering committee.
2. Dues

a. A MEMBERSHIP is defined as a dues-paying entity that may consist of an individual, a committed couple, or a family unit (parent(s) plus children under age 19).
b. Each Membership shall pay the same dues amount regardless of whether individual or otherwise.
c. The annual dues shall be due and payable at the beginning of the Club fiscal year. Dues shall be deemed Past-Due on the 32nd day following the beginning of a new fiscal year (February 1st) or on the 30th day following the admission to membership in the club, if membership is obtained after the start of the fiscal year. Membership dues shall be determined each year by the Incoming steering committee.
d. Membership dues shall be required in full amount for any member joining the Club within the first month of the fiscal year.

ARTICLE 6 VOTING RIGHTS AND OTHER PRIVILEGES

1. Each MEMBERSHIP shall be entitled to ONE vote for items put before the general membership.
2. For any committed couple or family unit, only ONE vote may be cast.
3. Any person who holds a club MEMBERSHIP as defined above, is a MEMBER.
4. Any MEMBER may participate in the club activities such as:
   a. Photo Shoot Events.
   b. Regular Meetings.
   c. Club Exhibitions.
   d. Club Competitions.
   e. Club Social Functions.

ARTICLE 7 MEETINGS AND EVENTS

1. The Club shall hold Regular Meetings on a once-per-month basis as delineated in Article 5 section 1.b.
   a. Regular Meetings shall be open to all interested parties, regardless of membership status.
   b. A schedule of Regular Meetings shall be posted at the beginning of each fiscal year.
   c. The Regular Meetings shall be held on the second Tuesday of each month of the club year.
   d. The Regular Meetings shall begin as announced on the Club website.
2. The Club shall hold a variety of events throughout the Club Year as determined by the Officers and the Steering Committee. The following list is typical of the type of events that may be planned:
   a. Photo Shoot Outings.
   b. Workshops.
   c. Digital Competitions.
   d. Print Competitions.
   e. Club Exhibitions.
   f. Club Social Functions.

3. Participation in events as listed above is restricted to Members.
   a. Exceptions:
      i. Club Social Functions may be attended by a Member's spouse and/or family as presented in the announcement for that event.
      ii. Guests of Members may attend Photo Shoot Outings PROVIDING that doing so would not limit the number of Members that may attend that outing. In the case of outings having a maximum number of participants, Members shall have priority.

ARTICLE 8 OFFICERS

1. The elected officers of the Club shall be:
   a. President.
   b. Vice President.
   c. Secretary.
   d. Treasurer.
2. The term of office shall be for 1 year.
3. The term of office shall commence on January 1st and end on December 31st.
4. The Executive Committee shall consist of the Four Elected Officers of the Club.

ARTICLE 9 DUTIES OF OFFICERS

1. The President of the Hot Springs Village Camera Club shall:
   a. Prepare, or cause to be prepared and distributed an agenda for each regular monthly meeting during the club year of his/her tenure.
   b. Chair each regular monthly meeting during the club year of his/her tenure. In the event the President is unavailable for one of the meetings, he/she may delegate this duty to the Vice President.
   c. Schedule, set agenda, and chair meetings of the Steering Committee approximately four (4) times per club year.
   d. Maintain electronic communication among Steering Committee members to resolve unforeseen issues in the event that such arise.
   e. Receive member contact forms submitted on the web site and respond to such.
   f. Participate in standing committee meetings as needed or requested by the committee chair person(s).
   g. Establish ad hoc committees as necessary to deal with business not covered by one of the standing committees.
   h. Establish and participate as a member of the annual nominating committee to establish a slate of officers for the elected positions and to fill the committee assignments.
   i. Represent the Hot Springs Camera Club on the POA Council of Presidents as well as to other groups within the community as needed.
   j. Work in collaboration with the Vice President on all of the above to assure a smooth transition from year to year.

2. The Vice President of the Hot Springs Village Camera Club shall:
   a. In the event that the President is unable to do so the Vice President shall assume responsibility for preparing and causing to be distributed an agenda for the regular monthly club meeting.
   b. In the event that the President is unable to do so, the Vice President shall chair the regular monthly meeting.
   c. Attend all Steering Committee meetings.
   d. Assist the President in resolving unforeseen issues in the event such arise.
   e. Participate as a member of the annual nominating committee to establish a slate of officers for the elected positions and to fill committee assignments.
   f. Represent the Hot Springs Village Camera Club on the Village Arts Council.
   g. Work in collaboration with the President to assure a smooth transition from year to year.
   h. Have signature authority for signing checks for the club.
3. The Secretary of the Hot Springs Village Camera Club shall:
   a. Create, maintain, and cause to be distributed minutes of all regular monthly meetings.
   b. Attend all Steering Committee Meetings.
   c. Create, maintain, and cause to be distributed minutes of all Steering Committee meetings.
   d. Assist the President and Vice President in resolving unforeseen issues in the event they arise.
   e. Work with the President and Vice President to assure a smooth transition from year to year.
   f. Maintain a distribution list of all members (including email addresses).
   g. Send announcements to the membership as may be required beyond the normal postings on the website.
4. The Treasurer of the Hot Springs Village Camera Club shall:
   a. Work with other members of the Steering Committee to establish a budget; this shall be completed by the first meeting of the club year, and copies will be made available to any member of the club upon request.
   b. Receive and record payment of dues and maintain an accurate membership list throughout the club year.
   c. Maintain the club checking account.
   d. Prepare, maintain a financial report each month, and make copies available to members at each monthly club meeting.
   e. Be responsible for paying all room/equipment charges, honorarium, and other financial obligations incurred by the club.
   f. Attend Steering Committee meetings.
   g. Assist the President and Vice President in resolving unforeseen issues in the event they arise.
   h. Work with the President and Vice President to assure a smooth transition from year to year.
   i. Have primary check signing authority.
   j. Require the signature of the Vice President in addition to their own signature, for expenditures greater than Five Hundred Dollars.

ARTICLE 10 ELECTION OF OFFICERS AND TERM LIMITS

1. The President shall establish a nominating committee in September of each club year.
2. The nominating committee shall be comprised of, but not limited to, the current President and Vice President.
3. A slate of officers shall be presented to the membership at the October meeting of each club year; in the event of cancellation of the October meeting for any reason, the slate of officers shall be presented at the next subsequent meeting.
4. The slate of officers shall be published on the Club website following the presentation to membership at the meeting. It shall include a brief biographical statement about each candidate.
5. Voting will occur during the month after the meeting at which the slate of officers is presented.
7. Election shall be by e-mail sent to all Club members. A simple majority of those members who return a vote is required to approve the slate.
8. The President shall be limited to serving 2 consecutive terms. All other elected officers shall serve without term limits.

ARTICLE 11 COMMITTEES AND TERM LIMITS

1. Committees shall be formed for the carrying-out of the routine activities of the Club, as well as for special purposes. Each committee shall be headed by a committee chair and shall have additional committee members, as needed, by selection of that chair.
2. Committee Chairs shall be appointed by the annual nominating committee.
3. Standing Committees
   a. Programs.
      i. Plan meeting programs for the eight regular Club meetings (January-April and September-December) of the Club year. The May meeting will be used for the Print Competition and year-end wrap-up.
      ii. Locate suitable speakers for presentations at the meetings, and work with them to ensure equipment and other resources are available for their presentations.
      iii. Coordinate program talent and content with the Digital and Print Competition committees to harmonize each monthly meeting.
   b. Events.
      i. Provide a list of potential field trips and work with the steering committee to select the best choices for the year.
      ii. Make detailed plans for each trip including such things as:
         1. departure time and location.
         2. signup lists.
         3. directions to the location.
         4. restaurant and rest stop information.
         5. Special considerations that are to be noted.

c. Digital Competitions.
   i. Work with the steering Committee to select the topics and timing of the digital competitions for the year.
   ii. Locate suitable judges for the competitions and work with them to convey our judging criteria and expected critiques on the images.
   iii. Work with the judges to ensure timely execution of the judging materials and coordinate their travel for the meeting night.
   iv. Advise contest entrants of receipt of their submissions.
   v. Track awards and points for the members throughout the year.
   vi. Coordinate with the Programs Chair and Print Competition chair to harmonize the monthly meetings.
d. Print Competitions.
   i. Spring Print Competition.
      1. Work with the steering committee to plan the timing and location of the print competition(s).
      2. Locate a suitable judge for the competition.
      3. Coordinate the judge's activities to ensure timely execution of the judging and presentation of the judge's findings at the club meeting
      4. Coordinate hanging and take-down with the venue manager.
      5. Arrange for the hanging and take-down of the pictures.
   ii. Fall exhibition.
      1. Work with the steering committee to plan the timing and location of the fall exhibition.
      2. Coordinate with the facilities manager of the venue to book the space and arrange times of show put-up and take-down.
      3. Arrange for the hanging and take-down of the pictures.
e. Webmaster.
   i. Build, expand, and maintain the website as conditions and content require.
   ii. Maintain security of the website by stewardship of the passwords and other account access privileges, and by ensuring suitable backups are made.
   iii. Provide access for committee members and judges of the competitions that will need the website as the portal for those competitions.
   iv. Post events, training information, newsletters, and other items as provided by the various committees and members.
f. Publicity and Marketing.
   i. Prepare articles for inclusion in the Village Voice and other media, showcasing the club's activities and opportunities.
   ii. Work with the POA and other community organizations to provide information about the club as needed.
g. Newsletter.
   i. Create and have posted a monthly newsletter during the active Club year.
   ii. As appropriate, post member's images for the chosen theme-of-the-month for the newsletter, along with relevant articles.

iii. Provide links to photography related technical and artistic sites of interest to the members.

4. Special Committees shall be created as determined by the Steering Committee. Some of the suggested possible Special Committes are as follows.
   a. Greeters.
   b. Special Need Fund Raiser.
   c. Social Functions.
5. Term Limits.
   a. There shall be no term limits for Committee positions.

ARTICLE 12 STEERING COMMITTEE

1. Composition.
   a. Elected Officers.
   b. Standing committee chairs.
   c. Immediate Past President.
2. Voting.
   a. Each elected officer of the Club, the immediate Past President, and each Chair of a Standing Committee shall have one vote.
   b. Each issue brought up for vote shall be considered approved by a simple majority vote of those members present.
   c. In the case of a person holding multiple positions on the steering committee, that person shall cast only a single vote.
4. Emergency Voting.
   a. In the case that a timely decision must be made regarding an urgent issue for the club, the Executive Committee may make that decision with a 3/4 majority of the officers in favor of the decision. If the issue is not carried by a 3/4 majority, then the matter must be put before the full steering committee for decision.
   b. Emergency voting privileges are not applicable to the amendment process of the bylaws.

ARTICLE 13 AMENDMENTS

1. Any proposed amendments to the Bylaws shall be first reviewed by the steering committee to understand the impact of the proposal on the operations of the Club.
2. Following review of the proposal, it shall be posted to the membership on the Club website.
   a. Posting shall occur at least 14 days before the meeting at which the proposal will be reviewed. This posting shall also show the comments from the steering committee regarding the effect on Club operations.
   b. Time will be allotted at the meeting to present the amendment and have open discussion from the membership.
3. Voting on a proposed amendment shall be done by e-mail sent to all club members during the month after its review.

a. A simple majority of those members who return a vote is required to approve the proposed amendment.

REVISION HISTORY

1. March 24, 2013
   a. The bylaws were entirely re-drafted in February and March of 2013 as the only surviving copies of the existing bylaws were typewritten pages dated 1973 with revisions shown for 1977.
   b. Originally there were both Bylaws and a Constitution.
   c. The Original name of the club was "Village Camera Club". That has been changed to "Hot Springs Village Camera Club" in this re-draft.
   d. The drafting committee (Sharon Prislipsky and Paul Winberg) presented the working draft to the Steering Committee and reviewed it on March 18, 2013. The final draft of March 24th is the result of the steering committee discussion and modification to the working draft.
2. April 9, 2013
   a. The bylaws were approved by unanimous vote of the membership at the meeting of April 9, 2013.
3. April 12, 2016
   a. Modifications to the bylaws were approved by unanimous vote of the membership at the meeting of April 12, 2016.
   b. The modifications changed the club's fiscal year to be January 1st through December 31st and eliminated prorating of dues for members joining during the fiscal year.
4. October 9, 2018
   a. Modifications to the bylaws were approved by unanimous vote of the membership at the meeting of October 9, 2018.
   b. The modifications removed all quorum requirements and instituted voting by e-mail. A simple majority of all returned e-mail votes is sufficient for approving or disapproving an issue.
   c. The modifications revised dates for election of officers and term limits to reflect the club's fiscal year of January 1st through December 31st as approved on April 12, 2016.