

# BY LAWS of the ARUNDEL CAMERA CLUB

FOUNDED 1957

*BY LAW REVISIONS & ADDITIONS: 1981, 2016, 2020, XXXX*

## PURPOSE:

This document contains the By-Laws of the Arundel Camera Club, here and after for the purpose of this document to be known as the Club. These By-Laws are mean to guide the Club Officers in the day to day running of the club. This document is not complete without the accompanying Club Constitution and Club Contest Rules and in the event of a conflict between this document and the Club Constitution, the Constitution will prevail.

## CHAPTER 1

### Membership Polices

1. There shall be three (3) classes of membership: Active, Joint, and Honorary Life.
  - a. **Active:** Any person over the age of 18 may apply for active membership in the Club. Active membership shall carry with it all the rights and privileges of the Club.
  - b. **Joint/family:** Any active members that reside at the same address, shall be privileged to request a joint or family membership for all interested family members. Any person under the age of 18 may apply for membership only under this membership category and only with the full membership of a parent or guardian. Joint membership shall carry with it all the rights and privileges of the Club.
  - c. **Honorary Life:** Any active member who has rendered outstanding service to the Club may be nominated to an Honorary Life membership by the Board of Directors and elected by a majority vote of the members in good standing of the Club. Honorary Life membership shall carry with it all the rights and privileges of the Club without payment of dues and are considered Members in Good Standing.
2. Members must be in good standing to sit on the Board of Directors, participate in contests and vote on Club business.
3. Expulsion of a Member
  - a. A Member may be expelled for:
    - i) repeated incidents of plagiarism.
    - ii) repeated violations of Club By-Laws and Policies
    - iii) the conviction of a crime against the Club.
    - iv) the conviction of a crime against a Club Member

- b. Expulsion charges against any member of the Club must be presented in writing to the Board of Directors and investigated by a committee of three (3) members in good standing of the Club appointed by the President.
- c. The Board of Directors shall have the power to suspend a Member's privileges during an investigation of expulsion charges.
- d. Findings of the committee shall be presented to the club at any regular meeting of the club. A three-quarters (3/4) vote of the members in good standing present shall be required to expel a member.
- e. A member so expelled shall not again be eligible for membership in the Club.

## CHAPTER 2

### Fees and Dues

1. Dues for active membership shall be set by the Board of Directors. Any increase in dues shall require the approval of a simple majority of the Club members in good standing present at any meeting of the club.
2. Dues for Joint memberships shall be full dues for the first member and half (1/2) dues for each additional member.
3. Officers and Directors are required to have their dues paid no later than the third regular meeting of the Club in September. After this meeting the Officer or Director shall be considered in arrears in their dues and denied the rights and privileges of the Club until their dues are paid.
4. Members are required to have their dues paid prior to participation in any competition or voting on any club business.

## CHAPTER 3

### Nominations, Elections, and Voting

1. Any member in good standing is eligible for nomination to Club leadership positions through either the Nominating Committee or from the floor before the election takes place. The consent of the nominee must be obtained before their name is placed in nomination.
2. Voting shall be by secret ballot for all contested positions. All uncontested positions may be voted verbally or by a show of hands. Members must be in good standing to vote.
3. Names not nominated cannot be voted.
4. No member shall hold more than one (1) elective office at a time.
5. A simple majority of votes cast by members in good standing shall elect.
6. Officers and Directors shall take office on July first following the election.

## CHAPTER 4

### Duties of the Officers

1. President:

It shall be the duty of the President:

- a. to preside at all meetings of the Club and Board of Directors.
- b. to administer the affairs of the Club.
- c. to appoint Committee Chairs and other Designated Representatives as provided for in the Constitution and these By-Laws.
- d. to endeavor to assume active leadership of the club at all times.
- e. to assume the duties of the Program Chair or the Contest Chair in the event of either/or both of their absence until they return or their successors are elected.

In addition, it shall be the duty of the President to give signature on checks or contracts in the absence of the Secretary-Treasurer, or as necessary.

2. The Program Chair:

It shall be the duty of the Program Chair:

- a. to arrange for speakers, demonstrations or exhibitions at appropriate meetings of the Club.
- b. to co-operate and work with the Contest Chair

In addition, the Program Chair shall assume all of the duties of either the President, or the Contest Chair in the event of the absence of either or both Officers until one of them returns or a successor is elected.

3. The Contest Chair:

It shall be the duty of the Contest Chair:

- a. to supervise and be responsible for all competitions at the Club.
- b. to be responsible for obtaining qualified judges for the competitions.
- c. in the event of a last-minute judge cancellation, to assemble a panel of three (3) Members in good standing to act as the judging panel.
- d. to be responsible for keeping the records of the competitions and notifying members of their advancement to a higher class as provided for in the attached document: Arundel Camera Club Contest Rules. The Contest Chair shall cooperate and work with the Program Chair.
- e. on odd numbered years (1999), with the Secretary-Treasurer, Co-Chair a biennial committee to review and revise the Contest Rules as set forth in Chapter 8 of these By-Laws.

In addition, the Contest Chair shall assume all of the duties of either the President or the Program Chair in the event of the absence of either or both officers until one of them returns or a successor is elected.

4. Secretary-Treasurer:

It shall be the duty of the Secretary-Treasurer:

- a. to keep an accurate record and minutes of all Board meetings and Club business meetings, including but not limited to the Annual Business Meeting.
- b. to maintain an up-to-date list of all members in good standing.
- c. to keep a complete file of all Club correspondence.
- d. to be responsible for all monies of the Club in a bank account subject to the signature of the President and/or the Secretary-Treasurer.
- e. to pay all bills and expenditures.
- f. to give signature on all checks and/or contracts as necessary.
- g. to keep an accurate record of all receipts and disbursements, and periodically report to the Board the financial condition of the Club.
- h. prior to the Annual Business Meeting, to make the Club records available to the Auditing Committee for audit or review.
- i. at each Annual Business Meeting to give a report of the Club's financial state including but not limited to the past year's Cash Flow Report, Balance Sheet, and Reserve Account Reconciliation to the membership of the Club.
- j. to on even numbered years (2000), head-up a biennial committee for the Review and Revision of the By-Laws as set forth in Chapter 8 of these By-Laws.
- k. to on odd numbered years (1999), Co-Chair with the Contest Chair, a biennial committee for the Review and Revision of the Contest Rules as set forth in Chapter 8 of these By-Laws.

The Secretary-Treasurer shall only assume the duties of any of the other Officers in the event that none of them are capable of serving.

5. Member-at-Large: It shall be the duty of each Member-at-Large to attend Board Meetings, assist the Board in its duties, and act as additional liaison between the Board and the membership.

## CHAPTER 5

### Duties of the Board

1. The Board of Directors shall be the administrative body of the Club and as such its legal representative. They shall be responsible for, and the administrator of, all properties and monies of the Club. They shall make such rules and regulations as is necessary to administer the affairs of the Club and fulfill the Club's mission. They shall meet in accordance with Article 10 of the Arundel Camera Club Constitution
2. To legally represent the Club a quorum of the Board shall consist of five (5) members, of whom three (3) must be duly elected Officers of the Club.

## CHAPTER 6

### Right of Petition

1. To override a decision of the Board, a petition must be signed by ten (10) members in good standing and brought to a vote of the membership at the next regular meeting. A two-thirds (2/3) vote of the members in good standing present is required to override a Board decision.

## CHAPTER 7

### Meetings

1. The Club shall meet weekly on Thursday for the purpose of lectures, demonstrations, contest, or business.
2. The third meeting in May shall be the Annual Business Meeting.
3. In the event that in-person/physical meetings are not possible, the Club may, on a vote of the Board, meet virtually via internet technology.

## CHAPTER 8

### Standing Committees, Ad Hoc Committees, and Designated Representatives

1. Standing Committees:  
The following Standing Committees, deemed necessary for the daily functioning of the Club, shall have their Chairpersons appointed, unless otherwise noted below, by the President within thirty (30) days of the Annual Business Meeting. A member must be in good standing to be appointed a Standing Committee Chair, but it is not required for members serving on a committee.
  - a. Contest Committee: The Contest Chair may assemble a team of members whose duty shall be to assist the Officer in procuring judges, managing contest tools and equipment, and directly assisting in the running of all of the various contests the Club holds throughout the program year.

- b. Program Committee: The Program Chair may assemble a team of members whose duty shall be to assist the Program Chair in procuring speakers and facilitating the programs for the Club throughout the program year.
- c. Field Trip Committee: The President shall appoint a Field Trip Committee Chair. The Chair may assemble a team whose duty shall be to plan the various field trips throughout the program year. The Field Trip Committee Chair is a Director on the Board for the duration of their appointment.
- d. Media/Web Committee: The President shall appoint a Media/Web Committee Chair. The Chair may assemble a team whose duty shall be to manage the various media outlets used by the Club. These outlets may include, but are not limited to, the Arundel Camera Club web page, the Arundel Camera Club Newsletter, press release outlets, and any of the various social media interactions the Club deems useful. The Media/Web Committee Chair is a Director on the Board for the duration of their appointment.

2. Ad Hoc Committees:

The following Ad Hoc Committees, deemed necessary for the completion of specific tasks contributing to the continued health and welfare of the Club, shall have their Chairpersons appointed by the President as noted in their description below. A member must be in good standing to be appointed an Ad Hoc Committee Chair, but it is not required for members serving on a committee unless otherwise stated.

- a. Audit Committee: Not less than thirty (30) days before the Annual Business Meeting of each year the President shall appoint an Audit Committee Chair, who shall assemble a team of three members whose duty it shall be to audit/review the accounts of the Club and report their findings at the Annual Business Meeting of the Club, after which the committee will dissolve. The Audit Committee Chair reports to the Board for the duration of their appointment. The Secretary-Treasurer is a standing member of this committee, but is NOT included in the member count, nor included in the authorship of the report.
- b. Nomination-Election Committee: Not less than ninety (90) days before the Annual Business Meeting the President shall appoint a Nomination-Election Committee Chair whose duty shall be to assemble a team of at least three (3) members whose duty shall be to submit to the Club the names of members it feels are qualified to hold and fill the various offices no later than the first meeting in April.

Following the first meeting of April the Nomination-Election Committee shall act as the Judges and Tellers of the Election at the Annual Business Meeting. As such the Committee Chair shall call for floor nominations and the vote on all uncontested positions. The Committee as a whole shall prepare and distribute ballots of all contested positions, tabulate the votes and report the election results to the membership before the close of that meeting, after which the committee will dissolve.

The Nomination-Election Committee Chair reports to the Board for the duration of their appointment.

- c. By-Law Review and Revision Committee: Not less than one hundred twenty (120) days prior to Annual Business Meeting of even numbered years (2000) the Secretary-Treasurer shall assemble a team of not less than three (3) additional members in good standing whose duty shall be to review the Arundel Camera Club By-Laws, take suggestions from the membership for revisions or updates to said By-Laws. The Secretary-Treasurer shall, in the capacity as Chair of this Committee, compile a report of the findings for presentation to the Board prior to the Annual Business Meeting for consideration/inclusion in the Annual Business Meeting agenda.
- d. Contest Rule Review and Revision Committee: Not less than one hundred twenty (120) days prior to Annual Business Meeting of odd numbered years (1999) the Secretary-Treasurer, in cooperation with the Contest Chair shall assemble a team of not less than three (3) additional members in good standing whose duty shall be to review the Arundel Camera Club Contest Rules, take suggestions from the membership for revisions or updates to said Rules. The Secretary-Treasurer and Contest Chair shall, in their capacity as Co-Chairs of this Committee, compile a report of the findings for presentation to the Board prior to the Annual Business Meeting for consideration/inclusion in the Annual Business Meeting agenda.

3. Designated Representatives and Volunteers:

The following volunteers, deemed necessary for the functioning of the Club, shall be appointed by the President with in thirty (30) days of the Annual Business Meeting.

- a. Maryland Photography Alliance Representative: The Maryland Photography Alliance (MPA) Representative shall be responsible for representing the Club at all MPA events. In addition, the MPA Representative shall maintain communication both to and from the Alliance with the Club throughout the program year. The MPA Representative is Director on the Board for the duration of their appointment.
- b. Refreshments Volunteer: The Refreshments Volunteer duty shall be to procure and set up refreshments for all in-person meetings of the Club. The volunteer's duty shall also include maintaining the necessary equipment required for the refreshment setup, and for the submission of receipts and Expense Reports to the Secretary-Treasurer for reimbursement of qualified expenses.

## CHAPTER 9

### Fiscal Policies

1. Signature authority is vested in the offices of the President and the Secretary-Treasurer.
2. The Club shall keep a bank account for the holding of all Club funds authorized by the President and the Secretary-Treasurer, and subject to the signature of either the President or the Secretary-Treasurer.
3. Checking account balance to be carried over for the next fiscal year shall be no lower than Two Thousand Dollars Zero Cents (\$2000.00).
4. The Secretary-Treasurer shall present the expected checking account balance for the turn over at the Annual Business Meeting as part of the Annual Financial Report.

DRAFT/CONFIDENTIAL