

# **Focal Point Camera Club Constitution and By-Laws**

## **Constitution**

### **Article I - Name**

The name of this organization is Focal Point Camera Club of Central Wisconsin and hereafter will be referred to in this document as the Club.

The mailing address shall be determined by the Secretary and posted on the Club website.

### **Article II - Mission and Aims**

The mission of the Club shall be to promote the enjoyment of photography by increasing members skill and knowledge through cooperation, education, effort and good fellowship.

### **Article III - Principles and Purposes**

The principles and purposes of the Club shall be:

Section 1. To provide educational programs to members and interested guests at regularly scheduled meetings of the Club.

Section 2. To provide members with the opportunity to participate in competitive photographic events.

Section 3. To provide opportunities to participate in exhibits, shows and displays as appropriate.

### **Article IV - Membership**

Membership is open to anyone interested in photography regardless of knowledge or skill level.

The club shall have three classes of membership:

1. Individual: open to all members.
2. Family : available to two or three members of the same household.
3. Student : available to individuals under the age of 27, while enrolled in any primary or secondary college, university, or technical college.

In order to participate in club contests, critiques and exhibits, a member must be in good standing. Membership dues must be paid by the end of the October meeting to be considered a member in good standing. This will be determined by the Treasurer.

# **Focal Point Camera Club Constitution and By-Laws**

## **Article V - Officers**

The following officers shall be elected by the membership on a yearly basis:

- President
- Vice President
- Secretary
- Treasurer / Membership
- Board Member at Large (this member should not be a committee chair)

The terms of office are for one year. Liaisons to other organizations will be appointed by the President.

## **Article VI - Committees**

The following standing committees shall be established to conduct club activities:

- Programs
- Technology
- Events and Outings / Activities
- Exhibits and Displays
- Public Relations (social media)
- Education

Chairpersons of the standing committees will be appointed by the President with the approval of the Executive Board.

Special committees may be appointed by the President as required and discharged when assignments are completed.

## **Article VII - Executive Board**

The management of the Club shall be directed by the Executive Board which is composed of the elected officers.

## **Article VIII - Meetings**

Regular meetings of the Club shall have a place, date and time stipulated by the Executive Board. All official meetings of the Club and Executive Board shall be conducted in an orderly manner but are not subject to the Roberts Rule of Order.

## **Article IX - Amendments**

Amendments to the Constitution may be proposed by any member to the Executive Board, and, if approved, may be incorporated into this constitution if approved by a two-thirds majority at a regularly scheduled membership meeting.

Amendments to the By-Laws of this constitution may be proposed by a member to the Executive Board, and, if approved, become a part of the By-Laws if approved by a majority vote at a regularly scheduled membership meeting.

# **Focal Point Camera Club Constitution and By-Laws**

## **By-Laws**

### **Article I - Finance**

The annual dues will be proposed by the Executive Board to the membership and voted on annually by the membership at the May meeting .The fiscal year for the Club will be set by the Executive Board. Dues can be paid beginning in May but not later than the end of the October meeting to be considered a member in good standing.

An audit of finances shall be carried out at the discretion and under the direction of the Executive Board.

### **Article II - Elections**

Election of Club Officers shall be conducted annually at the May meeting. Vacancies in the Club Officers shall be filled by the President, subject to approval by the Executive Board. Vacancy of the President's Office shall be filled by advancement of the Vice-President.

Terms of office will begin with the September meeting and terminate the following August.

The position of President and Board Member at Large shall have term limits of three consecutive years.

Terms of office for Treasurer and Secretary shall be governed by the vote of the membership and not limited in duration.

### **Article III - Duties of Officers**

Duties of the President shall be:

- To preside at all club meetings and Executive Board meetings.
- To appoint chairpersons to all committees.
- To act as Club spokesperson.
- To generally supervise and keep in touch with all club activities.

Duties of the Vice-President shall be:

- To assume duties of the President in his/her absence.
- To serve on the Executive Board.

Duties of the Secretary shall be:

- To keep and retain a record of minutes of all meetings.
- To retain copies of membership lists, financial reports, competition results and correspondence for the club.
- To serve on the Executive Board.
- To be responsible for all written correspondence of the Club.

Duties of Treasurer / Membership Officer shall be:

- To collect dues and maintain financial records of the club (dues can be collected in person, or via our Club website renewal form with payment via PayPal)
- To keep custody of club finances and provide a written accounting to the Club Secretary each month.
- To keep current membership list up to date (via the Clubs online list on ~~Google~~ ~~Dees~~ iCloud)

## **Focal Point Camera Club Constitution and By-Laws**

- To serve on the Executive Board.

### Board Member at Large

- To serve on the Executive Board.
- To act as the membership representative.
- To perform any Duties as required or at the Direction of the Executive Committee.

### **Article IV - Duties of Committees**

The activities of the Club committees shall be determined by the Executive Board. Committee chairs shall have authority to carry out the actions of the committee consistent with the responsibilities outlined.

Please view the Focal Point Camera Club Committee Descriptions amendment for detailed Committee responsibilities.

### **Article V - Quorum**

A quorum of the membership for the purpose of conducting club business shall consist of not less than one-fourth of the entire membership.

### **Article VI - Planning and Review Meeting**

A separate meeting from the regular meetings shall be held each year in January, February or March to review current policies, procedures and programs to plan for the following meeting year (held September through May). This is open to all members.

### **Article VII - Membership List**

A Membership List will be maintained internally by the Treasurer / Membership Officer of the Club and will not be given by any member of the club to any outside business, organization, or individual. All inquiries in this area will be referred to the "President" for a response from the club. This also includes E-mail distribution lists. The membership list shall be made available to all Club Officers and Committee Chairpersons for official Club communications and business.

### **Article VIII - Dissolution of FPCC**

Upon dissolution of the Focal Point Camera Club, the Board of Directors, after making arrangements for payment of all Focal Point Camera Club liabilities, shall disperse remaining funds to the members of FPCC in good standing.

Any and all property owned by the club shall be offered to club members at a reasonable value with all proceeds equally distributed to all members in good standing at the time of the motion/order to dissolve.

# **Focal Point Camera Club Constitution and By-Laws**

## **Article IX - Indemnification of Executive Board Members / Officers**

The Focal Point Camera Club shall indemnify each Executive Board member / Officer, including former Executive Board members / Officers, against reasonable expenses incurred in a lawsuit involving the Focal Point Camera Club, including any fines imposed, settlements paid ,or attorney's fees to the full extent permitted by the laws of the State of Wisconsin. Focal Point Camera Club is held harmless for any unlawful act committed by any Executive Board member/ Officer or Committee chair.

## **Article X - Appeals Process**

Any member who feels there has been adverse action taken against them shall make a written appeal to the Membership Officer within 10 days of notice of action. This written appeal notice shall be conducted by email to the iCloud email account [fpccinfo@icloud.com](mailto:fpccinfo@icloud.com)

If time allows this appeal will be heard by 3 members of the club ( the President will ask for volunteers) at the next scheduled meeting of the club. (members will be asked to participate and may be required to remain after the meeting to render their decision)

If time is of the essence the decision of the Executive Committee shall be binding.