

# **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.

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

The mission of the Club shall be the enjoyment, mastery and furtherance of photography 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 regular scheduled meetings of the Club.

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

Section 3. To participate in exhibits, shows and displays where and when appropriate.

### **Article IV - Membership**

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

### **Article V - Officers**

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

- President
- Vice President
- Secretary
- Treasurer / Membership

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
- 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.

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## **Article VII - Executive Board**

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

## **Article VII - 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 with general, acceptable meeting rules, 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 Bi-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.

## **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. An annual audit of finances shall be carried out 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.

### **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

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Duties of Treasurer / Membership 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 Docs)
- To serve on the Executive Board

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

The activities of the Club committees shall be determined by the Executive Board. 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 conduction 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, open to all members, to review current policies, procedures and programs for the Club as so to best plan for the following meeting year (held September through May).

### **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.