

BY-LAWS OF THE CAMERA CLUB OF HENDERSONVILLE, NC

As revised January 2008

ARTICLE I. NAME & PURPOSE

1. The name of this organization shall be "The Camera Club of Hendersonville, NC."
2. The purpose of the Club shall be to establish and maintain an organization of serious photographers living in and about Hendersonville whereby persons desiring to improve their photographic skills and knowledge may do so in association with others so motivated.

ARTICLE II. MEMBERSHIP

1. The membership shall consist of persons having certain inclinations in common:
 - a. A continuing, active interest in photography and a desire to enhance their skills.
 - b. A disposition of mind to support the purpose and intent of the Club.
 - c. Cheerful acceptance and creditable execution of office or committee service if such is within their capacity.
2. Membership shall require the payment of annual dues in the amount and within the time limit prescribed herein.
3. All Club members shall be furnished a copy of these By-Laws, if requested.
4. There shall be no limitations on the number of members.

ARTICLE III. DUES AND ASSESSMENTS

1. The annual dues for members whose permanent residence is in or about Hendersonville shall be \$20.00 per photographer, payable on or before January 1st each year. Non photographer spouses are welcome to attend meetings but not to participate in contests, show and tell nights or forums.
2. The annual dues for members who reside seasonally in Hendersonville shall be one half the standard dues payable upon arrival.
3. The membership, by a two-thirds majority of those present and voting at a regular meeting, may levy an assessment. A newly received member shall not be liable for the payment of any assessment imposed prior to joining the Club.
4. All dues and assessments shall be payable to the Treasurer.
5. The fiscal year shall commence January 1st of each year and end on the following December 31st.
6. New members joining the Club will pay a pro-rated amount based on the number of months remaining in the year.

ARTICLE IV. STEERING COMMITTEE

1. The club shall be directed by a steering committee consisting of five members.
2. The committee shall appoint a moderator to be in charge of regular meetings.
3. The moderator may or may not be one of the steering committee members.
4. The committee members shall appoint a Chairperson.
5. The jobs of Secretary and Treasurer shall be done by committee members as mutually agreed upon and assigned.
6. A "Standing Committee" shall function during the entire term of office of its Chairperson.
7. A "Special Committee" shall function only long enough to complete its stated assignment.

ARTICLE V. ELECTION OF STEERING COMMITTEE

1. The steering committee of the Club shall be members in good standing and shall be elected by majority vote of the membership, present and voting, for a period of one year. Committee members shall be chosen from among those who are not seasonal members.
2. During the regular August meeting, the President shall appoint a Special Committee designated as the Nominating Committee and composed of a Chairperson and two other members. Their function shall be to develop a slate of nominees for the steering committee. All nominees must give their consent to the nominating committee as a condition for nomination.
3. The Nominating Committee shall present its slate of nominees during the regular September meeting. Following such presentation, opportunity shall be given for further nominations from the floor. If there be no nominations from the floor, the vote for the slate, by general consent, may be taken by voice vote. The September Newsletter will include a notice concerning the election of new officers.
4. If there be nominations from the floor for one or more offices, election shall then be by ballot during the regular October meeting. Members may request and shall receive an absentee ballot to be cast by the Moderator.
5. The elected Committee shall assume their responsibilities on January 1st following the election.
 6. The committee shall have the authority to appoint replacement members for any who resign or leave the club or this area. This partial term shall not prohibit any such Appointee from being elected to a full term for the following year.

ARTICLE VI. DUTIES OF THE COMMITTEE

1. It shall be the duty of the Committee to:
 - a. Obtain a suitable meeting place and insure that applicable rules governing usage are observed.
 - b. Preside at meetings, which includes introducing visitors and new members.
 - c. On competition nights, provide a person who will judge the slides, prints and digitally projected images submitted by members. (Fees for judges will be paid by the Treasurer, if required.)
 - d. Appoint members to fill vacancies.
 - e. Appoint Chairpersons and Special Committees in accordance with Article V, paragraph 2.
 - f. Appoint one member as "Greeter" to meet guests making them welcome and inviting them to join the Club. The term of this appointment shall be one year unless the person accepts reappointment.
 - g. Maintain custody of club equipment used in presenting programs.
 - h. Publish a newsletter each month. Include a roster of members in the February newsletter.
2. It shall be the duty of the Moderator to preside at all Club meetings, or to provide a substitute moderator.
3. It shall be the duty of the Treasurer to:
 - a. Be responsible for all financial affairs of the Club, supervise the collection of all revenue, disperse all funds and sign all checks. The Treasurer shall report the financial status of the Club in June and December each year.
 - b. Maintain membership and attendance records for each meeting. Members paying dues shall receive membership cards signed by the Treasurer. The signed membership card will serve as a receipt for cash payment.
 - c. Establish and maintain a membership list of all paid members. In January of each year, provide the Secretary with a list of all members who have paid their dues for the current year. In addition, contact each delinquent member by phone or letter requesting the dues prior to issuing the list of paid members to the Secretary.
4. It shall be the duty of the Secretary to:
 - a. Maintain records of meeting activity, in a bound record book.
 - b. Handle Club correspondence.
 - c. Be prepared to read the notes of any previous meeting, if requested.
 - d. Final type and publish a newsletter each month. Include a roster of members in the February Newsletter.

ARTICLE VII. MEETINGS – REGULAR AND SPECIAL

1. Regular meetings of the Club shall be held the fourth Tuesday of each month, coming to order at 7:00 P.M. There shall be a social time commencing at 6:30 PM.
2. Upon written request of ten members, a Special Meeting shall be called by the President. No business other than that for which the Special Meeting was called shall be transacted. Notice shall be given to the membership, stating the purpose of the meeting, at least seven days prior to said meeting.
3. At any Regular or Special Meeting of the Club, a quorum shall exist if the number of members present and voting is equal to one-third of the membership.

ARTICLE VIII. ORDER OF BUSINESS

1. The order of business of regular meetings shall conform to the following outline:
 - a. Introduction of guests and new members.
 - b. Club business – to be kept as brief as possible.

ARTICLE IX. AMENDMENTS

1. The adoption of By-Laws additional to or amending the existing By-Laws shall be accomplished by a two-thirds majority vote of the Membership, present and voting, or by absentee ballot. Newsletter will give notice of By-Laws changes 30 days prior to meeting.
2. Any member in good standing who cannot attend a meeting at which additions or amendments of the By-Laws are being voted on may vote by absentee ballot. The vote must be written and in the hands of the Secretary prior to the meeting. The envelope shall be marked "Ballot" so it will not be opened before the meeting. The Club officers present shall act as a Special Committee to determine the legality of any absentee ballot which is questioned.

LAST BY-LAWS REVISION & APPROVAL: January 2008

APPENDIX A. PROGRAM CHAIRPERSON POSITION DESCRIPTION

1. In January of each year, publish a proposed program for the coming year. The months of January, April, July and October will be reserved for Forum nights. Detailed instructions for preparation of submissions on Forum nights will be in the Club Newsletter issued prior to competition months.
2. A monthly newsletter will be prepared by the Steering Committee which describes the program for the month of issue and contains any follow-up information on the previous month's program. A draft copy of the newsletter can be provided the Secretary for final typing and distribution, if desired. February's Newsletter will contain a roster of current Club members as received by the Treasurer.
3. A member or representative of the Committee will pick up member supplied slides from a designated drop-off spot after 4:00 P.M. the Friday before a competition meeting. (See the current Competition Rules sheet for the drop-off location.). Prior to the meeting, these slides will be scanned and digital images prepared for projection at the forum. A register will be established listing each image in order of projection, which includes: Title, Maker's Name, Type (B/W, Color), Category, and Score received by the Judge.
4. A member of the Program Committee will pick up member supplied prints from a designated drop-off spot after 4:00 P.M. the Friday before a competition meeting. (See the current Competition Rules sheet for the drop-off location.). Prior to the meeting a log of prints submitted will be prepared, which includes: Title, Maker's name, Type (B/W, Color), Category, and Score received by the Judge.
5. Digital images will be e-mailed to the designated person for preparation for the Forum. Digital submissions filenames shall contain the information required on the label of prints that are submitted. Detailed instructions shall be made available on the club web site.
6. Members of the Program Committee will set up the meeting room prior to each meeting. For non-competition months, the Committee will coordinate with the speaker and assure that all support materials are available as required for the program.