

FOCUS CAMERA CLUB BY-LAWS

Rev. 09-07-2010 & 11-05-2013

I. Finance:

A. Annual Membership Dues

1. During November the Executive Committee shall review the proposed budget for the coming year. Should an increase in dues be proposed, such changes shall be voted on and approved by a majority vote of the active members present at a meeting prior to the end of December.

2. Any active member from the previous year who failed to pay his or her annual dues by the last meeting in February shall cease to be an active Club member.

3. Annual dues shall be reduced by fifty percent for members joining the Club August 1st through November 30th. Members joining on or after December 1st will be assessed the full amount; such membership will carry over to the next year.

4. Dues: As of 2014, individual membership dues apply to all members of the Club and the former Family Memberships will no longer exist for those families becoming members for the first time. However, Family Memberships that existed at the end of 2013 will continue to exist and the dues for such memberships will be the individual membership plus \$10. [Informational note: The individual dues for 2014 are \$40.]

B. Club Funds

1. The Treasurer shall be responsible for the receipt, custody and disbursement of the funds of the Club. (See "Duties of the Treasurer" for further details.)

2. Funds shall be disbursed by the Treasurer when properly authorized. Expenditures over fifty dollars shall be authorized by the Executive Committee and, if deemed unusual, submitted to the membership for approval. No expenditure shall be in excess of the funds on hand.

3. Whenever the treasury balance reaches a figure below **two** hundred dollars, the Treasurer will notify the President as soon as possible so that corrective action can be taken.

4. No member or group of members may incur any indebtedness in the name of the Club without prior authorization by the President.

5. If the Club should be dissolved, any funds in the Club treasury shall be disbursed to the members of the Club existing at the time of the dissolution.

II. Elections:

A. Nominations

1. In October the President shall appoint a nominating committee composed of three members; present elected Officers may not serve on the nominating committee.

2. The nominating committee shall:

- a. prepare a single slate of Officers who agree to serve if elected.
- b. present the slate to the Club membership at the first meeting in November.

B. An election by secret, written ballot shall be held if there is more than one nominee for an Office. A nominee shall be elected upon receiving a majority of the votes cast.

C. Club Officers for the following year shall be elected at the first meeting in December and assume offices at the first meeting in January.

D. Vacancies of Officers

1. The Office of President shall be filled by the Vice-President.

2. A vacancy in the office of Vice-President, Treasurer or Secretary shall be filled by appointment of the President, subject to the approval of the majority of the Executive Committee.

III. Duties of Officers

A. All Officers shall serve as members of the Executive Committee.

B. The President shall:

1. be responsible for the overall functioning of the Club
2. preside at Club and Executive Committee meetings
3. appoint and replace Committee Chairpersons

C. The Vice-President shall:

1. assume the duties of the President in his or her absence
2. assist the President in the functioning of the Club

D. The Treasurer shall:

1. be responsible for the receipt, custody and disbursement of all Club funds
2. prepare and submit a proposed annual budget to an Executive Committee meeting in November
3. disburse funds only as authorized by an approved budget or action of the Executive Committee
4. maintain and provide an accounting of the Club's funds at each Executive Committee meeting including both budget and expenditure information

E. The Secretary shall:

1. take minutes of all meetings and present them for approval at the next Executive Committee meeting
2. conduct correspondence for the Club
3. prepare election ballots if needed
4. be club historian and keeper of records

IV. Duties of the Committee Chairpersons

Any chair may be held either by one or two people. A chairperson may appoint consenting Club members to his or her committee and delegate any of his or her assigned duties, or remove a member. The chairperson is responsible for the performance of the committee functions, even he or she may have been delegated them to one or more members of his or her committee.

A. Programs Chairperson shall:

1. plan interesting and informative programs for program meetings
2. secure program providers for monthly programs
3. publish annual program schedule in Club newsletter as early in the year as possible

B. Competitions Chairperson shall:

1. organize and display prints and digital projections for monthly competitions
2. obtain judges and necessary assistants for each competition
3. obtain requisite equipment
4. maintain records of monthly competitions and publish results in Club newsletter
5. provide appropriate awards for competition winners
6. select annual assigned subjects for competitions
7. update and publish competition rules after member approval

C. Membership Chairperson shall:

1. seek to maintain Club membership with hospitality services:
 - a. provide name tags for all members
 - b. encourage socializing between the established members, newer members and guests
 - c. represent the general membership before the Executive Committee with any complaints or suggestions
2. plan and implement new member recruitment programs:
 - a. create promotional materials about the Club and it's activities and distribute them in the metro area
 - b. contact local media, newspapers, shoppers news, photo publications, etc. for free publicity as directed by the Executive Committee
 - c. prepare prospective member information handouts

3. maintain Club membership records in cooperation with the Treasurer

D. Education Chairperson shall coordinate and promote Study Group program:

- a. assist new study group formation and organization
- b. monitor groups' progress, provide guidance and inspiration
- c. look for opportunities to start new groups for members

E. Special Activities Chairperson shall organize, promote and coordinate:

1. the annual Club Banquet
2. the monthly Club newsletter
3. the club library fund raising projects, such as public seminars **at the direction** of the Executive Committee

V. Quorum

A quorum of the membership for the purpose of conducting Club business shall consist of a minimum of ten active members, including one Officer.

This document was approved by a majority vote of the membership at a regular meeting on November 5, 2013.

PRESIDENT	VICE-PRESIDENT	TREASURER	SECRETARY
Frank Gibbs	Guy Geoly	Todd Lytle	Diane Katzenberger