

Rev. November 22, 2022

I. Finance

A. Annual Membership Dues

1. During November the Executive Board 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. The current individual dues as of 2021 are \$50.
3. 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.
4. 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.
5. 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.
6. Any member may withdraw from the club, however, no dues shall be refunded.

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 Board 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 in equal shares 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 Panel composed of three members; present elected Officers may not serve on the nominating panel.
2. The nominating panel 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. The Election

1. An election by written and/or electronic 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

1. The elected officers of the club shall be as follows:
 - a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer
2. Any member of the club in good standing shall be eligible to be an officer.
3. Club Officers for the following year shall be elected at the first meeting in December and assume offices at the first meeting in January.
4. All elected officers shall serve for a period of one year.

D. Vacancies of Offices.

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 by the President, subject to the approval of the majority of the Executive Board.

III. Duties of Officers

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

B. The President shall:

1. Be responsible for the overall functioning of the Club.
2. Preside at all meetings of the club and Executive Board meetings.
3. See that all By-Laws, Rules, and Regulations are strictly enforced.
4. Cast the deciding vote whenever a tie vote occurs.

5. Hold four quarterly Executive Board meetings during the year and call for reports of the standing committees at each quarterly meeting.

C. The Vice-President shall:

1. Serve as assistant to the President.
2. Perform duties that are delegated by the President.
3. Perform all duties of the President in the absence or disability of the President.

D. The Treasurer shall:

1. Maintain appropriate records in which all financial transactions of the club shall be recorded, including the receipt, custody, and disbursement of all Club funds.
2. At all times be prepared to have all financial records available for inspection by the President or the Executive Board.
3. Disburse funds only as authorized by an approved budget or action of the Executive Board.
4. Provide an accounting of the Club's finances at each of the quarterly meetings including both budget and expenditure information.
5. Prepare and submit a proposed annual budget to an Executive Board meeting in November.

E. The Secretary shall:

1. Keep complete records of all meetings and present them for approval at each of the quarterly meetings.
2. Conduct all official correspondence pertaining to the office, preserving all correspondence received, together with copies of all official correspondence sent out.
3. At all times be prepared to have all records and reports of this office available for inspection by the President or the Executive Board.
4. Prepare election ballots if needed.

IV. Duties of the Committee Chairpersons

A. The standing committees of the club shall be:

1. Program committee
2. Competition committee
3. Membership committee
4. Mentoring committee
5. Communication committee

B. The responsibilities of the Chairperson

1. The Program Chairperson shall:

- a. Be responsible for securing top-level individuals recognized in the photography field as well as accomplished club members to provide programs for the membership.
- b. Provide to the Communications Chairperson as early as possible an annual program schedule to be published in the Club Newsletter.
- c. Make the necessary arrangements for the compensation of program speakers, including for expenses, fees paid and honorariums based on spending limits approved by the Executive Board. Should the amounts requested exceed these limits, additional approval must be sought from the Executive Board.
- d. Provide updates of the committee's activities and any personnel or other changes at each of the quarterly Executive Board meetings.

2. The Competition Chairperson shall:

- a. Select competition subjects annually and provide them to the Communications committee chairman as soon as possible for publication in the Club Newsletter.
- b. Be responsible for organizing and displaying prints and digital projections for monthly competitions.
- c. Obtain judges and necessary assistants for each competition and to obtain requisite equipment.
- d. Make necessary arrangements for the compensation of competition judges, including for expenses, fees paid and honorariums based on spending limits approved by the Executive Board. Should the amounts requested exceed these limits, additional approval must be sought from the Executive Board.
- e. Maintain records of monthly competitions results and provide them to the communications chairman for publishing in the Club Newsletter.
- f. Provide appropriate awards for competition winners.
- g. Update and publish competition rules.
- h. Provide updates at each of the quarterly Executive Board meetings.

3. The Membership Chairperson shall:

- a. Be responsible for seeking to maintain and grow Club membership.
- b. Provide new members with a welcome packet and directions on how to find key club information (such as rules of competition) on the Club Website.
- c. Provide an orientation session for new members.
- d. Keep an up-to-date membership list and to notify the Executive Board at each of the four quarterly meetings of new members as well as any complaints or suggestions.
- e. Provide name tags for all members.

- f. Facilitate socializing between the established members, newer members, and guests.
 - g. Plan and implement new member recruitment programs including promotional materials about the club and its activities, contacting local media, newspapers, photo publications, etc. for free publicity.
 - h. Provide updates at each of the quarterly Executive Board meetings.
4. *The Mentoring Chairperson shall:*
- a. The mentoring committee shall be responsible for overseeing club volunteer mentors who offer one-on-one individual mentoring to new and existing members.
 - b. Serve as contact between new and existing members and mentors.
 - c. Provide periodic reports at each of the quarterly Executive Board meetings.
 - d. Work with mentors to lead photography shoots, training sessions, social gatherings and educational events for all members.
5. *The Communications Chairperson shall:*
- a. Be responsible for communications with current and prospective members. This would include emails, a monthly newsletter, our website, social media platforms, or any other method the Executive Board deems a worthwhile way of reaching out.
 - b. Newsletter Editor shall:
 - Produce a monthly club newsletter and distribute it to all current club members at the beginning of each month. Email is the preferred delivery method.
 - Include in each edition club news, an educational article, the previous month's competition scores (9's and 10's only), 3 month's worth of upcoming club meetings and events, and local or online events and photo contests of interest to all members. This is not an all-inclusive list, nor is it a list of mandatory items. The goal is to provide a useful resource to keep club members informed, inspired, and motivated.
 - Post each monthly newsletter to the website for member reference and/or for prospective members to view.
 - c. Webmaster shall:
 - Maintain a modernly designed, well laid out, informative online resource for club members and prospects alike. Our website needs to be a marketing tool for attracting new members and a place where current members can find any information they need about membership, competitions, programs, meeting schedules, and any club related documents and forms.
 - Ensure that our domain name - FocusColorado.com - is renewed each year and does not lapse.
 - Ensure that the website will also be the place members can submit their images for monthly competitions.

- Ensure that the following additional website features shall be:
 - An online form for requesting Photograph America newsletters.
 - Monthly posts of any publicly available Zoom meeting recordings.
 - Galleries of the photos scoring 9 & 10 in for monthly competitions.
 - An archive of monthly club newsletters.

C. Committee Chairs/Co-Chairs shall be responsible for the overall performance of their respective committees. They shall appoint club members to their committees and delegate assigned duties and responsibilities.

V. Quorum

A. 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 22, 2022.

PRESIDENT
Victoria Ashby

VICE-PRESIDENT
Gwen Paton

TREASURER
Ron Schaller

SECRETARY
Bill Williams