

Adopted April 18, 2004

DESERT CAMERA CLUB CONSTITUTION

ARTICLE I (NAME)

This Organization shall be known as the COACHELLA VALLEY DESERT CAMERA CLUB (the "Club").

ARTICLE II (OBJECTIVE)

The objective of the Club shall be the enjoyment, mastery and furtherance of photography through cooperation, effort and good fellowship.

ARTICLE III (MEMBERSHIP)

The Club shall be comprised of Members. There shall be classes of Membership as defined in the Bylaws of the Club. One such class of Membership shall be designated as Full Members of the Club. The Club may charge different initiation fees and annual dues for the different classes of Membership.

ARTICLE IV (BYLAWS)

The Full Members shall adopt Bylaws to this Constitution that may be amended from time to time.

ARTICLE V (OFFICERS)

The following officers shall be elected by the Full Membership according to procedures designated in the Bylaws: 1.) President; 2.) Vice President; 3.) Secretary; 4.) Treasurer.

ARTICLE VI (COMMITTEES)

The Club may establish Standing Committees as designated in the Bylaws.

ARTICLE VII (EXECUTIVE BOARD)

The management of the Club shall be directed by an Executive Board composed of the elected officers (Article V), the chairpersons of all Standing Committees (Article VI), and the Past President. The Executive Board shall meet as often as necessary to transact the business of the Club. Five (5) members of the Executive Board shall constitute a quorum.

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ARTICLE VIII (MEETINGS)

Regular Meetings of the Club shall be held at a place, date and time stipulated at least thirty (30) days in advance by the Executive Board. The Regular Meetings are for conducting Club activities and for transacting any Club business that requires participation by the membership.

The Executive Board shall call an Annual Meeting of the Full Members of the Club to take place in November of each year. This may be held coincident with a Regular Meeting.

All official meetings of the Club and the Executive Board shall be conducted in accordance with Robert's Rules of Order.

ARTICLE 1X (SPECIAL INTEREST GROUPS)

There may be Special Interest Groups (SIGs) of the Club as designated in the Bylaws. SIGs are composed of members who are interested in any particular aspect of photography.

ARTICLE X (AMENDMENTS)

Amendments to the Constitution or the Bylaws may be proposed by the Executive Board or by any *five* Full Members of the Club. Such proposals shall be presented in writing to the Full Membership with at least fifteen (15) days written notice. Adoption of any proposed amendment to the Constitution requires a written ballot and approval by at least two thirds (2/3) of the Full Members. Adoption of any proposed amendment to the Bylaws requires a written ballot and approval by at least two thirds (2/3) of the Full Members *voting*. For these purposes, For these purposes, the use of electronic mail shall be included in the definition of a written ballot.

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COACHELLA VALLEY DESERT CAMERA CLUB BY-LAWS

ARTICLE I (MEMBERSHIP)

There shall be Classes of Membership of the Club as provided in the Constitution. These shall consist of:

Full Members: Full Members shall have all rights and privileges as set forth in the Constitution, including participation in all Club activities.

Associate Membership: Associate Members shall be limited to attendance at all meetings and other activities of the Club except for participation in Club competitions. Associate Members shall be non-voting.

ARTICLE II (ANNUAL YEAR)

The annual year of the Club shall be January 1 through December 31, inclusive.

ARTICLE III (DUES)

The Executive Board shall set the initiation fee (if any) and yearly dues for all members. Dues for renewing members shall be payable on or before January 10 for the full annual year of the Club. Dues for new members joining after January 31 shall be appropriately pro-rated based on the month in which they join. Dues shall be announced at least two (2) months prior to January 1 of the year to which they apply.

ARTICLE IV (ELECTION OF OFFICERS)

Election of Club officers, as provided in the Constitution, shall be held at the Annual Meeting. At least thirty (30) days prior to the Annual Meeting, the President shall appoint a Nominating Committee composed of three Full Members not on the Executive Board, one of whom shall be designated as Chairperson. The Nominating Committee shall prepare a single proposed slate of officers and obtain agreement from the nominees to serve, if elected. The Chairperson shall present the slate at the Annual Meeting. Additional nominations can be made from the floor. This will be followed by a vote of the Full Members present at the meeting. A written ballot shall be taken for the vote on a given office if requested by any candidate for that office.

Officers serve for one-year terms commencing January 1 each year. An officer may be elected to the same post repeatedly, except for the President, who is limited to two consecutive terms, unless unanimously reelected by written ballot by the entire membership to serve one or more additional terms.

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The Vice President shall assume the office of President should that office fall vacant during any given term. Otherwise, the Executive Board shall fill any vacancies among Club officers that may occur during a given year.

ARTICLE V (DUTIES OF OFFICERS)

The duties of the **President** shall be to: preside at all Club meetings and Executive Board meetings; appoint chairperson of all committees; act as Club spokesperson; generally supervise and keep in touch with all Club activities and the Club membership.

The duties of the **Vice-President** shall be to: assume duties of the President in his/her absence; act as Chairperson of the Program Committee as defined in Article XI; and secure judges for competitions.

The duties of the **Secretary** shall be to: notify members of special meetings and events; conduct correspondence of the Club; to keep records of the minutes of all meetings; prepare ballots for elections and certify election results.

The duties of the **Treasurer** shall be to: prepare an annual budget for approval by the Executive Board; maintain records and custody of Club funds; collect dues; assign a membership number to all new Club members; maintain a current official membership list; discharge Club expenses within the constraints of the annual budget or any modifications thereof approved by the Executive Board; maintain records of expenditures and income; prepare periodic reports of Club finances; and prepare a membership card and name badge along with a packet containing the Club's Constitution, By-Laws and Competition Guidelines for each new Full Member.

ARTICLE VI (STANDING AND OTHER COMMITTEES)

There shall be Standing Committees as follows:

- Program Committee
- Events Committee
- Membership/Reception Committee
- Publicity Committee
- Newsletter Committee
- Competition Committee
- Website Committee
- Special Interest Group Committees as defined in Article XI.

Deletions, additions, or modifications to this list of Standing Committees require a modification to these Bylaws. Except for Special Interest Committees, however, the responsibilities of Standing Committees shall be established or modified by the Executive Board. A current list of such

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responsibilities shall be maintained at all times as an Appendix to these Bylaws.

Standing Committee Chairpersons shall be appointed annually by the President to serve one-year terms and must be Full Members of the Club. The President shall fill any vacancies that may occur during the year. Standing Committee Chairpersons shall periodically prepare reports of activities and progress.

Members of a Standing Committee (if any) shall be appointed by the Chairperson of that Standing Committee. Such members need not be Full Members of the Club.

The Standing Committee Chairperson, and the members of the Committee, shall have the authority to fulfill the responsibilities defined in the Appendix to these Bylaws as maintained by the Executive Board, and additionally carry out any specific activities decided upon by the Executive Board.

The President or the Executive Board may also from time to time appoint ad hoc committees for specific purposes intended to last for limited times. The President or the Executive Board, respectively, shall define the responsibilities of these ad hoc committees. No ad hoc committee should last for more than a year without explicit renewal of its charter by the Executive Board.

ARTICLE VII (SIGNATURE AUTHORIZATION)

The President or Treasurer may each sign individually checks drawn on accounts of the Club, *except* that both signatures shall be required for any check or checks in the aggregate amount of over one thousand (\$1,000) dollars.

ARTICLE VIII (REGULAR MEETINGS)

The Regular Meetings of the Club shall normally be conducted monthly, except for the months of July and August each year. This schedule may be adjusted by the President as s/he deems necessary. The Executive Board shall determine the overall structure of Regular Meetings to ensure a fair balance between the need to conduct competitions and the need to ensure an adequate range of educational and other programs.

ARTICLE IX (QUORUM)

For the purpose of conducting Club business at a Regular Meeting, a quorum of the membership shall consist of no less than one-third of the entire Full Membership.

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ARTICLE X (REIMBURSEMENT OF EXPENSES)

Expenses incurred in meeting the duties and responsibilities of Officers and Committee Chairpersons shall be reimbursed from the general funds of the Club. Reasonable and normal expenses shall be summarized each month and submitted to the Treasurer for reimbursement.

ARTICLE XI (SPECIAL INTEREST GROUPS)

The Executive Board on its own initiative or upon request from at least five (5) members may establish one or more provisional Special Interest Groups (SIGs) to further interest in and learning about any particular aspect of photography. A provisional SIG shall be self-supporting. Any time after six (6) months of operation, the provisional SIG can request the Executive Board to poll the membership consistent with the provisions of Article XII of the Constitution to establish the SIG as a Standing Committee of the Club and to modify Article XII of these Bylaws accordingly. A SIG established as a Standing Committee shall be allowed to incur expenses to be reimbursed by the Club within budgets approved by the Executive Board.

The following Special Interest Groups have been approved per the previous paragraph as Standing Committees:

Digital Photography Special Interest Group (DIPSIG)

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APPENDIX: RESPONSIBILITIES OF STANDING COMMITTEES

The following are the responsibilities of the Standing Committees as approved by the Executive Board as of April 18, 2004:

Program Committee:

1. Plans programs for Regular Meetings other than competitions. Normally, programs are held at every other meeting and there shall be no full competition at such meetings.
2. Provides knowledgeable guest photographers to lecture and demonstrate in connection with such programs.

Events Committee:

1. Supervises and expands special member activities such as field trips, and educational opportunities such as workshops and seminars.
2. Establishes dates and opportunities for members to share their work, including opportunities for special competitions.

Membership/Reception Committee:

1. Sign up new members and accept dues of new members for transfer to the Treasurer.
2. Hand out to new Full Members introductory documents as furnished by the Treasurer including, but not limited to, those documents defined in the duties of the Treasurer.
3. Provide new members with name tags and membership cards.
4. Greet members and guests at Regular Meetings and create a register of attendees.
5. Provide refreshments for each meeting.
6. Ensure the meeting room is left in an orderly manner. *All members* of the Club present at the meeting, however, shall assist the Membership/Reception Chairperson in this task to avoid the Club being exposed to fines or loss of access to meeting premises.

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Publicity Committee:

1. Prepares notices of Regular and other meetings for submission to media in Coachella Valley.
2. Sends notices to local newspapers at least 10 days in advance of such meetings.
3. Develops and implements other means of promoting activities of an information about the Club.
4. Designs, prints and disseminates notices, flyers and other information about the Club, including promotional materials to attract new members.
5. Obtains biographies for all members for inclusion in Club publications.

Newsletter Committee:

1. Edits and publishes a monthly newsletter to the membership around the first of each month following each Regular Meeting.
2. Provides electronic or print copies of each Newsletter to each member.
3. Establishes a closing date for all submissions to the Newsletter.
4. Encourages all members to provide in writing any newsworthy information which members would find to be pertinent and of interest.

Competition Committee:

1. Establishes, under the general guidance of the Executive Board, rules for Club competitions at Regular Meetings, including defining appropriate subject categories for such competitions.
2. Maintains Competition Guidelines for approval by the Executive Board and for distribution to each member.
3. Surveys members for suggestions for appropriate subjects for competitions.
4. At his or her discretion, defines and announces Special Projects for competitions at Regular Meetings designed to enhance the photographic skills of members.

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5. Accepts and logs in slides and prints to competitions at Regular Meetings and ensures that all entries conform to the Competition Guidelines.
6. Maintains records of scores assigned to entries by judges at competitions at Regular Meetings and publishes or otherwise utilizes such records in accordance with guidance given by the Executive Board.

Website Committee:

Note: the Chairperson of the Website Committee shall be designated the Club "Webmaster".

1. Maintains an attractive Club website for access by all members and by the general public.
2. Posts all pertinent Club information to the website in a timely and easily accessible manner.
3. Maintains such website as the official repository of Club information, including meeting, special events, membership, and competition announcements; posting of newsletters; posting of Club Constitution and Bylaws, and of Competition Guidelines.
4. Posts a gallery of winning images from Club competitions.

DIPSIG Committee:

Note: DIPSIG is a SIG established in accordance with Article XI. DIPSIG is an abbreviation for the Digital Photography Special Interest Group.

1. Conducts meetings of interest to participants in DIPSIG to provide a forum for discussion of and learning opportunities for the subject of digital photography.
2. Publishes a newsletter related to topics in digital photography.
3. Conducts such other programs as warranted by participant interest designed to further learning about and mastery of digital photographic techniques.