

BY-LAWS  
OF  
CONTRA COSTA CAMERA CLUB  
As Amended September 18, 2008

ARTICLE I - MEMBERSHIP

Section 1. Any person interested in photography may make application for membership in the Club.

Section 2. Official membership application blanks shall be provided to applicants.

Section 3. Applications for membership shall be made out in full and accompanied by a deposit of an amount equivalent to one year dues prorated on a quarterly basis.

Section 4. Membership dues shall be established and amended by the Board and shall be due at the start of the competition year. Members whose dues are two months in arrears will not be considered in good standing and will not be allowed to vote or compete.

Section 5. Upon resigning from the Club or failing to pay dues within two months of becoming due, a member must surrender to a Board Member any Club property in his or her possession.

ARTICLE II - Nominations, Elections, Installation and Terms of Office

Section 1. Candidates for office shall be selected by a nominating committee chaired by the Vice President and consisting of past presidents of the club.

Section 2. The nominating committee shall report its slate of candidates to the Club members at least one meeting in advance of the election meeting. After the slate of officers chosen by the nominating committee has been presented, the President shall call for further nominations from the floor.

Section 3. The election of officers shall be at a meeting of the general membership prior to the end of the calendar year. A quorum of the membership must be present at that meeting.

Section 4. Voting shall be by a show of hands of the Club members present. Nominees receiving a majority of the votes cast shall be elected and serve for the following calendar year.

Section 5. Newly elected officers shall be installed and assume their duties at the first regular or special meeting of the calendar year.

Section 6. Incumbency of one office shall not render anyone ineligible for nomination and election to another, but no member may hold two elective offices at the same time. Officers shall hold office for one year unless re-elected. Terms of office of those appointed by the President will expire with the term of office of the President.

### ARTICLE III - DUTIES OF OFFICERS

Section 1. The President shall 1) preside at all meetings of the Club and the Board, 2) appoint non-elected members of the Board as specified below, 3) establish special committees as may be required to conduct the Club's business and appoint their chairpersons, 4) when properly authorized by the Board, sign all written contracts or obligations of the Club, 5) make a report at the annual meeting of the progress of the Club under his or her administration, 6) carry on the duties of his or her office in such a way as to promote the effective operation of the Club, and 7) serve as the Club representative to the community.

Section 2. The Vice President shall 1) preside at all meetings of the Club in the absence of the President, 2) perform the duties of the President in case of a vacancy in the office of President until the vacancy can be filled by election, and 3) serve as the chair of the nominating committee.

Section 3. The Treasurer shall 1) act as custodian of all Club funds and maintain bank accounts jointly with a least one other officer as directed by the Board, 2) collect and deposit dues and other income in said accounts, 3) prepare an annual budget for approval by the Board, 4) pay bills in conformance with the approved budget, 5) seek Board approval for all other payments, 6) file a biannual statement with the California Secretary of State, and 7) file such other government financial reports as necessary, 8) make all financial records available for audits as required by the Board. The Treasurer shall also present a financial report at each Board meeting and prepare and submit to the Board a financial statement at the close of each fiscal year.

Section 4. The Secretary shall 1) keep the minutes of the meetings of the Club and of the Board, 2) be custodian of the records of the Club, 3) conduct the Club's correspondence, and 4) perform other duties as the Board may direct.

#### ARTICLE IV - APPOINTED BOARD POSITIONS

The President shall, in advance of the first meeting of the year, appoint members to the following Board positions: Representative to the Photographic Society of America (PSA), Representative to the Northern California Council of Camera Clubs (N4C), Field Trips and Outings Chair, Judges Chair, Membership Chair, Newsletter Editor, Webmaster, and Competition Chairs for each competition division authorized by the Board to coordinate with N4C competitions

#### ARTICLE V - DUTIES AND FUNCTIONS OF BOARD APPOINTEES

Section 1. The duties of the PSA Representative shall be as defined in Article VII, Section 2, below.

Section 2. The duties of the N4C Representative shall be as defined in Article VII, Section 3, below.

Section 3. The Field Trips and Outings Chair shall arrange for and take charge of field trips and outings.

Section 4. The Judges Chair shall arrange for judges for the Club regular and annual competitions.

Section 5. The Membership Chair shall promote the membership growth of the club, shall welcome guests at meetings, and shall give guests and new members basic information about the Club.

Section 6. The Newsletter Editor shall publish a monthly newsletter with items of interest to the Club members.

Section 7. The Webmaster shall create and maintain an internet website with information of interest to members and prospective members.

Section 8. The Competition Chair for each competition division shall examine the work of new members desiring to compete in that division and place them in the competition level for which their work qualifies them. No new member may enter any

Club competition until he or she has been so classified by the appropriate Competition Chair. The Competition Chairs shall keep records of all points, honors and awards won by members and shall recommend advancement and honors to members entitled to receive them. Placement and advancement of a member shall be at the discretion of the appropriate Chair after conferring with other experienced Club members.

## ARTICLE VI – DUTIES AND FUNCTIONS OF THE BOARD OF DIRECTORS

Section 1. It shall be the duty and function of the Board to carry on the routine business and to guide the activities of the Club.

Section 2. The Board shall meet quarterly, at the call of the President, or at the request of a majority of the Club members present at a regular meeting. Club members may attend all Board meetings and, upon receiving permission of the President, may address the Board.

## ARTICLE VII - AFFILIATIONS WITH OTHER ORGANIZATIONS

Section 1. This club shall be affiliated with the Photographic Society of America (PSA) and the Northern California Council of Camera Clubs (N4C), and the Treasurer, without further instructions, is authorized to maintain such membership by paying all required dues.

Section 2. The PSA Representative shall 1) give notice to members of contests, lectures, exhibits and other services offered by PSA divisions with which the Club is affiliated, 2) receive all publications, bulletins and notices from the Society and make them available to members, and 3) have charge of the selection of prints and projected images to be entered by the Club in contests and exhibitions of the Society.

Section 3. The N4C Representative shall 1) communicate between the Club and N4C on matters of mutual interest, 2) attend meetings of the N4C Board, 3) discuss and vote on the issues arising at the N4C Board, 4) see to the transfer of prints and projected images to N4C for competitions, and 5) see to the safe return of prints to the Club.

Section 4. The Club may become affiliated with any other organization active in the field of photography upon majority vote of the Board members present at a Board meeting as provided under ARTICLE IX, Section 2 of the Constitution of the Club.

## ARTICLE VIII - ORDER OF BUSINESS

Section 1. The order of business for regular and special meetings of the Club shall be as prepared or directed by the President.

Section 2. The order of business for the annual meeting shall be as follows:

- 1) Reports of the President for the competition year just ended and of the Treasurer, and
- 2) Announcement of honors, awards and advancements for the competition year just ended.

## ARTICLE IX - CHANGES IN THE BY-LAWS

Any proposed Amendment to these By-Laws must be approved by the Board and presented to the membership in writing at least one month in advance of bringing it to a vote.

After approval by the Board, Amendments to these By-Laws may be made by a majority vote of at least a quorum of members at any regular meeting or at a special meeting called for that purpose. A quorum is to be in conformance with ARTICLE IX, Section 1 of the Constitution of this Club.