

The name of this organization shall be the Camera Club of Richmond, hereinafter referred to as the Club.

## Article I – Purposes

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**Section 1.** This Club is a non-profit organization with no part of its income to be used for the benefit of any individual member. The Club is established for educational purposes, as set forth below:

- (a) To promote the art of photography as a hobby in a congenial atmosphere; and
- (b) To provide educational experiences in the pursuit of excellence in photography; and
- (c) To promote public interest in and respect for fine photography. (Accordingly, it is the policy of the Club not to display photographs that may be pornographic, inflammatory, or offensive to the membership or to community sensitivity.)

## Article II – Membership

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**Section 1.** Any person 16 or older with an interest in photography may apply for membership.

**Section 2.** Regular Membership – A person becomes a member by filing a completed application form and paying dues.

**Section 3.** Honorary Membership – This is a complimentary membership, carrying with it the right to attend regular meetings and other Club-sponsored events, and to discuss, but not to make motions, vote, or hold office, or enter into Club competitions. Honorary memberships must be proposed by the Board and approved by two-thirds (2/3) vote of the members present at a regular meeting of the Club. Such membership shall require no fees or dues and shall be reviewed annually by the Board.

**Section 4.** Life Membership – Life membership is a meritorious position which can be bestowed on active or previously active Club members. Life membership, as the title implies, shall be for the lifetime of the member and can be terminated only by resignation or by majority vote of the Board. Life members shall have all the privileges of regular members and pay no dues. Life membership must be proposed by the Board and approved by two-thirds (2/3) vote of the members present at a regular meeting of the Club.

**Section 5.** Guests, defined as non-members, may attend up to two general meetings per year. Guests may not participate in any other Club activity unless exempted by the Board.

# Article III Dues

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**Section 1.** The amount of dues shall be recommended by the Board and approved by the membership at a regular meeting, and shall be payable to the Treasurer no later than the March meeting.

**Section 2.** Any existing member who has not paid annual dues by the end of the March meeting shall be dropped from membership.

**Section 3.** After July 1, dues for new members are reduced to 50% for the remainder of the year. Members joining on or after Nov. 1 and paying full dues will have full membership for the entire following year.

# Articles IV – The Board of Directors

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**Section 1.** The elected Board shall be made up of the following officers:

- President
- Vice President
- Treasurer
- Secretary
  
- Directors shall include:
  - Membership Director
  - Print Director
  - Digital Director
  - Activities Director
  - Education Director
  - Publications Director
  - Webmaster
  - Librarian
  - Immediate Past President

**Section 2.** All Board members shall enter upon their duties on the first day of January each year.

**Section 3.** Responsibilities and Powers. The Board shall have general responsibility of all interests of the Club, with limitations specified in Article VI, Section 4., and shall establish Club policies and approve all unbudgeted expenditures over \$50.

**Section 4.** Major actions are those involving changes to the bylaws, dues, and major projects requiring Club expenditures. Notice of major actions taken by the Board shall be provided to the membership via the website prior to being voted upon. Major actions must be ratified by a majority vote of members present at a regular meeting.

**Section 5.** The Board shall meet at the call of the President or upon request of four members of the Board, provided one is an officer.

## Article V - Duties of the Officers and Directors

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**Section 1.** The duties of the officers shall be as follows:

- (a) The President shall be the executive officer of the Club and shall preside over all meetings of the Club and of the Board of Directors. The President shall be an ex-officio member of all committees, except the Nominating Committee, appoint the chairmen of committees as may be necessary, and shall perform such other duties as usually pertain to the office of President.
- (b) The Vice President, in the absence of the President, shall preside at all meetings of the Club and of the Board of Directors, and shall perform such other duties as usually pertain to the office of the Vice President or as may be assigned by the President. The Vice President shall also be responsible for planning programs which are held at regular meetings.
- (c) The Treasurer shall keep a record of the member's dues, collect all funds due the Club, and shall deposit same in the official depositories. The Treasurer shall issue all checks for the club. Accounts and books shall at all times be open to the inspection of the President, the Board, and any authorized auditors. A financial report shall be made as the President or Board may require. The Treasurer shall submit a report at the Board meetings to be approved. The proposed annual budget shall be submitted by the Treasurer for the calendar year and approved by the Board at the January board meeting. All unbudgeted expenditures with prior approval by the Board are to be submitted to the Treasurer for payment. The Treasurer will notify the Membership Director and the Publications Director of payment of membership dues.
- (d) The Secretary shall record the minutes of the meetings of the Board of Directors and submit copies for approval at the subsequent Board meeting. The Secretary shall also retain custody of the minutes of past meetings until they are placed in the archives for a period of five years. The Secretary shall also take brief notes at regular Club meetings and record all votes and other events of importance, including special business transacted by the membership or general club correspondence, e.g., sympathy, sickness, thank you notes.

**Section 2.** The duties of the Directors shall be as follows.

- (a) The Membership Director shall be responsible for coordinating the recruitment of new members. The Director shall accept applications for membership, shall keep an up-to-date record of the members who have joined throughout the year and furnish this information to the Publications Director. The Membership Director shall act as official host for the Club, introduce guests, and keep the guest book used at each meeting. The Membership Director shall maintain names tags of members and prepare name tags for new members.
- (b) The Print and Digital Directors shall be responsible for: recommending rules for Club evaluations and the end-of-year competition and submitting these rules for Board approval. Accepting and logging in entries to evaluations and ensure that all entries conform to the Evaluation Guidelines and being responsible for determining if an entry may be pornographic, inflammatory, or offensive to the membership or to community sensitivity. Any concern of this nature will be sent to Board members for advice. Maintaining records of entries by members at evaluations and furnish them to the Publications Director. Accepting entries, maintaining records at the end-of-year competition and providing the Publications Director with the results to produce end-of-year awards and certificates. Presenting end-of-year awards and certificates at annual banquet. Obtaining evaluators for evaluation night at regular club meetings and end-of-year competition.
- (c) The Activities Director shall be responsible for all group activities of the Club outside of the regular meetings, including but not limited to photoshoots and field trips.
- (d) The Education Director shall be responsible for all workshops and seminars sponsored for or by the Club.
- (e) The Publications Director shall be responsible for the Southern Exposure newsletter which shall be published monthly and posted on the website and for the issuance of such other Club publications as directed by the Board.
- (f) The Webmaster shall maintain the Club's website and post all pertinent Club information in a timely manner. The Webmaster shall post a gallery of images from Club members.
- (g) The Librarian shall manage the acquisition, storage and cataloging of print and media resources and monitor their circulation.

# Article VI – Meetings, Quorum, and Conduct of Business

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## **Section 1. - Meetings**

- (a) Regular meetings of the Club shall be held monthly at such time and place as directed by the Board. Members shall be notified in advance of the dates, time and subject of all regular meetings through the Southern Exposure and the website.
- (b) Board meetings, committee meetings, and any special meetings shall be shall be noted on the website.
- (c) The annual meeting of the Club shall be held in conjunction with the Annual Banquet at a time and place to be decided by the Board. Adequate notice shall be given by announcements at prior regular Club meetings and in Southern Exposure. Newly elected officers shall be installed at this meeting.

**Section 2.** At regular Club meetings, a quorum for conducting business at a regular meeting shall be 30% of the regular membership.

**Section 3.** At Board meetings a quorum shall be a majority of Board members.

**Section 4.** Conduct of business at Club meetings shall be carried out in accordance with Robert's Rules of Order Newly Revised.

# Article VII – Nominations, Elections, and Terms of Office

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**Section 1.** At the September meeting, members shall elect a Committee of three (3) to function as the Nominating Committee, led by the President or his/her designee. The Committee shall solicit nominations and prepare a slate of officers and directors for the coming year. The chairman shall furnish this slate to the Publications Director in time for publication in the October Southern Exposure on the website, and shall announce it at the regular meeting in October.

**Section 2.** The election of Officers and Directors shall be held at the November meeting.

**Section 3.** During the meeting at which the election takes place, the Chairman of the Nominating Committee shall present the slate. Additional nominations may be made from the floor with the stipulation that all nominees have agreed to serve.

**Section 4.** Members of the Board shall be elected for a term of one year.

**Section 5.** In case of a vacancy in the office of the President, the Vice President shall succeed to the Office. In the case of a vacancy in any other office or a directorship, the Board shall select a successor.

## Article VIII – Finance

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**Section 1.** The fiscal year of the Club shall begin on the first day of January.

**Section 2.** An auditor appointed by the Board of Directors shall audit the Club's books and accounts at least once each year.

**Section 3.** The Board shall approve the official depositories.

**Section 4.** The Annual Treasurer's Report shall be approved by the Board.

## Article IX – Bylaws Amendments

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The Bylaws may be amended by a two-thirds (2/3) vote of the members at any meeting with an established quorum, provided notice of the proposed amendments shall have been made at the previous meeting and published on the website at least two weeks prior to the vote.

## Article X – Dissolution

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In the event of dissolution of the Club, the assets remaining after payment of all obligations shall be properly sold and any money remaining in the treasury shall be deposited in the Virginia Commonwealth University Department of Photography and Film, to be used for scholarships at the discretion of the Chairman of the Department.

***Revised Bylaws adopted by a vote of the membership at the General Membership meeting held on August 12<sup>th</sup>, 2015.***