

Bylaws

ARTICLE I -- NOMINATION, ELECTION, AND INSTALLATION OF OFFICERS

Section 1: The Nominating Committee shall:

- (a) Be chaired by the Immediate Past President who shall select additional committee members;
- (b) Prepare a slate of candidates for each elective office;
- (c) Keep all transactions and deliberations confidential to its members;
- (d) Distribute the slate of candidates to the members at least one month in advance of the Annual Meeting by U.S. mail and/or electronic mail to all members;
- (e) Seek additional nominations from the floor;
- (f) Conduct the election at the Annual Meeting.

Section 2: Officers shall be elected by a majority vote of members present at the Annual Meeting.

Section 3: Newly elected officers shall be installed at the Annual Awards Banquet and shall assume the duties of their respective offices on July 1.

ARTICLE II -- DUTIES OF OFFICERS

Section 1: The PRESIDENT shall:

- (a) Preside at all meetings of the Club and of the Executive Committee;
- (b) Appoint the chairs of those standing committees not headed by elected officers;
- (c) Appoint a Club Historian;
- (d) Appoint a Webmaster;
- (e) Appoint a representative or liaison to any other organization with which the Club may decide to affiliate;
- (f) Appoint a committee at his/her discretion, or on the recommendation of the Executive Committee, to audit the financial records. The committee shall not include the current Treasurer;
- (g) Appoint special committees or individuals to special assignments as deemed necessary;
- (h) Sign written contracts or obligations after authorization by the Executive Committee;
- (i) Function as ex officio member of all committees;
- (j) Report at the Annual Awards Banquet on the progress of the Club during the preceding year;
- (k) Conduct the duties of office so as to promote the effective operation of the club;
- (l) Serve no more than two (2) consecutive terms of office.

Section 2: The VICE PRESIDENT shall:

- (a) Perform the President's official duties during the absence of the President;

- (b) Perform such other duties as the Executive Committee may direct;
- (c) Serve no more than two (2) consecutive terms of office.

Section 3: The SECRETARY shall:

- (a) Keep the minutes of all business meetings of the Club and of the Executive Committee;
- (b) Keep all club records;
- (c) Check the membership list to ensure that all competition winners' dues are current;
- (d) Record competition award winners;
- (e) Determine if a quorum is present at all business meetings.

Section 4: The TREASURER shall:

- (a) Act as custodian of all Club funds;
- (b) Pay bills as authorized by the President or Executive Committee;
- (c) Maintain accurate records of all Club transactions;
- (d) Maintain a Club checking account;
- (e) Collect membership dues;
- (f) Maintain a list of current paid members, their phone numbers, addresses and email addresses;
- (g) Make a semi-annual Treasurer's report to the Executive Committee and an annual report in the Club newsletter published at the end of the fiscal year.

Section 5: MEMBERS AT LARGE shall serve on the Executive Committee.

Section 6: REMOVAL OF OFFICERS

- (a) If the President does not fulfill assigned duties, or commits fraud or other misdeeds, the Vice President shall seek the approval of the Executive Committee before requesting resignation of the President;
- (b) Any other elected officer may be asked to resign or may be removed from office for not fulfilling assigned duties or if fraud or other misdeeds are committed. Such removal will be accomplished by the President with the approval of the Executive Committee.

ARTICLE III - APPOINTED POSITIONS

Section 1: The President shall appoint chairs of the following Standing Committees:

- (a) Membership
- (b) Hospitality
- (c) Competition
- (d) Exhibitions
- (e) Education

Section 2: The CLUB HISTORIAN shall preserve club records, including minutes of Business Meetings, records of awards, newsletters, and such memorabilia as are deemed of historical importance.

Section 3: The WEBMASTER shall:

- (a) Maintain an up-to-date Club website;
- (b) Provide copies of the Club newsletter to members.

Section 4: The Vice President shall serve as the club representative to any organization sharing the Club's goals, such as the Photographic Society of America.

Section 5: Members of Standing Committees shall be selected by the respective committee chair.

ARTICLE IV -- DUTIES AND FUNCTIONS OF COMMITTEES

Section 1: THE EXECUTIVE COMMITTEE shall:

- (a) Conduct routine business and planning activities so as to eliminate the necessity for transacting business at membership meetings other than at the Annual Meeting;
- (b) Set the annual dues.

Section 2: THE MEMBERSHIP COMMITTEE shall:

- (a) Promote the growth of the club membership through welcoming guests to meetings, disseminating promotional material and other activities as specified by the Executive Committee;
- (b) Direct the preparation and distribution of all Club publications, including the Club newsletter, the Club website, press releases, and other activities as specified by the Executive Committee.

Section 3: THE HOSPITALITY COMMITTEE shall be responsible for refreshments at regular meetings, coordination of the annual awards banquet and other activities as specified by the Executive Committee.

Section 4: THE EDUCATION COMMITTEE shall develop educational and entertaining programs for meetings, workshops, outings, and other activities as specified by the Executive Committee.

Section 5: THE COMPETITION COMMITTEE shall:

- (a) Conduct regular competitions and the Annual Salon based on Competition Rules;
- (b) Review the Competition Rules as needed and recommend any changes to the Executive Committee.

Section 6: THE EXHIBITIONS COMMITTEE shall arrange for venues for members to display their work to the general public, and other activities as specified by the Executive Committee.

Section 7: Each standing committee may, with the approval of the President, establish subcommittees to carry on assigned activities.

ARTICLE V -- MEMBERSHIP

Section 1: Any person who meets the requirements listed in the Constitution may apply for Club membership by payment of dues.

Section 2: Renewal of membership is accomplished by payment of annual dues before the first Competition Meeting.

Section 3: If payment is not made within ninety (90) days, the Treasurer shall remove the person from the

membership list.

Section 4: Exceptions to required dues payment may be made by the President in cases of incapacitation or severe hardship.

Section 5: Members who resign or are removed from membership shall return all Club property in their possession. Termination of membership shall remove all rights, privileges, and interest in or title to property, assets, and privileges of the Club.

Section 6: No member whose dues are not current may participate in any Competition or serve in any leadership position.

Section 7: Each year, individuals who have been members for 25 years shall be granted Life Membership. This entitles those individuals to all the privileges of membership without their having to pay the annual dues. Life members shall be announced at the Annual Banquet.

ARTICLE VI -- MEETINGS

Section 1: Regular meetings shall be held the first and third Wednesday of each month, September through May. Other meetings may be scheduled at the discretion of the Executive Committee.

Section 2: All regular meetings shall be open to nonmembers.

Section 3: The first meeting of the month (September to April) shall be an educational program under the direction of the Education Committee.

Section 4: The second meeting of the month (September to April) shall be a Competition under the direction of the Competition Committee, based on the competition rules.

Section 5: The Annual Meeting of the Club shall be the first regularly scheduled meeting in May.

(a) The agenda shall consist of election of officers and any proposed amendments to Club documents;

(b) Written notice of the time, place, and nominees for office shall be sent by the Secretary to members one month in advance by U.S. mail or by electronic means to all Club members;

(c) Proxy votes may be submitted. A proxy vote is defined as a signed authorization by an absent member instructing another member to cast a vote for that absent member;

(d) Absentee votes are not permitted.

Section 6: The second meeting in May shall be the competition for the Annual Salon during which members submit their best work as defined in the Competition Rules.

Section 7: There shall be an Annual Awards Banquet, held in early June.

ARTICLE VII -- CONDUCT OF BUSINESS

Section 1: The order of business for regular and special meetings of the club shall be determined by the President.

Section 2: Conduct of all meetings shall be governed by Robert's Rules of Order as applicable to and consistent with the club's Constitution and Bylaws.

ARTICLE VIII: AMENDMENTS

Section 1: The Executive Committee may amend the bylaws by a two-thirds (2/3) vote of the Executive Committee present at any duly called meeting of the Executive Committee at which a quorum is present. No

bylaws adoption, amendment, or repeal by the Executive Committee shall be effective until ratified by the members at a regular or annual meeting, as specified in Sections 4 and 5.

Section 2: Amendments may also be proposed upon petition of any twenty-five (25) percent of membership. Proposed amendments to these bylaws must be presented in writing to the Executive Committee. All such proposed amendments shall be presented by the Executive Committee to the membership with its recommendations for a vote by members.

Section 3: Notice of the time and place of the meeting and any proposed amendments to the bylaws shall be sent by the Secretary to members thirty (30) days in advance of the meeting by U.S. mail or by electronic means to all Club members.

Section 4: The bylaws may be amended by an affirmative vote of a majority of the members of the club present at any regular meeting, assuming a quorum.

Section 5: A quorum of the membership at any regular meeting shall consist of one-third (1/3) of the membership; a quorum of the membership at the annual meeting shall consist of a majority of the membership.

Section 6: Revision of these bylaws which are in the nature of grammatical changes or changes in the numbering or order of particular items and which do not constitute a substantive change in the meaning of these bylaws may be approved by unanimous vote of the Executive Committee.

Section 7: Proxy votes may be submitted. A proxy vote is defined as a signed authorization by an absent member instructing another member to cast a vote for that absent member.

Section 8: Absentee votes are not permitted.

Section 9: The proposed amendment shall become effective immediately upon passage unless otherwise provided.

ARTICLE IX OFFICIAL RULES OF COMPETITION

Following are the rules governing competitions for the *Westbridge Camera Club*.

- (a) The competition year extends from September until May of the following year;
- (b) There will be one monthly competition each month from September until April. Judging for the Annual Salon will be held in May;
- (c) There will be four Divisions: Color Slides, Digital Images, Color Prints, and Monochrome Prints. All divisions compete each month (with the exception for slides and digital images as described in section (d) below);
- (d) The color slides and digital image competitions will be held on alternating months during the competition year as determined by the Competition Committee;
- (e) Sometimes the competition subject is assigned; usually it's open (no limit on subject).

Section 1: Regular Competitions

- (a) Dues paying members may enter up to two photographs in the color prints, monochrome prints and digital images divisions. Members may enter up to three slides in the color slides division. You need not be present to enter;
- (b) The essential photograph must be the work of the author; however, the photograph need not be home-processed. Printing and/or mounting may be done commercially;
- (c) Slides must be as shot in the camera with a film camera on slide film and slide mounts must be 2" x 2";

(d) Prints may be any photographic medium. Prints may not be smaller than five (5) inches wide by five (5) inches tall, and the final mounted entry must not exceed thirty (30) inches in either height or width. Prints must be mounted. Prints may be matted, but not framed. Artist's name must not be on the front;

(e) Digital image size and deadline for submission will be determined in advance by the Competition Committee. Failure to submit digital files in the appropriate format will require re-submission before the deadline.

(f) One artist may not receive more than two ribbons in any division during a single competition;

(g) For the purposes of these bylaws, a photograph will herein after be defined to include a slide, print (either monochrome or color) and a digital image during a competition. A photograph that has placed first through fifth in any division cannot be resubmitted in that or any other division. A member can not submit the same image in two or more categories in the same competition. It is, however, eligible for submission to the Annual Salon, subject to Salon rules. Honorable Mentions may only be resubmitted in future years. It may not be resubmitted again if it places fifth or higher in the annual salon;

(h) Competition Scoring:

- First place 6 points,
 - Second place 5 points,
 - Third place 4 points,
 - Fourth place 3 points,
 - Fifth place 2 points,
 - Honorable Mention* 1 point
- *10% of total entries receive Honorable Mention;

Section 2: The Annual Salon:

(a) The Annual Salon is held in all divisions in May. Each member's total number of entries, in each division, is limited to the actual count of photographs which placed first through fifth during the club year.

Any photograph or digital image which received Honorable Mention, in the same division during the year, may be substituted. Substituting a new photograph or digital image is not permitted. If a member has only one such eligible photograph or digital image, in any single division, he/she may enter a second photograph or digital image of his/her choice in that division. If a member has no such eligible photographs or digital images, he/she may enter two photographs of his/her choice in that division, whether it was submitted before or not;

(b) Awards are given for first through fifth places and three of the entries will receive Honorable Mention;

(c) Photographs or digital images awarded in the Annual Salon shall be ineligible for any further Westbridge competition;

(d) Awards

- (1) Those members with each division's highest accumulation of points over the club year will receive plaques.
- (2) The year's five top scorers receive ribbons.
- (3) Annual Salon winners receive plaques for Laurie Butts Award (Color Slide of the Year), Color Print of the Year, Monochrome Print of the Year, and Digital Image of the Year; images awarded first through HM receive ribbons.
- (4) The member(s) with the highest accumulation of points in all combined categories shall be given a plaque for the Photographer of the Year Award.
- (5) Salon winners shall be announced at the annual banquet.