

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) Develop and maintain the vision of the club and ensure that all activities adhere to that vision
- (c) Appoint the Chairs of those standing committees not headed by elected officers;
- (d) Appoint a Club Historian;
- (e) Appoint a Webmaster;
- (f) Appoint a representative or liaison to any other organization with which the Club may decide to affiliate;
- (g) 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;
- (h) Appoint special committees or individuals to special assignments as deemed necessary;
- (i) Sign written contracts or obligations after authorization by the Executive Committee;
- (j) Function as ex officio member of all committees;
- (k) Report at the Annual Awards Banquet on the progress of the Club during the preceding year;
- (l) Conduct the duties of office so as to promote the effective operation of the club;
- (m) 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) Record competition award winners and assist with filling out and distributing ribbons.
- (c) 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) Ensure that the club is up to date with State and Federal regulatory requirements;
- (g) Maintain a list of current paid members, their phone numbers, addresses and email addresses;
- (h) 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 for a term of three years. One Member At Large shall be elected each year providing an overlap of the Executive Committee.

Section 6: REMOVAL OF OFFICERS

- (a) If the President does not fulfill assigned duties, or commits fraud or other mis-deeds, 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.

Section 7: OFFICER OR MEMBER AT LARGE RESIGNATION

- (a) In the event an officer or Member At Large resigns; the President shall select a replacement to finish the term of the resigned individual with approval from the Executive Committee

ARTICLE III - APPOINTED POSITIONS

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

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

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) Develop and maintain all internet and social media interactions. These include but are not limited to the website, Facebook, and Meetup Groups.
- (b) Maintain an up-to-date Club website

Section 4: The Vice President shall serve as the club representative to any organization sharing the Club's goals;

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

ARTICLE IV -- DUTIES AND FUNCTIONS OF COMMITTEES

(a) Establish competition themes and schedules

(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, and shall recruit judges

(b) Review the Competition Rules as needed and recommend any changes to the Executive Committee.

(c) Maintain the club competition website.

Section 6: **THE COMMUNICATIONS COMMITTEE** shall:

- Prepare email communications to the club for upcoming events on a current and regular basis.
- Work in conjunction with committee members to gather information for club communications and social media.
- Maintain the Westbridge social media pages by posting information on upcoming events as well as use social media to engage a wide audience to encourage membership, growth, and awareness.
- Assist in preparation of materials needed to market Westbridge events and coordinate marketing efforts.

Section 7: **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 8: **THE LIASON COMMITTEE** shall:

- Organize at least 4 Zoom presentations outside of the regular monthly club meetings.
- Draw from a wide array of photographers from anywhere in the world to present an educational program.
- These programs will be open to the public, not just Westbridge members.
- These may be paid presentations with a charge for attendance with the goal being cover the speaker fee. Any income over and above the speaker fee goes to the Westbridge income account or split with a shared event sponsor.
- Speaker fees and potential registration fees should be discussed with the President and Treasurer for approval and planning.
- Serve as the club representative to any organization sharing the club's goals to encourage collaboration and partnerships which may result in increased memberships and awareness.
- Work with other clubs on potential inter-club activities and competitions.
- Post events to Google Doc calendar as soon as finalized.
- Forward complete information to Communication Coordinator as soon as event is finalized to allow adequate time for marketing.

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 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 twice each month, September through May. Other meetings may be scheduled at the discretion of the Executive Committee.

Section 2: Non-members may attend meetings for 30 days after which time they must be a paid member to attend..

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 and based on 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: The proposed amendment shall become effective immediately upon pas-sage unless otherwise provided.

ARTICLE IX OFFICIAL RULES OF COMPETITION (Last revised and approved September 2023)

Following are the rules governing competitions for the Westbridge Camera Club
The competition year extends from September until May of the following year

Section I - General Rules (see individual sections for specifics on that division)

1. Any member with a current paid membership is eligible to enter competitions. Membership must be paid and current before any submission is made. Non paid entries will be ineligible and eliminated.
2. All elements of the photograph must be from photos taken by the member, in other words the member created every element of the image. No AI generated elements or stock photos are permitted. There are no limits on standard processing and editing. Composites and photographic artistic expression are acceptable.
6. Identifying information on the front of the photograph is not permitted. This includes watermarks on digital images and signatures on prints.
7. Digital or print entries involving more than one image, such as a series, sequence or diptych, must be presented as one digital file or on one mount board. Size restrictions on files and mount board remain the same as for single images.
8. Digital entries must be jpeg and no larger than 2400 pixels on the longest side. The image must be titled and include photographer's name i.e. Arizona Moonrise - Sara Smith.jpg
9. Deadlines for submission are determined by the competition committee. Entries that do not meet all requirements regarding format etc. will require resubmission before the deadline. Club membership dues must be current by the submission deadline or the entry will be disqualified.
10. One member may submit no more than two entries in the chosen digital category and 2 in each print category for a total of 6. An entry is defined as a print (either monochrome or color) and a digital image..
12. An entry that has placed first through fifth in any division may not be resubmitted to any competition category at any point in time.
13. A member may not submit the same image in more than one category in the same competition.

14. Honorable mention images may be resubmitted in future years. Any image that placed fifth or higher in the salon may not be re-submitted in any future competition.

Prints

1. The print division consists of two categories - monochrome and color.
2. Two entries max may be entered into each category
3. Prints (image area) may not be smaller than 8 inches wide by 8 inches tall. The final mounted print including the mat or other mounting material may not exceed 24" on the longest side.
4. Photos must be mounted on appropriate material and unframed. There are no restrictions on the mounting material; however, glass or breakable backing is not permitted. No hardware of any sort should be on the back. While great care is taken in handling photos, Westbridge is not responsible for damage that may unintentionally occur.
5. Commercial printing and/or mounting is acceptable
6. Prints are judged at the competition meeting the 3rd Monday each month
7. 1st through 5th place will be awarded in each category and HM equal to 10% of total entries in each category will be awarded.

Digital Competitions:

There are 3 categories in the digital competition:

beginner
intermediate/advanced
master

1. Each year a member may choose one category in which to enter images for the entire year. Entries in another digital category are not permitted. The first entries of the competition year determine the chosen category. Each member is free to choose the category that best fits their skill level.
2. There are no restrictions as to what category one may choose other than those listed below (see #3). At the end of the season the slate is wiped clean and a different (or same) category may be chosen in the next competition year. Someone might compete in the master category one year and choose to compete in the intermediate/advanced category the following year provided the 1st - 3rd rule is not met. (see #3)
3. If for 2 years in a row an individual consistently places in the 1st, 2nd, or 3rd position for total points in that category they must move to the next category.
Example: Year 1: Individual enters the beginner category and places 1st in total points for the year.
Year 2: Individual enters the beginner category and places 3rd in total points for that year.
Year 3: Individual must compete in the next category or higher (intermediate/advanced or master) and may not enter beginner category again in any future competition.
4. A maximum of 2 images may be submitted. They may be monochrome, color or a combination.
5. Photos entered in the digital competition may not be entered in the print competition for the same month. If no points are earned they may be entered again in either the digital or print competition in subsequent months.
6. See Instructions for Uploading to Zenfolio for format requirements (page 8).
7. 1st - 5th place will be awarded in each category and HM equivalent to 10% of the entries in that category.
8. A slide show of all digital entries as well as award presentations will be presented at the competition meeting.

Scoring

First place	6 points
Second place	5 points
Third place	4 points
Fourth place	3 points
Fifth place	2 points
Honorable	1 point
Mention	Total HM per category is equal to 10% of the total entries in that category

Total accumulated points in each category and winners names will be posted in the members section of the Westbridge website following the competition. Accumulated points for regular competitions do not include awards from the Annual Salon.

Annual Salon

1. The Annual Salon is held in May of each year. Eligible entries from all competition divisions may be submitted. Those divisions are beginner, intermediate/advanced, or master digital divisions and the print divisions.
2. Entries for each member are limited to all images which placed first through fifth in that division. A member may substitute a photo that received an Honorable Mention in place of a 1st through 5th place winner, but may not substitute a non winning image.
3. 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 from that division.
4. If a member has no eligible prints or digital images, they may enter two photographs of their choice in that division whether it was submitted before or not. For digital entries members are limited to the same division in which they competed during the year. That is a member who competed in the Beginner digital division may only submit images in the Beginner salon competition.
5. Salon awards are given for 1st through 5th places and 3 entries with receive an HM.
6. Prints or digital images receiving an award in the Annual Salon shall be not be eligible for any susequent Westbridge competition.

Annual Awards

- The 1st-5th place point winners from each category:

Beginner	Color Print
Intermediate/Advanced	Monochrome Print
Master	

Salon Awards (independent of awards from regular competition)

- Digital Beginner Image of the Year,
- Digital Intermediate/Advanced Image of the Year
- Digital Master Image of the Year
- Color Print of the Year
- Monochrome Print of the Year
- Image of the Year Award (formerly Laurie Butts Award) is awarded to the winner of the Salon. This award winning image is chosen from one of the Image of the Year in each category.