

Cranford-Millburn Camera Club Constitution & By-Laws

I. CONSTITUTION

Article 1: Name

The name of this organization shall be the Cranford-Millburn Camera Club.

Article 2: Objectives

The objectives of the Cranford-Millburn Camera Club (“the Club”) shall be:

1. Association for the mutual enjoyment of photography.
2. Encourage the advancement of members in the knowledge and practice of the science and art of photography.
3. Make mutual contribution to the progress of photography as well as the education of those who are interested in photography.
4. To provide guidance for new club members.
5. To promote group activities.
6. To promote and share the beauty of our natural world, through photography, with club members, friends, family, and the public.

Article 3: Membership

Section 1: Anyone interested in the practice of photography may become a member of the Club as provided in the By-Laws.

Section 2: Members are considered to be in good standing if they have paid their annual dues. Only members in good standing may vote and participate in Club outings and monthly competitions.

Article 4: Trustees

Section 1: The Club shall have a Board of at least three Trustees.

Section 2: The President, Treasurer, and other officers shall be Trustees. Any Past-President who is still an active member shall also be a Trustee.

Section 3: All general policies and changes of policy of the Club shall require the approval of the Board of Trustees.

Article 5: Officers

- Section 1:** The Officers of the Club shall consist of a President, a Treasurer, a Vice President and a Secretary, whose duties shall be those customarily pertaining to their respective offices.
- Section 2:** The general transaction of business for the Club shall be conducted by or under the guidance of the Board of Trustees.
- Section 3:** If the office of the president shall become vacant, the duties of the office shall be assumed by the Vice President. If any office other than that of the President shall become vacant, it shall be filled by appointment by the President, but no longer than the remainder of his or her term.

Article 6: Meetings

- Section 1:** Regular meetings of the Club shall be held once or twice a month, September through June.
- Section 2:** The Board of Trustees shall meet at least once a year, and at such other times, at the call of their chair, as may be necessary to decide on questions of major policy.

Article 7: Amendments

- Section 1:** Amendments to the Constitution and By-Laws may be proposed by any member in good standing.
- Section 2:** All members shall receive advance notice of the proposed amendment at least one month prior to the meeting at which the proposed amendment is to be considered.
- Section 3:** Amendments to the Constitution and By-Laws shall be adopted by a majority vote of the Club membership.

Article 8: Quorum

- Section 1:** A quorum of membership for voting purposes shall be reached when 25% of the general members are present.
- Section 2:** A quorum of the Board of Trustees at any meeting for the transaction of official business shall be reached when 50% of the Board's membership is present.

Article 9: Fiscal Year

The Fiscal Year of the Club shall be from September 1 to August 31 of the following year.

Article 10: Approval of Constitution and By-Laws

This Constitution and By-Laws shall be regarded as officially adopted upon their approval at a meeting by a vote of not less than one-half of the members in good standing for at least one year who are present.

II. BY-LAWS

Article 1: Nomination and Election of Officers

- Section 1:** Officers shall be elected by majority vote of members in good standing present at the May meeting. If there are no nominations from the floor for any office, the President is empowered to entertain a motion that the Vice President cast one ballot for the Slate of Candidates nominated by the Nominating Committee.
- Section 2:** Candidates for Officers shall be selected by a Nominating Committee appointed by the President at least two months in advance of the May Meeting. The candidates shall be members in good standing, and shall not be nominated without their consent.
- Section 3:** The Nominating Committee shall consist of three Club members in good standing who are not current officers. The Committee shall prepare a slate of candidates for Officers.
- Section 4:** The Nominating Committee shall report its slate of candidates at a Club meeting held one month in advance of the election.
- Section 5:** Candidates may be nominated from the floor. If a member in good standing wishes to make a nomination from the floor, the member shall first obtain consent from the potential nominee.
- Section 6:** Newly elected Officers shall assume their respective duties beginning with the September meeting.

Article 2: Duties of Trustees and Officers

- Section 1:** The activities of the Club shall be conducted with the objectives listed in the Constitution, for the benefit of the club members and in accordance with their desires. The Board of Trustees is the primary governing body and has the responsibility of establishing general policies and reviewing and controlling the activities of the Club, subject to approval by the members in conformance with the stated aims and objectives, and with the Statutes of the State of New Jersey. Approval of the Board of Trustees shall be required for:
- a) All general policies and changes of policy of the Club,
 - b) All expenditures in excess of one hundred dollars
- Section 2:** The President shall preside at all meetings of the membership; shall appoint the Chairs of all Committees; shall appoint the Chairs and members of all Special Committees; sign all contracts or obligations of the Club; shall make a report at the May meeting of the progress of the Club under his or her administration, with recommendations for the coming year; and shall carry the duties of office in such a way as to promote the effective operation of the Club. The President shall be authorized to sign checks in the absence of the Treasurer.

Section 3: The Secretary, or in his absence, another officer appointed by the President, shall keep and be custodian of the records of the Club; shall conduct the club's correspondence; shall maintain an up-to-date address and phone list of all members; and shall perform such other duties as may be directed.

Section 4: The Treasurer shall act as the custodian of all Club funds; shall collect dues and acknowledge their receipt; shall pay bills not exceeding One Hundred Dollars as directed by the President. All bills in excess of One Hundred Dollars must be approved by the Trustees. The Treasurer shall keep an account of all receipts and expenditures; shall, at the May Meeting, make a written report to the Club President of the condition of the treasury; and shall perform such other duties as may be directed.

Article 3: Appointed Positions

Section 1: The President shall, in advance of the first meeting of the year, appoint Club members in good standing to positions or committees as needed within the Club. Typical positions include, but are not limited to: Competition Judging Coordinator, NJFCC Representative, Program Coordinator, Club Publicity Coordinator, and Digital Competition Coordinator.

Section 2: The President shall appoint chairs of any Special Committees as needs may require.

Article 4: Duties of Appointed Positions

Section 1: It shall be the duty and function of the Officers/Trustees to carry out the routine business and to guide the activities of the Club.

Section 2: The Competition Judging Coordinator is responsible for finding a qualified judge for each of the Club's competitions throughout the year.

Section 3: The NJFCC Representative is responsible for keeping the Club aware of NJFCC activities.

Section 4: The Digital Competition Coordinator shall coordinate activities during the Club's competitions.

Section 5: The Program Coordinator shall find qualified speakers to present programs, as required, at Club meetings.

Section 6: The Club Publicity Coordinator shall make arrangements for hangings of the Club members' works and maintain the Club's website.

Section 7: The NJFCC Representative and the Digital Competition Coordinator shall also be members of the Board of Trustees.

Article 5: Club Competitions

- Section 1:** Members may submit images into competitions to be evaluated by one or more judges. The number of images and the types of images allowed shall be determined by the Board of Trustees. Ineligible images shall be disqualified.
- Section 2:** The scoring method shall be determined each year by the Trustees.
- Section 3:** Unless otherwise specified, no time limit shall be placed between the time an image was made and the time it is entered into a competition.
- Section 4:** An image that receives any award may not be submitted in any subsequent competition except for Image-of-the-Year for that year.
- Section 5:** There shall be three competition classes: Class B, Class A and Salon. Class B is suggested for novices.
- Section 6:** Upon entering a given class, a member must remain in that class for the remainder of that club year.

Article 6: Dues

Annual dues shall be determined and approved by the Trustees, and voted upon by the members.

Article 7: Terms of Office

- Section 1:** Officers shall hold office for two years and until their successors are elected. They may not serve more than two consecutive terms in the same office, except for the Treasurer.
- Section 2:** Terms of Appointed Positions shall expire with the term of office of the President.

Article 8: Termination of Membership

- Section 1:** A member may be terminated from the Club if he or she engages in behavior that negatively affects the objectives, existence, and honor of the Club. The Board of Trustees shall make every effort to inform a member of the conduct deemed detrimental to the club.
- Section 2:** The Board of Trustees, in its sole discretion and by a two-thirds vote, shall determine if the member's conduct is prejudicial to the aims and objectives of the Club, including, without limitation, the improper use of the membership roster, or for actions that jeopardize the good name of this organization.

Section 3: By a two-thirds vote of the Board of Trustees, a member may have his or her membership in the Club terminated. The termination of membership shall be immediate and the terminated member may not participate in any club functions. No refund will be given for dues paid.

Section 4: After a full club year, a terminated member can apply for reinstatement. The Board of Trustees in its sole discretion shall determine if the member will be allowed to rejoin the Club. A two-thirds vote by the Board is needed to allow a terminated member to rejoin the Club.

Article 9: New Members

New members shall be found to be in good standing upon paying the annual dues.

Article 10: Definitions

Section 1: The term “member” as used in the Constitution and By-Laws of the Club, is interpreted to mean Club member in good standing.

Section 2: The term “Officer/Trustee” as used in the Constitution and By-Laws of the Club is interpreted to mean a member of the Board of Trustees, including the President and the Past President, and the elected trustees.

Article 11: Conduct of Meetings

Conduct of all meetings shall be governed by the current editions of either *Cushing's Manual of Parliamentary Practice* or by *Robert's Rules of Order* insofar as they are applicable to and consistent with provisions of the Club's Constitution and By-Laws. The President may appoint a Parliamentarian who shall serve at the pleasure of the President and will not be a member of the Board of Trustees or an Officer.

Article 11: Conformance with Statutes

It is the intention that the Constitution and By-Laws of the Club shall conform to the Revised Statutes of the State of New Jersey relating to Corporations and Associations Not for Profit. If by inadvertence, any section of the Constitution or By-Laws does not conform to present statutes or future revisions of the statutes, such sections shall be null and void and corrective measures to amend such sections shall be undertaken as soon as possible.