

# Bandon Photography Club

## Mission Statement

### **Article I. Name**

**Section 1.01** This organization shall be known as the Bandon Photography Club located in Bandon, Coos County, Oregon, and hereafter referred to as the "Club."

### **Article II. Mission**

**Section 2.01** The Mission of this organization shall be:

- (a) To encourage the enjoyment of the art of photography through fellowship, lectures, field-trips, public outreach, and exhibition of member work.
- (b) To help members advance their own technical and artistic techniques, and understanding of the science of photography.
- (c) To educate members and the public on the North American Nature Photography Association's Principles of Ethical Field Practices.

**Section 2.02** Activities that fulfill the mission, our club will organize regular meetings involving programs such as guest speakers and photo discussions. We will also organize photo exhibits, photo workshops, and field trips. Members may also volunteer to photograph community events.

### **Article III. Purpose**

This Club shall be organized and operated exclusively for social and educational purposes. Subject to the limitations stated in the Articles of incorporation, the purpose of this club shall be to engage in any lawful activities, none of which are for profit for which the Club may be organized under Chapter 65 of the Oregon Revised Statutes (or corresponding future provisions) and section 501©(3) of the Internal Revenue Code of 1954 (or it corresponding future provisions).

The Club's primary purpose shall be to encourage the art of photography and help members advance their own technical and artistic technique the public on photography and ethical field practices.

### **Membership**

**Section 3.01** Membership in the club shall be open to any person seriously interested in the art of photography and whose qualifications meet the requirements specified in the Bylaws.

**Section 3.02** The membership shall be limited at the discretion of the Board.

## **Article IV. Officers**

**Section 4.01** The following officers shall be elected by the membership as prescribed in the Bylaws. Terms of office shall be for a period as stipulated in the Bylaws.

- (a) President**
- (b) Vice President & Membership Committee Outreach Coordinator**
- (c) Secretary of meetings and Elections** (posting agenda, minutes, ballots)
- (d) Treasurer (Membership Committee Chairperson)**
- (e) Secretary of Communications** (mailing list, public articles, newsletter, Facebook, website)

**Section 4.02** These officers together with the Immediate Past President shall constitute the Board Of Directors, hereinafter called the "Board".

## **Article V. Meetings**

**Section 5.01** Regular meetings of the Club shall have place, date, and time stipulated by the Board. The current scheduled is to be the first and third Tuesday of each month, until otherwise determined by the Club.

# **Bandon Photography Club**

## **By-laws**

### **Article I. Membership**

#### **Section 1.01 Classes**

- (a) Active membership shall have two (2) sub-classes: Regular (individual) and Family.
  - (i) *Regular membership shall be for individuals above the age of majority.*
  - (ii) *Family membership shall be for members of the same family living in the same household related by birth, marriage, adoption or other legal dependents, including such common family relations as parents, children, spouses, grandparents and in-laws.*
    - 1) For the purpose of Club dues assessment and membership eligibility, family membership shall be limited to no more than three (3) qualifying members per household (above the age of majority) per the family definition above.

#### **Section 1.02 Privileges Of Membership.**

- (a) All members, whose participation meets the requirements set forth in these Bylaws, may speak, make motions and vote.
- (b) Any member in good standing may be elected to or retain office.
- (c) Any member in good standing may serve on standing or special committees.
- (d) Some meetings, programs, workshops, field trips or other events may be limited to members only.

#### **Section 1.03 Admission To Membership.**

- (a) Any person interested in the art and science photography may apply for membership.
- (b) Membership requirements shall be established by the Board.
- (c) Application for Active membership shall be made by providing the Club with the following information: name, mailing address, email address, phone number and completed membership application form and liability waiver.
- (d) An application for membership shall be reviewed and approved or rejected by the Membership Committee Chair. Rejections for membership must be approved by the Board.

- (e) Membership applications must be acted upon within one (1) month of their receipt.

#### **Section 1.04 Guests**

- (a) Members of the public and family members are encouraged to attend meetings, programs, workshops, field-trips or other events with a limit of four activities in a fiscal year, whereupon they will be required to become members.
- (b) All guests will be required to have a signed liability waiver on file prior to participating in field trips and hands-on activities.
- (c) Some meetings, programs, workshops, field-trips, or other events may be limited to members only.

#### **Section 1.05 Termination of Club Membership**

- (a) Membership may be termination by the Board after giving the member t least 14 days written notice by certified mail. The notice shall include the reasons for the termination, and an opportunity for the member to be heard by the Board, orally or in writing, not less than five days before the effective date of the termination. The decision of the Board shall be final and shall not be reviewable by any court.
- (b) Membership shall be terminated for non-payment of dues if dues are not paid in full by the end of the third month of the Club's fiscal year. Excludes approved hardship cases

### **Article II. Dues**

**Section 2.01** Each member shall pay dues on an annual basis. Membership year begins July 1. Dues can be paid in two installments, one July 1 and the second installment by October 1.

**Section 2.02** Dues for new members joining after the start of the fiscal year will be a prorated amount of the annual dues based on the month remaining in the fiscal year.

- (a) For new applicants, dues will be payable upon submission of their membership application. Dues paid will apply until the end of the fiscal year.

**Section 2.03** Persons who have not paid their dues may attend regular Club meetings not limited to members only, but may not participate in Club competitions, Club-sponsored events or Club decision-making matters.

**Section 2.04** Dues shall be non-refundable if either the member or the Club terminates membership for any reason.

**Section 2.05** The Board shall set annual dues for each membership classification. Dues amounts shall be published on membership application forms and Club newsletters and websites.

**Section 2.06** The Board shall make available a sponsored membership for approved applicants.

### **Article III. Disclaimer**

**Section 3.01** For the effective operation of the Club, in the conducting of all activities:

- (a) Each person participating in any Club-sponsored event or competition does so of his or her own accord and at his or her own risk. The Club and its elected officers and appointed chairs assume no responsibility for the personal safety of the participants or the safety of any equipment or photographs of those who do participate.
- (b) Participation is acknowledgement by those participating that they, individually, assume all risks involved and will not hold the Club, its elected officers or appointed chairs responsible.

## **Article IV. Meetings**

**Section 4.01** The Club shall hold regular meetings each month devoted to guest speakers on photography related subjects and photographic judging.

- (a) Regular monthly meetings shall be held at a time and place as specified by the Board. Board meetings will occur 30 minutes prior to regularly scheduled meetings and open to all club members.
- (b) Regular monthly meetings per year may be cancelled at the discretion of the Board.

**Section 4.02** Other special meetings for programs, workshops, and field trips shall be arranged as determined by the Board.

**Section 4.03** Members may be charged a discounted fee for attending meetings, workshops, field trips and other events to help cover operating costs. Non-members may be charged a non-discounted fee to attend meetings and events that are open to non-members.

**Section 4.04 Quorum and Voting:** Those votes represented at a meeting of members shall constitute a quorum. A majority vote of the members voting is the act of the members.

**Section 4.05 Proxy Voting:** There shall be no proxy voting.

**Section 4.06 Notice of Meetings and Events:** Notices of meeting and events shall be emailed to all members at least 7 days prior to meetings or event and include the date, time, place, and purpose. Alternative modes of communication shall be arranged for those members who do not use email.

## **Article V. Board of Directors**

### **Section 5.01 Composition.**

- (a) Members of the Board of Directors shall be:
  - (i) *President*
  - (ii) *Vice President & Membership Committee Outreach*  
Coordinator
  - (iii) *Secretary of Meetings & Elections*
  - (iv) *Treasurer (Membership Committee Chair)*
  - (v) *Secretary of Communications*

(vi) *Immediate Past-President*

(b) All members of the Board must be current Club members in good standing.

**Section 5.02** The Board shall transact all routine Club business, in addition to performing the duties specifically outlined in the Bylaws, and generally determine Club policy.

**Section 5.03 Duties of Officers.**

**(a) President**

Duties of the President shall include being the Club spokesperson and he/she shall generally direct and supervise all Club activities. The President shall be the chief executive officer of the Club and shall have general supervision over the business of the Club and its officers, subject to the control of the Board of Directors. He or she shall preside at all meetings of the membership and the Board of Directors. In the name of the Club, the President may sign and execute contracts or other final instruments duly authorized by the Board of Directors. The President shall be a co-signer on all Club bank expenditures. The president may assume the duties of the Secretary of Communications if that position is vacant.

**(b) Vice President & Membership Committee Outreach Coordinator**

Duties of the Vice President shall be to assume the duties of the President in his/her absence and to act as a Club director on the Board of Directors. The Board may, in the event of his or her absence or disability, designate the Vice- President to perform all duties of the President and, when so acting, the Vice-President shall have all the powers of the President and be subject to all the restrictions placed upon the President.

As the Membership Committee Outreach Coordinator, the Vice President shall arrange to speak to the community about the Club and encourage membership. The Vice President/Outreach Coordinator shall also help make new members and guests feel welcome at meetings and events and help educate them on how the club works. He or She shall direct potential new members to the Treasurer/Membership Committee Chair who will be responsible for the membership application process.

**(c) Secretary of Meetings & Elections**

Duties of the Secretary shall be to maintain records of the minutes of all Board of Directors and business meetings; to post agenda for the Board meetings at least 4 days prior to the meeting date; and members of regular and special meetings and events; to conduct correspondence of the Club; and to prepare ballots for elections and prepare the Newsletter. The Secretary shall also be the custodian of current and historical official documents of the Club including a copy of the current Bylaws, the current membership roster, the current Board of Directors roster and terms of office, and the minutes of all business meetings of the membership or Board of Directors.

**(d) Treasurer and Membership Committee Chair**

The Treasurer shall control, jointly with one other Board Member, the financial affairs of the Club. He or she shall keep its financial records, shall receive and arrange for the safekeeping of its funds, and shall pay out its funds only in such manner as defined in these Bylaws or duly authorized by the Board of Directors. On or before the 30th day of each fiscal year, the Treasurer shall produce an annual budget for action by the Board of Directors. In addition, he or she shall produce for Board review a semi-annual financial report detailing income and expenditures to date. The Treasurer shall be a co-signer on all Club bank account.

As the Membership Committee Chair, the Treasurer shall maintain a file of Membership Applications and Liability Waivers. The Treasurer will collect dues and notify members and

the Board if dues have not been paid by the third month of the fiscal year. The Treasurer will also notify the Board of any member who needs a sponsorship. The Treasurer will notify the Secretary of Communications on any changes to the Club's mailing list. The Treasurer will chair Membership Committee meetings.

**(e) Secretary of Communications**

The Secretary of Communications shall maintain the Club mailing list which shall include the preferred contact information for members and special guests. Club communication shall be done through email and the Secretary of Communications shall arrange other forms of communication for those members who are unable to regularly check email. The Secretary of Communications will also train members in the Club's communication etiquette. (Always state who, what, why, where, when. Always "reply to all", etc.) The Secretary of Communications will post any public articles and event announcements after they have been reviewed by the Board. The Secretary of Communications will update the Club's Facebook page and website with current dates and information. If the Secretary of Communications position is vacant, the President may assume the duties until it is filled. Secretary of Communications (from above)

**(f) Immediate Past President**

The Immediate Past President shall act as an Club director on the Board of Directors.

**Section 5.04 Regular Meetings.**

(a) Board meetings shall be held 30 minutes before the regular membership meeting and may be called by the President whenever required.

**Section 5.05 Special Meetings.**

(a) Special meetings may be called by the President and shall be called upon the written request of at least three members of the board. At least 24 hours notice (personal, written, email or telephoned) shall be given. The business transacted at any special meeting shall be limited to that noticed in the call.

Section 5.06 Board actions shall be communicated to members no later than one (1) day before the following Club meeting. If a member objects to any action taken by the Board, he/she shall notify the President of the objection and the President will present the matter to the Board for reconsideration at the next Board meeting. If the matter remains unresolved, a special member's meeting shall be called. If no objections are communicated to the President, all actions will be final.

Section 5.07 All members of the Club shall be welcome at meeting of the Board. Members other than Directors shall have no vote but their opinions should be requested or volunteered on matters in which they are or have been involved. A time should be set aside at the end of the meeting for non-Board members to discuss or bring up matters not previously discussed.

**Section 5.08 Compensation**

(a) All Club officers (members of the Board) shall serve without compensation.

**Article VI. Committees**

**Section 6.01 Standing Committee**

(a) Membership Committee

(i) *The Membership Committee shall be a standing committee, chaired by the Vice President.*

1) The duties of the Membership Committee shall be to promote membership in the Club and to promote communications between Club members.

(ii) *The Board shall determine the number of committee members and appoint Membership Committee members.*

(b) Exhibits Committee

(i) *The Exhibits Committee shall be a standing committee, chaired by the Member-at-large.*

1) The duties of the Exhibits Committee shall be to organized, promote and administer exhibits for Club members.

2) The Exhibits Committee shall determine which photographs submitted by Club Members will be included in the exhibits.

a) *All decisions made by the Exhibits Committee in this regard shall be final.*

(ii) *The Board shall determine the number of committee members and appoint Exhibits Committee members.*

## **Section 6.02 Special Committees**

(a) In addition to the Standing Committees named above, committees to plan and carry out special organization events, functions and activities may be established by the Board as needed.

(b) The Board shall appoint the chair of these special committees as well as members of the committee.

(c) Special committees shall disband when their event, function or activity has been accomplished or as designated by the Board.

(i) *Each special committee shall prepare a report that shall be presented to the Board and/or membership on an annual basis or prior to disbanding.*

## **Section 6.03 Committee Chairs shall prepare reports of activities for periodic presentation at Board or Club meetings.**

## **Article VII. Elections**

Section 7.01 At the third-to-last and second-to-last regular meeting of the fiscal year, any member in good standing may nominate themselves for one of the Board positions by signing their name and contact information on the Ballot Sign-Up sheet for the position they are interested in.

The Secretary of Meetings shall provide a Ballot Sign-Up sheet for each position which will include a list duties, meeting dates, and estimated time commitment. At the last meeting of the fiscal year, The Secretary of Meetings will provide a Slate of for the members to vote on.



Section 7.02 Officers shall be elected by majority vote of the members attending the last meeting of the fiscal year. If there is more than one nominee for any office, voting shall be conducted by secret ballot. The candidates receiving the highest number of votes for each office shall be declared elected. After tabulation of the votes, the President shall announce the results.

Section 7.03 The current President or a member designated by the President shall install the new Officers at the first meeting of the new fiscal year.

Section 7.04 Terms of Office of all Club officers shall be for one year and shall coincide with the Club's fiscal year. All officers can be re-elected to the same post.

Section 7.05 Vacancies

(a) If the office of President shall, for any reason, become vacant, the Vice President shall assume the duties of the President.

(b) If any office other than that of the President shall become vacant, it shall be filled by appointment of the President with approval of the Board, but for a term no longer than the remainder of the fiscal year, at which time the office shall be filled by election procedures as outline in these Bylaws.

**Article VIII. Fiscal Year**

Section 8.01 The fiscal year shall begin on July 1st of each year and end on the last day of June of the following year.

**Amendments to Bylaws**

These bylaws may be amended or repealed by the members, if a quorum is present. Each member shall be given at least one month notice of the date, time, and place of the meeting at which the proposed amendment is to be considered, and the notice shall state that one of the purposes of the meeting is to consider a proposed amendment to the bylaws and shall contain a copy of the proposed amendment.

ADOPTED \_\_\_\_\_ SIGNED \_\_\_\_\_