



Sharing Knowledge for Better Photos

# **CONSTITUTION**

**Amended April, 2012**

# Peoria Camera Club Constitution

Article I / Name.....	1
Article II/Objectives.....	1
Article III / Membership.....	1
Article IV / Meeting Schedules.....	2
Article V / Parliamentary Procedures.....	2
Article VI / Officers Positions.....	3
Article VII / Nomination of Officers.....	3
Article VIII / Election of Officers.....	4
Article IX / Duties of Officers.....	4-6
Article X / Vacancies of Officers Positions.....	6
Article XI /-Executive Board.....	6
Article XII /Duties of the Executive Board.....	7
Article XIII /Finance.....	7
Article XIV / Amendments.....	8
Article XV/Disbandment.....	8

# Peoria Camera Club Constitution

## Article I

1. This organization shall be known as the PEORIA CAMERA CLUB (PCC).
2. The Peoria Camera Club is a non-profit corporation on file with the Illinois Secretary of State and the Federal Internal Revenue Service.

## Article II

### Objectives

The objectives of the Peoria Camera Club are:

- to promote, encourage, and foster the photographic art,
- to offer training programs in photographic techniques, and
- to sponsor photographic exhibitions, competitions, and events.

## Article III

### Membership

1. Membership in the Peoria Camera Club is open to any person who has an interest in photography.
2. Types of membership shall be Individual and Honorary.
3. An Individual membership will become effective for the current club year upon payment of membership dues. Renewals should be paid prior to December of the current year in order to allow the club to effectively follow its budget. If not paid by December, the member will be considered "non-current" and membership privileges may be suspended until dues are paid. Members will receive adequate notification of their pending delinquency. Membership must be current prior to seminar day in order to receive a reduced seminar fee. Individuals who pay membership dues at, or after, the annual seminar will receive remaining current year plus next year's full membership.
- An Honorary membership may be bestowed upon individuals by the Executive Board in recognition of special and unique services to the Peoria Camera Club.

## 2

### Article IV

## Meetings Schedules

1. The club fiscal year shall begin the first day of July and end the last day in June of the following year.
2. Meetings shall be scheduled between September and May and announced to all members of the Peoria Camera Club prior to the beginning of the new club year.
3. Meetings shall normally be scheduled on Tuesday evenings, as follows:

1st Tuesday	—	General Meeting
3rd Tuesday	—	Competition Meeting
4th Tuesday	—	Digital Processing Meeting
4. An Annual Business Meeting shall be conducted on the first Tuesday in April.
5. The Executive Board shall hold at least four meetings during the year, normally before the Digital Processing meeting of each month or as scheduled by the club President.
6. Special meetings may be scheduled by the Executive Board. In addition, any five members of the Peoria Camera Club may schedule special meetings at any time by giving thirty days written notice to the entire membership of the Peoria Camera Club.

### Article V

## Parliamentary Procedures

1. All meetings shall be governed by Roberts Rules of Order.
2. Club business, which requires a vote by the general membership, shall occur at a General meeting and shall be announced in writing prior to the meeting.
3. Special meetings require a written notice to the entire membership at least thirty (30) days in advance.
4. Announcements, which are required to be made in writing, may be made by mail, e-mail, or through the club newsletter.

### 3

## Article VI

# Officer Positions

1. Peoria Camera Club officer positions shall be:

President	Treasurer
Vice President	Digital Processing Director
Secretary	Membership Director
Immediate Past President	Competition Director

2. A person may be elected to consecutive terms within the same office for the positions of President, Vice-President, Secretary, Treasurer, Membership Director, Digital Processing Director and Competition Director. However, a person may not exceed two consecutive terms in any of these positions.
3. The term for a person elected to any office shall be for one year and will begin on June 1st.

## Article VII

# Nomination of Officers

1. The Executive Board shall select a Nominating Committee prior to the February Executive Board meeting.
2. The Nominating Committee shall:
  - include a chairman and two additional members.
  - select a candidate for each elective position.
  - announce officer recommendations to the general membership at the Annual Business meeting in April.
  - open the floor to the general membership for discussion and additional nominations.

## 4

### Article VIII

#### Election of Officers

1. Peoria Camera Club officers shall be elected by the general membership.
2. The election of officers will occur during the Annual Business meeting in April.
3. A voice vote will be taken if there is only one nominee for an office.
4. A written vote will be taken if there is more than one nominee for an office.
5. When a written vote must be taken, the vote will be administered and tabulated by the nominating committee.
6. Election to any office only requires a majority vote of the general membership present.

### Article IX

#### Duties of Officers

##### **The President shall:**

- Preside at all meetings of the Executive Board.
- Serve as Chairperson of the Program Committee
- Keep close contact with all club activities.
- Appoint Chairpersons and instruct them in their duties.
- Be the Peoria Camera Club spokesperson.
- Disperse funds in the absence of the Treasurer
- Schedule and obtain all venues for all meetings and activities.

##### **The Vice President shall:**

- Assume duties of the President, in the absence of the President.
- Coordinate and conduct General meetings.
- Direct the activities of General meetings.
- Schedule General meeting programs.
- Serve on the Program Committee.
- Perform other duties as designated by the President.

**The Secretary shall:**

- Keep minutes of Executive Board and Annual Business meetings.
- Notify members of all meetings and events.
- Keep records of all meetings and events.
- Prepare written communications for Peoria Camera Club.

**The Treasurer shall:**

- Collect club dues and maintain a current membership list.
- Keep the secretary and newsletter editor advised of current membership.
- Receive and hold club funds.
- Maintain funds in a bank account or interest bearing accounts in the name of the Peoria Camera Club.
- Pay bills as directed by the President or Executive Board and authorized committee personnel.
- Account for all receipts and expenditures.
- Report on finances at each regular meeting of the Executive Board.
- File State and Federal regulatory forms
- Furnish members with a printed financial report at the first scheduled General meeting of the new club year.

**The Digital Processing Director shall:**

- Coordinate and conduct Digital Processing meetings.
- Direct the activities of Digital Processing meetings.
- Serve on the Program committee.
- Schedule Digital Processing meetings and programs.

**The Immediate Past President shall:**

- act as an advisor at board meetings
- Manage obtaining and presenting all plaque awards (EOY, President's Special and Slonneger Service Award).

**The Membership Director shall:**

- Welcome guests and new members at meetings and collect information on "New Member Card".
- Create, monitor, and update member badges.
- Periodically solicit input from the general membership for opinions, ideas, and concerns then present this information to the board.

**The Competition Director shall:**

- Coordinate and conduct Competition meetings.
- Direct the activities of the Competition meetings
- Serve on the Program committee.
- Schedule Competition meeting programs.

**NOTE: These are general duties and responsibilities. For details refer to the Operating Responsibilities & Procedures documents.**

**Article X**

**Vacancies of Officer Positions**

1. Vacancy of the office of the President shall be filled by the advancement of the Vice President.
2. Vacancy of any office other than the office of the President shall be filled by Presidential appointment, subject to approval of the Executive Board.

**Article XI**

**The Executive Board**

1. The Executive Board shall consist of the current elected officers, plus the immediate past president.
2. Any four members of the Executive Board shall constitute a quorum of the board.
3. Executive Board meetings shall be held as scheduled by the acting President of the Peoria Camera Club.
4. Special meetings may be convened by the President or by any three members of the Executive Board.



## **Article XII**

### **Duties of the Executive Board**

1. Set goals for the club.
2. Establish any committees deemed necessary for proper operation of the club.
3. Establish a club budget.
4. Make recommendations for changes in membership dues.
5. Approve single capital expenditures, not to exceed \$200.00.
6. Be responsible for an annual audit of club funds and property.
7. Bestow Honorary Memberships.
8. Administer the Irv and Esther Slonneger Award.
9. Serves as the Program Committee to establish programs for the coming year.

## **Article XIII**

### **Finance**

1. Club financing will be through club dues and fund raising projects.
2. Club membership dues shall be established through recommendations made by the Executive Board, subject to approval by the general membership.
3. Membership renewals are due in August for the new club operating year.
4. Single capital expenditures in excess of \$200.00 must be approved by the general membership.

## **Article XIV**

### **Amendments**

1. Amendments to the Constitution of the Peoria Camera Club may be proposed by any five club members.
2. The general membership shall be notified of the proposed amendments to this Constitution in writing.
3. The voting date for proposed amendments shall occur after 14 days of notification to the general membership.
4. The voting date for proposed amendments shall be scheduled for a regularly scheduled General meeting.
5. Amendments shall be approved by a two-thirds majority of the general membership that is present at the designated meeting

## **Article XV**

### **Disbandment**

1. Decision for disbandment shall be announced in writing to all members by the Executive Board at least sixty days prior to the sale of equipment.
2. All equipment shall be sold at a fair market price or by auction.
3. The proceeds from the sale of equipment and the balance of the Treasury shall be used to pay all outstanding debts incurred by the Peoria Camera Club.
4. Any remaining funds, after all debts are paid, shall be donated to further enhance photographic interests such as the Photographic Society of America and the Central Illinois Camera Clubs Association.
5. Notice of disbandment and disposition of funds shall be mailed to the general membership of the Peoria Camera Club, to members during the current operating year.