

# CONSTITUTION

Original - 11/27/2010

Revised & Ratified – 12/29/2010

Revised & Ratified – 01/25/2011

Revised & Ratified - 09/11/2012

Revised & Ratified - 03/12/2013

Revised & Ratified - 09/25/2018

## ARTICLE I: NAME

This organization shall be known as "New England Shutterbugs".

## ARTICLE II: MISSION STATEMENT

The mission of the New England Shutterbugs is to serve our members by encouraging development of their photographic skills through education, exhibitions of photographic accomplishments, friendship of others who share a love of photography and to share our talents with individuals and organizations within our community.

## ARTICLE III: MEMBERS

We encourage individuals with an interest in photography to inquire about joining our club. The rules of governing membership in the "New England Shutterbugs" are specified in Article VI of the Bylaws of the club.

## ARTICLE IV: OFFICERS, EXECUTIVE BOARD AND OTHER ELECTED POSITIONS

The officers of the club shall consist of the President, Vice President, Secretary, and Treasurer. The Executive Board shall include the officers of the club, outgoing President and three members at large. The outgoing president will have no voting capabilities but will act in an advisory position only. Other elected Chair positions include: Exhibition, Welcoming, Yearly Banquet, Refreshment, Publicity, Webmaster, Competition, Scavenger Hunt, Trips, Projectionist, Advertising, PSA, NECCC, Lynn International, and the Glennie. The Executive Board and all Chair positions shall be elected by the membership at the annual meeting in May. To be elected to any Executive Board position, members must have been a member of the club for not less than one (1) camera club year. The official camera club year begins with the first meeting in September and ends at the annual business meeting in May. Any election of a member that is contrary to this ruling must be approved by a majority vote of the Executive Board and should be used only where a vacancy exists with no qualified applicants and which the club requires the filling of this position to perform its function.

## ARTICLE V: AUTHORITY OF THE EXECUTIVE BOARD

The Executive Board shall have the responsibility for the general guidance and management of the affairs of the club. They will meet each year in June to plan the program for the next camera club year. The Executive Board will meet during the camera club year as necessary to conduct the business of the club. They will aggressively solicit input from the membership for this process. The Executive Board shall hold office until their successors are elected and qualified at the annual meeting.

## ARTICLE VI: ELECTION OF OFFICERS AND OTHER ELECTED POSITIONS

Each year nominations from the membership shall be solicited by the Executive Board. The detailed process for filling all elected positions in the club can be found in the Bylaws.

## **ARTICLE VII: QUORUM**

A quorum at any regular or special meeting shall be considered to be 40% of the membership. A quorum will be required for the transaction of all business. Five members of the Executive Board shall constitute a quorum at its meetings. If, at any meeting, it is found that there is no quorum, those present may adjourn to a specified time, of which notice shall be e-mailed to all members.

## **ARTICLE VIII: AMENDMENTS**

Proposed Constitution amendment(s) shall be presented to the Executive Board for their review. The person(s) submitting the request will be expected to attend the Executive Board meeting where the proposed changes are to be considered. They will be asked to present their reasoning behind the proposed change(s). The Executive Board will then deliberate and come up with a recommendation on the proposal. If, after deliberation with the Executive Board, the person(s) wishes to present their proposal to the general membership for a vote then the proposal will be sent via e-mail to all members at least ten days before the meeting at which the amendment(s) is to be considered. A two thirds vote of all members present at the time of the vote shall be required for passage. Further, a quorum at any meeting to vote on an amendment(s) of the Constitution shall consist of not less than 40% of the paid membership of the club. At the time of the vote the Executive Board will present their recommendation and the person making the proposed change(s) will also be allowed to address the membership.

# **BYLAWS**

## **ARTICLE I: PROGRAMS AND MEETINGS**

Club Meetings will be held at 7:00pm on the second and fourth Tuesdays of each month from September through May (except December). Should the day for a program be a holiday, then it will be held one week earlier or one week later as determined by the Executive Board. The members will be notified of any schedule changes by e-mail. There will also be four regular meetings held each year. They are the December Holiday Party, the May Annual Business Meeting, the May Annual Banquet and the June Planning Meeting. Only members are invited to these meetings. Members may bring family and friends to the May Annual Banquet and December Holiday Party if they so desire. Notices of the regular and Executive Board meetings shall be emailed with an agenda to members at least five days prior to the meeting.

Regular meetings of the Executive Board shall be held as needed. All club members may attend Executive Board meetings. Input regarding agenda topic is open for discussion to attending members. Voting on agenda items will be limited to the members of the Executive Board. Committee Chairpersons are specifically urged to attend meetings when their area of responsibility is on the agenda.

The President, or in his/her absence, the Vice President, if present, shall preside at all programs and meetings of the club. In the absence of both, the Secretary shall preside, and in the absence of the Secretary, then the Treasurer will ask for a club member to volunteer to preside. In the unlikely event that all officers are absent from a scheduled meeting, the members present will appoint a chair and a secretary.

The President may call a closed Executive Board meeting that necessitates an immediate action.

## **ARTICLE II: THE PRESIDENT**

The President will open meetings at the scheduled time and call the meeting to order. The President shall advocate for all members of the club, be invited to be a member of all club committees, shall act as a public relations person with other clubs, and perform such other duties as usually pertain to his/her office.

## **ARTICLE III: THE VICE PRESIDENT**

The Vice President shall perform the duties of the President when the President is absent. The Vice President may be assigned specific duties by the President pertinent to the running of the club. The Vice President shall determine if a quorum is present when club business is being conducted.

## **ARTICLE IV: THE SECRETARY**

The Secretary shall keep a record of all meetings, and shall have custody of all papers belonging to the club and keep the records of all activities of the club. The secretary shall be responsible for all notices of the meetings of the club as well as the minutes of all meetings. The secretary shall e-mail program and meeting minutes to members of the club prior to the next scheduled program or meeting. The secretary shall keep on file all committee reports and make records and minutes of meetings and programs available to members upon request.

## **ARTICLE V: THE TREASURER**

The Treasurer shall collect all dues and notify all members in arrears. He/she shall have the custody of all monies collected by him/her or turned over to him/her, shall make all payments duly authorized, keep proper books of accounts, and make a written report for members only at each meeting of the Executive Board, and at the annual meeting of the club, and once per quarter at regular programs of the club (September, January, and May). A receipt shall be given to members upon payment of annual dues. The Treasurer shall keep a list of all members, their e-mail address, their residence address and their contact telephone numbers as willingly given by members.

## **ARTICLE VI: CLUB MEMBERSHIP AND PROGRAM ADMISSIONS**

Membership in the New England Shutterbugs is open to anyone who has an interest in photography. Any member of the general public may attend regularly scheduled programs for a fee of \$5.00 per program. The following New England Shutterbugs functions are not open to the general public:

- All club trips.
- Annual December Winter Party, Business Meeting, Annual Banquet, and Yearly Planning Meeting.
- New England Shutterbugs Executive Board Meetings.
- Voting on any issues brought before the club.
- Holding any office in the club.

All New England Shutterbugs members will have full access to all functions of the club and may invite guests to both the Annual December Winter Party as well as the Annual Banquet.

## **ARTICLE VII: DUES**

The annual dues shall be set each year by the Executive Board at the annual planning meeting in June. For all fully paid members of the previous season, full payment of yearly dues for the new season will be expected on or before the first meeting date in October (unless otherwise specified by the Executive Board). A family membership shall be available. A family will include anyone living together in a single dwelling (house, apartment, etc.)

The fee schedule listed below has been set and voted upon by the Executive Board at the last annual planning meeting. The currently as follows:

- Full year single membership is **\$45.00**
- Full year family membership is **\$60.00**
- After January 1<sup>st</sup>, single membership is **\$25.00**
- After January 1<sup>st</sup>, family membership is **\$40.00**
- Charge to non-members at any regularly schedule program that is open to the public is **\$5.00**
- In some instances there may be a special program fee to cover cost of a speaker, program etc. This fee will apply to members as well as the general public and the amount will be previously agreed upon by a vote of the membership

## **ARTICLE VIII: RESIGNATION OF ELECTED MEMBERS**

Members in elected positions who resign from office shall notify the President or Secretary in writing. The membership shall be notified at the next regular meeting of the club. Any members who are interested in filling the vacancy will be asked to submit their application to the President as soon as possible.

## **ARTICLE IX: PENALTIES**

Any member guilty of any conduct in violation of the Constitution, Bylaws, or which is prejudicial to the interests of the club, including disruptive behavior, may be censured, suspended, or expelled by a majority vote of the Executive Board. The member will be notified in writing of the action being taken against them and given an opportunity to go before the Executive Board when their case is to be voted upon. The decision of the Executive Board will be final.

## **ARTICLE X: FORFEITURE OF INTERESTS**

Any member expelled from the club shall operate as an assignment and release to the club of all the right, title, and interest of such member in and to the property and assets of the club. Any member who resigns from the club before the end of the club year may be eligible for a prorated refund of their dues. The prorated amount will be based upon the number of regularly scheduled programs in the year from September to the end of April.

## **ARTICLE XI: DISSOLUTION OF THE CLUB**

The club may be dissolved at any regular or special meeting provided written notice has been e-mailed to each member at least ten days in advance of the meeting at which the dissolution is to be considered. A two-thirds affirmative vote of all paid members shall be required for dissolution. A quorum for the purpose of dissolution shall consist of two-thirds of the paid members of the club.

In the event dissolution is voted, all equipment and properties owned by the club shall be converted to cash and, with all other assets of the club, after payment of all debts, shall be transferred to the Memorial Scholarship Fund of the New England Camera Club Council. In the event that the Memorial Scholarship Fund is no longer in existence, the assets of the club shall be transferred to the New England Camera Club Council and the Executive Board of that organization shall determine its use.

## **ARTICLE XII: AMENDMENTS TO BYLAWS**

Proposed Amendment(s) to the Bylaws shall be subject to the same rules as for Amendments to the Constitution.

## **ARTICLE XIII: DETAIL PROCESS FOR ANNUAL ELECTIONS**

1. Two weeks prior to first meeting in March, the President will e-mail members issuing a "Call for Volunteers for Club Positions". This list of all club positions will also be available in printed form at the first meeting in March.
2. One week before the first meeting in April, the President will e-mail members a listing of all club positions and names submitted to date. One week before the second meeting in April, the President will e-mail members with a final "Call for Volunteers for Club Positions". Nominations will be accepted until the start of the second meeting in April.
3. Within one week after the second meeting in April, the President will e-mail members the formal ballot showing volunteers names associated with the positions.
4. At the Annual Meeting, the Secretary will provide a list of paid club members and one ballot for each paid member. Ballots will be handed out and member's names will be checked off as having received a ballot. Each position on the ballot will have a blank line to allow for write-ins at the time of the vote.
5. At the Annual Meeting, a head count will be taken to determine if the required quorum has been met. If not, a follow-up meeting will be scheduled.
6. Members vote by circling a candidate's name on the ballot or offering a write-in candidate. Ballots will be turned over to the Secretary and one other member, who is chosen by the Executive Board for counting.
7. Following the count, the President will announce the results.
8. Following the election process, the President will request Chairpersons to solicit interest from the membership to fill their committees. Chairpersons will determine the make-up of their committee as needed.

9. Members may hold only one club office position at a time.
10. During Executive Board meetings, Executive Board members may cast only one vote unless to resolve a tie vote. Position tenures begin at the end of the annual meeting in May and run for one camera club year.
11. Should a tie vote occur, a second vote will be taken. If the second vote results in a tie, the President will cast the tie breaking vote. If there is a tie in the election of the President, the Vice President will cast the deciding vote.
12. In the event that an elected member's position becomes vacant during the club year, the club shall hold a special election for that position as soon as possible after a candidate, (or candidates) have applied to the Executive Board for the position.
13. The election for the open position will be by a show of hands at a regular scheduled meeting of the club and will appear on the agenda for that meeting as well as being sent to all members via email prior to the meeting. If more than one person has applied for the position then a written ballot may be requested by any member of the club. The elected member will assume all of the responsibilities of the position immediately after being elected to the position.

## **OTHER INFORMATION**

### **CANCELLATION OF MEETINGS**

If meetings must be cancelled, due to inclement weather, please check the web page, your e-mail, or contact an officer of the club.

### **THE USE OF THE CLUB NAME**

Executive Board approval, in writing, is required hereafter, for any venture or undertaking of any member under the sponsorship of the New England Shutterbugs.

### **REFRESHMENTS**

Club program refreshment breaks are a great opportunity for informal social contact and exchange of ideas among members and guests. The Refreshment Chairperson will be responsible for obtaining volunteers to provide the refreshments, reminding the Refreshment Team of their upcoming participation, and assuring the refreshment area is left in the same condition as when we arrived. Refreshments will be provided at the expense of the volunteers. A one dollar donation will be solicited via a collection container at the refreshment table. Collected funds will be turned over to the club Treasurer.

**USE OF CAMERA CLUB ELECTRONIC MAILING LIST**

The Secretary and Treasurer share joint responsibility for the “official” membership e-mail list.

Members should exercise discretion when using the mass e-mail listing for our club. The master e-mail list should only be used for communications which pertain to the camera club. All communications using this private master list must be appropriate in nature to all members of the camera club.

### TRIPS

Only members and their invited guests can participate in day or overnight trips. Members wishing to participate in any trip should notify the trip leader as soon as possible prior to the date of the trip. Members are encouraged to offer transportation on trips as needed. Those not driving are required to share the cost of gas on all trips. When there are less than three people in a car, the gas costs are shared by all in the car. If there are more than three in a car then the driver is exempted from paying a share of the gasoline costs. Any member of the club may lead a trip. Any trip leader is encouraged to notify all members of the club via the club e-mail list of the details of the trip they are leading. Trip leaders are responsible for keeping track of who is going on a trip and ensuring that transportation is available. If for some reason transportation is insufficient then those who can go will be determined by when they signed up for the trip. In all cases, finding transportation should be a high priority for the trip leader so that all may go on any trip.

PRESIDENT: PRESENTLY VACANT

VICE PRESIDENT: Sandra Cooney

SECRETARY: Eri W. Jahn

TREASURER: Donna Miller

EXECUTIVE: Bill Griffin

EXECUTIVE: Ely Logras

EXECUTIVE: RM (Releins)

DATE: 09-11-2018