

BY-LAWS OF THE f:67 CAMERA CLUB

Revised 4/22/2024

Article I – Membership

Section 1. Club membership is open to all individuals interested in photography. Membership shall be considered active upon receipt of a completed application and the payment of dues. Membership dues shall be pro-rated as set forth in Article II. The secretary will be responsible for notifying the membership of the new member.

Section 2. Any member whose dues are in arrears two months shall be suspended from membership and notified in writing either in-person or electronically by the secretary.

Section 3. Life Membership: A life membership is a special status that carries all the rights, benefits, and responsibilities of regular membership without the requirement to pay annual dues. It shall be granted after a secret ballot at an in-person business meeting and the vote must be unanimous to grant Life status. If the business meeting is conducted via Skype or equivalent conference media, the ballot votes shall be conveyed to the secretary by electronic means and the results read at the next business meeting.

Section 4. Honorary Membership: An honorary membership shall be granted by a majority vote at any business meeting. Individuals granted this membership will be considered to be in a non-voting status and will not be required to pay dues.

Article II – Dues

Section 1. Dues for all members are payable at the beginning of the fiscal year. The dues amount shall be reviewed annually by the board and voted upon at a regular business meeting prior to the start of each calendar year. A majority vote by the club members present is required for approval, but the number of members voting must equal or exceed 5 members.

Section 2. New members shall pay a pro-rated membership dues, determined by the quarter in which they join.

Section 3. Dues for active high school students, college students (8 credit or more), vocational or technical school students shall be reduced to 50% of regular dues.

Section 4. A dues reduction up to 50% of the annual dues may be granted by the board during any business meeting for any economically challenged member.

Article III – Nominations for Election of Officers

A nominating committee including the committee chairman will be appointed by the president in November for the purpose of soliciting and proposing candidates for office in the new calendar year. If a nominating committee cannot be formed, then the president will appoint an individual to solicit nominations and report to the board at the December business meeting. Voting on the nominations will be at the January business meeting.

Article IV – Election and Installation of Officers

Section 1. Election Procedures

1. Members shall be notified in advance of the election-of new club officers.
2. The election of officers shall be held at the January business meeting. Additional nominations from the floor shall be permitted prior to the vote.
3. Election to office shall be by majority vote of the members present. A tie shall be broken by a second ballot.

Section 2. Incumbent officers shall be eligible for nomination and election to another office in the forthcoming year. No member may hold two elective offices at the same time.

Section 3. The newly elected officers shall be installed after the vote at the January business meeting by the retiring president or an appointed representative. The verbiage for the swearing-in of officers is delineated in Exhibit C, following.

Article V – Duties of Officers

Section 1. President: The president shall:

1. Preside at all general and special meetings of the club; serve as chairman of the board and preside at its business meetings; and administer the affairs of the club with the assistance of the board.
2. Make all standing and special committee appointments including chairman of each committee as provided by these By-Laws.
3. Approve or delegate approval for all official matters to be published or sent out for publication by the club and provide active leadership of the club at all times.

Section 2. Vice-President: The vice-president shall:

1. Preside at all regular and special meetings of the club in the absence of the president.
2. In the event of death, resignation, incapacity, or removal of the president, the vice-president shall assume the duties of that office.

Section 3. Secretary: The secretary shall:

1. Keep a full and accurate record of the proceedings at all regular and special business meetings of the club. If for some reason the Secretary cannot attend a meeting, the president shall designate a replacement to record the proceedings.
2. Notify the members of special meetings of the club and the board, and keep a file of all club correspondence not under the purveyance of the directors or committee chairmen.

Section 4. Treasurer: The treasurer shall perform all financial accounting duties for the club. The duties are, but not limited to, the following:

1. Collect dues and acknowledge their receipt.
2. Act as custodian of all moneys and securities of the club and deposit them in one or more banking institutions approved by the board.
3. Pay all bills approved by the club and additional expenditures authorized by the board.
4. Keep a detailed account of all receipts and disbursements.
5. Make a monthly written report of the condition of the treasury.
6. Prepare the books, accounts, vouchers, and the financial statement of the club for examination by the auditing committee described under Article VIII

Article VI – Duties of the Board

1. The board is the legal representative for the club and may conduct any club business in conformity with the Constitution and these By-Laws.
2. The board shall have the overall responsibility for all property and funds legally possessed by the club.
3. Board meetings shall be held at the call of the president or any three members of the board. The elected officers are ex-officio directors as specified in Article VI of the Constitution with the president serving as the chair of the board. In the absence of the president the vice-president shall act as chair.

Article VII – Duties of the Directors

Section 1. Digital Image Director: The digital image director shall:

1. Manage all internal club competitions pertaining to digital images. The management of digital images for external competitions will be under the purview of the PSA and invitational and traveling show directors.
2. Be responsible for the receipt and organization of all digital images submitted for the annual Salon competition described in Article X. The rules and procedures for digital submittals are delineated in Article X.
3. Be responsible for managing the judging process and the organization of digital images submitted to the Salon and for the custody and awarding of all physical Salon trophies. Award certificates shall be prepared and presented if a physical trophy is not required.
4. Keep all competition records of entries and awards. All books and records must be kept in a legible form and turned over to his or her successor when appointed.
5. With the approval of the board, annually review and modify competition rules for digital images as required to conform with rule changes dictated by other organizations such as PSA. Rule changes must be implemented before, but will not take effect, until the start of a new competition year.

Section 2. Print Director: The print director shall:

1. Manage all internal club competitions pertaining to printed images.
2. Keep all print competition records of entries and awards. All books and records must be kept in a legible form and turned over to his or her successor.
3. Be responsible for the receipt, judging and displaying of prints submitted for the annual Salon competition; and for procuring/creating and awarding all Salon print awards. The rules and procedures for submittals are delineated in Article X.
4. With the approval of the board, annually review and modify print competition rules as required to conform with rule changes dictated by other organizations such as PSA. The rules and procedures for digital submittals are delineated in Article IX and Article X.

Section 3. PSA Director: The PSA director shall:

1. Oversee all PSA digital and print competitions such as the Nature and PID competitions. The responsibility for collecting, selecting, and entering club submittals can be delegated to a Nature director and PID director; and directors for other PSA competitions may also be established by the PSA director as required
2. Monitor PSA rules changes and correspond with PSA officials where required.
3. Attend PSA conferences and workshops when feasible.
4. Manage PSA-related records not assigned to other competition directors; and procure and circulate PSA publications when available.

Section 4. Invitational and Traveling Show Director: The invitational and traveling show director shall manage and direct all club invitational and traveling show activities. Responsibilities for prints and digital images may be delegated as required.

Section 5. Educational Director: The educational director shall strive to promote greater interest and betterment in the knowledge and practice of photography by arranging for, or identifying, educational opportunities.

Section 6. Ad-Hoc Committees: The five directors identified above are permitted to form their own ad-hoc committees from club members as appropriate for the execution of their duties. Standing committees are identified in Article VIII of these By-Laws.

Article VIII – Committees and Assignments

Section 1. Standing Committees: When the number of active members permits, standing committees shall be formed to carry out the responsibilities below. Committee responsibilities can be assigned to a single individual if no other volunteers exist, and that person will assume the chair. When necessary, one individual can hold more than one committee chair. When desired and feasible, additional positions or committees shall be designated by the board.

1. **Activities Committee:** The activities committee shall make arrangements for social affairs, excursions, field trips, and other club activities.
2. **Membership Committee:** The membership committee shall consider methods to increase the club's membership. With the approval of a majority of the board, the committee will instigate and direct any campaigns toward that purpose.
3. **Entry Fee Committee:** If circumstances dictate, the duties of the entry fee committee may be assumed by another club member appointed by the president. The entry fee committee shall:
 - a. Collect fees for all prints and digital images entered in competition. Fees collected shall be submitted to the treasurer.
 - b. In concert with the treasurer, the entry fee committee chair shall review the fee level on an annual basis and make recommendations to the board as to any changes deemed necessary.
4. **Nominating Committee:** The nominating committee is responsible for the identification and nomination of candidates for the officer positions as prescribed in Article III of these By-Laws.
5. **Auditing Committee:** In concert with the treasurer, the auditing committee shall examine the books of the club at the end of the fiscal year and submit a written report to the board. An audit will also be required prior to the end of the fiscal year if the treasurer resigns or is unable to carry out the duties of their office.
6. **Equipment Committee:** The equipment committee shall be responsible for the inventory of club equipment and for storage and maintenance. When funding is authorized by the board, the equipment committee will also be responsible for any repairs or procurement of replacement equipment. At the discretion of the chair and if available, individual committee members can be assigned custodial responsibilities for club equipment.

7. **Communications Committee:** If circumstances dictate, the duties of the communications committee may be assumed by another club member appointed by the president. These duties are as follows:
- Report to the board any inquiries or other information about potential new members.
 - Process member applications and communicate with new members to welcome them into the club.
 - Update member lists and distribute the lists on a regular basis via e-mail or regular mail.
 - Keep members informed on items directed by the board, either by e-mail or regular mail or by telephone as required.
 - Liaison with the secretary to identify any pending communication work.
 - Notify the board of any business or correspondence that would need to be brought to their attention.

Section 2. Additional Committees: If desired, additional standing committees may be formed if approved by the board and incorporated into these By-Laws.

Section 3. Assignments: When necessary, individuals may be appointed by the board to fulfill important club functions. Among these functions are:

1. **Website Administrator:** The administrator shall maintain the club website and perform the following duties:
 - With the consent of the board and in liaison with the treasurer, arrange for payment of any expenditures required for the operation of the website.
 - Update the website monthly to show digital and print images that placed in the latest monthly general meeting.
 - Work with the digital and print directors to ensure that all pertinent monthly competition requirements including image and print sizes are kept current and posted to a visible page on the site.
 - Work with the PSA director to assure that all current PSA and club category definitions are clearly posted for viewing by club members.

Article IX – Meetings

Section 1. Monthly Club Meetings

1. **General Meeting:** A general meeting for the purpose of exhibiting digital images and prints shall be held each month from January through November. A December meeting for this purpose may be held at the discretion of the board.
2. **Business Meeting:** A meeting for the purpose of conducting club business shall be held each month from January through December. Any scheduled meeting may be canceled at the discretion of the president, or if the president and vice-president are not available. For every business meeting a quorum of at least five members must be required.

Section 2: Rules for General Meetings

1. **Eligibility**
 - Only members in good standing are eligible to enter images and prints. All digital and print files must be captured and edited by the submitter.
 - Images and prints may only be submitted once in a calendar year. Any digital image or print may be submitted in a different medium (Digital or print) in a subsequent year.
 - If any image wins a Salon special award or 1st, 2nd, or 3rd place award identified in Exhibit A, that image will not be eligible for any further internal club competitions.

- a. Categories will be determined by a vote of the members prior to the start of the calendar year; and the digital and print directors shall promulgate the categories and rules prior to each monthly meeting. These categories will remain in effect for the entire year.
2. **Submissions**
 - b. The digital and print directors will set the entry deadlines prior to each meeting and promulgate the type and size requirements for submissions.
 - c. Digital and print images must be submitted to the cognizant director by the deadline set by that director and the submitter will indicate to which category the images will be assigned. A submitted image or print must be accompanied by a completed entry form.
 - d. Each submitter must limit his total digital and print images to a number specified by the digital and/or print directors as authorized by the board.
 - e. Digital images or prints shown in prior years but never entered in any Salon may be re-shown to certify eligibility for the next Salon. Images for this purpose can only be submitted during the last two general meetings of the previous year.
3. **Commentary Only**
 - a. Digital images and prints may be entered for commentary only and will not be voted on. The submitter shall notify the digital or print directors of this purpose prior to submittal. Completed entry forms will be required.
 - b. Digital images and prints entered as commentary only will be eligible for the Salon if they meet all Salon requirements.
4. **Voting**
 - a. Prior to each meeting the digital director will electronically collect all submitted digital and print images and post them to an on-line site. The director shall send a link to the members for viewing and voting; set a deadline for collection; and announce the vote results at the meeting.
 - b. The print director shall be responsible for collecting votes on prints.
 - c. The digital director at his or her discretion may also create a video conference feed to allow members not present to view the digital images and images of the prints being displayed at the meeting.
5. **Commentators**

Volunteer commentators shall be invited to critique the projected digital images and the displayed prints. Two commentators are desired, but one can suffice if necessary, and other attending members are encouraged to provide constructive comments.
6. **Awards**
 - a. Digital images and prints will be judged by popular vote and awards will be given for 1st, 2nd, and 3rd place. If three or more images are tied for 1st place, no other awards will be made. If there is a tie for 2nd place, no 3rd place award will be made.
 - b. The commentators may select one or two prints for a special Commentator's Award. This award will be made to those prints with exceptional quality, subject, theme, and impact. Prints displayed for comment only are not eligible for the Commentator's Award.

Article X – Salon Competition

The Salon shall be the annual club competition for digital images and prints.

Section 1. Eligibility

1. All images and prints entered in monthly exhibitions during the previous year are eligible for entry in the Salon.
2. Images and prints must be original and the creation of the submitter. A digital image or print may be re-made and entered as the original provided it accurately reflects the original with only minor changes. The definition of minor changes will be left to the determination of the appropriate director
3. Images and prints not entered in previous Salons may be entered in the current year's Salon, providing the image has been re-shown in the previous year as provided in Article IX Section 2.
4. Any digital image or print winning any Salon special award shall be retired from any further club competition.

Section 2. Categories

The Salon will be divided into seven categories: General; Plants; People/Portrait; Photo Travel; Nature; Animal; and Photojournalism. Additional special categories may be added at the discretion of the digital or print directors as approved by the board.

Section 3. Requirements

1. The digital director shall promulgate the required size and file type for digital images at the time of the Salon's announcement along with any labeling requirements. The director shall also ensure that all requirements for digital images entered into the Salon are posted to the club web site and updated if required.
2. The print director shall promulgate the required print dimensions along with mounting and labeling requirements prior to the Salon. The director will make sure that these requirements are posted to the club web site and shall be updated if required.

Section 4. Submissions

1. Each exhibitor must limit his total submissions to a number specified by the digital or print director. The directors may also limit the number of images an individual can enter in a single category.
2. Submissions must be accompanied by entry forms which list the title of the entry and the Salon category. No Salon entry fee is required. Images and prints must be submitted to the appropriate director by the deadline set by that director.
3. Prints may be shipped by common carrier such as the USPS or UPS. All practical precautions will be taken to prevent damage during shipping. The club assumes no liability and all entrants must accept the possibility of damage as a condition of entry.

Section 5. Awards

1. Salon awards will consist of ribbon awards, special digital awards, and special print awards. These awards are described in Exhibit A to these by-laws.
2. Outside judges will determine the digital and print awards for the purpose of the Salon. Ties will not be allowed. Instructions or guidance to the judges will be conveyed by the digital and print directors prior to each competition. A sample letter is illustrated in Exhibit B for illustration, but may differ at the discretion of the forwarding director.

Article XI – Photographic Society of America (PSA) Competition

Section 1. PSA Competition: The club annually competes in PSA-sponsored inter-club competitions such as the PSA Projected Image Division (PID) and the Nature Division. PSA competitions may be added or deleted by a majority vote of the board.

1. Three inter-club competitions are held in each calendar year and all eligible club members shall be encouraged to enter. PSA membership is not required to participate.
2. The PSA director is responsible for notifying the membership of upcoming competitions and the entry requirements for each.
3. Digital images need not have been shown at any club function. Participants may submit any number of digital images up to a total specified by the PSA director. The PID director will collect all PID entries while the Nature Director will collect all digital Nature entries.
4. Six digital images shall be selected (from each category and from different participants) to represent the club in each competition, and each image will be scored by a PSA-assigned club. PSA merits and honors are awarded to digital images with the highest scores in each judging. The cumulative scores in each competition will be used to determine the club's standing in comparison to other clubs entered in the competition.

Section 2. Competition Rules: According to the PSA rules, each digital image submitted for judging must:

1. Be the work of a club member in good standing.
2. Bear the maker's name and club name (f:67 CC).
3. Not be identical, or nearly identical, to another digital image submitted in the same season.
4. Not have earned an award of merit or honorable mention in the PSA PID or Nature inter-club competition.

Article XII – Other Club Competitions

From time to time the club will participate in other exhibitions or competitions to which the club has been invited. The invitational and traveling show director shall be responsible for coordinating the club entries for these events including promulgating the rules for submission. All members shall be encouraged to participate in these events.

Article XIII – Copyright (Grant of Rights)

1. When submitting prints or digital images to club competitions, the submitter must be the copyright owner; and by submission, grant the club the right to post a reproduction of that print or image to the club website.
2. If for some reason the copyright owner does not wish to grant the club the right to post the submitted work to the club website, then that desire must be conveyed to the digital or print director at the time of submission. The club shall then use the image(s) only for the intended purpose of exhibiting in a competition.

Article XIV – Special Awards

Section 1. Presidents Service Award

1. This award will be presented to the member/members that have contributed to the benefit of the club and its members. The nominee must be a member in good standing and have attended the majority of the meetings in the year of the award.
2. Nominee(s) may be submitted by past presidents and previous winners of this award 3 months prior to the date of the Salon. The board will make the final decision within 30 days and direct that the award be made and engraved for presentation in the Salon.
3. This is a prestigious but optional award and need not be given every year.

Section 2. Salon Participation Award

The purpose of this award is to stimulate interest in external Salons by persons that have not exhibited extensively and to encourage participation in these competitions. This award can be given to both digital and print exhibitors. The scoring criteria for this award is delineated in Exhibit A.

Exhibit A – Salon Awards

1. **Ribbon Awards (Digital and Print):** Ribbons will be awarded for 1st, 2nd, 3rd places and Honorable Mention (HM) in each category as outlined below, provided there are sufficient entries:
 - a. Less than four entries. No awards will be presented and the digital director will place those entries into the “General” category
 - b. Four entries. There will be two awards: 1st place and HM.
 - c. Five entries. There will be three awards: 1st and 2nd place and HM.
 - d. Six through nine entries. There will be four awards: 1st, 2nd, and 3rd place plus 1 HM.
 - e. Ten or more entries. There will be 1st, 2nd, and 3rd place awards. 1 HM award will be given for the first 5 five entries and additional HM awards shall be awarded based on the number of groups of five entries thereafter. (10-14 entries - 2 HMs; 15-19 entries 3 HMs; etc.)
2. **Special Digital Awards:** As deemed appropriate by the board, special trophy awards or certificates shall be awarded independently of ribbon awards for the following categories. These categories are:
 - a. Image of the Year. This award will be chosen by the evaluating club from the 1st place digital images in each category.
 - b. Photographer of the Year. This award will be given to the member receiving the highest total score for the top five digital images after the annual judging. Winners of the digital Photographer of the Year award shall not be eligible for this award in the following year. Ties will be broken by going to the next higher digital image (6), and if necessary, the process will continue until a winner is reached.
 - c. Photojournalism Award. This award will be presented for the best digital image that shows action or human interest in a newsworthy story.
 - d. Photo Travel Award. This award shall be given to the digital image which best captures the feeling of time and place and portrays a land, a people, or a culture in its natural state. There are no geographic limitations.
 - e. Landscape/Seascape/Cityscape Award. This award is given to the digital image considered which best depicts a landscape or seascape. The definition will include both pastoral and urban landscapes. Each entrant shall verify that the picture qualifies for the award by placing an (S) after the Salon category designation on the entry form.

- f. Wildlife Award. The subject matter is restricted to nature in all its forms as defined in the separate category descriptions document posted on the F:67 club website. Each entrant shall verify that the picture qualifies as authentic wildlife by placing a (W) after the annual show category designation on the entry form.
 - g. People/Portrait Award. This award is given to the digital image that best captures the character of a person or persons by showing the subject(s) acting naturally in various environments including family settings; or through a designed portrait taken in a studio or natural setting.
3. **Special Print Awards:** As deemed appropriate by the board, special trophy awards or certificates shall be awarded independently of ribbon awards for the following categories. These categories are:
- a. Best of Show. For the top print from all Salon print entries.
 - b. Landscape/Seascape Perpetual Award. This trophy is awarded for the best landscape/seascape/cityscape print (B&W or color). Each entrant shall verify that the picture qualifies for the Landscape/Seascape/Cityscape trophy by placing an (S) after the category designation on the entry form.
 - c. Portrait Award. A trophy and personal certificate shall be awarded for the print that best exemplifies Portrait photography. If in the opinion of the judges no print qualifies for the award, it shall not be awarded in that competition year.
 - d. Monochrome Award. This award will be given to the best black and white print that meets the following criteria: A picture with varying tones ranging from black or very dark grey to clear grey or white; or a picture with a single tone. A minimum of 4 prints must be submitted to qualify for this award.
 - e. Color Award. This award will be given for the top color print exhibited without regard to category.
 - f. Photojournalism Award. This award will be presented for the best print that shows action or human interest in a newsworthy story.
 - g. Photo Travel Award. This award shall be given to the print which best captures the feeling of time and place and portrays a land, a people, or a culture in its natural state. There are no geographic limitations.
 - h. Wildlife Award. The subject matter is restricted to nature in all its forms. It should not include cultivated flowers and plants, domestic or stuffed animals, or pictures containing humans or human elements. Each entrant shall verify that the picture qualifies as authentic wildlife by placing a “W” after the category designation on the entry form.
4. **Salon Participation Award:** This award is given to members who have participated in external competitions (Salons) during the previous calendar year.
1. A maximum of three exhibitions during a calendar year will be counted towards the accumulation of points. Scoring will be as follows:
 - a. 1 point for each Salon entered up to a total of three in any calendar year.
 - b. 1 point for each different category entered in each exhibition.
 - c. 2 points for each Salon acceptance
 - d. 2 points for each different title/image accepted.
 - e. 3 points for each Honorable Mention, Judges Choice, Special Award, or local medal awarded.
 - f. 5 points for every PSA medal awarded.
 2. No more than one exhibition shall be labeled a “Circuit”. A circuit is an exhibition where three to six judges cast votes for every submitted image.
 3. Members who have received this award or have achieved PSA “Star” ratings are not eligible.
 4. The president or appointed designate will be responsible to tally all points and determine the winner of this award. The deadline for notification will be determined by the board.

5. **Definitions:** Expanded and additional definitions for all special awards are located on the club web site. These definitions will be kept current by the appropriate digital, print, or PSA director.

Exhibit B – Example of an Instructional Letter to External Judges for Non-PSA Competitions

**f:67 Camera Club
Salon 20XX Digital Images)
Instructions to Judges**

RIBBON AWARDS

Awards will be as follows, based on the numerical ratings awarded by the judges. Ties in numerical ratings should be broken by the judges when assigning the ribbon awards (examples as follows).

General	1,2,3 and (6) HM	Plants	1,2,3 and (1) HM
Nature	1,2,3 and (4) HM	People/Portrait	1,2,3 places only
Animal	1,2,3 and (3) HM	Photojournalism	1,2,3 places only
Photo Travel	1,2,3 and (2) HM		

Please comment on the top three digital images in each category. Provide just a sentence or two as to the qualities of the image that influenced the judges' decision.

Trophy Awards

Please select the winning digital images for each of the trophy awards listed below. According to f:67 By-Laws, each digital image can only win one trophy. For example, the digital image that is selected as Digital Image of The Year cannot also receive the Authentic Wildlife Award. One way to approach this would be to select the trophy winners in the order shown below:

Digital Image of the Year Award.

Please select this from the top digital image in each category.

Authentic Wildlife Award.

Digital images and judging sheets marked with a "W" in General, Nature, Plants and Animal categories are eligible. Please select the winning digital image conforming to the definition in the enclosed award description.

Landscape/Seascape Award.

Please select the winning digital image from any digital images marked with an "S" in any appropriate category, such as General and Nature. Landscape includes cityscapes in this camera club. Please read the definition in the enclosed award description.

People/Portrait Award.

Please select the winning digital image from the definition in the enclosed award description

Photojournalism Award.

Please select the winning digital image from the definition in the enclosed award description.

Photo Travel Award.

Please select the winning digital image from the definition in the enclosed award description.

Please return the digital images by (Date). This will give us enough time to get the awards engraved. If possible, copies of the score sheets can be sent by email after the judging.

(Designated Representative), f:67 Camera Club

Exhibit C – Swearing-In Format

The following wording shall be used for the installation of officers:

Installing Officer: "Will the President-elect please step forward."

Installing Officer: "Please raise your right hand, say your name, and repeat after me: I _____
promise that I will faithfully perform all the duties belonging to the office for which I
have elected; I will abide by the By-Laws; I will attend all the meetings of the club during my term of
office when possible to do so. I will endeavor at all times to advance the interest and promote the
welfare of this club. To this I pledge my word of honor."

Installing Officer: "Will the Vice-President, Secretary, and Treasurer elect please step forward."

Installing Officer: "Do each of you accept the office to which you have been elected? "

Officers-elect: "I do."

Installing Officer: "Raise your right hand, say your name, and repeat after me:

' I _____ accept the office to which I have been elected and will faithfully perform all the duties
assigned to me to the best of my ability.'"