



# MCC By-Laws

## Article 1

**1.0** The name of the organization shall be The Memphis Camera Club.

## Article 2

**2.1** The purpose of this organization shall be educational. The goal of the organization shall be to educate the membership and the public in better photography and enjoying its pursuit.

**2.2** The organization shall be not for profit. All income, from dues and other fundraising, shall be expended for activities of the club. No Member or officer shall receive any profit from the funds of this organization. Members may receive reimbursement upon presentation of proper receipts for approved expenditures on the Club's behalf, or may be authorized to expend funds after approval.

## Article 3

**3.1** Membership in this organization is open to any person who is interested in photography and who expresses a desire to belong to this organization.

**3.2** The amount of the annual dues shall be determined by the Executive Committee and approved by the membership at or before the December meeting. Dues are due and payable at the beginning of the fiscal year (Dec-Nov) and are delinquent after January 31. Dues shall be pro-rated for new members only.

## Article 4

**4.1** The office of President and Vice President shall be: for a maximum of two (2) consecutive years. The office of secretary and treasurer can be held as long as someone is willing to do the job and is elected by the members.

**4.2** Duties of the President shall be: to preside at all club meetings and Executive Committee meetings; to appoint chairpersons of all committees except the Competition Committee; to act as spokesperson; to generally supervise and keep in touch with all Club activities.



**4.3** Duties of the Vice President shall be: to assume the duties of the President in his or her absence; to act as Chairperson the the Program Committee, to be a member of the Executive Committee.

**4.4** Duties of the Secretary shall be: to keep records of minutes of all business meetings; to maintain records of the organization; to conduct the correspondence of the Club; to notify members of upcoming meetings unless notified in the Newsletter or email; to be a member of the Executive Committee.

**4.5** Duties of the Treasurer shall be: to maintain the financial records of the Club; to be custodian of the funds; to maintain the membership roster; to be a member of the Executive Committee.

**4.6** Duties of the two Board Members shall be: to perform tasks assigned by the President; to assume the duties of the Secretary and the Treasurer in case of absence; to be members of the Executive Committee and to serve on the program committee.

## **Article 5**

**5.0** The Executive Committee shall consist of seven (7) voting members; the six (6) elected Officers and Board Members, and the Competition Committee Chairman. This body shall meet on a regular basis to conduct the affairs of the club, to set policy and procedures, and to bring before the general membership matters to be voted upon. This body shall also make any decisions that cannot wait for a vote of the general membership at the next regular meeting.

## **Article 6**

**6.0** The parliamentary guide of this organization shall be Robert's Rules of Order Newly Revised in its most recent edition.

## **Article 7**

**7.1** The regular meeting of the Club shall be held on the first, second, and third Thursdays of the month, unless changed by vote of the members. The meeting on the first Thursday of the month shall be devoted principally to Club competition. The meeting on the second Thursday of the month shall be devoted to education. The meeting of the third Thursday of the month shall be for transaction of Club business and for presentation of educational programs.

**7.2** The members present at a regular meeting shall constitute a quorum.

## Article 8

**8.1** Standing Committees shall be the: Competition Committee, Exhibition Committee, Field Trip Committee, Keepsakes Committee, Membership Committee, Newsletter Committee, Nominating Committee, Program Committee, Social Committee, and Education Committee.

**8.2** The Competition Committee Chairman shall be appointed by the Executive Committee.

The Competition committee shall: select judges for the monthly competitions; develop programs to improve judging skills; select judges from outside the club membership for the annual year-end competition and set the criteria for that judging; and obtain the awards for the various Club competitions.

The Competition committee shall be responsible for recording entries, keeping score, setting up and breaking down any scoring aids, and issuing periodic reports on the status of the competitors.

The Competition committee shall, at least once a year, review the rules, regulations, categories, and any other pertinent observations. Changes may be approved by the vote of the membership after previous notification at a regular meeting and or email.

**8.3** The Exhibition Committee shall: arrange venues for public exhibition of members' works; coordinate the annual donation of members' works to the Memphis Camera Club Permanent Collection at Christian Brothers University; work in conjunction with the Curator of Collections at CBU in all matters related to the Permanent Collection.

**8.4** Duties of the Field Trip Committee shall consist of planning of field trips and other photographic activities.

**8.5** The Keepsakes Committee shall be responsible for maintaining and preserving the history of the club, including, but not limited to, scrapbooks and slide and print collections of club activities.

**8.6** The Membership Committee shall be responsible for: manning the sign-in table at meetings; welcoming visitors; welcoming and interviewing new Club members; conducting member surveys; contacting members with special announcements by best method, soliciting new members, and publicizing Club activities.

**8.7** Duties of the Newsletter Committee shall entail the publication of the monthly newsletter "Developments". The newsletter's contents shall include notices, advertisements, upcoming meeting topics, competition results, and other matters of interest.



**8.8** The Nominating Committee shall publish a slate of nominees. Nominees must be members in good standing (dues current and good attendance at club meetings). Additional nominations from members shall be accepted prior to the vote. This committee shall contact all additional nominees, verify their willingness to be nominated, and certify their eligibility. The slate of nominees shall be published in the November newsletter, and/or emailed to members prior to the November election. This Committee shall conduct the annual election at the November business meeting. New officers shall be installed at the first December meeting.

**8.9** Duties of the Program Committee shall be the procurement of speakers and educational material for the business (third Thursday) meeting. Chairperson for this Committee shall be the Vice President.

**8.10** Duties of the Social Committee include: planning and obtaining facilities for the Holiday Party and the Awards Presentation; coordinating other social events associated with Club activities; and like duties as directed by the Executive Committee.

**8.11** Duties of the Education Committee shall be to organize classes on photographic topics.

## **Article 9**

**9.1** These By-Laws may be amended at any regular meeting of the organization by two thirds vote of those present providing notice has been given by email at least one week prior.

**9.2** These By-Laws shall become effective on the date they are approved by the vote of the membership. These By-Laws supersede all previous versions.