Monroe Camera Club

Constitution and Bylaws

MONROE
Camera Club

Our mission is to provide educational opportunities to our members and the public through photography

Revised November 29, 2012

Monroe Camera Club

Constitution and By-Laws

Article 1

Name

The name of this organization shall be the Monroe Camera Club, hereinafter referred to as MCC.

Article 2

Mission Statement

The MCC., a social organization, is organized exclusively for education and sociological causes related to the art of photography.

Article 3

Membership

Section A.

1. Active Member-members who are current in their dues.

Section B. (Privileges of members 18 and up)

2. Member may participate in activities and monthly functions.
3. Members only may receive email updates throughout the year, and receive a membership roster with updates upon request. Members without email addresses will be sent updates by US Postal mailings.

Section C. (Privileges of prospective new members)

1. A prospective new member may attend not more than two (2) meetings before the decision to join and pay the clubs dues.

Section D. (voting)

1. Members only shall be eligible to vote and hold office in the MCC.

Section E. (Dues and Monies)

1. Dues shall be $20.00 per year for an individual 18 and over.
2. The fiscal year of the MCC shall be January 1st to December 31st. however; a member's renewal date is due one year from the date of their paid dues (renewal or new membership).

Junior Membership

Section F. (Definition of Junior Membership)

1. A Junior Membership has been formed to help young photographers. Their membership fee shall be one half **(**1/2) the adult fee or $10.00 per year
2. A Junior Membership is for people with an interest in photography ages 14-17.
3. This membership allows the Junior member to attend all meetings of the MCC plus any other functions such as field trips, potlucks, photo shoots and monthly photo contests.
4. This membership does not allow a Junior member to hold an office, or work with MCC Funding such as raffles or conducting raffles.
5. There must be an adult who attends all MCC functions with the Junior member.

Article 4

Officers

Section A. (Nominations of Officers)

1. The President shall appoint a chairman of the nominating committee, plus up to three (3) members, subject to the approval of the Board at the September meeting.
2. This committee shall present a slate of one (1) or more candidates for each office in October. Additional nominations from the floor will be permitted at this time, providing the consent of the nominee has been obtained.
3. The proposed slate of candidates shall be presented at the November monthly meeting.

Section B (Election of Officers)

1. The Election of officers shall take place at the November monthly meeting by secret ballot if more than one candidate is running for an office and by show of hands if only one candidate is running for an office.
2. Voting by absentee ballot is acceptable for those unable to attend the November meeting.
3. Replicate and absentee ballots shall be printed in an email prior to the November meeting.
4. The nominating committee shall count the ballots during the November meeting and turn over the results to the President to read to the members.
5. Ballots shall be kept in the possession of the nominating chairperson for a period of two (2) months after the election and then will be disposed at the following meeting by the vote of the members present

Section C (Installation of Officers)

1. The newly elected officers shall be installed at the January meeting of the MCC.
2. No member shall hold more than one (1) elected office at a time.
3. Vacancies shall be filled by appointment of the club board.

Section D (Turnover Procedures)

1. Outgoing officers and committee chairpersons shall have the materials of their office, including an annual report, prepared for a combined turnover meeting following installation.

Article 5

Officers Duties

1. All Board members who miss three (3) consecutive monthly meetings will be considered for resignation.

Section A. (President)

1. The President shall preside at all MCC Functions.
2. The President shall appoint a chairperson for committees
3. He/She shall act as ex-official member of all committees except the nominating committee.
4. The President shall formulate an agenda for each meeting or business by email.
5. The President shall act as a representative to the community and other clubs.
6. The President shall appoint a temporary replacement to fill in for and absent officer(s) at any MCC Function

Section B. (Vice President)

1. The Vice President shall assist the President and assume the duties in the absence of the President.
2. The Vice President shall serve as Parliamentarian.
3. The Vice President shall act as permanent secretary and member of the nominating committee.

Section C. (Secretary)

1. The Secretary shall record the minutes of the MCC meeting both business and competition and keep and accurate record of the same.
2. The Secretary shall provide a copy of the minutes of all MCC meetings to the members orally and keep a written record filed.
3. The Secretary shall receive reports and make them available to the current officers and or committee chairperson(s) and interested members in good standing of the MCC.
4. The Secretary shall handle all correspondence as directed by the President: i.e. thank you, sympathy card to members losing family members, get well cards to members who are ill or have lost a mother, father, spouse, child or a card to the family of a decreased member.
5. The Secretary shall notify the newspaper of the club meetings, changes in dates, special events, competition winners, new assignments, club contacts and other new worthy articles. These must be approved by the President.

Section D. (Treasurer)

1. The Treasurer shall be responsible for all funds pertaining to the MCC.
2. Shall be responsible for all monies collected at each monthly meeting.
3. Shall keep records of all monies which must be audited by the club when leaving office and before books are turned over to the new treasurer.
4. Shall present a monthly financial report to the MCC and present a complete Annual written report at the January monthly meeting.
5. Shall keep a roster of current membership list and provide a personalized roster to all MCC member and advise a member when their membership is up for renewal either by email, phone or at a meeting.
6. Shall share new member's information with the Secretary so they will receive the club's information by email or P.O. mailings.
7. A yearly audit will be conducted by at least 3 members in good standing.

Article 6

Meetings

Section A.

1. The monthly competition meeting of the MCC will be held on the last Thursday of each month, unless holidays, bad weather or other events may interfere. **(**Usually if the Monroe Public Schools cancel school, MCC will also be canceled)

Section B. (Special Program Committee/Event Co-Coordinator)

1. The program committee shall schedule special presentations or hands on workshops.
2. The event Chairperson (Coordinator) is the contact person**(**s) to search out speakers, events or interesting ideas for the MCC to take part in or travel to. These ideas need not be funded events but should strive to be i.e. flower shoots, festivals, bird shoots, marshland shoots, botanical gardens etc. A small fee or pay for your own admission or group rates would be best for the MCC. This Coordinator can also seek ideas from all MCC members and research such ideas as to feasibility.

Article 7

Executive Committees

Section A. (Duties)

1. Formulate plans and policies of the MCC.
2. Shall authorize expenditures for a given project that does not exceed $50.00. Expenditures over $50.00 shall be discussed and approved by the membership,. Yearly projects such as the Annual Photo Contest and pot lucks are exempt providing the expenses a given one such as ribbons, prize money, printing or ink. Clubs contribution to pot luck i.e. paper products, drinks food or replacing ink. Etc.
3. Shall be responsible for approving a yearly calendar of MCC activities for that year.

Article 8

Non-Executive Committees

The following committee chairman shall serve on the Board. Duties and positions are as follows:

1. **Historian:**
   a. Shall keep a scrapbook of the MCC activities or news of members and bring the book to meetings when requested by the President or committee member
   b. Act as the MCC collector for the scrapbook at all MCC meetings
2. **Webmaster**
   a. Shall be appointed by the President and shall create a website for MCC. This shall inform the public of all MCC activities, including, officers, time and place of meetings, schedule of displays, monthly pictures of the winning prints from the photo contest and any other information needed to keep the public informed of MCC.
   b. In the event, that the current web master of the MCC website wishes to resign, any club member in good standing can volunteer to take over this job.
3. **Special Committee**
   a. This special committee is one that is formed for a specific function lasting until that activity has been completed. Examples: Special Judging, Scavenger Hunts, Model Shoots, Annual contest, and all others that are set up by the President.

4. **Coordinating Event Chairperson**
    a. This committee and or person already described in Article 6, Meeting section B.

All Special committee chairpersons shall attend MCC meetings to inform members of their committee's upcoming activities or relate this information to the Secretary for broadcasting the information by email to members in good standing. The President may assign added or do away with duties when necessary.

Article 9

Disbursement of Funds

The MCC will determine the distribution of monies and assets of the club. These distributions shall be voted upon by the active membership.

Article 10

Dissolution

Dissolving the MCC club:

In the event that the club has to be dissolved, all assets are to be converted into cash and donated to a charity to be decided by the existing club members in good standing.

Article 11

By-Laws

Section A.

The By-Laws will thoroughly reviewed biannually every two (2) years.

Section B.

Changes deemed necessary will be by vote of the membership of the MCC.

Section C.

The Most recently revised Constitution & By-Laws will be available to the general membership when changes are voted upon, or upon request from any member in good standing by email or hard copy if member has no email address. This revised Constitution and revised By-Laws approved by a majority of voting members present at a meeting as required for adoption and witnessed by the following officers.

1.

2.

3.

4.

Date November 29, 2012

Monroe Camera Club

Revised 11/8/12

Approved 1 / 31 /13

MCC member's notes on By-Laws

Date	Changes or Additions to By-Laws