

Constitution and By-Laws of TOPIC Camera Club

(Adopted 8/30/2017)

ARTICLE I

Name The name of this organization shall be Toledo-Oregon Photographers in Color Slides and shall be known as TOPICS Camera Club.

ARTICLE II

Purpose TOPICS Camera Club is a non-profit organization consisting of a group of people interested in photography. It is the purpose of the group to learn and inspire our photographic interests and to develop our mutual friendships. The group is interested in promoting and teaching photography to beginners as well as advanced photographers through lectures, programs, competitions, lessons and demonstrations.

ARTICLE III

Membership Membership is open to anyone 18 years of age or older. Paid-up membership entitles the member to receive the newsletter, vote in all elections, and be eligible to participate in all competitions.

ARTICLE IV

Dues The annual dues shall be set by a majority vote of club members present and will be payable in September of each year. Any member who has not paid his or her dues by October 31 will not receive the newsletter, will not be eligible to vote in elections, and will not be permitted to participate in club competitions. Membership dues for new members who join after March 1st will include membership for the remaining months of the current season and full membership for the following season.

ARTICLE V

Meetings Regular meetings of TOPICS Camera Club will be held each month, September through May. Club meetings shall be held at such time and place as set by the Board of Directors. The Board of Directors shall meet at least once during the summer to discuss business for the coming year. Another Board of Directors meeting shall be called no later than the end of February to select the officers' slate of candidates, choose contest assignments for the coming year, and see that final arrangements are made for the annual Awards Banquet which will normally be held in May. The Board of Directors meetings will be scheduled at a time and place determined by the President. Additional special meetings may be called at the discretion of the President. Both the officers' slate and contest assignments for the following year shall be presented to the club membership at the April meeting.

ARTICLE VI

Officers The officers of the club shall be President, Vice-President, Recording Secretary, Editor, Treasurer, PSA Chair, Program Chair, Competition Chair, Digital Projection Competition Chair, Print Competition Chair, Refreshment Chair, Public Relations Chair, Nominating Committee Chair and Webmaster. A vacancy in any of the above positions shall be filled by the Board of Directors.

The Board of Directors shall consist of the current officers and the prior year President.

Duties of the Officers

President – shall preside at all meetings of the club and appoint any special committee chair he or she deems necessary.

Vice-President – shall perform the duties of the President in his or her absence or at the President's request.

Recording Secretary – shall record the minutes of the Board of Directors meetings and club meetings when required; prepares and arranges for distribution of club publicity brochure; maintains the club membership list and sees that it is distributed to members; prepares and arranges for printing of the banquet program booklet.

Editor - shall prepare the club newsletter and distribute to members. When possible, the position of Secretary and Editor may be combined with the approval of the Board of Directors.

Treasurer – collects yearly dues; handles refreshment petty cash fund; pays all bills authorized by the Board of Directors; submits a yearly report to the Board of Directors with copies for each board member.

PSA Chair - chooses and submits images for PSA club competitions; shows images to club when returned and announces number of points received for each image; keeps records and is responsible for any correspondence concerning PSA competitions.

Program Chair – shall have the responsibility for the selection and presentation of programs on non-competition nights.

Competition Chair – shall, in cooperation with the Digital Projection Competition Chair and Print Competition Chair, select judges, arrange for time and place of judging, prepare cards and ribbons for winning images, select commentators for contest meetings, return prints after showing, maintain records of competitions, order trophies and ribbons after consulting with the Treasurer, and arrange for year-end judging.

Digital Projection Competition Chair – shall collect digital competition images and in cooperation with the Competition Chair and Print Competition Chair assist in selecting judges, arrange for time and place of judging, prepare ribbons for winning images, select commentators for contest meetings, return digital media after showing, maintain records of competitions, order trophies and ribbons after consulting with the Treasurer, and arrange for year-end judging and showing of winning images.

Print Competition Chair – shall collect competition prints, and in cooperation with the Competition Chair, and Digital Projection Competition Chair, assist in selecting judges, arrange for time and place of judging, prepare ribbons for winning images, select commentators for contest meetings, maintain records of competitions, order trophies and ribbons after consulting with the Treasurer, and arrange for year-end judging and showing of prints.

Refreshment Chair – gets volunteers to provide refreshments for each club meeting; maintains and brings the refreshment equipment and supplies to the meetings. A refreshment kitty fund is collected to cover the expense of the supplies. Surplus funds remaining in the kitty at the end of the year are used for incidental expenses and are to be turned over to the Treasurer.

Public-Relations Chair – has charge of club name tags, takes names of all visitors and introduces them to the club, maintains the club sign-in sheet, is responsible for informing the public about TOPICS Camera Club through local newspapers and/or other available media, and assists in making guests feel welcome at club meetings.

Nominating Committee Chair – shall appoint two or more club members to also serve on a nominating committee. At the February Board meeting, the nominating committee shall recommend to the Board a slate of officers to be voted upon by the members as provided in ARTICLE V.

Webmaster – Dolan will provide the wording for the webmaster job description.

ARTICLE VIII

Amendments

Any proposed amendment must be made in writing to the President. Proposed changes will be presented to the club membership at the next regularly scheduled club meeting, or as soon as possible, thereafter. An amendment may be enacted by an affirmative vote of a majority of the club members present.