

# Chasco Camera Club

Constitution, By-Laws, Rules and Guide Lines  
Pasco County, Florida

## Constitution, By-Laws, Rules and Guide Lines

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Revised ~~~~~ October 1979

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### ARTICLE I. Organization

#### Section 1. Name

This organization shall be known as, The Chasco Camera Club.

#### Section 2. Acknowledgement

The officers and members acknowledge and shall be governed at all times by the rules and regulations as set forth in this constitution, by-laws and guide lines.

#### Section 3. Purpose

The purpose of this club is to promote an interest in photography, to further educate its members in the various photographic arts and techniques, to encourage them to participate in photography contests, exhibitions, etc. and to further promote co-operation and good fellowship among the club's membership.

#### Section 4. IRS 501 (c) 7.

This club is considered a non-profit hobby club. Under IRS guidelines, the monies paid to the club are not considered charitable donations.

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## ARTICLE II. Members

### Section 1. Members:

Any person interested in photography may become a member of this club, as provided for in the By-Laws. (See Articles VII & VIII )

## ARTICLE III. Officers, Chairs and Governing Body

### Section 1. Composed Of:

The governing body of this club as to its policy, operation and programs shall be an Executive Board composed of the following members, the President, Vice President, Secretary, Treasurer, who are the officers of the Club. The Committee Chairs and Co-Chairs may also be invited to attend as participants of the Executive Board as their input and interaction is an important Characteristic of the Club decision making process.

### Section 2. Elected Officers:

President, Vice President, Secretary and Treasurer shall be elected at the first meeting in December. The term of office shall be one (1) year.

### Section 3. Appointed Committee Chairpersons:

The Competition Chairperson, Co-Competition Chair, P.S.A Representative, FCCC Representative, Webmaster,

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Events Director, Refreshment Chairperson and Member At-Large, shall be appointed from volunteers from the membership by the President and approved by the Elected Officers of the Club. (If a positions cannot be fill through the membership it will remain open.)

## Section 4. Installation:

The governing body shall take office on the first day of January of the new calendar year. Installation of Club Officers will take place at the Annual Awards Luncheon held in January.

## ARTICLE IV. Officers and Officer's Duties

### Section 1. President

- (A) Preside over all business and board meetings.
- (B) Reserve meeting room at least two (2) months in advance.
- (C) Appoint a committee in October to facilitate the events of the Annual Awards Luncheon including officer installation activities which will take place at this luncheon.
- (D) Notify Webmaster of meetings, field trips and other planned activities including dates and any other pertinent information to be posted on the website and other social media for the members.
- (E) Receive from Treasurer current membership updates to be added to the Membership Roster for publication on the "Members Only" section of the Club's website.
- (F) At the first meeting in September, assemble a nomination committee of volunteers from the membership who will present a slate of members seeking to run for the offices of this Club. ( see Article XII )

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- (G) Assemble committees when and where the need arises for new projects.

### Section 2. Vice-President

- (A) In the absence of the President, Vice-President shall preside and perform the duties of the President.
- (B) The Vice-President shall act as program director and shall arrange appropriate programs as needed.
  - (a) Arrange a program to follow each monthly business meeting.
    - (1) Programs should be educational and be of photographic value.
    - (2) Programs to have photographic value.
    - (3) Secure programs material for or from the membership whenever possible
    - (4) In coordination with the president, provide information to the Webmaster for the web and social media calendars.

### Section 3. Treasurer

- (A) The Treasurer shall have custody of all club funds and the responsibility of receiving and depositing said funds in the club's checking account.
- (B) Pay all authorized bills when receipts are presented.
- (C) Disburse such funds as the board may direct, paying by check if possible.
- (D) Keep a record of all transactions and funds.
- (E) Be prepared to give a financial report at the first meeting of the month or as required.
- (F) Prepare and deliver an End-of-Year financial report.
- (G) Have membership application forms available.



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- (H) Maintain a current membership roster for publication on the “Members Only” section of the club’s website.
- (I) In November and December, announce that dues are payable in January.

### Section 4. Secretary

- (A) Record and maintain minutes of all meetings and publish them to the officers and members as soon as possible.
  - (a) Minutes shall contain, dates and times of current and scheduled meetings and other upcoming events.
- (B) Conduct club correspondence as directed.

### Section 5. Competition Chairperson

- (A.) Print Competition;
  - (a) Receive and prepare all material for competition or related showing.
  - (b) Make sure images are in compliance with the rules of competition.
  - (c) Select competent judges from the membership.
    - (1) Judges shall be persons with good knowledge in the field of photography and some training in the capacity of judging photographs.
  - (d) Help educate members to become proficient judges.
  - (e) Announce judging results and critique images or appoint a competent person to critique images to assist members in improving their photographic skills.
  - (f) Have competition Honors and Award results published on the club’s website.
  - (g) Care for and have all needed equipment ready for each competition meeting.

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- (h) Prepare winning images for the year-end competition to be viewed at the Annual Awards Luncheon.
- (i) Have up-to date competition forms and/or labels available upon request.
- (j) Have cotton gloves to handle prints available at all print competitions.
- (k) Appoint assistants for the showing of images to be judged and instruct them in the proper handling of photographic materials; i.e. all prints shall be stacked face down except the print on the bottom, which must be face up.

**(Note: The photo-graphic surface must always be protected. Photographic sides do not touch.)**

- (B.) Digital Competition;
  - (a) In the absence of the Webmaster appoint a knowledgeable assistant to receive, via e-mail, all digital images, arrange them in the proper categories on the club's computer and present them for competition via the clubs digital projector.
  - (b) Announce judges' results and critique image as necessary to help members become better photographers.

### Section 5A. Co-Competition Chairperson:

- (a) Shall fill in for the Competition Chairperson in his/her absence and assist with competitions, securing judges and critiques.
- (b) Shall maintain the Competition Spreadsheet scores and send copies to the Webmaster for posting of the website.

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- (c) Will process and handle digital photographs for Club Competitions.
- (d) Will show digital photographs during Club Competition for judging and critiquing.
- (e) Will manage A/V equipment ( projectors, microphone etc) and bring to Club meetings.
- (f) After last competition meeting of December and prior to Year End Competition, will send a copy of score spreadsheets to the Competition Chairperson.
- (g) Will assist with Year End Awards, planning and ceremony presentations.

### Section 6. Webmaster

- (A) Shall set up and maintain the club's website.
- (B) Shall post the results of both print and digital competition scores and upload the winning images to the Club's website.
- (C) Shall post membership roster on a secure section of the Club's website indicated as, "Members Only".
- (D) Shall post newsletters, meeting time and location and other club activities as requested by the board.
- (E) Shall make sure Web Fees are paid, by presenting the the bill to the Treasurer for timely payment.
- (F) Will maintain Club's computer.

### Section 7. Photographic Society of America (P.S.A.) Representative

- (A) Shall gather all information from the P.S.A. and present it to the members at the regular meetings.
- (B) Shall make sure P.S.A. dues are paid by presenting the dues notices to the Treasurer.

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### Section 8. Florida Camera Club Council (FCCC) Representative

- (A) Shall maintain contact with FCCC and distribute any and all information to the members.
- (B) Shall facilitate the mechanism for membership participation in any competitions and or other activities with the FCCC.
- (C) Shall make sure FCCC dues are paid by presenting the dues notice to the Treasurer in a timely manner.

### Section 9. Events Director

- (A) Shall schedule any outside event for the Club including but not limited to: Annual Awards Banquet, Scavenger Hunts, Field Trips, etc.
- (B) May appoint assistant to help carryout these activities.
- (C) May submit receipts to the Treasurer for cost of supplies.
- (D) Will notify Webmaster of Events for that they may be posted to the Website and other social media.

### Section 10. Refreshment Chairperson

- (A) Shall maintain the coffee and snack supplies.
  - 1. Making coffee and supplying snacks for each Club meeting.
  - 2. Shall organize and ask for assistance from membership to supply food and snacks for the Year End Competition meeting.

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(B) May submit receipts to the treasurer for cost of supplies.

(C) May appoint an assistance.

### Section 11. Member At Large

(A) Duties;

1. To assist other Board Member when and as needed.

### Section 12. Social Media Chairperson

(A) Duties;

1. Post Club activities to social media networks.  
( Meet-Up website, Newspapers adds, etc. )

(B) May submit receipts to the treasure for cost related items.

## ARTICLE V. Executive Board / Governing Body

### Section 1. Rules and Duties

(A) The executive board shall be the governing body of this club.

(B) The executive board shall establish all the rules of the club.

(C) They shall establish the dues required for membership, with the approval of the membership.

(D) They shall submit to the club membership for approval of any unusual proposed expenditures from the club funds.

(E) They shall present to the membership for their approval any important suggestions or recommendations originating from the executive board or any member.

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### Section 2. Meetings

The Executive Board shall meet at the request of the President or a two-thirds vote of the executive board. These meeting may be held either in person or by e-mail.

### Section 3. Appointments

- (A) The President shall appoint persons from the membership to fill vacancies on the Executive Board for the unexpired term with the approval of a majority vote of the Club's Officers.
- (B) Should the office of President become vacant, the Vice-President shall assume this office and the office of Vice-President shall be filled as stated in Article V, Section 3, (A).

## ARTICLE VI. Club Meetings

### Section 1. Regular Meetings

- (A.) Regular meetings will be held on the first and third Tuesday of each month except during the summer months of June, July and August.
  - (a) The first meeting of the month will be a business meeting and may also include a "scheduled" program presentation.
  - (b) The second meeting of the month will be a competition meeting.

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(B.) Informal meetings held during June, July and August need not follow the pattern or structure of the regular meeting at the discretion of the membership.

(a) There may be only one (1) meeting held during each of these three months.

(C.) Meeting changes may be made at the discretion of the Executive Board to accommodate special needs or requirements.

### Section 2. Business Meetings / Special

(A) The first meeting in December shall be a special business meeting and shall include any special reports from the nominating committee, the election of officers and the normal transaction of any other business of the club. This meeting will also be a regular competition meeting.

(B) The second meeting in December shall be the Year End Competition meeting and will be judged by an outside the club group of judges.  
(See Article XI section 1)

## ARTICLE VII. Membership

### Section 1. Application

Any person interested in photography may make application for membership in this club. The approved dues shall accompany the application.

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### Section 2. Unpaid Dues

(A) Any member whose dues are in arrears for more than one (1) month shall be dropped from the membership. They

may not enter any club photo competition or participate in any members only club activities. They shall also forfeit any photographic awards or points received that year. These awards and points shall not be reinstated. **( No Exceptions )**

### Section 3. Responsibility

By accepting membership in this club, members agree to the following waiver of responsibility: While all possible precautions will be taken by the Chairperson of competition and the board, neither they nor the club can assume responsibility for the loss of or damage to prints or digital images. Submission of prints or digital images implies acceptance of the rules and regulations in publications published by the club.

## ARTICLE VIII. Dues

### Section 1. Amount

The amount of dues of this club shall be set by the Executive Board and approved by a majority vote of the members present at that meeting.

### Section 2. Date Due

Dues are payable on or before January 31st of each new calendar year.



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### Section 3. Partial Year Application

Dues for any application for membership tendered after April shall be on a prorated quarterly basis.

- (1) April through June at 75% dues amount.
- (2) July through September at 50% dues amount.
- (3) October through December at 25% dues amount plus the full amount of the following years dues amount.

## ARTICLE IX. Amendments

### Section 1. Organization

Any member may propose amendments to the constitution and by-laws by written petition to any member of the executive board.

### Section 2. Approval

To become effective, the proposed amendment must be approved by a two-thirds vote of the executive board that shall then submit the proposed amendment at the next regular business meeting for approval by a majority vote of the members present.

## ARTICLE X. Competition Rules

### Section 1. General Rules

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- (A) Any and all prints or digital images submitted for competition must be the work of the member submitting them.
- (B) The Competition Chairperson shall have the responsibility of setting the Rules of Competition, with the approval of the Executive Board and a majority vote of the members present.
- (C) Competition Rules are part of this document, but will be published on the Clubs Website separate from the Constitution and By-Laws.

## ARTICLE XI. END of YEAR COMPETITION

### Section 1. Judging

End of Year Competition Judging shall be done by an entity outside the Chasco Camera Club Organization; (i.e. Association, Club or Individuals designated by the Competition Chairperson.)

## ARTICLE XII. Election Procedures

### Section 1. Eligibility

- (A) Any member of this club who is in good standing may run for any office of this club.
- (B) Current officers shall be eligible for re-election or to run for any other office of this Club. However, their running shall not exclude any other member from running for the same office.

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### Section 2. Guidelines for Election Process

- (A) At the first business meeting in September, a nominating committee made up of two (2) to three (3) volunteers from the membership shall be appointed by the Club President. This committee shall meet at their convenience at a later date and select a chairperson from among themselves.
  
- (B) The Chairperson of the nominating committee shall take the floor during the first business meeting in October and put forth a written nominating form for the officers of this club. (i.e. President, Vice President, Secretary, Treasurer.) The Chairperson of the nominating committee shall entertain any motions or discussion from the floor.
  - (a) Members who are not in attendance at this meeting may submit their nominations to the nominating committee via any means within five (5) days after this meeting. (i.e. e-mail, phone call or in person) These nominating forms shall be collected by the nominating committee at the end of this meeting and held for a minimum of five (5) days.
  
- (C) The nominating committee shall then meet at their convenience and place the names of candidates for each office on a ballot to be presented to the

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membership at the first business meeting in November for a secret vote.

(a) This ballot shall list no more than two (2) candidates for each Office. (i.e. President, Vice Present, Secretary, and Treasurer.)

**( Note: In the event any Office receives more than two (2) nominations, the two (2) nominees receiving the most nominations shall be placed on the ballot.)**

(b) If only one (1) candidate has been nominated to run for an office, he / she shall run unopposed.

(c) Absentee ballots shall be available from the nominating committee for any member that can not attend the November election day meeting.

(d) Absentee ballots must be returned to a member of the nominating committee within 5 days after the election day.

**( There are No Late EXCEPTIONS )**

(D) The nominating committee will meet at their convenience and count the votes from the all collected ballots submitted.

(E) The Chairperson of the nominating committee shall announce the election results at the first scheduled meeting in December.

(F) There shall be no term limits.

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## ARTICLE XIII. Rules of Order

*Roberts Rules of Order* shall govern the Club in all cases in which they are applicable except when they are in conflict with the Constitution and By-Laws of this Club.