

CONSTITUTION

ARTICLE I - NAME

The name of this organization shall be the Park West Camera Club.

ARTICLE II - PURPOSE

The purpose of the Park West Camera Club shall be:

- to encourage the practice of amateur photography;
- to promote photographic awareness;
- to share photographic knowledge;
- foster sociability and new friendships.

ARTICLE III - MEMBERSHIP

Sec 1 - There shall be two (2) classes of membership:

- Basic membership, including all privileges; and
- Life membership, awarded in recognition of a long and faithful period of outstanding service to the Club, or to special friends of the Club to whom it is desired to accord signal honor, shall be conferred by action of the Club, upon recommendation of the Executive Committee. Life members shall be exempt from the payment of dues. A life member will lose his/her voting privilege when he/she fails to comply with Article I- Qualifications for Membership, as stated in the By-Laws.

Sec 2 - Membership in the Park West Camera Club may be suspended or terminated for any of the following reasons, in the manner hereinafter provided:

- by voluntary action on the part of the member;
- by expiration of Club dues;
- by violation of the Constitution or By-Laws, or conduct affecting the Club or members of the Club in an adverse or injurious manner.
- The procedure for suspending or terminating membership as a result of any of these violations shall be incorporated in the By-Laws.

Sec 3 - Each member shall file his/her current mailing address and e-mail address with the Membership Secretary.

ARTICLE IV - OFFICERS

Sec 1 - The elected officers of the Park West Camera Club shall be: President, Vice-President, Treasurer, Membership/Corresponding Secretary, Recording Secretary, and two (2) at-large members. The term of office shall be one (1) year, or until a successor shall be elected. All officers shall be members in good standing. An honorific title of

President Emeritus shall be given to outgoing Presidents who have served in the position of President for 20 years or more.

Sec 2 - Duties of Officers

- The President shall be the administrative officer of the Club, responsible for its effective functioning as an organization. The President shall preside at all regular and special meetings of the Club, and at all meetings of the Executive Committee, and shall be a member ex-officio of all committees. The President shall appoint chairpersons of Club committees and chairpersons to oversee the functioning of special committees and special activities of the Club. The President shall be responsible for the effective functioning of appointees and of the other Club officers. The President shall, upon leaving office, turn over, in good order, all Club records of his/her administration to his/her successor.
- The Vice-President shall aid the President in the discharge of his/her duties and shall carry out such other duties as may be designated by the President. The Vice-President shall preside at meetings in the absence of the President. In the event of the continued absence, resignation, or disability of the President, the Vice-President shall become Acting President and shall perform all the duties of the President until his/her return, or until a new President shall be elected.
- The Treasurer shall keep the financial records of the Club, record all financial transactions, and maintain such records in proper, current order. The Treasurer shall submit an abbreviated financial report to the membership in each issue of the Club's newsletter and present a full financial report to the membership at the Club's four business meetings. The Treasurer, in conjunction with the Membership Committee, shall be responsible for receiving membership dues, and for maintaining a master file of current members. The Treasurer, upon leaving office, shall turn over, in good order, all Club financial records to his/her successor.
- The Membership/Corresponding Secretary shall be responsible for maintaining the membership mailing list in current order, in consultation with the Treasurer and the Membership Committee. The Membership/Corresponding Secretary shall be responsible for all mailings to the membership, and for other correspondence as may be directed by the President. The Membership/Corresponding Secretary shall keep a file of all letters to the membership, and all other correspondence, and shall carry out such other duties as may be delegated by the President. The Membership/Corresponding Secretary, upon leaving office, shall turn over, in good order, all Club correspondence and membership records to the President.
- The Recording Secretary shall record minutes of business meetings and of Executive Committee meetings. The Recording Secretary shall be responsible for keeping the book of minutes in proper order and for the distribution of all

minutes to the Executive Committee members and for publication in the Club's newsletter on a timely basis, and shall carry out such other duties as may be delegated to him/her by the President. The Recording Secretary, upon leaving office, shall turn over, in good order, all minutes and official records to the President.

- The President Emeritus shall serve on the Executive Committee in an advisory but non-voting capacity.

Sec 3 - The Executive Committee

- The Executive Committee shall consist of the officers of the Club, two elected at-large members, and the non-voting President Emeritus. Members of the Executive Committee shall serve as liaisons to the committees as appointed by the president.
- It shall meet five times during the Club year: prior to each of the four business meetings in September, November, March and May, and a planning session in June after the end of the Club year. It shall meet more often if the situation requires extra meetings. Such extra meetings shall be called upon the request of any member of the Executive Committee.
- Its duties shall include planning and coordination of activities, discussion of matters of Club policy, preparation of agendas for the business meetings, and the proposal of an operating budget for the Club season.
- Dates, times, and locations of regularly scheduled Executive Committee meetings shall be published in *Photo Notes*. Agendas for the Executive Committee meetings shall be e-mailed to the membership at least one week prior to said meetings.
- Quorum of the Executive Committee shall be four (4) of the seven (7) members.
- Club members may attend Executive Committee meetings. Due to the sensitivity of some discussions, some meetings of the Executive Committee, or parts thereof, may not be open to Club members. All guests at Executive Committee meetings are invited with voice but without vote.

ARTICLE V - APPOINTIVE PERSONNEL AND COMMITTEES

Sec 1 - There shall be the following committees: Membership, Social, Workshop, Competition, Program , Gallery , Field Trip, Photo Notes, House, Web Site, and any other committee or personnel as appointed by the President.

Sec 2 - Duties of Appointive Personnel and Committees

- The Membership Committee shall extend the hospitality of the Club to visitors and guests, acquaint potential new members with the purposes and organization of the Club and familiarize new members with Club rules and procedures. It shall keep Club attendance records and report to the Executive Committee on membership eligibility.

- The Social Committee shall plan and provide refreshments at the business meeting and at other meetings designated by the Executive Committee; organize and implement plans for Club social events including, but not limited to, the Chuck Pine Labor Day picnic, the Holiday Party and the Otto Litzel Memorial Dinner.
- The Workshop Committee shall originate and supervise photographic workshops in accordance with the purposes of the Club. The Workshop Committee is responsible for the maintenance and general upkeep of all the Club owned equipment.
- The Competition Committee shall administer monthly and year-end competitions, keeping records of cumulative scores and apprising judges of the rules of competition as specified in the Club By-Laws.
- The Program Committee shall be responsible for scheduling guest speakers and judges, and for maintaining a file of their names and addresses and of their areas of expertise. The Committee shall solicit and schedule Club members to present "curtain raiser" programs to precede guest speakers.
- The Gallery Committee shall plan and hang all Club exhibits.
- The Field Trip Committee shall plan and implement trips of photographic interest. The committee shall send field trip schedules and changes to the newsletter and website committees for posting.
- The *Photo Notes* Committee shall write and edit a monthly newsletter in good time to notify members of Club programs and activities, and shall, in collaboration with the Corresponding Secretary, aid in its distribution.
- The House Committee shall be responsible for the setting up and putting away of all equipment required at meetings, including, but not limited to, chairs, projectors, and screens, as well as the upkeep of the Club's storage areas. The House Committee is also responsible for ensuring the regular meeting venue is opened, set up, cleaned and closed in a timely manner.
- The Web Site Committee shall be responsible for the maintenance and up-keep of the Club's internet web site. This shall include, but is not limited to, uploading current information, removing outdated information, and suggesting and/or making changes to the web site as decided by the Club or as made necessary by changing technology.

ARTICLE VI - ELECTIONS

Sec 1 - A Nominating Committee shall be appointed by the President at the March business meeting. The Nominating Committee shall choose a slate of qualified and willing Club members as candidates for the offices, to be presented at an April meeting of the Club. Nominations from the floor will be accepted at this and succeeding meetings prior to the election at the May business meeting. No further nominations will

be accepted, except in the case of a nominee's withdrawing or becoming incapacitated and there being no candidate for an office.

Sec 2 - The election of officers shall be held at the May business meeting. All votes shall be cast at the meeting; there shall be no absentee balloting. Newly elected officers shall assume their duties at the Otto Litzel Memorial Dinner.

Sec 3 - Vacancies occurring during the year shall be filled by appointment of the President, or Acting President, with the approval of the Executive Committee.

ARTICLE VII - MEETINGS

Sec 1 - Club meetings shall be held weekly beginning in September and ending in June, with the exception of some legal holidays as designated by the Executive Committee, and when designated by the Executive Committee during the summer period.

Sec 2 - There shall be one (1) business meeting during each of the months of September, November, March, and May. An agenda will be sent by the Executive Committee to the membership at least one week prior to the business meeting. However, business which can be simply and easily disposed, in the judgment of the presiding officer, may be brought up and acted upon at any regularly scheduled meeting.

Sec 3 - The order of business at a business meeting shall be as follows: (a) Meeting called to order; (b) Minutes of the preceding meeting; (c) Treasurer's report; (d) Committee reports; (e) Old Business; (f) New business; (g) Good and welfare; (h) Adjournment. The order of business at any business meeting may be altered for special activities if voted upon by a majority of those members present at that business meeting.

Sec 4 - A quorum at a business meeting shall consist of 20% of the total members in good standing of the Club. Business shall be transacted in accordance with Robert's Rules of Order. Only members in good standing may vote.

Sec 5 - The President or other presiding officer will use all parliamentary procedures at his/her disposal to limit discussions of old or new business to a reasonable period of time.

ARTICLE VIII - BUDGET AND DUES STRUCTURE

Sec 1 - All committees shall prepare and submit to the Executive Committee, prior to the end of April, a written statement of monetary needs for the following Club year (October 1st through September 30th).

Sec 2 - The Executive Committee shall submit to the membership at the May business meeting: (1) the budget of expected income and expenses; and (2) dues structure (both dues and room rental fees) for the following Club year.

Sec 3 - The proposed and/or amended budget and dues structure shall be approved by a majority vote of the membership present at the May business meeting as long as a quorum (20%) of all members in good standing is present and voting.

Sec 4 - Members shall be notified in the newsletter by September 1st of each year of the expiration of membership. If the following year's dues are not paid by September 30th, membership shall be terminated automatically.

Sec 5 - New members who join after October 31st will pay a prorated fee as determined by the Executive Committee. New members who join the Club on or after June 1st of any Club year shall have their dues apply to the following year's membership. New members who enroll in and pay for a Club sponsored class shall have the class payment applied to their membership.

Sec 6 - Refunds shall not be made on any membership dues or fees.

ARTICLE IX - BY-LAWS

Sec 1 - The operating rules of the Club shall be known as the By-Laws.

Sec 2 - Amendments and revisions of the By-Laws shall be approved in the same manner as amending the Constitution.

ARTICLE X - AMENDMENTS

The Constitution of the Park West Camera Club may be amended in the following manner: Any amendment is to be submitted in writing by any member in good standing at a regular business meeting of the Club. Such amendment, properly seconded, shall be recorded in the minutes of the meeting and shall be published in the next regular issue of *Photo Notes*. Such amendment shall be discussed and voted upon at the next regular business meeting following publication. An amendment shall be approved by a two-thirds (2/3) vote of the membership at that meeting as long as a quorum of twenty percent (20%) of all members in good standing is present and voting. Said amendment shall be published in its entirety in the next regular issue of *Photo Notes* following ratification.

ARTICLE XI - Dissolution

Sec. 1: Should a majority of the Executive Committee conclude that the Park West Camera Club can no longer continue as a viable organization, they may call a special meeting of the Club's membership for the sole purpose of proposing dissolution of the Club. The Executive Committee must give ample prior notification and clear notice of the purpose of this meeting.

Sec. 2: At the special meeting, if two-thirds (2/3) of the members present agree that the Club should be dissolved, the Executive Committee will prepare a resolution to dissolve the Club, which then will be emailed to the full Club membership for voting. Members will have two (2) weeks to return their email ballot. The Executive Committee will send regular reminders to members to return them. In order for the dissolution resolution to pass, three-quarters (3/4) of the Club membership must vote yes.

Sec. 3: Upon dissolution, the Executive Committee shall be responsible for the paying of all outstanding liabilities of the Club. Any and all physical property of the Club will be sold, donated, or otherwise disposed. Any money remaining in the Club's treasury will then be donated to a photography-related organization.

This Constitution displaces and replaces any and all previous Constitutions of the Park West Camera Club, or any parts thereof, all of which are hereby declared to be null and void.

Adopted: October 1937

Revised: October 1980

Revised: April 2003

Revised: November 2012

Amended: May 2023; November 2023, September 2025