

NIH CAMERA CLUB BY-LAWS

ARTICLE I - NAME

The name of the Club shall be National Institutes of Health Camera Club, hereinafter referred to as NIH Camera Club.

ARTICLE II - PURPOSE

The NIH Camera Club is a non-profit organization. Its purpose is to encourage its members to increase their knowledge, skills, and enjoyment of photography by holding meetings, classes, lectures, and demonstrations of the various phases of photography, and conducting photographic competitions, workshops, and other photography related activities.

ARTICLE III - MEMBERSHIP

Section 1. Qualifications

Membership shall be open to all persons, not only NIH employees, and shall be unrestricted by nationality, race, life style, color, sex or sexual orientation, religion, age, or handicap.

Section 2. Dues

Annual membership dues shall be due and payable by the first regular NIH Camera Club meeting in September of each year.

Proposals for a change in dues must be published in the NIH Camera Club newsletter at least one month prior to a vote by the membership at a regular or special meeting. With a quorum present, a simple majority vote is required to approve any change in dues.

Any change in dues shall become effective at the beginning of the next fiscal year and after notification to the membership via the newsletter.

Section 3. Rights and Responsibilities

A member is defined as a person who has paid and is current with their membership dues.

Only members are eligible to compete in the regular monthly competitions.

People who have not paid their membership dues may be maintained on the mailing list through the third regular meeting of the fiscal year, but are not eligible to vote on Club business.

Members are expected to abide by the rules of competition, available on the Club website.

ARTICLE IV - OFFICERS AND BOARD

Section 1. Board and Officer Positions

There shall be four elected officers: President, Vice-President, Secretary, and Treasurer. As soon as possible after the June election, the President will review and approve standing committees. The President will appoint the chairpersons of the Nominating Committee and all standing committees. Standing committees typically include Website Committee, Newsletter Committee, Membership Committee, Publicity Committee, Program Committee, Workshop and Education Committee, Field Trip Committee, Social Committee. The elected officers, chairpersons of the standing committees, and the immediate past president will constitute the Board. The Board will appoint representatives to outside organizations such as PSA or Nature Visions, as needed. These representatives will also become members of the Board. The Board shall announce the standing committees and their chairpersons in the newsletter as soon as chairpersons are confirmed.

Section 2. Terms of Office

The elected officers shall serve for a term of two years and shall not be eligible to serve more than two full consecutive terms in the same office. The Board, at its discretion, may waive this limitation for the office of Treasurer.

In the event of a vacancy occurring in the office of President, the Vice-President shall succeed to the vacant office. All other vacancies shall be filled by Board appointments.

Section 3. Duties of Elected Officers

President

1. Preside at all official NIH Camera Club meetings, including Board meetings.
2. Direct the affairs of the Club.
3. Appoint Committee Chairpersons.

Vice-President

1. Substitute in the absence of the President as required and carry out such responsibilities as the President directs.
2. Serve as President, if the President retires or leaves the office.

Secretary

1. Record minutes of Board meetings.
2. Assure compliance with the published rules of competition.
3. Maintain records of competition results.

Treasurer

1. Maintain the financial records and present reports at Board meetings.
2. Pay financial obligations, previously approved by the Treasurer or the Board.
3. Collect annual dues.

Section 4. Board Functions

Board meetings will be held as necessary, but no fewer than three times a fiscal year.

The President or three members of the Board may call additional meetings as necessary upon notice to all Board members at least one week in advance of the meeting.

All Board meetings shall be open to the general membership. Members not on the Board may speak before the Board and are entitled to submit questions to the Board, but shall not have a vote in its business.

Board functions include:

1. Supervising the affairs of the NIH Camera Club, coordinating the activities of the various committees, and approving the significant expenditure of funds.
2. Approving competition categories and topics for future fiscal years and setting competition dates.
3. Determining compensation for judges and speakers.
4. Defining duties of the appointed Board members in Standard Operating Procedures (SOPs); explanatory documents that describe SOPs are found on the NIH Camera Club website.

Any recommendations regarding the rules of competition will be discussed by the Board, published in a newsletter, and then taken to the general membership for a vote. With a quorum present, only a simple majority vote is required to enact changes to the rules of competition.

ARTICLE V - MEETINGS

Section 1.

Regular meetings of the general membership shall be held on the second Tuesday of each month from September through June. Business may be conducted at any regular meeting. Conduct of business requiring a vote shall be in accordance with Robert's Rules of Order. To the extent feasible, the Club will hold additional monthly meetings, as determined by the Board.

Section 2.

Competitions will be held during the regular meetings. The Club will typically hold monthly competitions for members at various levels of experience, and in various categories (e.g. digital, print, color, monochrome). Competitions in special categories, or regular meetings without competitions, may be held periodically at the discretion of the Board.

ARTICLE VI - QUORUM

Section 1.

A quorum for the transaction of business requiring a vote at a regular meeting shall be one-third of the paid-up membership.

Section 2.

A quorum of the Board shall be a simple majority of the Board members, two of whom must be elected officers. If one person holds more than one board position, that person will still only have one vote.

ARTICLE VII – OFFICIAL PUBLICATION

Section 1.

The official publication of the NIH Camera Club shall be a newsletter named *Cameraderie*. This newsletter shall contain all notifications of Club business as required by these Bylaws plus any other related items of interest to the members.

Section 2.

The newsletter shall be published monthly from September to June and once in the summer (July - August). The newsletter will be posted on the Club website and a publication announcement will be sent by e-mail to all members. Reasonable efforts shall be made to see that the newsletter reaches the members at least one week before each regular meeting. Special issues may be published as deemed necessary by the Board.

Section 3.

Members are welcome to submit photography-related items for publication in the newsletter, provided they are not derogatory, derisive, or otherwise contrary to the well-being of the Club. Any uncertainty about the appropriateness for the newsletter of a submitted item shall be resolved by the president, by exercise of his/her discretion.

Article VIII – Fiscal Year

The fiscal year of the NIH Camera Club shall begin July 1 of each year and extend through the following June 30.

ARTICLE IX - ELECTIONS

Section 1.

The Chairperson of the Nominating Committee shall convene meetings of the committee as necessary to prepare a slate.

The Nominating Committee shall present a slate of candidates to the Board by the regular April membership meeting. The positions for President and Vice-President will be filled in odd years and for Secretary and Treasurer in even years. Preferably two candidates for each position will be submitted. After presentation to the Board, the slate will be published in the May and June newsletters.

Section 2.

Elections will be conducted by the Nominating Committee at the regular June meeting. After presentation of the slate, the committee shall solicit and accept nominations from the floor. Neither the slate nor floor nominations need a second. However, each candidate must state a willingness to serve.

Section 3.

Whenever there is more than one candidate for an office, election shall be by written ballot. If a position is uncontested, a voice vote may be taken.

Section 4.

Winners of the election will be announced by the end of the June meeting and will assume their duties as of July 1st.

ARTICLE X – SPECIAL AWARDS

A special award was created in honor of Lorraine Lasko, an exemplary, well-loved member who died in 2013 after serving as the Program Chairperson for over ten years. The award is called the NIH Camera Club Lorraine Lasko Service Award. The Board will decide the nomination process, its conduct, and the award amount.

ARTICLE XI - AMENDMENTS

These Bylaws may be amended at any regular meeting of the NIH Camera Club, with a quorum present, by a two-thirds vote of the members voting, provided the proposed amendments and time of the vote have been published in at least the two previous newsletters. Amendments may be proposed by the Board or any club member. Unless specifically proposed otherwise and not related to changes in competition rules, approved amendments will become effective at the beginning of the next regular Club meeting.

ARTICLE XII – EFFECTIVE DATE

These Bylaws of the NIH Camera Club, as set forth in the Articles I through XI, supersede and entirely replace all prior versions and amendments. The effective date of these Bylaws shall be February 13, 2018. The current version of Bylaws should be posted on the Club website and be available to the club membership and general public.