



# Livermore Valley Camera Club

## BY-LAWS

Amended for June 2011

### **Article I. Livermore Valley Camera Club Statement of Purpose**

To provide a common meeting place for beginners and experienced photographers to share their knowledge and experience with other photographers.

The purpose of club competition is to help members become better photographers by having their images and the images of other members critiqued by an expert, impartial judge. To make the competition fair, we assign each member a competition level appropriate to his/her expertise.

### **Article II. Duties of Officers**

The Board shall consist of the following positions:

#### ***President***

- Presides at all LVCC club meetings.
- Organizes and presides at periodic Board meetings.
- Generally supervises and oversees all club activities.
- Determines all necessary committees; and appoints committee chairs.
- Functions as club spokesperson and official representative of the club in all business matters.
- Serves as a member of the Placement Committee.
- No officer in this position may serve for more than two consecutive terms.

#### ***Vice-President***

- Assumes the duties of the President in his/her absence.
- Greets guests and welcomes new members at all club meetings, providing appropriate information and contacts.
- Performs special projects, as needed.
- Plans and organizes the year-end annual banquet.
- Serves as a member of the Placement Committee.
- Serves as a member of the Membership Committee.
- Serves as a member of the Program Committee.
- No officer in this position may serve for more than two consecutive terms.

### ***Secretary / Treasurer***

- Records minutes of all Board meetings and sends them to Board members.
- Notifies club members of any significant decisions made by the Board.
- Notifies club members of special meetings and events.
- Corresponds on behalf of the club.
- Manages membership list to ensure it is up-to-date; and periodically publishes roster of club members.
- Maintains records and custody of club funds and dues; and discharges club expenses and maintains records thereof.
- Prepares periodic reports of club finances.
- Serves as a member of the Placement Committee.

### ***Printed Image Chair***

- Organizes and directs the process for entering printed image entries at each club meeting.
- Accurately records members' points in club competitions (as required).
- Prepares eligible materials and information for submission to N4C in conformance with that organization's procedures and rules.
- Ensures that eligible printed images are transferred to the club's N4C delegate.
- Arranges for maintenance, safe storage and transport of print-related material and equipment to club meetings.
- Identifies one or more club members to assist in completing the duties listed above.
- Serves as a member of the Placement Committee.

### ***Projected Image Chair***

- Organizes and directs the process for entering projected image entries at each club meeting.
- Accurately records members' points in club competitions (as required).
- Ensures that eligible projected image entries are submitted to N4C in conformance with that organization's procedures and rules.
- Arranges for maintenance, safe storage and transport of projected-image related material and equipment to club meetings.
- Identifies one or more club members to assist in completing the duties listed above.
- Serves as a member of the Placement Committee.

### ***Judge Chair***

- Arranges for a qualified judge to attend all regularly scheduled club competition meetings.

- Provides a copy of the club rules and any other relevant information regarding club standards to the judge prior to meetings.
- Introduces the judge at club meetings.
- Pays the judge at the end of each meeting.
- Identifies one or more club members to assist in completing the duties listed, as needed.
- Serves as a member of the Placement Committee.

### ***Northern California Council of Camera Clubs (N4C) Delegate***

- Acts as liaison between the club and N4C to affect decisions in the best interests of the club and its membership.
- Receives eligible printed images for transmission to and from N4C Board Meetings.
- Organizes printed images for submission to N4C for judging.
- Transports members' materials to and from N4C meetings.
- Returns materials to club members and announces the results of the competition.
- Identifies one or more club members to assist in completing the duties listed.

### ***Education Coordinator***

- Plans and coordinates club-sponsored community educational opportunities.
- Plans and coordinates classes for the benefit of the club members.
- Enlists the services of photography specialists to instruct members and students in classes to improve knowledge and skill levels.
- Serves as a member of the Program Committee.

### ***Facilities Coordinator***

- Arranges for the location and time for club meetings.
- Reserves the room from building manager for club meetings and program nights.
- Responsible for picking up the room keys prior to each club meeting, and returning them after the meetings.
- Supervises set-up at the beginning of meetings and clean-up at the end.
- Identifies one or more club members to assist in completing the duties listed.

### ***Librarian***

- Stores club owned library materials, including books and software.
- Arranges for club members in good standing to borrow library materials.
- Arranges with club members the return of borrowed items.
- Manages the process of acquiring materials (books, CDs, DVDs, etc.) for the club.

- Identifies one or more club members to assist in completing the duties listed, as needed.

### ***Webmaster***

- Maintains the club website ([www.livermorevalleycameraclub.com](http://www.livermorevalleycameraclub.com)).
- Regularly checks the club email ([admin@livermorevalleycameraclub.com](mailto:admin@livermorevalleycameraclub.com)).
- Trains the incoming Webmaster as needed and transfers access permission.
- Identifies one or more club members to assist in completing the duties listed, as needed.

## **Article III. Duties of Committees**

New committees shall be established by the Board on an as-needed basis. The committee chairperson shall be appointed by the President. The chairperson shall prepare periodic reports for presentation to the Board or to the general membership as necessary.

The following committees are mandatory and may include other club members:

### ***Placement Committee***

- Consists of the President, Vice President, Secretary/Treasurer, Printed Image Chair, Projected Image Chair, Judge Chair, and /or other officers appointed by the President.
- Meets at least twice a year to determine placement of all club members into competition levels, based on competition points.
- Reviews images from each new member to determine his/her initial competitive level. This may be done on an informal basis during the club meeting at which the new member submits images, or on a more formal basis, as determined by the Board. However, no new member will be permitted to compete until his/her appropriate level has been determined by the Placement Committee.
- Communicates new and revised competition levels to affected club members and the Board.

### ***Membership Committee***

- Consists of the Vice-President and any officers and members as appointed by the President.
- Provides information to guests and new members to facilitate their learning about the club and becoming active members.
- Proposes strategies to the Board for obtaining new members.
- Markets membership in the club, including distributing club information as directed by the Board.

### ***Program Committee***

- Consists of the Vice-President, Education Chair and any officers and members as appointed by the President.
- Responsible for programs organized for the benefit of club members.

- Arranges for at least two program nights a year.
- Plans and organizes tutorials on special-category competition (a.k.a. “First Monday”) meetings or at other club meetings. May appoint and work with other club members to do this.
- Ensures sufficient advance notice of up-coming events to club members for planning purposes.

### ***Field Trip Committee***

- Consists of any officers and members appointed by the President.
- Arranges for at least two field trips for club members a year.
- Researches potential sites and provides pertinent details to club members.
- Ensures sufficient advance notice of upcoming events to club members for planning purposes.

## **Article IV. Elections**

Election of club officers shall be held yearly. A Nominating Committee of two or more members shall be appointed by the President. The committee shall present its slate of candidates at the last meeting in October. Additional nominations shall be accepted from club members up until the election. The club year shall end at the last meeting in November, when elections will be held. Newly elected officers shall assume their duties January 1<sup>st</sup> of the following year. Vacancies of club offices during the calendar year shall be filled by appointment by the President, subject to approval by the Board. Vacancy of the President’s office shall be filled by advancement of the Vice President.

## **Article V. Membership and Dues**

Members are defined as those persons who have paid their yearly dues.

Dues shall be established by the Board based upon club needs and with the approval of the majority of club members at any regularly scheduled club meeting. Dues can be paid on an individual basis, or as a family (maximum two members) membership at an additional rate. Dues for the subsequent year are to be paid by 12/31 of the previous year, with a 60-day grace period. If a member joins during the year, the following proration schedule shall apply: 50% dues if member joins after June 30th of that year; 25% dues if member joins after September 30th of that year.

## **Article VI. Finance**

Periodic reports of financial status shall be prepared by the Treasurer and presented to the Board at each Board meeting. Annually, the Board determines who is authorized to sign LVCC reimbursement checks (4 individuals maximum, two required), with the Treasurer automatically selected. All operating expense reimbursements shall be requested of the Treasurer with appropriate documentation and receipts. Purchases of capital equipment over \$100, either using existing LVCC funds or proportional club member contributions, shall be requested of the Board and put to a majority vote. Purchases less than or equal to \$100 must be authorized by the President or Treasurer; or if purchased by the President, must be authorized by the Vice-President. Field trips organized on behalf of LVCC shall be funded independently by the participants.

## **Article VII. Club Competition**

### ***Competition Divisions/Levels***

The club shall conform to N4C rules of competition (see [www.N4C.org](http://www.N4C.org)). If the number of images exceeds the entry requirements of N4C, the judge for any club competition will be required to identify which images will be submitted to N4C.

The club, its officers and members shall treat and handle all images with due diligence and care. However, the club is not responsible for lost or damaged images.

### ***General Competition Rules for Members***

1. At any regularly scheduled meeting, a club member whose competitive level has been established by the Placement Committee may enter up to two images in every division at the appropriate skill level.
2. No printed or projected image may be entered more than three times within its division in regular monthly competition without significant changes (e.g., reprinting, cropping).
3. No previously qualified N4C printed or projected image will be eligible for subsequent entry in regular monthly competition in the same category.
4. Eligible printed and projected images sent to N4C will come from monthly competitions. The printed and projected images sent to N4C will be selected from entries that took the highest places or were selected by the judge in club competition. An entry for N4C must go to N4C in the same division and level in which it was entered at the monthly competition.
5. Each club member will compete in a division at the level assigned by the Placement Committee.
6. Club members will accumulate points by winning and/or placing in club and N4C competitions.

## **Article VIII. Annual Club Banquet**

At the end of the year, an annual banquet shall be held. Images may be shown at that time, but the banquet is not considered a regular monthly competition and no points are given for participation.

## **Article IX. Revision of By-Laws**

Upon the recommendation of the Board, or committee appointed for that purpose, the By-Laws may be reviewed for changes. Any revision must be approved by the Board and a majority of the membership at a regularly scheduled club meeting. Notice of the recommended By-Law revision must be communicated to all members via email. The vote will be taken at the second meeting after notice of the revision is given.