

CONSTITUTION

Article I. Name

The name of the club shall be the Sparta Camera Club

Article II. Objectives

The objectives of the club shall be to:

- 1 Provide an association of members for the mutual enjoyment of photography.
- 2 Encourage members' advancement in the art of photography.
- 3 Contribute to the enjoyment of photography in the local community.
- 4 Provide educational opportunities for the members of the club and the community at large.

Article III. Membership

Any person interested in photography may apply for membership. The Steering Committee retains the right to deny membership to an applicant. The Steering Committee also retains the right to terminate a membership if that member should fall out of good standing for any reason.

Annual dues shall be set by the club's Steering Committee on or before the November meeting, subject to the approval of members of the Club. Dues are payable during January for the fiscal year or on the annual anniversary of when the member initially joined the club if they joined after 2017.

After 6 months of nonpayment of the annual dues by an individual, the Treasurer or, at the Treasurer's request, the Membership Chair shall advise the Secretary of any members' nonpayment of dues. Notice shall be sent to the Delinquent Members. If payment is not received in 30 days, the member will be removed from the membership list.

Benefits of of Membership: Members of the club shall be eligible for the following benefits: participation in club competitions (except where otherwise designated by the Steering Committee); sales of their prints or photography products at art fairs, exhibitions and similar venues where the club is a participant; participation in field trips and outings sponsored by the club (members may bring guests to outings if agreed by the Steering Committee); may be eligible to serve as officers or on the steering committee; and may participate in special projects sponsored by the club.

Article IV. Officers

The officers of the club shall be: President, Vice President, Secretary, and Treasurer. The club will establish a "Steering Committee" that, as a group, will administer the club and, if any officer positions are not filled, will ensure the responsibilities of those officer positions are fulfilled. The Steering Committee shall be made up of 10 designated members plus the officers (if not already Steering Committee members) and one Student Advisory Member.

The Steering Committee shall conduct the club's business and shall keep the membership informed of the Club's financial status, business affairs, and other undertakings. If any officer positions cannot be filled, the Steering Committee will either designate specific individuals to take on the officer's responsibilities as required or will, as a group, take on these responsibilities.

Officer Responsibilities.

The President shall preside at all meetings of the club and the Steering Committee. (S)he appoints the chairs of standing committees and is a member of all committees' ex-officio.

The President shall act as club spokesman and generally, keeps in touch with all club activities. When the Steering Committee is operating the Club, Steering Committee members will act as spokespersons as required,

The Vice President shall assume the duties of the president in his absence. The Vice President shall also be designated as Program Chair.

With the agreement of members, the President and Vice President may serve as equal Co-Presidents.

The Secretary shall keep minutes of meetings at which business is conducted. (S)he shall be responsible for maintaining and updating official correspondence, to issue notices to members as required, and, with the assistance of the Membership Chair, will maintain membership information. The Secretary shall also be responsible for or designate someone to be responsible for maintaining and updating Photo Contest Pro.

The Treasurer, with the assistance of the Membership Chair for dues collection, shall be the custodian of all club funds and keep the executive committee advised of the clubs' financial situation. (S)he is responsible for the collection of annual dues, the disbursement of all liabilities and the maintenance of appropriate financial records.

The Treasurer shall provide regular financial reports to the Steering Committee as follows:

- at the annual meeting in the spring and at the end of the fiscal year, the balances on each account and a list of disbursement and income received during the year shall be provided to the Steering Committee. and
- prior to the beginning of each fiscal year, the Treasurer shall submit a budget to the Steering Committee for its approval.

The Treasurer's records may be subject to audit as determined by the Steering committee.

The Steering Committee shall approve any change of more than \$100 in a regular annual disbursement, such as rents or insurance, or for any amounts over \$100 on any new disbursements.

All expenditures shall be subject to the approval of the Steering Committee. Expenditure requests shall be submitted on an Expenditure Request Form. Once approved, the expenditure will be reimbursed with a copy of the receipt for the goods or services, or as required by the Steering Committee.

Article V. Vacancies

If the office of President shall, for any reason, become temporarily vacant, the duties shall be assumed by the Vice President. If the Vice President is not able to undertake the Presidency, the Steering committee will take on these responsibilities.

If any office other than that of the President shall become vacant, it shall be filled by appointment of the President, but for no longer than the remainder of the club year. If the President does not appoint a replacement, the responsibilities will be assumed by the Steering Committee during that period.

Steering Committee. If a vacancy shall occur on the Steering Committee, the club membership will be notified. New members of the committee will be approved by a majority of the committee at the next scheduled Steering committee meeting at which a quorum is present.

Article VI. Meetings

Regular Membership Meetings of the Club shall be held at such times and in such places as decided by the Steering Committee. Such meetings shall also be open to the public (unless otherwise designated by the steering committee) for the purpose of providing learning opportunities to the members of the community.

Special Business Meetings may be called at any time by the President or by written request of the Steering Committee at a meeting at which there is a quorum present.

The Steering Committee shall have bimonthly meetings which will be open to the club membership.

Annual Business Meetings of the Club shall be held in May or June of each year at a place designated by the Steering Committee. Members shall be given official notice at least one month in advance of the meeting regarding:

- a. The time and place,
- b. The official business to be-transacted,
- c. Copies of any proposed changes to the club constitution or rules, and, if applicable,
- d. Information on any candidates running for an officer position or the Steering Committee. (See Constitution By Laws Article V.)

Meeting minutes and the Treasurer's report - shall be available and will be reviewed at the business meetings unless waived by a vote of the members present.

Article VII. Approval and Amendments

This Constitution shall be officially adopted, and thereafter may be amended, upon an affirmative vote of two thirds of the members at an annual business meeting or special business meeting where a quorum has been established (see Constitution Bylaws Article X)

Article VIII. Nomination and Elections

Officers shall be elected by majority vote of the members attending the Annual Business Meeting. If there is more than one nominee for any office, voting shall be conducted by ballot.

The President shall designate a Nominating Committee at least two months prior to the Annual Meeting, consisting of three or more members. The Nominating Committee shall prepare a list of candidates for office. The list shall be included in the "Announcement of Annual Meeting". (See Constitution Article VI§3)

The New Officers and Steering Committee Members shall be voted on and will be installed at the Annual Meeting

Article IX. Terms of Office

Elected Officers and Steering Committee members are elected and will serve two year terms. Chairpersons are appointed and agree to serve for one year terms. Officers may be re-elected. Committee Chairpersons may be reappointed.

Terms for Officers and Steering Committee members are set for 2 years from Annual Business meeting to Annual Business meeting. There will be a limit of no more than 4 consecutive terms in any given Officer or Steering Committee position. (Unless such limit is waived by the membership at a meeting at which a quorum has been established.)

Article X. Quorum

Ten Percent of the total membership in good standing, present at a regular meeting, shall constitute a quorum.

Fifty percent (50%, 1/2) of the total membership of the Steering Committee shall constitute a quorum for Steering Committee meetings and Committee decisions.

Article XI. Standing Committees

In advance of the first meeting of the new club year, the President (or the Steering Committee if there is no President) shall appoint the Chairs of the Standing Committees. Each Chair may co-opt additional committee members as (s)he thinks appropriate. Recommendations of standing committees are subject to

the review and agreement of the Steering Committee. Current Committees are designated below. Other committees, as needed, will be constituted by the steering committee and the committee head will report back to the Steering Committee.

Standing Chairs/Committees shall include the following:

EXPO Chair/Committee: shall be responsible for organizing and running the annual EXPO Print Competition for the Club.

Membership Chair/Committee: shall be responsible for all matters related to Membership including welcoming members, accepting new members and renewals, maintaining current membership lists, and reporting to the Treasurer such amounts received for new and renewal memberships.

Program Chair/Committee: shall be responsible for managing the programs that are scheduled by the Steering Committee. Responsibilities include communicating information on the club programs/competitions, contacting and obtaining judges for competitions and speakers for regular meetings; providing publicity for club programs and special events; obtaining a location for the program to be held; and ensuring the program equipment is set up as required.

Field Trip Chair/Committee: Shall be responsible for developing ideas and information on club outings, communicating information on the outings to the club members, and arranging for participation by the club membership.

Tech Chair/Committee, responsible for setting up and managing the equipment required for regular meeting presentations, competitions and critiques. Such committee members shall keep the equipment in good repair and shall request repairs or replacement of the equipment as required,

Website Chair/Committee: responsible for the club website. Such committee shall manage website technical issues, assist members with utilizing the website and shall research and utilize current web applications that may be of benefit to the club and its members. This committee will also be responsible for assisting the club with other social media applications, such as Facebook, Instagram, etc.

In the event there is no Chair for one or more of these committees, the Steering Committee shall ensure that the responsibilities of the committee are managed as necessary.