

SANTA MARIA CAMERA CLUB

BY-LAWS

(Updated as of January 1, 2018)

ARTICLE I – MEMBERSHIP

A. General

1. Any person interested in photography may apply. The Board may within a reasonable period of time, at a Board meeting by majority vote of the Board members present, specifically approve of and accept, or disapprove of and reject the proposed membership.

B. Suspension for Non-Payment of Dues

1. A member is automatically suspended when his/her dues and/or assessments are not paid in full by the first meeting in February.

2. A member who is suspended for non-payment of dues shall lose the following privileges until said arrears are paid in full, at which time all such privileges are automatically reinstated.

- a. The right to receive the Galleon,
- b. The right to compete in club competitions,
- c. The right to be elected to office,
- d. The right to vote on elections of officers, or on any motions,
- e. The right to participate in field trips.

C. Honorary Membership

Honorary membership may be bestowed by the Board on any member whose service and continued interest in the Club warrants this special honor. Honorary members are entitled to remain on the mailing list and receive Club publications, but may not enter competitions or vote unless they again become active members.

ARTICLE II – FINANCE

Club dues shall be \$30.00 per year per person, \$45.00 per couple or \$45.00 per family. Full-time students shall be \$15.00 per year. An additional annual \$20.00 competition entry fee is charged for any member who wishes to compete during the year. A non-membership fee of

\$10.00 will be charged for past members who wish to continue receiving the Club newsletter (the Galleon).

A new member is defined as a person who has never been a member, or a past member whose membership has lapsed for more than one year.

Assessments for special purposes may be levied against the general membership when recommended by regular action of the Board and approved at any regular meeting of the Club by a simple majority vote of the members in good standing present with a quorum.

A Club member will be appointed by the President and approved by the Board for the purpose of auditing the financial records of the Club. The audit shall be completed no later than February 1st of each year.

ARTICLE III – ELECTIONS

Nominations will be made in October by a nominating committee appointed by the President. The committee shall nominate one or more persons for each office. Further nominations may be made at the meeting at which the nominating committee reports its candidates by any member in good standing. Consent of each nominee must be obtained prior to the election.

Election of Club officers shall be held in November of each year. If more than one person is nominated for an office, written ballots will be distributed. The majority of the members present, in good standing, with a quorum, will decide the vote. The date for the balloting will be published in the Galleon in advance. The new officers will be installed in January. Vacancies in any office shall be filled by the Board.

ARTICLE IV – DUTIES OF OFFICERS

Duties of the **President** shall be:

To preside at all Club meetings; to appoint Committee and Club representatives; to preside at Board meetings; to act as Club spokesman and to generally supervise and preside over all Club activities.

Duties of the **Vice-President** shall be:

To assume the duties of the President in his/her absence; to function as program director; and to act as a director on the Board.

Duties of the **Secretary** shall be:

To keep records of special and regular meetings and Board meetings which will be published in the Club newsletter; to maintain possession of the Camera Club's US Mailbox key and check said box weekly, to keep the Galleon Editor informed regarding received announcements; to conduct the correspondence of the Club subject to the approval of the Board or President; to prepare ballots for elections; and to act as a director on the Board.

Duties of the **Treasurer** shall be:

To maintain Club membership records, maintain custody and financial records of Club funds and dues; to discharge Club expenses with the approval of the Board or President and maintain a record of the same; to prepare a financial report in April, July, and October to be published in the Galleon; to prepare the Club records for the annual audit no later than February of the following year; and to act as a director on the Board.

ARTICLE V – DUTIES OF COMMITTEE CHAIRPERSONS AND CLUB REPRESENTATIVES

The scope and activities of the various committees will be determined by the Board. When asked to do so the Chairpersons will render appropriate reports of their committee's actions to the Board or the President. Each Club Representative shall report as appropriate at the program meeting regarding activities of interest to the members.

ARTICLE VI – QUORUM

A quorum for the purpose of conducting Club business shall consist of 9 members of the entire general membership known to be in good standing during a general or special meeting, and 6 members of the Board during an Board meeting.

ARTICLE VII – COMPETITION RULES

The Board, in November prior to the beginning of the next competition year, shall decide the number of classes of competition, the method of scoring, the nature of competitions, the frequency of competitions, the selection of the number and styles of awards, and all rules of the competitions. Where feasible and where no undue hardships are encountered, these rules shall not be changed during a competition year. In case of any changes, irregularity or controversy regarding competition, the ruling of the Board shall be final.

ARTICLE VIII – MEMBER DISCIPLINE

A. Disciplinary Action

1. The Board may consider and vote to discipline a member when sufficient reason exists. Article II of the Club Constitution may be considered in such a determination. It states, “The purpose of the Santa Maria Camera Club shall be the enjoyment, education, mastery, and furtherance of pictorial photography through cooperation, effort and good fellowship.”
2. This discipline may range from a simple letter of reprimand up to expulsion from the Club, or anything in between.
3. The disciplinary action shall be decided by the Board at a meeting by a majority vote of the Board members present.
4. Notice that disciplinary action is to be considered must be provided by Email to the Board members no later than 5 days before the Board meeting where it is to be discussed and voted upon, unless it is an urgent matter that demands immediate attention.
5. Ordinarily, any member of the Club may attend a meeting of the Board. However, the Board upon a vote of two-thirds of the Board members present may hold the meeting regarding a disciplinary issue in executive session, no non-Board member being allowed to be present.
6. If the Board votes in favor of disciplining a member, it shall state the reasons for taking the disciplinary action including the specific penalty to be imposed.
7. Notice in writing of the determination, including a statement of the aforementioned reasons shall be delivered to the disciplined party within 5 days of the Board decision by any means designed to provide actual notice.
8. The effective date of the disciplinary action shall be 20 days from the decision of the Board if the discipline to be imposed is suspension of membership or expulsion from the club unless a request for the right to protest the decision before the general membership is submitted within 10 days of the decision. The request must be submitted in writing to the president, copy to the secretary. In that case, the effective date of the disciplinary action shall be the day after the initial setting of the general membership meeting where the protest is to be heard. In any other case, the decision shall take effect upon delivery of the Board decision to the disciplined member.
9. In case of disciplinary action short of suspension of membership or expulsion from the Club, the disciplined member may within 10 days of the decision, submit to the president, copy to the secretary, a written protest to the decision of the Board. The Board shall consider the matter at the next Board meeting and promptly respond in writing to the disciplined member, giving the decision of the Board after considering the protest. At the

discretion of the Board, it may allow the disciplined member to protest the decision orally, if the member promptly requests the opportunity to do so, by Email or letter to the president, copy to the secretary.

10. Within 10 days of a Board decision suspending a member or expelling a member from the Club, the disciplined member may request an appearance before the general membership to protest the decision of the Board. The request shall be served upon the president and the secretary of the club, by any method designed to provide actual, prompt notice, except by telephone.

11. Upon receipt of a request for an appearance before the general membership to protest the decision, the president (or vice president in his or her absence) shall set a date for a general membership meeting to hear the protest. The general membership is entitled to a minimum of 10 days notice of the topic and the date before the general membership meeting is held. The president (or vice president in his/her absence) shall provide notice to the disciplined member of said date using a method designed to provide actual notice. The general membership meeting may be a regularly scheduled one or one set solely for this purpose.

12. The disciplined member is entitled either at the appearance at the general membership meeting, or in writing by the date set for said meeting, to state his or her reasons why discipline should not be imposed and/or why the particular penalty is not the correct one. This is not a trial, but an opportunity for the disciplined member to object to the decision of the Board. It is an opportunity to present a statement to the general membership. A representative of the Board shall be entitled to respond to the statement by the affected member.

13. In the absence of a quorum for a general membership meeting set for this purpose, the meeting shall be adjourned to a date certain, with notice to the general membership. The effective date of the disciplinary action shall be extended to the day after the date set for the adjourned meeting.

14. In order not to prolong the process ad infinitum, a failure to have a quorum at the subsequent session of the adjourned meeting shall be interpreted as a lack of interest of the general membership in reviewing the decision of the Board, and the decision of the Board shall be deemed final. The Board, at a Board meeting may, by majority vote under these circumstances, for just cause, allow the affected member an opportunity to protest the Board decision before the Board, and the decision of the Board shall then be final.

15. If the discipline imposed is either suspension or expulsion, the general membership at the meeting shall vote by secret ballot whether or not to uphold the decision of the Board. A positive vote means the Board decision will be upheld. A nay vote is against the Board decision. The vote of the majority will determine the outcome. Any vote other than for suspension or expulsion will be by a show of hands and a count thereof, unless a motion with a second is voted upon and passed to hold the vote by secret ballot.

16 If the vote at a general membership meeting where this issue is dealt with is against the decision of the Board, said decision shall be deemed to be set aside.

At the same meeting, by majority vote, the members may 1) decide that no disciplinary action is merited, 2) debate and set an alternate punishment, whether greater or lesser, 3) or refer the matter back to the Board for further discussion and decision. If the third alternative is selected, the decision of the Board will be final if the penalty is less severe than the initial penalty voted on by the general membership.

17. Whenever a notice or other document is specified to be served by a means to provide actual notice, any of the following or a combination thereof will meet that requirement: Email delivery, personal delivery, delivery by certified mail, delivery by first class mail. The goal is to provide actual, timely notice.

18. Notice by first class mail shall be deemed delivered two full days after deposit of the notice in the mail. An additional day shall be added if the date of deposit or either of the two full following days falls on a holiday when the Post Office is closed. Delivery by certified mail shall be deemed completed on the third full day after deposit.

19. The specified deadlines listed herein are to provide a framework and may not always be possible to meet exactly. The goal is to provide a reasonable time frame for the recipient to take any necessary action in response to the notice or other document. Exact compliance is a goal, but reasonable flexibility is required.

B. Effect of Disciplinary Suspension or Expulsion

1. Disciplinary suspension will normally be for a specified period of time. Expulsion shall be considered permanent, unless and until reinstatement is approved by a majority of the members of the Board present at a meeting where the issue is considered.

2. Disciplinary suspension and expulsion shall have the below-specified effects. A person so suspended or expelled,

- a. has no rights in the Club,
- b. may not attend any Club meetings, whether of the membership, the Board or any other kind, including committee meetings,
- c. may not receive the official newsletter, the Galleon,
- d. may not compete in Club competitions,
- e. may not vote at any election,
- f. may not vote on any motion or other matter,
- g. may not be elected to any office,
- h. may not attend any club field trips or other club activities, such as, but not limited to, the annual club barbecue, the Christmas potluck, or Saturday chat, or the annual awards banquet.

C. Extension of Disciplinary Suspension

The Board by the vote of the majority of the members present at a board meeting may extend the suspension of the person, for a specified period of time, for behavior and actions of the suspended member during the period of the suspension in violation of Article II of the Constitution cited above. This may be done twice for a period not to exceed a year per extension, without the suspended member having recourse to petition the general membership regarding the issue. The Board decision stands on its own. Any additional extension will be subject to the process set forth above for the initial suspension.

ARTICLE IX – MAILING LIST / CLUB MEMBERSHIP BOOKLET

A Club Directory (mailing, E-mail, fax and phone list) shall be assembled and published each year by the Directory Chairperson, with the aid of the Treasurer, after membership dues are paid and membership has been established. In order to be included in the Club Membership Directory, a member must join on or before the first meeting in February. The list shall not be distributed to anyone or any party outside of Club members, except to paying non-members and reciprocal Camera clubs.

ARTICLE X - MEETINGS

Meeting organization and presentation as outlined in ***Roberts Rules of Order*** shall be used to assist the conduct of meetings.

Attested to on this _____ 2012

By _____
President

By _____
Secretary