

BYLAWS

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Article I: The Organization

1. **Name:** The name of the organization shall be the Digital Photography Club of Annapolis.
2. **Purpose:** To support and develop expertise, facilitate information exchange, provide image display platforms, and facilitate general camaraderie in respect to all aspects of digital photography.

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Article II: Membership

1. **Eligibility:** Membership in the Club is open to anyone with an interest in digital photography. A "member in good standing" is one who is up to date in the payment of his or her dues. The "general membership" shall consist of all members in good standing.
2. **Dues:** The amount of annual dues shall be proposed by the Executive Board and approved by vote of the general membership during the last meeting of the fiscal year (July 1st through June 30th). Continuing members must pay the annual dues by November 1st to sustain their membership in good standing. New members joining during the second half of the fiscal year shall pay fifty percent of the annual dues.
3. **Privileges:** Members in good standing shall be eligible to participate in all Club activities, vote at business meetings, and avail themselves of all services offered to members. People who are not members in good standing may observe a maximum of two programs offered by the Club and shall be ineligible for other Club activities and services.

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Article III: Government

1. **Executive Board:** The club shall have an executive board comprised of permanent members who shall manage the Club in accordance with its bylaws. The permanent members shall include President, Past President, Vice President, Secretary, and Treasurer. In addition, the Executive Board shall name a Membership Director and a Technology Director who will also serve on the Executive Board with full voting rights. The Executive Board may appoint additional members as directors to the Executive Board.
2. **Elected Officers:** The following officers shall be elected

- a. President: Carries out the following duties: (1) Preside over Club and Executive Board meetings, (2) Be an ex-officio member of all committees, (3) Monitor the general operations of the Club, and represent the Club to the public, (4) Approve for payment all expense claims, (5) Approve publications, (6) Fill by appointment all vacancies in office, (7) Take action, with the advice and approval of the Executive Board, on matters which need immediate attention, (8) Perform other duties as necessary, and (9) Serve as an advisor on the Executive Board as Past President during the year following his or her term of office.
 - b. Vice President: Carries out the following duties: (1) Substitute for the president when necessary, (2) Appoint a Program Committee and defines its tasks and schedules, and (3) Schedule agendas for Club meetings and other Club activities with the advice of the Program Committee.
 - c. Secretary: Carries out the following duties: (1) Record a summary of Club and executive meetings, (2) With the approval of president distribute meeting summary to members, and (3) Maintain a calendar of events on the Club's web site and post notification of team meetings in local newspapers
 - d. Treasurer: Carries out the following duties: (1) Receive and disburse all moneys belonging to the Club, (2) Conduct transactions associated with the Club's bank account, (3) Keep a file of bills, receipts, cancelled checks and bank statements, (4) Provide monthly cash flow statements to the Executive Board, (5) Provide monthly cash flow statements to membership upon request, (6) Prepare an annual financial statement to be shared with the membership, and (7) Submit Club accounts for annual audit.
3. Terms of Office: Officers shall be elected for a period of one fiscal year (July 1st through June 30th). Officers shall be eligible for no more than three consecutive elected terms in the same office. An officer may be recalled with a unanimous vote of the other members of the Executive Board. The President shall appoint replacements for officers who are recalled or are otherwise unable to serve out their terms..
 4. Nomination of Officers: the President shall name a Nomination Committee of at least three people including one member of the current Executive Board to recruit and gain agreement of a slate of candidates for office the following fiscal year. Each elected office must have at least one candidate for office. The slate of candidates must be finalized in time for the final meeting of the fiscal year.
 5. Appointed Directors: The President shall appoint the following directors to fulfill the following responsibilities:
 - a. Membership Director: Carries out the following duties: (1) Design and carry out strategies for member recruitment, (2) Respond to enquiries from prospective members, (3) Maintain a list of official Club membership with current and accurate email addresses, and (4) Maintain appropriate privacy measures to protect membership e-mail addresses.
 - b. Technology Director: Carries out the following duties: (1) Define technology strategies that enable communication with and among members beyond face-to-face meetings, and (2) Support and maintain technology systems operated by the Club.
 6. Committees: Members may be assigned to committees by members of the Executive Board. Some committees may be ad hoc in nature appointed to accomplish a specific task for a designated period of time. Other committees shall be standing in nature, operating throughout the year and continuing from one year to the next. The standing committees include the following:
 - a. Program Committee: Provides advice to the Vice President concerning the programs to be offered by the Club during the year.

2. Membership Committee: Provides advice to the Membership Director concerning methods for recruiting and sustaining membership.

7. Business Meetings: A meeting of the membership for administrative purposes shall occur at least once per year to discuss and gain approval on the Club's administrative issues such as nomination/election of officers, changes to the bylaws, financial status of the Club, and proposal for next year's dues structure. Portions of regular program meetings may be devoted to business meetings if the need arises. Business meetings shall be conducted in accordance with the then current version of Roberts Rules of Order.

8. Membership Votes: Membership votes shall be taken on election of officers, approval of changes to annual dues, approval of next year's budget or modification to the current year's budget, and revisions to the Club's bylaws. All members in good standing shall be eligible to vote. Official votes by members shall occur by a show of hands during a business portion of a meeting with 15 days notice as long as there is a quorum of 35 percent of members present. All votes shall require a simple majority of members present at the meeting except for changes to the bylaws which shall require a two-thirds (2/3) majority of members present.

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Article IV: Finances

1. Annual Dues: Annual dues shall be required of all members. The amount of dues shall be recommended by the executive board and approved by the club membership.

2. Budget Preparation: The treasurer shall prepare a yearly budget and submit it to the club membership for approval, after approval by the executive board.

3. Income: All money collected by the Club will be deposited in a checking account in the name of the club.

4. Disbursements: All outgoing payments of the Club are to be made by check from the Club's checking account. Approval of the budget shall constitute authority for the Treasurer to make payments covered thereby. For non-specific budgetary items, the Treasurer at his or her discretion will pay all expenditures under \$100. The President must approve all non-specific budgetary expenditures between \$100 and \$300 before the Treasurer will make payment. All non-specific budgetary expenditures more than \$300 must be approved in an open meeting by a majority of a quorum of members present before the Treasurer will make payment.

5. Spending Authority: The President's name and the Treasurer's name will be on the club's bank account. In the event of the Treasurer's absence or incapacitation, the President will have the ability to pay the club's expenses.

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Article V: Amendment & Dissolution

1. Amendment to Bylaws: Amendments to the By-Laws may be proposed by a two-thirds (2/3) affirmative vote of the Board or by written petition addressed to the Secretary and signed by 15% of the members in good standing. Amendments proposed by such petition shall be promptly considered by the Executive Board and must be submitted to the members with the recommendations of the

executive for a vote within three months of the date the petition was received.

2. Dissolution: The Club may be dissolved with the approval of a two-thirds (2/3)-majority vote of the total membership. Upon the dissolution of the Club, the Executive Board shall, after paying or making provision for the payment of all of the liabilities of the Club, dispose of all the assets of the Club to other organizations organized and operated exclusively for charitable or educational purposes, as the officers shall determine. The Executive Board shall distribute to the membership a final statement of what action was taken to dissolve the Club.

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