

Cranford-Millburn Camera Club

Constitution and By-Laws

Revised November 2009

Article I Name

The organization shall be known as the Cranford-Millburn Camera Club (CMCC)

Article II Purpose

The aim of CMCC shall be the enjoyment, mastery and enhancement of photography skills through cooperation, education, and good fellowship

Article III Meetings

Regular meetings of the club shall take place the second and fourth Monday of each month from September through May or as stipulated by the Executive Board. All official meetings of the Executive Board shall be conducted in accordance with "Roberts Rules of Order".

Executive Board meetings will be held as needed, but no less than one per year.

Article IV Membership

Anyone with a serious interest in photography may apply for membership

Article V Officers

The following officers shall be elected by the membership: President, Vice-President, Secretary, and Treasurer. All officers will be members of the executive board. The term of officers will be 1 year with the President and Vice-President limited to a maximum of 2 consecutive terms.

Article VI Committees

Standing committees shall be appointed by the president (with approval by the Executive Board), in order to conduct club related activities.

The following committees will be represented by one chairperson who will hold a position on the Executive Board:

Projected Images*

- 1) Internal competitions
- 2) External competitions

Printed Images*

- 1) Internal Competitions
- 2) External Competitions

Delegate - New Jersey Federation of Camera Clubs

The Marketing and Publicity Committee includes responsibilities regarding the website administration, publicity, membership, and field trips.

*Will have a minimum of two members.

Special committees may be appointed by the president and released as required when they are completing their assignments.

Article VII Executive Board

The management of the club shall be directed by the Executive Board. The board shall be composed of the elected officers, the chairmen of standing committees, and the past presidents (who remain a member of the club). The executive board shall meet as often as necessary to conduct business of the club. A majority of the board will constitute a quorum.

Article VIII Amendments

Amendments to the by-laws may be proposed by any member of the club to the executive board. The proposal will be presented to the general membership, discussed, and must be voted upon for final approval.

BY-LAWS

Article I - Finance

The dues and fiscal year shall be set by the executive board. The club will maintain a checking account. The treasurer will be responsible for disbursement of all funds and manage the bank account. The president will also have the authority to sign checks. All incoming funds will be turned over to the treasurer for deposit into the bank account. Annual financial reports will be supplied by the treasurer to the executive board and available to members upon their request. The annual report will be presented to the membership at least two times per club season.

Article II – Elections

Election of club officers will be held on an annual basis. The president shall appoint a nominating committee. The committee will prepare a single slate of officers and obtain agreement and or opposition from the general membership. A written ballot shall be taken if necessary. The term of president and vice-president will be no longer than two-

consecutive terms. Vacancies of club officers shall be filled by the president, subject to approval by the board. Vacancy of the president's office shall be filled by the vice-president.

Article III – Duties of Officers.

President – Preside over all club and executive board meetings. Appoint chairmen of all committees. Act as club spokesman. Supervise and manage club activities. Act as chairmen of the executive board.

Vice President – Assume duties of president in the absence of president. Perform functions as assigned by the president. Maintain seat on the executive board.

Secretary – Keep records of relevant club related activities and executive board meetings. Maintain seat on the executive board.

Treasurer – Maintain responsibility and records of all incoming and outgoing club funds. Maintain a bank account and disperse funds as requested by the president and /or executive board. Prepare annual reports of club expenditures. Prepare annual financial reports. Maintain seat on the executive board,

Article IV – Duties of Committees*

*see addendum regarding committees

The activities of committees shall be directed by the president and /or executive board. Committees and Chairmen will be appointed by the president (subject to approval by the executive board). Members of committees will be appointed by the committee chairmen (subject to approval by the President).

Addendum – Role of selected committees and positions

1) Projected Images Committee

Initial Setup

1. Download PhotoContest Pro to the computer to be used for the competitions.
2. Enter members email addresses into the server database.
3. Enter the upcoming contests (5 per Club competition) into the server database.
4. Familiarize yourself with the Club digital image projector.

Each Club Competition

1. Download the digital images for each contest to the computer to be used for the competition.
2. Bring to the meeting and setup the computer and the Club digital projector.
3. Distribute award ribbons from past competitions.
4. Run the digital image competition.

Following the Club Competition

1. Drop a listing of the digital image competition results and send to the president.
2. Drop a listing of digital image awards and prepare labels for award ribbons.
3. Prepare award ribbons.
4. Drop a listing of digital Images of the Month and copies of images for Webmaster.
5. Backup results of the digital image competition.

Each NJFCC Competition

1. Enter the upcoming contests (4 per year) into the server database.
2. Download the digital images for the competition.
3. Prepare a listing of the images to be submitted and mail with check to NJFCC Chair.
4. Transfer digital images to NJFCC.
5. Responsible for selection of images to be entered into NJFCC competitions which represent the CMCC

2) Marketing and Publicity Committee

1. Construction and maintenance of website
2. Marketing of the club to potential new members
3. Maintain a current list of members and attendance sheets at each meeting
4. Maintain current list of shooting locations and interesting places for members to photograph and coordinate any club field trips.

3) Program Committee

1. Select, contact, and confirm judges for monthly competitions
2. Select, contact, and confirm presenters for monthly meetings

Current Positions

- 1) President – Nick Palmieri
- 2) Vice-President – Al Brown
- 3) Secretary – Kathy DesRochers
- 4) Treasurer – Richard Corriden

NJFCC Delegate – Roman Kurywczak

Program Committee – Joe Moran

Committees:

- 1) Projected Images – Rene Bertrand
Committee members – Roman Kurywczak
- 2) Printed Images
Committee members – Richard Corriden
- 3) Publicity/Marketing – David DesRochers
Committee members
 - a. Paul Kimbal
 - b. Joe Moran
- 4) Program Committee – Joe Moran

The following members make up the board of directors

Nick Palmieri, Al Brown, Joe Moran, Richard Corriden, Rene Bertrand, Roman Kurywczak, Kathy DesRochers, David DesRochers, Ron Denk, Ben Venezio