

Heritage Hunt Photography Club CONSTITUTION

ARTICLE I: NAME

This organization shall be known as the Heritage Hunt Photography Club, hereafter called the "Club."

ARTICLE II: PURPOSE

The Club shall be a forum where members of all experience levels are inspired and encouraged to expand their photographic skills and techniques. Members shall have the opportunity to share their images for feedback as well as recognition and appreciation. A variety of opportunities to practice and to enjoy the art of photography shall be provided including photo safaris and community exhibition and service projects.

ARTICLE III: MEETINGS

Meetings of the Club membership shall be held once a month except during July. Special meetings may be called by the President.

ARTICLE IV: MEMBERSHIP

Membership in the Club shall be open to any person who meets the requirements specified in ARTICLE I of the BYLAWS.

ARTICLE V: OFFICERS AND BOARD OF DIRECTORS

The Board shall comprise the Officers of the Club, the chairs of the standing committees of the Club, and the most-recent past President. Board members, with the exception of the past President, shall be elected by the membership as prescribed in ARTICLE III of the BYLAWS.

The elected Officers of the club are:

1. President
2. Vice President Programs
3. Vice President Safaris
4. Secretary
5. Treasurer

The elected chairs of the standing committees are:

6. Media Director
7. Community Relations Director
8. Juried Exhibitions Director
9. Exhibits Director
10. Hospitality Director

11. The past President completes the Board membership.

The term of office for Board members is one year. An Officer should not serve more than two consecutive terms in the same office.

ARTICLE VI: STANDING COMMITTEES

Standing Committees are established to conduct club activities and shall function as in ARTICLE V of the BYLAWS. Additional committees may be established by the President after consulting with the Board.

ARTICLE VII: AMENDMENTS

Proposed amendments to the CONSTITUTION or BYLAWS may be initiated by either the Board or by a petition signed by twenty percent of the members. Such amendments must be approved by a two-thirds majority of the membership in attendance at the meeting when the vote is taken if a quorum of members is present at the meeting. Otherwise, the vote must be delayed until a quorum is present for the vote. Upon such approval, the amendment will then be incorporated into the CONSTITUTION or BYLAWS.

ARTICLE VIII: FISCAL YEAR

The fiscal year shall be from July 1 through June 30.

ARTICLE IX: QUORUM

One-third of the total membership shall constitute a quorum. One-half of the total membership of the Board of Directors shall constitute a quorum for the Board.

ARTICLE X: BOARD MEETINGS

Board meetings shall be called by the President at least twice during the club year, and may be called at other times by the President. Board meetings shall be announced and open to club members. If a quorum of the Board cannot be present, electronic media may be used to conduct business.

ARTICLE XI: ORDER OF BUSINESS

The President shall establish the agenda for each Board meeting. The President or designated representative shall be responsible for conducting and maintaining order at the meeting. Any agenda items requiring a business decision shall be conducted in accordance with Robert's Rule of Order (simplified).

ARTICLE XII: APPROVAL OF THE CONSTITUTION AND BYLAWS

This CONSTITUTION and attached BYLAWS shall be adopted when they have been approved by at least two-thirds of the total number of members present at the meeting when the vote is taken, provided a quorum of members is present, otherwise, the vote must be delayed.

Heritage Hunt Photography Club BYLAWS

ARTICLE I: MEMBERSHIP

All residents of Heritage Hunt shall be eligible for membership. Eligibility may be extended to non-residents who are sponsored by a Heritage Hunt Photography Club member.

ARTICLE II: DUES

The Board shall determine the annual dues for club membership. Dues for persons joining after January 30th will be one-half of the annual dues. The President shall have authority to make exceptions to membership dues in hardship situations. Failure to pay dues shall result in membership termination and exclusion from club activities.

ARTICLE III: NOMINATIONS AND ELECTIONS

At the March Club meeting, the President shall appoint a Nominating Committee consisting of up to three Club members. It shall be the duty of this committee, at the April Club meeting, to present a slate of candidates for the offices indicated in ARTICLE V of the CONSTITUTION. At this meeting additional candidates may be nominated from the floor by any member. Such nominations, when seconded, shall be included in the list of candidates.

The election of Officers and standing committee Chairs shall take place at the May membership meeting. The candidates receiving the highest number of votes for each office shall be declared elected. After tabulation of the votes, the President shall announce the results.

Electees shall begin their term on July 1st and serve through June the following year. Vacancies in office, other than the President, shall be filled by appointment by the President subject to approval of the Board. The Vice President Programs shall temporarily fill a vacancy in the President's office until such time as the Board can arrange the election of a new President.

ARTICLE IV: DUTIES OF OFFICERS AND DIRECTORS

The **President** shall preside at all Club meetings and Board meetings as well as act as Club spokesperson except when the Vice President Programs or others are specifically authorized to speak for the club by the President. The President shall have authority for all club decisions that are not reserved for the Board or vote by the membership. The President may delegate decisions to Board members as appropriate. It is incumbent upon all members of club leadership to coordinate activities across the Board.

The **Vice President Programs**, in addition to assuming the duties of the President in her/his absence, shall serve as the chairperson of the Program Committee, and as such, be responsible for developing programs of guest speakers, demonstrations, hands-on activities and workshops. Additionally, the Vice President of Programs will work closely with the Vice President of Safaris to maximize the overall learning program for the year.

The **Vice President Safaris** shall serve as the chairperson of the Safari Committee, and as such, be responsible for scheduling, advertising, and coordinating group photography field trips (“safaris”).

The **Secretary** shall be the recording officer of the Club. The Secretary shall prepare the minutes of Board Meetings and the business portion (if any) of general membership meetings. Board members shall have one week to review the minutes and provide comments to the Secretary as they pertain to business conducted by the Board; otherwise the minutes shall be considered approved. Upon approval, the Secretary shall distribute the minutes to the membership.

The **Treasurer** shall receive all monies including member dues. The Treasurer shall maintain records and custody of club funds, pay club expenses, prepare reports of club finances, maintain a register of club assets, and make such reports available for inspection by the Board. The Treasurer shall have another Board member and the President approve all expenditures over \$100. The Treasurer shall maintain the list of members (dues paid) and distribute to members monthly. The Treasurer shall report financial and membership status at least every other month at the general meeting.

The **Media Director** shall serve as the chairperson of the Media Committee and as such designs, generates, revises, and maintains club web pages; establishes and disseminates guidelines for images and other website content; maintains the club’s Facebook page; maintains the club’s online storage and archiving space (e.g., Dropbox).

The **Community Relations Director** shall serve as chairperson of the Community Relations Committee and as such shall establish and maintain communication with Heritage Hunt organizations seeking assistance from the Club for community events and service projects. The committee shall prepare notices and articles for HH community events and publications to promote community interest in club programs.

The **Juried Exhibitions Director** shall serve as chairperson of the Juried Exhibition Committee and as such shall be responsible for the semi-annual exhibit in the clubhouse grill, the hallway to the ballroom along with the exhibit in the Marsh Mansion. Responsibilities shall include selection of exhibition themes, development and promulgation of technical standards, development and management of the submittal process, selection of judges, development and promulgation of judging methodology, selected image printing, matting, framing and hanging.

The **Exhibits Director** shall serve as chairperson of the Exhibits Committee and as such is responsible for the club's ongoing exhibits in the lower-level hallway and other Heritage Hunt locations not to include those occupied by juried exhibitions. Responsibilities shall include selection of exhibit themes, management of the print submittal process, print matting, framing and hanging.

The **Hospitality Director** shall serve as chairperson of the Hospitality Committee and as such shall be responsible for organizing and maintaining a systematic process for: welcoming visitors; maintaining event attendee lists; providing name tags; greeting new members and providing follow-up contact; and planning social events to include the December and end-of-year celebrations.

In addition to the above, the officers and directors shall perform all other duties specifically mentioned in the CONSTITUTION and BYLAWS and shall participate as members of the Board.

ARTICLE V: DUTIES OF THE STANDING COMMITTEES

Programs Committee: The Programs Committee shall support the activity of the VP Programs who determines committee membership, operations and agendas.

Safari Committee: The Safari Committee shall support the activity of the VP Safaris who determines committee membership, operations and agendas.

Media Committee: The Media Committee shall support the activity of the Media Director who determines committee membership, operations and agendas.

Community Relations Committee: The Community Relations Committee shall support the activity of the Community Relations Director who determines committee membership, operations and agendas.

Juried Exhibitions Committee: The Juried Exhibitions Committee shall support the activity of the Juried Exhibitions Director who determines committee membership, operations and agendas.

Exhibits Committee: The Exhibits Committee shall support the activity of the Exhibits Director who determines committee membership, operations and agendas.

Hospitality Committee: The Hospitality Committee shall support the activity of the Hospitality Director who determines committee membership, operations and agendas.

Committee chairpersons shall appoint their committee members and be responsible for creating and leading activities and programs to fulfill the role of their committees.

Ad hoc committee chairpersons may be appointed by the President to serve during his/her tenure of office, but chairpersons of these committees shall not become part of the Board.

ARTICLE VI: DUTIES OF THE BOARD OF DIRECTORS

The Board shall: plan and monitor the overall activities of the club; present recommended budgets and annual dues to the membership for approval; monitor budgets; audit financial records; make recommendations to the members on proposed changes to the CONSTITUTION or BYLAWS; and make decisions on actions that would have a Club-wide impact. Board actions shall be announced at the next regular Club meeting.