

Maple Shade Moorestown Camera Club

Organization Bylaws

Last Revised: March 2010

**MAPLE SHADE – MOORESTOWN CAMERA CLUB BYLAWS
TABLE OF CONTENTS**

ARTICLE I – NAME	Page 1
ARTICLE II – OBJECTIVE	Page 1
ARTICLE III – MEMBERSHIP	Page 1
Section 1 – Eligibility	Page 1
Section 2 – Membership Categories	Page 1
Section 3 – Membership Rights and Privileges	Pages 1-2
Section 4 – Dues	Page 2
Section 5 – Delinquent Members	Page 2
Section 6 – Reinstatement	Pages 2-3
ARTICLE IV – OFFICERS	Page 3
Section 1 – Eligibility	Page 3
Section 2 – Nominations, Nominating Committee, and Elections	Page 3
A. Nominations	Page 3
B. Nominating Committee	Page 3
C. Election of Officers	Page 3
D. Term of Office	Page 3
E. Re-election of Officers	Page 3
ARTICLE V – VOTING PROCEDURES	Page 4
A. In-Person Voting	Page 4
1. The Election Board	Page 4
2. Procedure to Vote	Page 4
3. Counting the Votes	Page 4
B. Absentee Voting	Page 4
1. Definition of Absentee Voting	Page 4
2. Procedure for Absentee Voting	Page 5
3. Absentee Ballot	Page 5
4. Counting the Absentee Ballot	Page 5
C. Proxy Voting	Page 6
1. Definition of Proxy Vote	Page 6
2. Procedure for Proxy Voting	Page 6
3. Counting the Proxy Vote	Page 6
ARTICLE VI – OFFICER DESCRIPTIONS	Page 7
Section 1 - Duties and Responsibilities of Officers	Page 7
A. President	Page 7
B. Vice President	Page 7
C. 2 nd Vice President	Page 7
D. Secretary	Page 7
E. Treasurer	Pages 7-8
Section 2 - Re-Election (Revised September 2005)	Page 9
Section 3 – Vacancies and Removals	Page 9
A. Vacancies	Page 9
B. Removal of an Officer	Page 9
ARTICLE VII – MEETINGS	Page 10

Section 1 – General Membership Meeting	Page 10
Section 2 – Special General Membership Meeting (Repealed 9/05)	Page 10
Section 3 – Bi-annual Election Meeting	Page 10
Section 4 – Action Without a Meeting	Page 10
ARTICLE VIII – EXECUTIVE COMMITTEE	Page 10
Section 1 - Composition and Term	Page 10
Section 2 – Powers and Authority	Page 10
Section 3 – Regular Meetings	Pages 10-11
Section 4 – Special Meetings	Page 11
Section 5 – Rule By Committee	Page 11
ARTICLE IX – COMMITTEES	Page 11
ARTICLE X – COMMITTEE FUNCTIONS	Page 11
Section 1 – Program Chairperson (Optional)	Pages 11-12
Section 2 – Membership Chairperson (Optional)	Page 12
Section 3 – Workshop Chairperson Repealed 1/06	Page 12
Section 4 – Competition Chairpersons	Page 12
A. Digital Images	Page 12
B. Prints – Small, Medium and Large	Page 12
C. “Member’s Choice”	Page 12
D. Print(s) of the Year	Page 12
E. Disqualifications of Digital Images and all Prints	Page 12
Section 4 – Refreshment Chairpersons	Page 13
Section 5 - Election Chairpersons - see Article V on Page 4	Page 13
Section 6 – Field Trip Chairperson	Page 13
Section 7 – DVCCC Representative	Page 13
Section 8 – NJFCC Representative	Page 13
Section 9 – Editor of “The Contact Sheet”	Page 13
Section 10 – Webmaster	Page 13
ARTICLE XI – BYLAWS	Page 14
Section 1 – Procedure	Page 14
Section 2 – Approval of the Bylaws	Page 14
Section 3 – Changes in the By Laws	Page 14
Section 4 – Updating the Bylaws	Page 14
ARTICLE XII – Parliamentary Authority Repealed 1/06	Page 14
SUPPLEMENTS	
Supplement A – MSMCC Dues Policy	
Supplement B – MSMCC Absentee Ballot Application	
Supplement C - MSMCC Proxy Vote Form	
Supplement D – Brief Outline for Article V – Voting Procedures	

**MAPLE SHADE – MOORESTOWN CAMERA CLUB BYLAWS
APPROVED NOVEMBER 1, 1996 AMENDED MARCH 2010**

ARTICLE I – NAME

This organization shall be called “The Maple Shade – Moorestown Camera Club,” hereinafter referred to as “MSMCC.”

ARTICLE II – OBJECTIVE

The objective of this organization shall be to provide a medium through which persons expressing an interest in the art and science of photography can join with others to exchange ideas and photographic expertise and to enhance the individual skill levels of its members.

ARTICLE III – MEMBERSHIP

SECTION 1 – Eligibility

Membership in the MSMCC is open to any individual having a sincere interest in photography and who desires to share this interest and expertise with others.

SECTION 2 – Membership Categories

Membership in the MSMCC may be obtained in one of three (3) categories:

- A. **Individual Membership** – This class of membership is granted to an individual.
- B. **Family Membership** – This class of membership is granted to a family which may consist of a husband and wife or parent(s) with a child or children.
- C. **Student Membership** – This class of membership is granted to students in high school or full-time college students.
- D. **Lifetime Membership (Formerly known as an Associate Membership)** – This class of membership is granted for lifetime by majority vote of the Executive Committee. Lifetime Membership is typically granted to an individual who has had a previous association with the MSMCC, but has moved or otherwise has become unable to attend meetings and generally participate in club activities. This membership may also be granted to an individual who has given of his/her time to the MSMCC in some photographic capacity; for example, a speaker and/or judge who has contributed to the promotion of MSMCC over a period of time.
(This section was revised March 2010)

SECTION 3 – Membership Rights and Privileges

- A. **Individual Membership** – A person joining as an individual member in the MSMCC has the right to vote; to hold office; to attend Executive Committee Meetings; to attend club-sponsored workshops and field trips; to participate in MSMCC competitions and interclub competitions; and when requested, to serve as a judge.
- B. **Family Membership** – Each member of a family individually has rights and privileges identical to those stipulated for Individual Membership with the following **exceptions**: students under the age of eighteen (18) are ineligible to hold office or to serve as a judge.

- C. **Student Membership** – A person granted student membership status may have all rights and privileges of the Individual Member with the following **exceptions**: students under the age of eighteen (18) are ineligible to hold office or serve as a judge.
- D. **Lifetime Membership** – This membership consists of a complimentary emailing of the newsletter, the “Contact Sheet” and our website via the internet. No Dues. **(Revised March 2010)**

SECTION 4 – Dues

- A. **Individual Membership** – Annual dues for Individual Membership in MS-MCC are as set forth in the current dues schedule established by the Executive Committee. Payment of the current dues amount enrolls the member “in good standing” and as such entitles the member to all rights and privileges in the organization.
- B. **Family Membership** – Annual dues for Individual Membership in MS-MCC are as set forth in the current dues schedule established by the Executive Committee. Payment of the current dues affords full-member privileges to each direct member of a household. Family Membership privileges are identical to those for Individual Membership with the **exceptions noted in Article III, Section 3B.**
- C. **Student Membership** – Annual dues for Individual Membership in MS-MCC are as set forth in the current dues schedule established by the Executive Committee. The dues will be at a reduced rate. Payment of the current dues affords full member privileges to the student. Student Membership privileges are identical to those for Individual Membership with the **exceptions noted in Article III, Section 3C.**
- D. **Dues Schedule** – Membership dues in MSMCC shall be paid in accordance with the current dues schedule established by the Executive Committee. **(See Supplement A - Dues Schedule.)**

SECTION 5 – Delinquent Members

Delinquent members are defined as members who have failed to pay the dues established for their particular class of membership by the November General Meeting. Following the November General Meeting, the Treasurer shall inform each delinquent member as to his/her delinquent status. The delinquent member’s name shall remain on the record and the member shall receive the December newsletter. If the delinquent member fails to pay dues by the December General Meeting, his/her name shall be removed from the membership list and the individual shall forfeit all privileges of MS-MCC membership.

SECTION 6 –Reinstatement

Delinquent member may be reinstated “in good standing” by payment of dues in accordance with the established dues schedule.

ARTICLE IV – OFFICERS

The officers of this Club shall consist of a President, Vice President, 2nd Vice President, Secretary, and Treasurer, all of whom shall be elected for a two-year term in descending order of authority as listed herein. The duties of the officers shall be provided in the Bylaws.

SECTION 1 – Eligibility

To be eligible to be elected to serve as President, an individual must have maintained his/her membership “in good standing” for one (1) year prior to the nomination. No eligibility restrictions are placed on any other officer.

SECTION 2 – Nominations, Nominating Committee, and Elections

A. Nominations – Nominations for officer positions shall be made by either of the following procedures:

1. By a nominating committee appointed to search out capable club members willing to serve if elected to one (1) of the officer positions for which he/she will be nominated.
2. By nomination from the floor by any member “in good standing” who has first ascertained that the person to be nominated is willing to serve if elected to the officer position for which he/she will be nominated.

B. Nominating Committee – The Executive Committee shall nominate the slate of officers at the February Executive Meeting. At the March General Meeting, the designated chairperson will announce the slate of the nominated officers to be voted on by the General Membership. The Executive Committee is
Pursuant to Article VII, Section 1. (Removed April effective March 2010)

C. Election of Officers – The nominated slate for the bi-annual election of officers shall take place at the April General Meeting. The vote will take place after the Nominating Committee has presented its slate of candidates including any subsequent nominations made from the floor. If the nominated slate of officers reflects **all current officers** and **all officers** are running **unopposed**, the President may call for a show of hands voting rather than casting ballots. Regardless of the voting procedure a majority of members “in good standing” are required to elect the officers. The elected officers assume office at the May General Meeting. **(Removed May and June effective March 2010)**

D. Term of Office – The term of office for the five (5) officers shall run from September 1st through August 31st for a period of two (2) years.

E. Re-election of Officers - After serving their two (2) year term, all officers, **except the President**, may run for re-election without limitations. The President may be elected to a second term, serve, then he/she must wait four (4) years, i.e., two (2) full terms, before running for President again.

ARTICLE V - VOTING PROCEDURES

A. IN-PERSON VOTING

1. **The Election Board** - The Executive Committee will appoint two (2) Election Chairpersons (**who cannot be any of the remaining officers**) who shall be assisted by the Treasurer. If the Treasurer is unable to fulfill his/her election duties at the March and April General Meeting(s) the President shall assume the Treasurer's election duties as outlined in this Article.
2. **Procedure to Vote** - There will be two (2) tables set up for voting. The **first table** will be the **check in table** where **the Treasurer and one (1) Election Chairperson** will have the list of all members "in good standing." Each member "in good standing" will **check in** with the **Treasurer first**, then receive his/her ballot(s) from the Election Chairperson.

Once the member "in good standing" has received his/her ballot(s), he/she should fill in the ballot, fold the ballot, and proceed to the **second table - the voting table.** There a second Election Chairperson shall maintain the voting box and assist with any questions. The folded ballot shall be placed in the voting box by the member "in good standing."

A proxy bearer follows the procedure under Section C2 Proxy Voting.

3. **Counting the Votes** – All ballots will be counted by the two (2) Election Chairpersons. **The Treasurer will not be part of the counting procedure unless there is a questionable ballot.** Any ballot that is deemed questionable due to an error by the Chairpersons shall be reviewed by the chairpersons and the Treasurer, and **together** as a unanimous majority they shall determine if a ballot is to be **VOIDED.** **Examples of serious errors would be, but are not limited to:** for **in-person voting:** tampering with the ballot missing; for **absentee voting:** missing signature, missing date, missing both signature and date, not initialing and/or checking off requested information, not following mailing instructions, and for **proxy voting:** any missing requested information on the proxy form. After the review, if the questionable ballot is approved, "**APPROVED**" shall be written on its face and shall be signed and dated by the Chairpersons and the Treasurer to verify that the ballot was handled properly. Likewise, if a ballot is deemed **VOID**, "**VOID**" shall be written on its face, with the reason circled, it shall be signed and dated by the Chairpersons and the Treasurer to verify the ballot was handled properly.

B. ABSENTEE VOTING

1. **Definition of Absentee Voting** – Absentee voting allows a member "in good standing" to participate in the bi-annual election of officers even though he/she will be unable to attend the April General Meeting to vote in person. Absentee voting begins the night of the March General Meeting and **ends on and includes** the Monday before the April General Meeting (which is the 2nd Tuesday of the month). (**Revised election months March 2010**)

- 2, **Procedure for Absentee Voting** – The member “in good standing” may **obtain an absentee ballot from the Treasurer** while he/she is in attendance at the March General Meeting. **Once the March General Meeting has ended, absentee ballots are no longer available and the member “in good standing” who is unable to attend the April General Meeting to vote will need to vote by proxy.** If the Treasurer is unable to attend the March General Meeting the President shall assume the Treasurer’s duty to give out the absentee ballot(s). **(All months in these sections revised March 2010)**

Upon obtaining an absentee ballot, the name of the member “in good standing” will be recorded. The member “in good standing” may complete the absentee ballot on the evening of the March General Meeting, fold it, place in the envelope, and **give the absentee ballot to one of the Election Chairpersons.** The name of the member “in good standing” shall be recorded by the Treasurer as having voted that night by absentee ballot. **(Rev. 3/2010)**

OR

The member “in good standing” may **mail** the absentee ballot. The **absentee ballot form outlines** the **exact procedure** to mail the ballot to the Treasurer. The Treasurer **will not** contact the member “in good standing” to verify the ballot was received. It is the responsibility of the member “in good standing” **to allow enough mailing time for the ballot to arrive no later than the Monday before the General Meeting.** The ballot **may not** be opened by the Treasurer upon receipt. The member “in good standing may contact the Treasurer to confirm receipt of the absentee ballot. The Treasurer shall turn over all unopened absentee ballots in his/her possession, to one of the Election Chairpersons at the April General Meeting. **(Revised March 2010)**

3. **Absentee Ballot** - The absentee ballot shall have attached the slate of officers running for election. It is the responsibility of the member “in good standing” to **complete** the absentee ballot **fully. Most importantly, the absentee ballot must be signed and dated to be counted. There will be no exceptions.**
4. **Counting the Absentee Ballot** - **SINCE ABSENTEE BALLOTS WILL NOT BE OPENED UPON RECEIPT BY THE TREASURER, ON THE NIGHT OF THE APRIL GENERAL MEETING ONE OF THE TWO (2) ELECTION CHAIRPERSONS WILL DO SO. ANY BALLOT WITH SERIOUS ERRORS MAY BE VOIDED. See Section A3 for examples of serious errors and procedures for questionable ballots.** **(Rev. 3/2010)**

If the Treasurer is unable to attend the April General Meeting he/she shall turn over all absentee ballots received by mail to the President along with the absentee ballot list so the President can bring the absentee ballots and the absentee ballot list with him/her to the April General Meeting. **(Rev. 3/2010)**

NO OTHER ABSENTEE BALLOT FORM WILL BE ACCEPTED.
(See Supplement B - Absentee Ballot Form.)

C. PROXY VOTING

1. **Definition of Proxy Voting** – A proxy is the legal transfer of one’s right to vote to another person. A proxy can only be transferred by a member “in good standing” to another member “in good standing.”
2. **Procedure for Proxy Voting** – A member “in good standing” who is unable to attend the April General Meeting to vote in the election **and has not** applied for an absentee ballot, may assign his/her right to vote to another member “in good standing.” The member “in good standing” exercises his/her proxy by filling in the proxy form which shall be made available at the March General Meeting. The slate of officers will be attached to the proxy. The Proxy form shall be completed **fully. (Revised March 2010)**

It is the responsibility of the proxy giver to forward the proxy form to his/her proxy bearer to allow sufficient time for the proxy bearer to bring the proxy form to the April General Meeting. The member “in good standing” who is exercising his/her proxy assumes the responsibility to inform his/her proxy bearer of his/her proxy choices for the officers in the election. **It is the responsibility of the proxy bearer to bring the proxy form with him/her to the April General Meeting. (Revised March 2010)**

The names of the proxy giver and proxy bearer shall be recorded for the proxy vote. The name of the proxy bearer shall also be recorded a second time as he/she shall also be casting a **separate in person** vote for himself/herself.

Once the proxy bearer checks in with the Proxy form the chairperson shall staple the proxy form to a ballot so the proxy bearer can vote on behalf of the proxy giver. The Chairperson shall also give a separate ballot to the proxy bearer so he/she may cast his/her separate vote as an in-person voter. Once the proxy bearer has received his/her ballot(s), he/she should fill in the ballot(s), fold the ballot(s), and proceed to the **second table - the voting table** where a second Election Chairperson shall maintain the voting box and assist with any questions. The folded ballot(s) shall be placed in the voting box by the voting member “in good standing.”

3. **Counting the Proxy Vote** – Pursuant to Section A3, **all** ballots will be counted by the two (2) Election Chairpersons. **The Treasurer will not be part of the counting procedure unless there is a questionable ballot.** Any ballot that is deemed questionable by the chairpersons due to a **serious error** may be **VOIDED. See Section A3 for examples of serious errors and procedures for questionable ballots.**

NO OTHER PROXY FORM WILL BE ACCEPTED.
(See Supplement C – Proxy Form.)

ARTICLE VI – OFFICER DESCRIPTIONS

SECTION 1 – Duties and Responsibilities of Officers

A. President – The President of the MSMCC shall preside over all sessions of the MSMCC General Membership, Executive Committee, and any other special Executive meetings that may be required. The President shall assume active leadership of the club at all times and diligently strive to maintain and enhance the level of club activities. The President may serve as a member of all committees.

The President is also a **fiduciary** in the capacity of having the authority to sign a check(s) on behalf of the MSMCC. The authority to sign a check(s) is limited to the following conditions: an emergency circumstance **and** the Treasurer is unavailable or unable to sign a check(s). The President is to contact MSMCC's financial institution to obtain temporary checks. The President must inform the Treasurer and the officers that such a transaction(s) took place, the check number(s) and amount(s) of the check(s) written, the circumstances for the emergency decision, and any remaining checks are **to be destroyed at the next Executive Meeting** so as to eliminate a potential problem of extra checks circulating. The President **does not** have the authority to bind the MSMCC to any loans or transactions that would affect the MSMCC's finances **without first presenting the issue(s) to the Executive Committee for approval.**

The President shall serve as the third member of the election board replacing the Treasurer when he/she is unable to attend the March and/or April General Meeting(s). The Treasurer's duties concerning the election are outlined in Article V, Sections A1,2,3, B2,3,4, and C2 and 3. **(Revised March 2010)**

B. Vice President – The Vice President shall perform special functions as designated by the Executive Committee, and preside over all Executive Meetings and General Membership Meetings in the absence of the President.

C. 2nd Vice President – The 2nd Vice President shall also perform special functions as designated by the Executive Committee and preside over all Executive Meetings and General Membership Meetings in the absence of the President and Vice President.

D. Secretary – The Secretary shall also act as the Corresponding Secretary in the following capacities: notifying speakers and judges for presentations, and all other subsequent correspondence as required. The Secretary shall preside over all Executive Meetings and General Membership Meetings in the absence of the President, Vice President, and 2nd Vice President.

E. Treasurer – **The Treasurer is a fiduciary** and shall be responsible for all financial matters of the organization. The Treasurer shall receive all incoming funds of the organization and have the authority to pay all bills and make expenditures authorized by the Executive Committee. The Treasurer

shall prepare a projected budget submission if requested by the township for inclusion in the township's annual budget organization funding. Upon completion of any projected budget, the Treasurer shall present the report to the Executive Committee and copies will be made available to any member "in good standing" if requested. The Treasurer must also keep a detailed accounting of all receipts and disbursements as well as balance the bank account statement(s) monthly. The Treasurer has the authority to sign all checks.

The Treasurer **does not** have the authority to open and/or close any accounts without the approval of the Executive Committee. The Treasurer **does not** have the authority to bind the MSMCC to any loan(s) or transaction(s) that would affect the MSMCC's finances **without presenting the issue(s) to the Executive Committee for approval**. The Treasurer **does have the authority to deny** processing a transaction. The Treasurer must outline the reason(s) for the dispute and present the outline to the Executive Committee at the next Executive Meeting. **If an immediate response is needed, the Treasurer must contact the Executive Committee Officers**. Otherwise, the Executive Committee shall review and/or investigate the Treasurer's dispute and make a decision based on a majority vote at the next Executive Meeting. When the Executive Committee Officers are contacted in lieu of an Executive Meeting, the decision will be carried by a majority vote based on the number of officers contacted.

The Treasurer will also serve in a **non-Treasury capacity, but still as a fiduciary**, as the third party in addition to the two (2) Election Chairpersons in the bi-annual election of officers **Pursuant to Article V – Voting Procedures Section A1**. The Treasurer's primary duties are as follows: **(1)** to record the name(s) of the member "in good standing" **who voted by absentee ballot(s) the night of the March General Meeting;** **(2)** to record the name(s) of the member "in good standing" who **received an absentee ballot(s) to mail** to the Treasurer prior to the April election; **(3)** at the receipt of the absentee ballot to record the name(s) of the member "in good standing" **whose absentee ballot(s) were returned to the Treasurer** within the appropriate time; **(4)** to record the names of the proxy giver and proxy bearer when the **proxy is presented for vote at the April General Meeting;** **(5)** to record the name(s) of the member "in good standing" as he/she votes in person at the April General Meeting. **(Revised March 2010)**

Lastly, the Treasurer shall also assist the Election Chairpersons in reviewing and determining the results of any questionable ballot(s), Pursuant to **Article V – Voting Procedures, Sections A1, 2, 3, B4 and C3**.

ALL OFFICERS ARE EXPECTED TO ATTEND ALL EXECUTIVE MEETINGS.

IF AN OFFICER CANNOT ATTEND A MEETING, HIS/HER REPORT AND/OR COMMENTS SHOULD BE FORWARDED TO THE PRESIDENT OR OFFICER CHAIRING THE EXECUTIVE MEETING.

SECTION 2 – RE-ELECTION (REPEALED AND REPLACED BY ARTICLE IV – OFFICERS, SECTION 2E, REVISED SEPTEMBER 2005)

SECTION 3 – VACANCIES and REMOVALS

- A. Vacancies** – In the event of a vacancy in an officer position due to death, removal, resignation, inability, or unwillingness to serve, the President or the presiding officer shall declare the position vacant. A successor for the vacated office shall be elected at the next General Meeting by a majority of the members “in good standing.” If the duly elected President of the club shall be unable to fulfill the duties of his/her office and so notifies the Executive Committee by his/her written resignation, the Vice President shall assume the duties of the President for the balance of the unexpired term.

If for any reason the Vice President is unable to assume the office, the 2nd Vice President shall assume the Presidency for the unexpired term and the office of the 2nd Vice President shall remain vacant until the next bi-annual election.

If the President is unable to serve the remainder of his/her term, and the Vice Presidents are unable or unwilling to assume the Office of the President, the Executive Committee shall govern in place of the absentee President.

- B. Removal of an Officer** – Any officer elected may be removed by the Executive Committee **with or without cause** only by the vote of the majority of the Executive Committee. In the event any officer through, but not limited to, his/her actions is indifferent to the duties of his/her office, and/or is negligent or abusive in carrying out the duties of that office, he/she shall appear before the Executive Committee. The Executive Committee shall discuss the issue(s) and then decide on the appropriate action to be taken. Once the Executive Committee reviews a pending removal based on “**cause**,” and “**cause**” for removal is found, the officer shall then be removed from office upon the majority vote of the Executive Committee. The Executive Committee may also suspend an officer pending its review of the grounds for removal.

ARTICLE VII – MEETINGS

SECTION 1 - General Meeting – The MSMCC shall meet monthly, on the 1st Tuesday of the month, from September through May, unless otherwise directed by the Executive Committee. The location and time for the MSMCC General Meetings shall be established by the Executive Committee. Notification of changes affecting the General Meetings shall be provided to club members prior to the Meeting, through the MSMCC Web Site, an announcement in the newsletter, the “Contact Sheet,” and on the Calendar of Events. The MSMCC General Meetings shall be open to the public. Should a vote take place at the General Meeting a majority of the “members in good standing” in attendance at that General Meeting shall be required to carry the vote. **(Revised May 2009)**

SECTION 2 - Special General Meetings – Repealed September, 2005

SECTION 3 - Bi-annual Election Meeting – The bi-annual election meeting for the MSMCC shall be held at the April Gen. Meeting, and the members “in good standing” shall vote for the slate of officers at that meeting. The officers shall be installed at the May General Meeting. **(Rev. Mar. 2010)**

SECTION 4 – Action Without a Meeting – The Executive Committee may act without an Executive or Special Meeting. Any **officer** on the Executive Committee can contact the other officers with his/her request to take action on an issue that cannot wait until a formal Executive meeting by telephone, E-Mail, or in person to present the pressing issue. A **majority of the responding officers** must be in agreement for the issue to be resolved.

ARTICLE VIII – EXECUTIVE COMMITTEE

SECTION 1 - Composition and Term - The Executive Committee of the MSMCC shall consist of the following officers: President, Vice President, 2nd Vice President, Secretary, and Treasurer. The Executive Committee shall also include the Chairpersons of all committees and special activities such as the editor of the newsletter and the webmaster.

SECTION 2 - Powers and Authority – The Executive Committee of the MSMCC shall be the sole governing body of the organization and shall make all rules, policies and procedures, both administrative and financial, for the operation of the club.

SECTION 3 – Regular Meetings – The Executive Committee shall meet monthly. The meeting night, time, and location shall be determined by the majority of the members of the Executive Committee. The meeting schedule should be established as soon as possible prior to September, which is the start of the new operating year. The night, location and time for each meeting will be announced in the “Contact Sheet” and the Web Site for that month.

The President shall preside over the monthly Executive Meetings. In his/her absence, the Vice President shall preside; in the Vice President's absence, the 2nd Vice President shall preside; in the 2nd Vice President's absence, the Secretary shall preside; in the Secretary's absence, the Treasurer shall preside.

SECTION 4 - Special Meetings – Special Meetings of the MSMCC Executive Committee may be called by the President, a presiding officer, see **Section 3 above** for the order of presiding officers, or a chairperson.

SECTION 5 - Rule by Committee – Pursuant to **Article VI – Officer Descriptions Section 5 – Vacancies and Removals**, in the event of a vacancy in the office of the President, and both Vice Presidents are unable or unwilling to assume the office of the Presidency, all meetings and business shall be conducted by the Executive Committee. The Secretary and Treasurer shall continue to carry out their duties. Each member on the committee shall have an equal voice on all issues before the committee and shall have one (1) vote to cast when voting on an issue(s) before the committee. The majority vote will prevail.

ARTICLE IX – COMMITTEES

As soon as possible after the election of officers, the President can appoint Chairpersons for all standing and special committees. Typically the standing committees shall include, but are not limited to:

1. Program Chairperson (Optional)
2. Membership Chairperson (Optional)
3. Competitions Chairpersons
 - A. Digital Images
 - B. Prints: Small, Medium and Large
 - C. Members' Choice: Slides and Digital Images
 - D. Print(s) of the Year
4. Refreshment Chairpersons
5. Election Chairpersons
6. Field Trip Chairperson
7. DVCCC Representative (Volunteer Position)
8. NJFCC Representative (Volunteer Position)
9. Editor of the Newsletter, the "Contact Sheet"
10. Webmaster

ARTICLE X – COMMITTEE FUNCTIONS

A committee shall consist of a chairperson(s) of that committee and/or interested members "in good standing."

SECTION 1 – Program Chairperson (Optional) The main function of this position is to actively seek out programs for our upcoming year and to obtain judges for the

required competitions.

SECTION 2 – Membership Chairperson (Optional) The main function of this position is to welcome new members and give them a membership packet which includes: a welcome letter, calendar of events, print and slide rules for the MSMCC competitions and MSMCC's Bylaws.

SECTION 3 – Workshop Chairperson (Optional) Repealed 1/06

SECTION 4 – Competitions Chairpersons:

- A. Digital Images** – The main function of this position is to oversee the digital image competitions. These duties include, but are not limited to, accepting entries that meet the criteria of each type of digital image competition, overseeing the projection of digital images, and the judging of the competitions. In addition, it is his/her responsibility to keep score, and keep track of all winners. Lastly, he/she shall fill out and award ribbons. **Most importantly, the chairperson shall record and retain possession of the competition records.**
- B. Prints - Small, Medium and Large** - The main function of this position is checking the entries to ensure that they meet the criteria of each print competition, overseeing the placement of prints, assisting the judge(s) in presenting the winning prints, recording and labeling the winning prints. Lastly, he/she shall fill out and award ribbons. **Most importantly, the chairperson shall record and retain possession of the competition records.**
- C. “Members’ Choice” – Slides and Digital Images** – This is a special competition as defined in the MSMCC Slide Rules under the Section for “Members’ Choice.” **(This Section Deleted 9/08)**
- D. Print(s) of the Year” – Small, Medium and Large** – This is a special competition as defined in the MSMCC Print Rules under the Section for “Print(s) of the Year.” **(This Section Deleted 9/08)**
- E. Disqualification of Digital Images and All Prints** – Pursuant to the MSMCC Slide/Digital Image and Print Rules, the Digital Image and Print Chairpersons have the authority to disqualify a digital image or print, **AT ANY TIME**, if the digital image or print is in violation of the Digital Image or Print Rules. The chairpersons may also disqualify any entry whose maker’s name appears on the list for **non-paid members after the November meeting**. The non paid members list shall be provided by the Treasurer at each Executive Meeting and updated when a member pays his/her dues at the General Meeting.

SECTION 4 – Refreshment Chairpersons - The main function of this position is to seek out members “in good standing” to provide refreshments for the monthly General Meetings. The Executive Committee shall provide the refreshments for the September General Meeting. The members “in good standing” shall provide the refreshments for the holiday party at the December General Meeting. Two (2) or more members are suggested to provide the monthly refreshments for the General Meetings and the members shall be reimbursed per person with a maximum for two (2) people . Reimbursement amounts are set by the Executive Committee. Unusual reimbursements can be made if approved by the Executive Committee. Consult the refreshment chairpersons for more details on what food and beverages to bring.

SECTION 5 - Election Chairpersons – See Article V – Voting Procedures

SECTION 6 – Field Trip Chairperson - The main function of this position is to seek out places of photographic interest which could be, but are not limited to, historic locations, zoos, wildlife preserves, museums, etc. The chairperson is responsible for organizing and obtaining all information that would be needed for the field trip, such as, but not limited to, number of people attending, dates, time and place of departure, directions, costs, rain date if any, food options, etc. The chairperson shall inform the newsletter editor, the webmaster, and the President well in advance so the trip can be announced to the General Membership.

SECTION 7 – DVCCC Representative (Optional) Contact DVCCC as to details

SECTION 8 – NJFCC Representative (Optional) Contact NJFCC as to details

SECTION 9 – Editor of the Newsletter “Contact Sheet” – The main function of this position is to gather and publish information concerning the MSMCC present and upcoming monthly activities which would include, but are not limited to, program information and/or judges’ bios for the monthly General Meetings, past monthly competition results, upcoming monthly competitions, fieldtrips, workshops, announcements of competitions from other sources, and any other information that affects the MSMCC in some capacity. The newsletter editor shall also copy and mail the newsletter by

U.S Postal Service to members “in good standing” who do not wish or who are unable to receive the newsletter from E-Mail or the web site.

SECTION 10 Webmaster - The main function of this position is to gather and post on MSMCC’s Web Site an electronic form of the monthly newsletter, and any information from other sources, including, but not limited to, DVCCC, PSA, NJFCC, which affects the MSMCC.

ARTICLE XI – BYLAWS

SECTION 1 – Procedure – Proposed amendment(s) to these Bylaws must be submitted to the Executive Committee in written form by any member “in good standing.” The proposed amendment(s) shall be reviewed by the Executive Committee at its next meeting. If submitted after June, the proposed amendment(s) shall be reviewed at the September Executive Meeting with discussion as appropriate. The originator(s) of the proposed amendment(s) may be consulted for further clarification if necessary. When finalized, the proposed amendment(s) shall be distributed at the next General Meeting to be voted upon by the members “in good standing.”

SECTION 2 – Approval of the Bylaws – Bylaws may be enacted, amended, and/ or revoked by a majority affirmation vote of the members “in good standing” at a General Meeting. Based on that majority vote, the enactment, amendment and/or revocation will become part of the Bylaws.

SECTION 3 – Changes in the Bylaws – Additions, amendments and/or revocations to these Bylaws may be made by a majority affirmative vote of members “in good standing” at a General Meeting. The proposed change(s) in the Bylaws must be presented to the membership in writing at least one (1) month in advance of bringing the proposed change(s) to a vote.

SECTION 4 - Updating the Bylaws – The Bylaws can be reviewed at the discretion of the Executive Committee.

ARTICLE XII – PARLIAMENTARY AUTHORITY Repealed 1/06