



**Harford County Photography Group  
Official Constitution And By-Laws  
2019**

**Revised June 2019**

**Disclaimer**

**This document will be made available to any member upon request.**

**This document may not be changed or altered in any way without the express permission of the Board Of Directors of the Harford County Photography Group.**

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## **Article I. Designations**

Section 1.01 This organization shall be known as the Harford County Photography Group and hereafter referred to as the "HCPG" or "the Club", located in Harford County, Maryland. Any changes to the official title of the Club must be a majority decision by the Board.

Section 1.02 The leadership team of the Harford County Photography Group shall hereafter be referred to as "The Board". **See Article V.**

Section 1.03 All paid field trip or travel events shall hereafter referred to as the "Adventure Series." See Section 6.01.

Section 1.04 All field trips planned in place of regular monthly meetings during the Summer months of June, July, & August shall hereafter be referred to as the "Summer Series". See Section 6.01

## **Article II. Manifesto**

Section 2.01 The purpose of the Club shall be:

- (a) Association for the enjoyment of photography,
- (b) Advancement of its members in the art of photography,
- (c) Understanding the science of photography,

Section 2.02 HCPG may organize regular meetings involving programs such as guest speakers and photo discussions. HCPG may also organize contests, photo workshops, field trips and other events. All official events, meetings, and trips shall be organized by the Board or duly appointed committee. For more information on meetings, see Section 6.01

## **Article III. Membership**

Section 3.01 Membership Tiers

Membership shall be divided into two separate tiers, with dues and standing to be overseen by the Treasurer. The tiers are as follows:

- (a) Silver Member
- (b) Gold Member

## Silver Member

- (a) Attends monthly meetings on a regular, pay-per-meeting basis
- (b) Not eligible to run for, or hold, any club office.
- (c) Not eligible to vote on any club business.
- (d) Eligible to receive the club newsletter, HCPG Pulse.
- (e) Must pay full price for all HCPG events.

Silver members be registered with the club Secretary and pay for admittance to all meetings at the door.

## Gold Member

- (a) Eligible to run for club office.
- (b) Eligible to vote in club elections after being in good standing for six (6) months prior to next election or vote.
- (c) Eligible to receive the club newsletter, HCPG Pulse.
- (d ) Must pay applicable dues at time of registration.
- (e) Eligible to participate in Adventure Series and Summer Series events at a discounted rate.

### Section 3.02 Application for Membership.

- (a) Any person interested in photography may apply for membership.
- (b) Membership requirements shall be established by the Board.
- (c) Application for membership shall be submitted to the club Secretary. Must include name, phone, email, experience level, photography portfolio website address (if applicable), check box to add information to club directory.

Section 3.03 Termination of Membership. Any level of membership may be suspended or terminated at the discretion of the Board.

## **Article IV. Dues**

Section 4.01 Each Gold member shall pay dues on an annual basis.

Section 4.02 Dues shall be collected and organized by the Treasurer. Proration and discounts will be determined by the Board before the start of the year.

Section 4.03 Silver members are not required to pay annual dues.

## **Article V. Officers – Duties, Terms, And Elections**

Section 5.01 The following officers shall be elected by as prescribed in the Bylaws. Terms of office shall be for a period as stipulated in the Bylaws.

Responsibilities and duties of these offices will be laid out in Section 5.03.

Term of office are specified in Section 5.04.

An officer can serve three consecutive terms in the same position before he/she must receive permission from the Board to run for additional terms. An officer who has left office may run for a different office. (I.E. a former “Treasurer” may run for “Secretary”).

The offices of the Club shall be titled as follows:

- (a) President
- (b) Vice President
- (c) Treasurer
- (d) Secretary
- (e) Member At Large

The Board may also appoint one or more liaisons to external organizations.

Section 5.02 These officers shall constitute the Board Of Directors, hereinafter called the “Board”.

Section 5.03 Duties, Responsibilities and Authorities of Officers.

- (a) President. Duties of the President are as follows:
  - 1) The President shall generally direct and supervise all Club activities.
  - 2) The President shall be the chief executive officer of the Club and shall have general supervision over the business of the Club and its officers, subject to the control of the Board of Directors.
  - 3) The President shall preside at all meetings of the membership and the Board of Directors.
  - 4) the President may sign and execute contracts or other financial instruments duly authorized by the Board of Directors.
  - 5) The President shall be a co-signer on all Club bank and investment accounts. The President has discretionary authority to obligate up to \$50 of Club funds without approval from the Board, provided the Treasurer is notified within 24

hours of the obligation of funds. The President and Treasurer are the only officers able to sign cheques on club accounts.

(b) Vice President. The duties of the Vice President are as follows:

- 1) The Vice President shall assume the duties of the President in his/her absence or disability and shall act as a Club director on the Board of Directors.
- 2) The Vice President shall delegate a committee to arrange speakers and presenters.
- 3) The Vice President has discretionary authority to obligate up to \$50 of Club funds without prior consultation or approval from the Board, provided the Treasurer is notified within 24 hours of the obligation of funds.
- 4) The Vice President shall delegate a committee to create and distribute the newsletter.

(c) Treasurer. Duties as Treasurer shall be the sole control of the financial affairs of the Club, as established by the board. The Treasurer's duties are as follows:

- 1) The Treasurer shall keep the clubs financial records up to date using Quickbooks or other financial software as approved by the Board and shall make financial records available to any Board member requesting information.
- 2) The Treasurer shall receive and arrange for the safekeeping of its funds, and shall pay out its funds only in such manner as defined in these Bylaws or duly authorized by the Board of Directors. Other board members can view the club's finances on Quickbooks or other financial software as approved by the Board, but all changes must be made by the Treasurer.
- 3) The Treasurer shall produce for Board review a monthly financial report detailing income and expenditures to date.
- 4) The Treasurer shall be a co-signer on all Club bank and investment accounts.
- 5) The Treasurer has discretionary authority to obligate up to \$50 of Club funds without prior consultation or approval from the Board.

(d) Secretary. Duties of the Secretary shall be as follows:

- 1) Maintain records of the minutes of all Board of Directors and leadership meetings.
- 2) To notify members of regular and special meetings and events
- 3) To prepare ballots for elections.
- 4) The Secretary shall also be the custodian of current and historical official documents of the Club including a copy of the current Club Constitution And ByLaws, the current membership roster, the current Board of Directors roster and terms of office, and the minutes of all leadership meetings of the membership or Board of Directors.
- 5) The Secretary shall also be responsible for maintaining a record of all current and past Board of Director rosters.
- 6) The Secretary is the Club's Director of Media, responsible for all social media accounts, advertising, and posting of club events and notices.

7) The Secretary shall be responsible for the Board's Google Drive Account and ensure it is kept up to date,

(e) Member At Large. The Member At Large is the immediate past President of the club. Should they not wish to take the office, the incoming Board shall appoint a new Member At Large. The duties of the Member At Large are as follows:

- 1) Attend leadership meetings and vote on club business.
- 2) Serve on committees created by the President.

#### Section 5.04 Length Of Term Of Office.

- (a) Terms For President and Vice President shall be two years, with an election held every two years. Should the office of President become vacant prior to the end of term, the Vice President shall serve as President until the expiration of the exiting President's current term. The Member At Large will then serve as Vice President.
- (b) Terms For Secretary and Treasurer shall be two years. Should either position become empty prior to the next election, the Board shall appoint a Gold member in good standing to the position to serve the remainder of the term.
- (c) Terms For Member At Large. The Member At Large shall serve a term of two year. Should the position become empty prior to the next election, the Board shall appoint a member in good standing to the position to serve the remainder of the term.

Section 5.05 Election Process. Elections will be held during the November meeting at the end of a final year of term. All Gold members in good standing are eligible to vote and will be given a badge or voting pass at the door.

The Process Of Election shall be as follows:

- (a) A call for nominations will be made to all Gold members in good standing in the September meeting and potential candidates have until the October meeting to submit their name for candidacy.
- (b) A nominations committee will form in September to oversee the election, prepare ballots, both paper and digital.
- (c) Nominees will have the option to make a short speech highlighting their qualifications for their desired office during the October meeting.
- (d) Paper ballots will be mailed out, emailed, or submitted via voting app no later than one week after the October meeting and must be received no later than one week prior to the election.
- (e) Proxies will be mailed out prior to the November meeting. Ballots will be given to any Gold member who did not receive a ballot and the vote will be taken.
- (f) Once the votes are tallied, the nominees will be recalled and the winner announced at the November meeting.

Newly elected officers will be installed in January during the regular monthly meeting by the outgoing President. In the two months between election and official taking of office, newly elected officers will be required to meet with current officers, either in person, by telephone or teleconference, to be made current on all club business relating to their new post.

Section 5.06 Regular Board Meetings.

- (a) Regular Board meetings shall be held at a time and place as determined by the Board no less than once monthly each month of the year, including the Summer months.
- (b) Board meetings may be held either in person or through teleconference.

Section 5.07 Special Board Meetings.

- (a) Special Board meetings may be called by the President or shall be called upon the request of at least two members of the Board. At least 24 hours' notice (written, email or telephoned) shall be given.
- (b) Special board meetings may be held in person or through teleconference.

Section 5.08 Board Actions.

- (a) If a Gold member objects to any action taken by the Board and communicated to members, the Member shall notify the President of the objection in writing within thirty (30) days of its communication, and the President will present the matter to the Board for reconsideration at the next Board meeting.
- (b) If no objections are communicated to the President within thirty days of its communication, all Board actions will be final.

Section 5.09 All Gold members of the Club shall be welcome at regular Board meetings. Club members other than the Board of Directors shall have no vote at regular Board meetings, but their opinions should be requested or volunteered on matters in which they are or have been involved. A time should be set aside during the Board meeting for non-Board members to discuss or bring up matters not previously discussed.

Section 5.10 Compensation. All Club officers (Board of Directors) shall serve strictly on a volunteer basis. Club officers in good standing will be able to attend field trip events at a discount of 50% of the posted cost of attendance.

Section 5.11 Removal From Office. A Board member may be removed from office under the following circumstances:



- (a) Resignation. Should the Board member no longer wish to serve, they may tender their resignation to the President. The Board will appoint a replacement from amongst eligible Gold Members to serve the remainder of the term.
- (b) Termination Of Service. A majority of eligible Gold Members can vote to remove the offending officer at their discretion. A special vote by the Board to replace the member will be called.
- (c) Absence. If the Board member is absent for three (3) consecutive Board meetings the Board may vote to remove said Board member from office with a unanimous vote.

## **Article VI. Meetings**

**Section 6.01** Regular meetings of the Club shall have place, date, and time stipulated by the Board. The meetings shall hereby be categorized as the following:

- (a) Regular Monthly Meeting – held once a month on the second (2<sup>nd</sup>) Wednesday of that month at a pre-arranged location.
- (b) Adventure Series – Field shoots arranged by the Board or delegated committee.
- (c) Summer Series – Field shoots planned in place of monthly meetings during the Summer hiatus of regular monthly meetings in June, July, and August. There will be one (1) meeting per month.
- (d) Leadership meetings – monthly meetings attended by the Board to oversee club affairs. There will be one (1) meeting per month, every month, including Summer months.
- (e) Holiday Party – Annual holiday gathering to be held in December and open to all members in good standing. Additional holiday gatherings may be added at the discretion of the Board.

Additional meetings and/or events may be created and added by the Board.

**Section 6.02** Cancellations And Date Changes. The Board may vote to change the date of a regular meeting with a majority decision.

The President may decide to cancel a regular monthly meeting or leadership meeting if:

- (a) The location space is unavailable
- (b) Inclement weather threatens safe transport to meetings

If a regular monthly meeting is cancelled, it must be immediately posted to the Club's social media and to the Club's Meetup page if still applicable.

## **Article VII. Quorum**

Section 7.01 A minimum of three officers shall constitute a quorum.

## **Article VIII. Amendments**

Section 8.01 Proposed additions, amendments, or revocations to the Constitution may be initiated by any member of the Board at a regular or special Board meeting. Amendments to the Constitution must be approved by a majority vote of Board members. Upon such approval, the addition(s), amendment(s) or revocation(s) shall be incorporated into the Constitution.

## **Article IX. Disclaimers**

For the effective operation of the Club, in the conducting of all activities:

Section 9.01 The Harford County Photography Club does not tolerate discrimination of any kind, whether against religion, race, ethnicity, gender, orientation, etc. Any member accused of discrimination will be subject to dismissal from the club pending an investigation of the claim by the Board, to be handled by the President and Vice President directly.

Section 9.02 The Harford County Photography Group does not tolerate sexual harassment of any kind, against any gender. Any member accused of harassment, sexual or otherwise, will be subject to dismissal from the club pending an investigation of the claim by the Board, to be handled by the President and Vice President directly.

## **Article X. Committees**

Section 10.01 The Board will appoint a committee leader from among Gold Members in good standing. The committee leader shall select their committee members from among any willing Members. Committee meetings shall be held via teleconference software unless otherwise designated per the committee leader.

## **Article XI. Fiscal Year**

Section 11.01 The fiscal year shall begin on January 1<sup>st</sup> of each year and shall terminate on December 31<sup>st</sup> of the same year.

## **Article XII. Parliamentary Authority**

Section 12.01 Robert's Rules of Order shall be a guide for parliamentary procedure during meetings of the Club or Board. For reference, please see <https://robertsrules.org>

### **Article XIII. The Club Constitution and ByLaws**

Section 13.01 The Club Constitution and ByLaws must be re-evaluated every two years. The Board will vote approve or reject any proposed changes.

Section 13.02 Amendments to the Club Constitution and ByLaws can be proposed by any Gold member in good standing at any regular monthly meeting. The Amendment process is as follows:

- (a) Amendments can be proposed by:
  - (1) Any Gold member in good standing at a regular monthly meeting or by written communication. These amendment proposals will be put forward at the next Leadership Meeting.
  - (2) Any Board member at a monthly Leadership Meeting.
- (b) Amendments will be discussed at the next Leadership Meeting.
- (c) After discussion, the President will call for a vote on the proposed amendment. The vote must pass with a majority decision.
- (d) If the vote passes, the new amendment will be ratified into the Constitution and ByLaws by the Club Secretary and announced at the next regular monthly meeting.
- (e) Any member in objection of an amendment has thirty (30) days from the announcement to register an objection with the Board. If no objections are filed, the amendment shall go into effect.

## **Amendments**