

Guidelines

Bainbridge Island Photo Club

Article I: Name and Affiliation

1. These Guidelines govern the organization known as Bainbridge Island Photo Club. In this document it is generally referred to simply as the Club.
2. The Club is an affiliate of the Bainbridge Island Senior Community Center (BISCC) and operates under its auspices.

Article II: Purpose

1. The Club's purpose is to provide members with enjoyment of photography and improvement in their photographic skills.

Article III: Membership and Dues

1. Membership is open to all adults and teenagers interested in photography, irrespective of where they live.
2. Annual dues for membership are charged at a rate the Board reviews and sets in October of each year for the following Club year.
3. Membership becomes effective upon payment of dues to the Club Treasurer.
4. Continuing members should pay dues for a year before the start of the Club year. New members pay dues when they join; if specified in advance by the Board, they may pay on a discounted basis.

Article IV: Board

1. The Club has a Board comprised of elected members.
2. The Board directs the affairs of the Club according to these Guidelines. It also devises and grants all Club awards.

Article V: Board Officers, Terms, and Voting

1. The Club elects five Officers and up to two Members At Large from the general membership. The Officer positions are: President; Vice-President, Programs; Vice-President, Competition; Secretary; and Treasurer. These elected members, plus the past President make up the Board.
2. No member will hold more than one Officer position at a time unless specifically authorized by the Board, based on need.
3. A member is elected by the general membership to a specific position for a one-year term.
4. A member can hold an office for three consecutive terms (i.e., three years) but no more than that. After three consecutive terms, that same member can then be elected to another office but not to the same office they held. The member could then return to a previously held office after at least a year elapses.
5. If a position becomes vacant for any reason, the Board may appoint a replacement from the Club membership for the rest of that term.
6. Each member of the Board has one vote on all elective issues

7. Voting on issues is done only in person except in emergencies.
8. A majority of the Board members constitutes a quorum. A simple majority of the votes cast by Board members is required to pass proposed measures. (An exception to the simple majority rule is the case of the Board voting to remove a Board member, as covered below in this article.)
9. If the Board should decide that it needs to remove one of its members from their position during the course of a term, it may do so by vote of a 2/3 majority of the other Board members.

Article VI: Officer Duties

1. The President presides at Club meetings and Board meetings; appoints committee chairpersons; acts as the leading Club spokesperson; and generally supervises Club activities.
2. The Vice-President, Programs conducts educational and informational activities for the membership and arranges Club photo exhibitions. This officer also assumes the duties of the President in the President's absence.
3. The Vice-President, Competition conducts Club photo competitions; keeps members apprised of competition opportunities outside the Club; and maintains competition rules in consultation with the Board. The details of these rules are covered in a companion document, *Competition: Organization and General Rules*, which is not formally part of the Guidelines.
4. The Secretary maintains Club membership records; distributes a roster as specified by the Board; provides membership badges; manages Club correspondence; keeps minutes of Board meetings; and keeps minutes of general membership meeting activities related to elections, Club organization, and Guidelines.
5. The Treasurer prepares financial summaries from the BISCC accounting records as a basis for reporting financial status to the Board; accepts and records payment of membership dues; and disburses funds as authorized by the Board. The Board may set a discretionary level below which whole-Board approval for disbursement is not required.

Article VII: General Meetings

1. The Club year is a calendar year, January thru December. The Club holds one general meeting each month of the year.
2. Six of the year's meetings are competition meetings, the other six are other programs offered by the Vice-President, Programs.
3. The November meeting is considered the Annual Meeting for transacting organizational business that calls for general membership participation. This includes officer elections.

Article VIII: Electing Officers

1. At the general meeting in October, the President announces a Nominating Committee made up of Club members.
2. The Nominating Committee prepares a slate of officers to be elected for the upcoming terms of office and submits its slate at the Annual Meeting in November. Members can add nominations from the floor.

3. Following close of nominations, members vote on the slate of officers. Each paid member can cast one vote for each elective office.
4. The officers elected at this meeting assume their new duties on the first of January.

Article IX: Committees

1. The Board can create committees as needed to facilitate effective functioning of the Club.

Article X: Amendment of Guidelines

1. Amendment of these Guidelines requires (a) that the proposed amendment has been distributed in writing to the membership at the preceding regular meeting, or by e-mail at least two weeks prior to the meeting; and (b) a two-thirds majority of votes cast.
2. The general membership can amend these Guidelines at any regular Club meeting with suitable advance notice, as specified above.