

THE OFFICIAL CONSTITUTION OF FOCUS PHOTO CLUB

ARTICLE I: NAME

The name of the organization shall be **FOCUS PHOTO CLUB**.

ARTICLE II: PURPOSES

The purposes of the organization are:

1. To unite in a common bond, without regard to race, creed, sex, or national origin, persons with an interest in photography and the photographic arts.
2. To provide responsible activities through participation in club, educational, civic, recreational, and social interaction.
3. To promote high standards in ethics, workmanship, and social relationships necessary for the betterment of the photographic community.
4. To develop the ability of members to plan together, organize, and carry out worthy activities and projects through the use of the democratic process.
5. To foster an understanding of the functions of photography as a separate art entity.
6. To develop and strengthen members confidence in themselves and their work.
7. To provide satisfactory social and recreational activities.
8. To foster practical application of photographic skills through competition.
9. To develop better relationships among members, outside professionals, and the business community.
10. To make each individual member more aware of the world around him/her.

ARTICLE III: ORGANIZATION

Section 1: The FOCUS PHOTO CLUB membership shall be composed of persons interested in the photographic arts who are above the age of 11 and who have paid the club dues.

Section 2: The administration of this organization shall be vested in an Executive Board which shall be composed of the Co-Founders, President, Administrative Vice President, Competition Vice President, Secretary, Treasurer, Historian, Public Relations/News Officer, Webmaster, Program Officer, and Hospitality Officer(s). The Club President shall serve as Chairperson of the Club Executive Board. Each officer shall have one vote, the Co-Founders shall each

have two votes, and the Club President shall vote only to make or break a tie.

Section 3: An officer vacancy which happens during the year shall be filled by an appointment made by vote of the Executive Board.

Section 4: Executive Board meetings shall be held once each month.

Section 5: Executive Board members may be affiliated with other associations as long as all the rules and regulations of the FOCUS PHOTO CLUB are met.

Section 6: There shall be various committees set up to meet the needs of the FOCUS PHOTO CLUB as deemed necessary by the Executive Board.

Section 7: The club calendar year shall be July 1 through June 30.

ARTICLE IV: MEMBERSHIP

Section 1: A person may qualify for membership in the FOCUS PHOTO CLUB provided:

- a. He/she has an active interest in photography;
- b. He/she expresses an interest in joining the club;
- c. He/she pays the current dues at current dues rate at date of membership acceptance and;
- d. He/she follows the policies and ideals of the club.

Section 2: Candidates for membership shall attend at least one meeting as a guest of the club and shall pay membership dues at least one week before being accepted into competition.

Section 3: Membership shall be open to any person over the age of eleven years.

Section 4: Classes of individual membership to be recognized by the club are:

Active Members shall be persons granted membership in the FOCUS PHOTO CLUB. An active member must pay dues as established by the Executive Board of the club. An active member may be eligible to hold club office, may participate in competitive events and awards programs, and may participate in all other club activities.

Professional Members shall be persons or businesses associated with, or participating in, the profession of photography who donate funds to the club in excess of the annual dues as patronage. Professional members, whether being an individual or a company, may be represented by one single individual (and that same individual for the entire club year) with all rights, responsibilities, and privileges of a single active member.

Honorary Members shall be individuals recommended for membership into the club who are approved by the Executive Board of the club. Honorary membership entitles an individual to attend all monthly club meetings and social functions which do not require a fee. Honorary members shall hold an annual membership, renewable at the discretion of the Executive Board, but will not be required to pay annual dues. Honorary members shall not be eligible for competitions.

A **Charter Member** is an original member from the club's conceptual 1989–1990 year. To retain Charter Member privileges, all yearly dues must be paid.

Section 5: Any member may be suspended when sufficient reason exists as determined by the Executive Board. Such transgressions as lewd or inappropriate behavior, misrepresentation of the club and/or its membership, creating disruption among membership, creating a nuisance during a meeting, violation of club policies and regulation, violation of competition rules, or any other transgression as deemed by the Executive Board to be a violation of the privileges of membership.

ARTICLE V: VOTING

Section 1: Each club member in good standing shall be entitled to one vote on issues presented to the club at large for action by vote which are presented by decision of the Executive Board.

Section 2: Only club members in attendance shall vote on issues voted on at Club meetings.

Section 3: In case of a tie in officer elections, the current Executive Board will vote by secret ballot to break the tie.

Section 4: The Vice President shall be in charge of a panel of three members who are not on the ballot to collect and count votes for the election of new club officers.

Section 5: Co-Founders shall have two votes each in all voting procedures. If a Co-Founder also holds an office, the Co-Founder will have a cumulative three votes on motions.

Section 6: Executive Board members shall have one vote in all voting procedures.

Section 7: Only Executive Board members in attendance shall vote in Executive Board meetings.

ARTICLE VI: OFFICERS

Section 1: The club officers of the FOCUS PHOTO CLUB shall be elected by a majority vote of the active membership attending the May Club Meeting each year and shall consist of President, Administrative Vice President, Competition Vice President, Secretary, Treasurer, Historian, Public Relations/News Officer, Webmaster, Program Officer, Hospitality Officer(s), and Liaison Officer.

Section 2: Officers elected shall serve for one calendar year from July through the following June, **excepting** the President who shall serve a term of two consecutive years.

Section 3: To be eligible to run for a club office a candidate must:

- a. Be an active member in good standing;
- b. Have been an active member for six months, except for the President, Vice Presidents, and Treasurer which require one calendar year;
- c. Be able to attend Executive Board meetings;
- d. Display high moral and ethical standards in accordance with the precepts of the club;
- e. Be over the age of 17.

Section 4: Any active member who meets eligibility standards may volunteer to be placed on the ballot or be nominated by another member. Other nominations may be placed on the ballot by the Executive Board with permission of the individual member.

- Section 5: Any officer may hold a post for as long as the club membership votes for that officer to be re-elected.
- Section 6: Each club officer will be required to maintain 75% attendance at all monthly Executive Board meetings and display high moral and ethical standards in accordance with the precepts of the club throughout his/her term of office.
- Section 7: Any vacated or open office shall be filled by appointment of the Executive Board within two months. If, however, no member will accept the appointment, the duties of that office will be distributed among the other Executive Board members until such a time as the office can be filled or the next election, whichever comes first.
- Section 8: All officers will be expected to comply with all policies and regulations of the FOCUS PHOTO CLUB.
- Section 9: If these requirements are not met, the officer shall be given a probationary period in which to re-establish his/her good standing. If the officer has not been able to re-establish his/her good standing, he/she may be asked to resign by a majority vote of the Executive Board in order to maintain the integrity of the club. A request for resignation shall be made in written form.
- Section 10: The general duties of ALL club officers shall be:
- a. Serve on the Executive Board.
 - b. Promote the general welfare of the FOCUS PHOTO CLUB.
 - c. Carry out all reasonable requests made by the Club President and/or Board.
 - d. Acquire a working knowledge of the latest edition of Robert's Rules of Order.

The INDIVIDUAL duties of club officers are as follows:

The **Club President** shall:

- a. Preside over all Club and Executive Board meetings.
- b. Act as spokesperson for the club.
- c. Plan the agenda of all Executive Board meetings with the help of fellow Executive Board members.
- d. Arrange and approve all club correspondence.
- e. Appoint any necessary special committee chairpersons.
- f. Help plan activities throughout the year by working with such chairpersons and committees as are set into motion.
- g. Prepare the nomination forms and officer voting ballots with the help and direction of the Executive Board.
- h. Help supply information for the New Member information packet.
- i. Handle all club correspondence.

The **Administrative Vice President** shall:

- a. Perform the duties of Club President in his/her absence.
- b. Assist the president in coordinating the activities at club meetings.
- c. Obtain three members not on ballot to count votes during elections of new club officers.
- d. Acquire judges for special competitions.
- e. Serve as liaison for all committees to the Executive Board.

The **Competition Vice President** shall:

- a. Coordinate and administer the competition program.
- b. Tabulate and record monthly competition points and give standings to PR/News officer.
- c. Maintain members' competition records.
- d. Appoint assistants to help with competition for the year.
- e. Obtain three judges for each monthly competition.
- f. Tally competition points for members' nametag recognition stickers and present to Secretary.

The **Club Secretary** shall:

- a. Keep an accurate record of the business transacted during all club, Executive Board, and special meetings.
- b. Keep an accurate list of all members in attendance.
- c. Update nametags and theme cards monthly with recognition stickers as directed by the Competition Vice President.
- d. Retain custody of the constitution and other reports and records of the club.
- e. Preside over meetings in the absence of the President and Administrative Vice President.
- f. Tabulate and record members' service points.
- g. Send newsletters to absent members who do not have Internet access.
- h. Set up sign-in table.

The **Club Treasurer** shall:

- a. Keep an accurate record of income and expenditures.
- b. Report the financial conditions of the organization upon request of the Club President.
- c. Accept membership dues and update membership list monthly and present copies to Board.
- d. Maintain club funds.
- e. Handle ways and means.

The **Club Historian** shall:

- a. Accumulate information and materials which are of value in recording the history of the club.
- b. Prepare and maintain a club scrapbook for display at club meetings.
- c. Assist the PR/News Officer and Webmaster in preparing promotional materials.

The **Club Public Relations/News Officer** shall:

- a. Prepare news releases and other publicity as approved by the Executive Board.
- b. Prepare a monthly newsletter for distribution to the membership and club Webmaster.
- c. Oversee all printed material needs of the club.
- d. Provide Webmaster with newsletter and PR material for website.

The **Club Webmaster** shall:

- a. Maintain club website and update as necessary.
- b. Work in conjunction with PR officer.

The **Club Program Officer** shall:

- a. Arrange programs for monthly club meetings.
- b. Coordinate additional activities for the club membership such as workshops, shootouts, and exhibits.

The **Club Hospitality Officer(s)** shall:

- a. Arrange for and set up refreshments for monthly club meetings.
- b. Arrange Annual Awards Night held in June.
- c. Welcome all visitors, speakers, and new members.

Section 11: It shall be the duty of the Executive Board members to have pride in the leadership qualities of being a Club Officer for the FOCUS PHOTO CLUB and to project the highest levels of professionalism, attitudes, and characteristics of the honor of being an officer for the club membership.

ARTICLE VII: MEETINGS

Section 1: Club meetings shall take place on the first Thursday of each calendar month beginning at 7:00 p.m. and concluding by 9:45 p.m. Each regular club meeting shall include the following:

- a. President conducts the meeting
- b. Speaker/Program
- c. Competition
- d. Competition awards

Section 2: All competition entries must be checked in with the Competition Vice President before 7:10 p. m. on competition night.

Section 3: Executive Board meetings shall take place on the Wednesday following the regular monthly club meeting beginning at 6:30 p. m. or at the discretion of the Board. The Executive Board shall meet no less than once a month to decide policy and activities of the club.

Section 4: With the approval of three of the Executive Board members, the Club President shall be empowered to call a special meeting of the Executive Board when the need arises.

Section 5: With the approval of three of the Executive Board members, the Club President shall be empowered to cancel a regular monthly club meeting due to inclement weather.

Section 6: Any Executive Board member may approach the Club President to request a special meeting of the Executive Board.

Section 7: Any active member may attend an Executive Board meeting and participate in discussion, but only the Executive members shall have voting rights at the Executive Board meetings.

Section 8: All Executive Board members must be informed of an Executive Board meeting at least three (3) days prior to the meeting in order for actions taken at that meeting to be valid.

Section 9: Policies and actions may be taken by vote of those Executive Board members present at the Executive Board meeting no matter the number.

Section 10: Any action of the Executive Board may be challenged in writing by an active member. If such a challenge occurs, the Executive Board must review the matter and revote on it.

ARTICLE VIII: FINANCES

- Section 1: Membership dues shall be established yearly by the Executive Board.
- Section 2: Charter Members shall pay 80% of the annual dues.
- Section 3: Immediate family members of FOCUS PHOTO CLUB members shall receive a 20% discount on membership dues.
- Section 4: Dues are non-refundable.
- Section 5: Club operating funds shall be obtained through dues, fund-raising, patronage, and club projects.
- Section 6: Payment of operating expenses shall be approved by vote of the Executive Board.
- Section 7: An Executive Board member may spend up to \$10.00 (ten dollars) in the best interest of the club without prior approval. However, the member does so at his/her own risk and reimbursement will be made to the member only upon agreement and confirmation by the Executive Board.
- Section 8: All expenditures over \$10.00 (ten dollars) must be pre-approved in order to guarantee reimbursement to the Executive Board member.

ARTICLE IX: EMBLEM AND COLORS

- Section 1: The colors of the organization shall be black, white, and red. The black shall represent the sound foundation upon which this organization is based. The white shall represent the light which we as photographers use as our art form. The red shall represent the vitality of life which our members try to capture with their cameras.
- Section 2: The official emblem shall be a white lens opening surrounded by a black lens mount with black crosshairs which represents the focus of the aims and objectives of the organization.
- Section 3: All items with the club emblem and/or club name and/or representing the club must be pre-approved by and distributed by decision of the Executive Board.

ARTICLE X: COMPETITION

- Section 1: There shall be a monthly competition at the regular monthly club meeting from July through May of each year.
- Section 2: Each Regular Monthly competition categories shall be:
- a. Color Print – Open and Theme
 - b. Extended Photography – Open and Theme
 - c. Black & White/Monochrome– Open and Theme
 - d. Projected Extended – Open and Theme
 - e. Projected Color Open – Open and Theme
 - f. Projected – Special Category
- Section 3: Regular Monthly Competition Rules:

- a. Entries in all print categories, except the Extended Photography category, must be on photographic, ink jet or laser paper. Canvas and metal substrates must be entered into the Extended categories. Images entered in Color Print, Black and White/Monochrome images, Projected Color Open and Projected – Special Category, may be altered or enhanced if they do not depart from realism. The following rules shall apply to images being entered in all categories except Extended and Projected Extended – Open and Theme.
 - (1) Cropping of the image is allowed.
 - (2) Tools such as levels, curves, dodge, burn, brightness, sharpening and contrast may be used as long as the image does not depart from realism.
 - (3) Color enhancements such as color balance, hue, and saturation may be used as long as the image does not depart from realism.
 - (4) Additions and deletions of subject matter are prohibited.
 - (5) The use of the clone tool or other similar tools will be limited to removing dust and scratches. Additions and deletions of subject matter are prohibited.
 - (6) A conversion of a color image to black and white image or a monochrome image may be entered Black and White/Monochrome. The Black and White/Monochrome category may include Black and White/monochrome digital files originating from non-visible light capture such as infrared sensitive cameras. In both cases, further post-processing is limited to (3.a) above.
 - (7) In-camera processing for images entered in Color Print and Black and White/Monochrome may not exceed that as outlined in (3.a.1-6).
- b. Entries in the Extended Photography and Projected Extended categories may be of any photographic process. These entries include digital effects or darkroom processes beyond what is outlined in (3.a) above, color prints originating from non-visible light capture such as infrared photography and any other photographic techniques beyond a basic digital or film product. Maximum dimension of print entries may not exceed 16" high x 24" wide including any matting, in order to fit in the light box. Print entries in this category may be mounted and/or framed in any fashion. However, the frame cannot be the sole reason for entering a print into the Extended category. Images which satisfy (3.a) above for entry in Color, Projected Color Open, Projected – Special Category or Black and White/Monochrome may not be entered in the Extended Photography or Projected Extended categories.
- c. All entries must be solely the creativity and work of the exhibitor with regard to inspiration, composition, technical setup, and shooting.
- d. Entries may be either processed and printed by the photographer or commercially processed and printed.
- e. All print entries must have the name of exhibitor and a title placed on the back in the bottom left-hand corner

- f. Color and Extended print entries must be at least 8" x 10". These prints must be mounted or matted (not framed). Maximum dimension of entries may not exceed 16" high by 24" wide, including any matting, in order to fit in the competition light box.
- g. Black and White/Monochrome entries shall include any monochromatic images if they satisfy (3.a) above.
- h. Projected Special Category will consist of projected digital images based on a photographic specialty such as portraiture, landscape, Black and White/Monochrome or nature. Three specialties will be selected by the board in April, with no expectation or requirement that the specialties change from competition year to competition year. The first specialty will be used for July, October and March, the second in August, November and April, the third in September, January and May. At the discretion of the board, additional special competitions may be assigned for December and February. There will be no theme competition for this category.
- i. Projected images must be in JPEG format, and submitted to Focus Photo Club website by Monday midnight of the week of competition. Maximum file pixel dimensions and entry procedures are to be available on the Focus Photo Club website. Any manipulation is permitted for the Projected Extended – Open Theme category. The categories Projected Color Open – Open and Theme and Projected – Special Category must satisfy (3.a) above. Entrants must sign in and follow other regular rules of competition.
- j. No nude or suggestive materials will be accepted for display or competition. Judgment of acceptability is completely up to the Competition Vice President and, although he/she should confirm his/her decision with another club officer and/or a judge, his/her decision is final.
- k. Once a work has placed First, Second, or Third, it shall not be resubmitted for future monthly competitions.
- l. A work which has not placed First, Second or Third may be put into competition up to a maximum of three times. Such work may be submitted for competition only once in any one club-calendar year.
- m. Each entry should be unique and in-camera dupes or other reproductions in different formats of the same image are not eligible for competition.
- n. Each club member in good standing may enter up to three (3) entries per competition night with no more than one (1) in any one category.
- o. Members shall receive the following points for competition:
 - i. First Place 9 points
 - ii. Second Place 7 points
 - iii. Third Place 5 points
 - iv. Honorable Mention 3 points
 - v. For entering 1 point
- p. Points will be accumulated throughout the year for awards to be presented at the Annual Awards Night in June. In the event of a points tie for Photographer of the Year, the ties will be broken by the following tiebreaks, in order of highest to lowest precedence: greatest number of first places, greatest number of second places, greatest

number of third places, fewest number of images entered during the competition year. If the tie still remains after these tiebreaks, dual Photographer of the Year awards will be presented.

- q. All entries shall be judged on composition, technical merit and impact.
- r. Each competition evening shall have three judges from among the membership and/or invited guest judges who are highly qualified to judge the photographic work of others. Any active member may be asked to judge if he/she has been a member for six continuing months and did not judge in the previous month.
- s. Judges shall not evaluate their own work or that of members of their family and/or household. They will enter a 0, and an average of the two other scores will be taken and added to the total of the other two judges.
- t. No ties shall be broken.
- u. Honorable Mention(s) shall be given in each category. Ties for Honorable Mention need not be broken. If there are more than two entries tied for Honorable Mention, additional ribbons may be awarded.
- v. If number of entries in any one category exceeds 16 entries, additional Honorable Mentions shall be awarded as one additional Honorable Mention for every additional four entries.
- w. All competitors must be present to enter their own work and must be present to receive their awards. If competitor is not present when awards are given, the award will be forfeited and the next highest entry will receive the award.

Section 4: Novice Category

- a. A novice photographer is someone who is new to photography. Judgment of novice status is determined by the Competition Vice President. A novice photographer may enter as a novice only during the first two competition years during which they are a member of the club.
- b. Novice entries will be entered any category.
- c. Novice entries will follow the same competition/category rules as outlined in sections (2) and (3) above.
- d. Novice entries do count towards the maximum number of three (3) entries per night.
- e. An extra column will be added to the sign-in sheets where the entrant can check that they are entering "novice."
- f. A blue ribbon will be awarded to the highest scoring image(s) over the entire competition, not by category.
- g. Novice ties are not broken.
- h. Ribbons are worth one (1) point towards novice photographer of the year.

- i. If eligible, members may choose to enter competition as a "novice" photographer but are not required to do so.
- j. Novice prints will be eligible for regular competition awards. Once a novice has accumulated at least 75 points in the regular competition, he/she may finish that competition year in the novice category but will not be eligible as a novice in the following competition year.
- k. In the event of a points tie for Novice of the Year, the ties will be broken by the following tiebreaks, in order of highest to lowest precedence: greatest number of first places in the regular Club competition, greatest number of second places in the regular Club competition, greatest number of third places in the regular Club competition, fewest number of images entered during the competition year. If the tie still remains after these tiebreaks, dual Novice of the Year awards will be presented.

Section 5: Other competitions may be established by decision of the Executive Board.

ARTICLE XI: SERVICE

Section 1: Service points shall be awarded to members for services performed in connection with the club, club activities, and other photographic endeavors which promote the clubs ideals and photography as an art form.

Section 2: Service points shall be accumulated throughout the life of an active member.

Section 3: In order to receive points, members must make entries in the Service Points binder. The Club Secretary will approve entries and maintain a point total.

Section 4: Members can only claim activities which took place after their acceptance as club members.

Section 5: Requests for service points shall be made within three months of completion of the activity to be considered.

Section 6: Service points shall be earned for:

Competition

Recorder	20 points/year
Scoring Attendant	15 points/year
Print Passer	15 points/year
Projection Attendant	15 points/year
Runner	15 points/year
Judge	5 points/month
Temporary Competition Helper	1 point/month
Taking Competition Winners for Display	5 points/year

Miscellaneous

Chairperson of a Committee (temp.project)	10 points
Committee Member (temporary)	5 points
Program Presentation (club meeting or extra)	10 points
Program Participation (other than club meeting)	2 points
Shoot-out Organization	5 points

Shoot-out Participation (sponsored by Focus Photo)	2 points
Shoot-out (sponsor a model)	5 points
Club Exhibit Participation	5 points
"Outside Exhibit"	3 points
"Outside Competition"	3 points
Published (per publication)	3 points
Sponsoring a new member	5 points
Photographing Events for Cox Arboretum	5 points/event

Executive Board

President	50 points/year
Administrative VP	35 points/year
Competition VP	35 points/year
Secretary	35 points/year
Treasurer	35 points/year
Historian	35 points/year
Public Relations	35 points/year

Program Chair	35 points/year
Hospitality	35 points/year
Webmaster	35 points/year
Unelected Officer Candidate	3 points/year
Non-Board Member attending a Board Meeting	2 points/year
OTHER - as decided by the Executive Board	

ARTICLE XII: AWARDS

- Section 1: Awards shall be given at the regular monthly competition for First, Second, and Third places in each category. Honorable Mention(s) shall be given in each category.
- Section 2: Awards shall be given at the Annual Awards Night for the top point competitor in each category for the club-calendar year. This determination shall be made by adding the total of points earned in competition and the total of points earned for entering. Awards shall be given for First, Second, Third, Fourth, Fifth, Sixth, and Honorable Mention(s) in each category.
- Section 3: An award shall be given at the Annual Awards Night for **Photographer of the Year and Novice Photographer of the Year**. This shall be determined by an overall total of all points earned for entering and competition in all categories throughout the club calendar competition year.
- Section 4: Service Awards shall be awarded at the Annual Awards Banquet to any and all members who have shown outstanding service to the club. These awards shall be the following:
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| Appreciation Certificate and one year free club dues | 100 points |
| Plaque and one year free club dues | 250 points |
| Trophy and one year free club dues. | 500 points |
| Award to be determined by the Executive Board | 750 points |
| Bronze level – upgraded badge | 1000 points |
| Silver level – upgraded badge | 1500 points |
| Gold level – upgraded badge | 2000 points |
- Section 5: Other awards may be given for other club activities and services as decided by the Executive Board.

ARTICLE XIII: AMENDMENTS

- Section 1: To amend this constitution, the proposed amendment must be presented in writing by the member proposing the amendment to the Executive Board.
- Section 2: An amendment must be approved by a majority vote of the Executive Board.
- Section 3: The Board approved amendment shall be presented to the membership for discussion at the October or April club meeting and shall be voted on at the November or May (respectively) club meeting.
- Section 4: The club approved amendment would then take effect immediately (or within two months as decided by the board).
- Section 5: Only such amendments shall be made as are in keeping with the spirit and purpose of this organization as stated in **ARTICLE II** of this constitution.