

# BY-LAWS

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OF THE HUNTSVILLE PHOTOGRAPHIC SOCIETY

**1/1/2018**

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## ARTICLE I

### NAME

This organization shall be known as The Huntsville Photographic Society. This document will also refer to the organization as HPS.

## ARTICLE II

### AIMS AND PURPOSE

The aims and purpose of the Society shall be:

1. To promote the enjoyment, mastery, and furtherance of photography as an art, communication media, and recreational activity through cooperation, effort, and good fellowship.

## ARTICLE III

### MEETINGS

1. Regular meetings of the Society shall have place, date, and time stipulated by the HPS Board.
2. "Robert's Rules of Order" shall be used as a general guideline for all official meetings of the Society and of the HPS Board. The rules shall be used to resolve any dispute or conflict as needed.

## ARTICLE IV

### MEMBERSHIP

1. Any person interested in photography may apply for membership. They may sign up at any meeting.
2. Membership of any person may be suspended, when sufficient reason exists, by action of the HPS Board. The suspended member shall have the right to appeal suspension, in which case the action of the HPS Board shall be upheld or rescinded by a majority vote of the membership.
3. Membership in the Society shall constitute one vote per attending member with a maximum of two votes per family membership.

## ARTICLE V

### OFFICERS

1. The following officers are recognized and shall be elected by the membership:
  - President
  - Primary Competition Officer
  - Digital Competition Officer
  - Competition Records Officer
  - Program Officer
  - Publicity Officer
  - Communications Officer
  - PSA Representative
  - Treasurer
  - Webmaster
  - Historian
  - Outreach and Activities Officer
  - Exhibition Officer
2. Officers may perform all the duties alone or, at their discretion, they may form a committee to complete the duties of their office.
3. Officers of HPS shall make up the HPS Board. When an office is vacated and a replacement cannot be found, the remaining officers shall be responsible for the duties of the vacated office. In such a case, the remaining officers shall constitute the HPS Board.
4. One officer shall be selected as Vice President. Appointment of Vice President shall be by nomination by the president and approval by majority of the other HPS Board members. The position of Vice President is a voluntary position. The selected officer has the right to decline the position.
5. Each officer of HPS shall ensure information for which they coordinate or manage is made available on the HPS website. This includes calendar events, meeting minutes, articles, or images.
6. Officers must be active members of HPS.

## ARTICLE VI

### DUTIES OF OFFICERS

1. Duties of the President
  - a. The President or designated replacement shall preside at all Society meetings and HPS Board meetings.
  - b. Act as Society spokesperson.
  - c. Generally supervise and keep in touch with all Society activities.
  - d. Coordinate quarterly new member class.
  
2. Duties of Primary Competition Officer
  - a. Secure judge for monthly competition.
  - b. Confirm judge's biographical information is posted on the website.
  - c. Inform judge of judging process.
  - d. Introduce judge at meeting.
  - e. Oversee the judging process.
  - f. Record winners and number of entries-and provide to Competition Records Officer.
  - g. Secure judges for end of the year competition. Typically three judges are used for end of the year competition.
  - h. Collect end of the year competition prints and deliver to judges.
  - i. Secure appropriate awards for end of the year banquet. This includes annual awards and lifetime achievement awards. This task is often shared with the Competition Records Officer.
  
3. Duties of Digital Competition Officer
  - a. Manage Digital Competition.
  - b. Present digital images to judge along with directions for selections.
  - c. Obtain judge's selections.
  - d. Assist Primary Competition Officer as needed.
  - e. Manage Best of the Year competition for digital entries.
  
4. Duties of Competition Records Officer
  - a. Maintain competition points database. This includes annual totals and lifetime totals.
  - b. Make a record of each winning print entry and upload to website.
  - c. Report annual totals to Communications Officer monthly.
  - d. Report lifetime totals to Communications Officer for end of the year banquet.
  - e. Maintain achievement level of each member including former members.
  - f. For each HPS member, validate and record completion of public exhibition required for Master of Photography award.
  - g. Assist Primary Competition Officer in securing awards for end of the year banquet.

5. Duties of Program Officer
  - a. Secure a speaker for monthly programs.
  - b. Supply Communications Officer with description of program for publication prior to program.
  - c. Organize end of the year banquet.
6. Duties of Publicity Officer
  - a. Advertise HPS meetings and events.
7. Duties of Communications Officer
  - a. Responsible for creation and delivery of HPS newsletter.
  - b. Responsible for emailing announcements to HPS membership.
  - c. Add and remove email addresses to member distribution list.
8. Duties of PSA Representative
  - a. Maintain a relationship with the PSA (Photographic Society of America).
  - b. Act as official HPS representative to PSA.
9. Duties of Treasurer
  - a. Collect annual dues and other fees.
  - b. Record and maintain custody of club funds.
  - c. Discharge club expenses and maintain records thereof.
  - d. Prepare periodic reports of Society finances.
  - e. Propose the annual budget to the HPS Board.
  - f. Maintain membership database.
  - g. Maintain Facebook closed group membership.
  - h. Keep Name Badges current.
10. Duties of Webmaster
  - a. Maintain HPS website.
  - b. Make quarterly backup of the website.
  - c. Make recommendations on areas of the website which do not work, need improvement, or are inactive.
11. Duties of Historian
  - a. Summarize and record HPS board meetings.
  - b. Keep general records of HPS activities.
  - c. Keep records of year end summary.
12. Duties of Outreach and Activities Officer
  - a. Work with the library staff, youth and adult education departments to fulfill our Memorandum of Understanding (MOU).
  - b. Plan and organize classes for public
  - b. Provide requested assistance with all library functions.
  - c. Coordinate HPS field trips and other activities.
  - d. Coordinate Mini classes

13. Duties of Exhibition Officer

- a. Oversee HPS photo exhibits shown in public spaces.
- b. Ensure all displays include the Photographer's name.
- c. Ensure all displays include a reference to HPS.
- d. Ensure correct contact information & price is shown if the image is to be for sale.
- e. Maintain existing relationships with the Library, Arts Huntsville and the HMA.
- f. Seek out new relationships with venues willing to display HPS photography.

14. Duties of Vice President (not a separate position)

- a. Take the place of president when president is unavailable.

ARTICLE VII

COMMITTEES

1. Special committees may be appointed by the President, as required, and discharged by him when they have completed their assignment.
2. Committee chairperson shall report activities and progress periodically to the HPS Board.

ARTICLE IX

HPS BOARD

1. The management of the Society shall be directed by the HPS Board.
2. The HPS Board shall meet periodically to transact the business of the Society.
3. Any number of officers may meet to discuss HPS business but, per "Roberts Rules of Order", a quorum is required to make any decisions.
4. All HPS officers are required to have a valid email address which is checked at least once a week.
5. If a quorum is not achieved during a posted business meeting, the attending members can discuss any posted agenda item, 2nd it, and vote to close discussion. This item would then be sent to the rest of the board (via email). Members with have 7 days to reply with a Yes or No vote (with NO discussion or debate). The motion requires more than 50% of the entire board to vote "Yes" to pass.

ARTICLE X

## FINANCE

1. The Treasurer shall present an annual report to the HPS Board in September of each year. This report shall include major expenditures and summary of income from the previous 12 months. The Treasurer shall also submit a preliminary budget for the upcoming year.
2. During October the board members shall work with the Treasurer to establish a proposed budget for the upcoming year.
3. During a regular meeting in November, the proposed budget shall be presented to the members for approval. Members must be notified of the approval meeting at least two weeks before the meeting.
4. The annual dues shall be established in the annual budget.
5. Actual expenditures shall be within the established budget.

## ARTICLE XI

### ELECTIONS

1. Election of Society officers shall be held annually during a regular meeting in November.
2. The President may establish a Nominating Committee composed of one or more HPS members.
3. A slate of candidates who have agreed to serve for at least one term shall be prepared.
4. A term is defined to be one calendar year (January - December).
5. The slate shall be presented to the members during the meeting at which time additional nominations, including self-nominations, may be taken from the floor.
6. All members must be notified of the planned election at least two weeks prior to the meeting.
7. A written ballot shall be taken if necessary.
8. Vacancies in HPS offices shall be filled by appointment by the President, subject to approval of the HPS Board.
9. Vacancy in the President's office shall be filled by the Vice-President.

## ARTICLE XII

### CONDUCT OF BUSINESS

1. A simple majority of members present at a regular meeting and voting is required for acceptance of any matter brought before the membership.

## ARTICLE XIII

### RULES FOR PHOTOGRAPHIC COMPETITION

1. Monthly competitions are open only to members in good standing.
2. The rules for competition shall be established by the HPS Board.

## ARTICLE XIV

### AMENDMENTS

1. Amendments to these by-laws may be proposed in writing by any member of the Society to the HPS Board. The HPS Board shall review the proposed amendment and, if approved, submit it to the membership for a vote.

## ARTICLE XV

### PRIOR BY-LAWS

1. These by-laws replace all previous by-laws and amendments including those dated March 1974, October 1979 and July 2011.

BY-LAW RATIFICATION  
OF  
THE HUNTSVILLE PHOTOGRAPHIC SOCIETY

STATE OF ALABAMA

COUNTY OF MADISON

**November 13, 2017**

Being duly elected or officially appointed as officers of the Huntsville Photographic Society, a on-profit corporation, and with all authority vested therein, we do hereby proclaim and ratify, by our signature this day, that these are the official by-laws that shall govern and regulate the aforementioned corporation.

- \_\_\_\_\_ Cliff Loehr President
- \_\_\_\_\_ Charles Gattis Primary Competition Officer
- \_\_\_\_\_ Eddie Sewall Digital Competition Officer
- \_\_\_\_\_ Margaret Phillips Competition Records Officer
- \_\_\_\_\_ Henry Norton Program Officer
- \_\_\_\_\_ Sam Tumminello Publicity Officer
- \_\_\_\_\_ Geri Reddy Communications Officer
- \_\_\_\_\_ Bob Gower Activities Officer
- \_\_\_\_\_ Lee Pratt PSA Representative
- \_\_\_\_\_ Sam Alexander Treasurer
- \_\_\_\_\_ Luis Lebron Webmaster
- \_\_\_\_\_ James Burton Historian