

OFFICIAL BYLAWS OF

THE FOCUS PHOTO CLUB

of Southwest Ohio

Ratified on: 10/14/2021

These Bylaws govern the internal operations of **THE FOCUS PHOTO CLUB of Southwest Ohio** (also referred to as "The Club"). They are an expansion of the Constitution and describe in detail the procedures and steps the organization follows to conduct business. The Constitution overrides any conflicts that may occur with statements in these Bylaws.

ARTICLE I: GENERAL DUTIES OF BOARD MEMBERS

Members who hold club leadership positions on the Board have both Organizations responsibilities as specified in the Constitution as well other functional duties as outlined below. In the event of a conflict, the descriptions in the constitution shall override.

Section 1: President:

- a. Preside over all Club and Board meetings.
- b. Act as spokesperson for the club.
- c. Plan the agenda for all Board meetings with the help of fellow Board members.
- d. Approve all club official correspondence.
- e. Appoint any necessary special committee chairpersons.
- f. Help plan activities throughout the year by working with such chairpersons and committees.
- g. Approve what is placed in New Member Information Packet.
- h. Select two club members to audit the Treasurer's books to be completed within 90 days of the end of club year.

Section 2: Administrative Vice President

- a. Perform the duties of Club President in his/her absence.
- b. Assist the president in coordinating the activities at club meetings.
- c. Assure that all necessary working positions are filled at meetings or events, either by assisting or assigning another club member.
- d. Obtain three members not on ballot to count votes during elections of new club officers.
- e. Acquire judges for special competitions.
- f. Serve as liaison for all committees to the Board.
- g. Assure maintenance of the back-up hard drive(s) of the Club History maintained by the Historian.

Section 3 - Secretary:

- a. Keep an accurate record of the business transacted during all club, Board, and special meetings.
- b. Keep an accurate list of all members in attendance at Board meetings.
- c. Update name tags and theme cards as needed.
- d. Retain custody of the constitution and by-laws and other reports and records of the club.
- e. Preside over meetings in the absence of the President and Administrative Vice President.
- f. Prepare the nomination forms and officer voting ballots with the help and direction of the Board.

- g. Tabulate and record members' service points.
- h. Set up sign-in table.
- i. Become familiar with and enforce Roberts Rules of Order during board meetings.

Section 4: Treasurer:

- a. Consistent as expressed in the Constitution, keep an accurate record of income and expenditures.
- b. Responsible to handle all financial transactions and reporting requirements including yearly filing of form 990n with the IRS
- c. Report the financial condition of the organization upon request of the club President.
- d. Accept membership dues and update membership list monthly and present copies to the board.
- e. Maintain club funds.
- f. Handle Ways and Means (e.g. Annual Recognition Event, fund raisers, and other financial activities).
- g. Provide financial records for the most recent club year for an annual audit within 30 days of the close of the fiscal year.

Section 5: Competition Chairperson:

- a. Coordinate and administer the competition program.
- b. Tabulate and record monthly competition points and give standings to PR/News officer.
- c. Verify that competition competitors have attended at least one general membership meeting as a visitor and have paid membership dues at least one week before competition. Treasurer will provide the Competition Chairperson with a list of paid members.
- d. Maintain and verify members competition records.
- e. Appoint assistants to help with competition for the year.
- f. Obtain three judges for each monthly competition.
- g. Maintain, setup, and ensure availability of equipment at meetings.
- h. Verify that competition entries meet club standards.

Section 6: Digital Competition Chairperson

- a. Set up competitions on the online competition program.
- b. Present and manage all competitions which are not print based.
- c. Assist the Competition Chairperson with competition tasks as the Competition Chairperson assigns

Section 7: Historian:

- a. Accumulate information and materials which are of value recording the history of the club.
- b. Archive historic data. Maintain and update hard drive(s) or other media of club activities, minutes, photos, etc. Update hard drives every six months with the Administrative Vice President.
- c. Assist the PR/News Officer and Webmaster in preparing promotional materials.
- d. Take photo of the photographer and his/her first Blue Ribbon image and of photographers receiving their first ribbon at a monthly meeting.
- e. Prepare slide show for Annual Recognition Event by collecting photos from club members of group events from that club year.

Section 8: Hospitality Chairperson:

- a. Arrange for and set up refreshments for monthly club meetings.
- b. Arrange Annual Recognition Event held in June.

Section 9: Liaison:

- a. Provide a single official point of contact between the management of our meeting facility;- and the Board of The Club.
- b. Handle the paperwork for our rental agreement with the property manager.
- c. Communicate with the board regarding any changes or new information regarding our rental agreement.
- d. Handle any questions or information exchanges between the property manager and the Board of The Club.
- e. Organize the annual International Competition

Section 10: Membership / Public Relations Chairperson:

- a. Prepare news releases and other publicity as approved by the President.
- 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 PR material for website.
- e. Send e-mails to members when it is necessary to give information or reminders between meetings.

Section 11: Program Chairperson:

- a. Arrange programs for monthly club meetings.
- b. Coordinate additional activities to be shared with another person for the club membership; such as, workshops, group outings, and exhibits.
- c. Coordinate updates to club calendar with Webmaster and PR/News officers.
- d. Introduce program presenters.

Section 12: Webmaster:

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

ARTICLE II: FINANCES

Section 1: Club operating funds shall be obtained through dues, fund-raising, patronage, and club projects. Patronage and other financial support via non-members are limited to less than 35% of gross receipts (donations, interest on fund etc.) to be compliant with the club's non-profit status. Income from activities not directly related to club activities shall be limited to 15% of income.

Section 2: Membership dues shall be established yearly by the Board.

Section 3: Charter Members shall pay 80% of the annual dues.

Section 4: Immediate family members of club members shall pay 80% of the annual dues.

Section 5: Dues are non-refundable. Exceptions require board approval.

Section 6: Payment of operating expenses shall be approved by vote of the Board.

Section 7: A Board member may spend up to \$30.00 (thirty 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 Board.

ARTICLE III: COMPETITIONS

Section 1 There shall be a judged photography Competition at the regular monthly meeting of The Club from July through May of each year.

Section 2 The regular monthly Competition will consist of the following categories

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|-------------------------|-------------------|----------------|
| a. Print Color | Standard | Open and Theme |
| b. Print Color | Unlimited Editing | Open and Theme |
| c. Print Monochrome | Unlimited Editing | |
| d. Projected Color | Standard | Open and Theme |
| e. Projected Color | Unlimited Editing | Open and Theme |
| f. Projected Monochrome | Unlimited Editing | |
- g. The Board may establish special categories of competition, competition events, and rules not covered in the Bylaws.

Section 3 Regular Monthly Competition rules

a. Participation

i. Entry qualifications

1. Each member of the Club in good standing may enter up to four (4) entries per competition night with no more than two (2) entries in any one category.
2. Members must appear in person at a meeting to enter an image into competition. In the event a meeting is held online (virtual), the member must be in attendance during the entire meeting.
3. A member may be excused for ONE meeting per club year and still have entries judged and points accumulated if the Competition chairperson is notified prior to the start of judging.

ii. Images

1. All entries must be solely the creativity and work of the competitor with regard to inspiration, composition, technical setup, and shooting.
2. Each entry should be unique. In-camera dupes or other reproductions in different formats of the same image are not eligible for competition.
3. Once a work has placed First, Second, or Third, in a regular monthly competition, it shall not be resubmitted for monthly competitions.
4. 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 year.
5. No nude or suggestive materials will be accepted for display or competition.
6. Judgment of an image's acceptability is completely up to the Competition Chairperson and, although he/she should confirm his/her decision with another officer of The Club and/or a competition judge, his/her decision is final.

b. The following editing rules apply whether editing is performed in-camera or post processing

i. Standard editing categories (Print or projected)

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 is limited to removing dust and scratches.

6. Conversion of a color image to black and white or monochrome shall move an image into the monochrome category.
- ii. Unlimited Editing categories – (Print or projected)
 1. Images may be the result of any photographic process. These entries include:
 - a. digital effects or darkroom processes beyond those outlined in Section 3.b.i.
 - b. color prints originating from non-visible light capture such as infrared photography
 - c. other photographic techniques beyond a basic digital or film product.
 2. The Monochrome Unlimited Editing category may include images with only standard editing. Otherwise, images with only standard editing should not be entered in Unlimited Editing categories.
- c. Presentation rules
 - i. Printed entries
 1. Printed entries may be processed and printed by the photographer or by a commercial service.
 2. All prints must be mounted or matted. Prints must not be framed.
 3. Entries in Standard print categories must be on photographic, ink jet or laser paper.
 4. Printing on aluminum or other metallic surfaces, regardless of category, is prohibited due to potential for damage to other prints.
 5. Print entries must be at least 8" x 10", but not larger than 20" tall x 24" wide including any matting, in order to fit in the competition light box.
 - ii. Projected entries
 1. Images must be in JPEG format
 2. It is suggested that images be in sRGB color space.
 3. Refer to the entry procedures for projected images on The Club website for maximum pixel size.
- d. Procedural rules
 - i. All images
 1. The photographer of either a printed or projected image submitted for competition must register at the meeting where it will be judged, no later than 10 minutes after the official start time of the meeting. (exception, the photographer's once per club year allowed absence, see a.i. above)
 2. The photographer must be at the meeting when awards are announced, else be disqualified from competition. (exception, the photographer's once per club year allowed absence, see a.i. above)
 - ii. Printed images
 1. A print must be registered at meeting as stated above.
 2. A print must have the name of the photographer and the title of the image placed on the back of the print in the lower left-hand corner. Labels to facilitate this are provided during print registration.

iii. Projected images

1. A projected image must be submitted, as indicated in the entry procedures for projected images on The Club website, no later than 11:59 pm on the Monday of the week of competition.

e. Judging

- i. Each regular competition event shall have three judges from among The Club membership. Any active member may be asked to judge if he/she has been a member of The Club continuously for the preceding six months.
- ii. All entries shall be judged on impact, composition, and technique.
- iii. Each judge will independently evaluate each image, giving it a score from 1 to 9. The resulting 3 scores will be summed to give the image its final score.
- iv. Judges shall not evaluate their own work or that of members of their family and/or household. They will score those images with a 0 indicating they are ineligible to judge it. An average of the two other scores, rounded up to the next whole number, will be added to the total of the other two judges.
- v. At the conclusion of each regular competition event, First, Second, Third, and Honorable Mention awards will be awarded in each competition category, with the highest numeric score in a particular category receiving First, the next highest, Second, etc. No ties will be broken.

f. Annual recognition

- i. The results of a regular competition event are translated into points which accumulate throughout the club year towards recognition at The Club's Annual Awards Event, as follows. For each competitor for each image
 1. First Place 9 points
 2. Second Place 7 points
 3. Third Place 5 points
 4. Honorable Mention 3 points
 5. Participation, only 1 point (images that did not place 1st, 2nd, 3rd, or HM)
- ii. Awards are given at the end of the club year for the top 6 point-earners in each category and for the Top 10 point earners over-all.
- iii. The Club member with the highest number of over-all points earned is named the Photographer of the Year. In the case of ties for this position, the ties will be broken with these tie breaks, in order of highest to lowest in 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 remains after these tie breaks, dual Photographer of the Year awards will be presented.

Article IV: SERVICE POINTS

The club recognizes the valuable services members provide to the club:

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

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

Section 3: Members receive service points at the end of each club year for contributions that take place during that year.

Section 4: Service points shall be earned for:

a. Board members	50 points/year
b. Competition Recorder(s)	20 points/year
c. Program Presentation at a club meeting ⁽¹⁾	10 points
d. Chairperson of a temporary Committee	10 points
e. Committee Member	5 points
f. Sponsoring a new member	5 points
g. Photographing Events as approved by the Board	3 points/event
h. Assisting at a club meeting ⁽²⁾	2 points/month
i. Participation in outside activities ⁽³⁾	2 points / event
j. OTHER -	as decided by the Board

Section 5: Members will be recognized at the annual awards event for achieving cumulative service points as follows:

Award type:

- 100 points Certificate of appreciation
- 250 points Certificate of appreciation - Upgraded Badge – with a Red sticker
- 500 points Certificate of appreciation - Upgraded Badge with a Blue sticker
- 750 points HONORED MEMBER - Award + upgraded badge with a silver sticker
- 1000 points DISTINGUISHED MEMBER - Award + upgraded badge with a gold sticker plus lifetime free dues

(1) Program presentations are defined as major presentations requiring significant preparation. Excluded are impromptu workshops, photo critiques Art from the Heart, etc.

(2) Assisting at a club meeting includes the following:

- Pre-meeting setup / Post Meeting tear down
- Judging
- Handling of prints during competition including working the lightbox, the scoring table but excluding (award walking)

(3) Outside activities are defined as those activities related to the club's goals of promoting photography as an art and include activities such as club sponsored photographic outings, Exhibits, Publications etc. Requests for recognition of outside activities shall be approved by the Program Chairperson.

ARTICLE V: MEMBER RECOGNITION

Members will receive various types of recognition for accomplishments in the art of photography as well as service to the club. Awards such as ribbons, trophies etc. are meant as recognition and may not provide monetary of other significant value.

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 an Annual Recognition Event 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 in each category.

Section 3: Service Awards shall be awarded at an Annual Recognition Event to all members who have shown outstanding lifetime service to the club.

Section 4: Other awards may be given for other club activities and services as decided by the Board

ARTICLE VI: 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 logo shall be established by a majority vote of the Board and the official logo shall incorporate the club colors.

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 Board.

Article VII: Amendments to the Bylaws

Amendments to the Bylaws is covered in Article IX of the Constitution.