

## ROCKFORD PHOTO CLUB OPERATING GUIDELINES 1-5-2019

The Rockford Photo Club, which formed in 1947 as the Rockford Lens & Shutter Club, and adopted its current name at the beginning of 2006, is a non-registered, informal group of individuals interested in promoting their hobby of photography and having enjoyment in doing so. While the club has had detailed bylaws and standing rules since its inception, these sometimes have restricted the flexibility and creativity that members have desired. The Guidelines below supersede all previously adopted bylaws, standing rules, and operating guidelines.

### GENERAL OPERATING GUIDELINES

- 1. Meetings:** The Rockford Photo Club will generally hold meetings on the second and fourth Thursdays of each month except for the months of November and December. Only one meeting will be held in November and a holiday party may be scheduled in December.
- 2. Operating Committee and Elections:** The Operating Committee shall consist of a President, Vice President, Secretary, Treasurer, and at least three at large members. At the last club meeting in August, the current Operating Committee members wishing to maintain their current positions on the committee shall make their desires known. A vote will be taken by club members in attendance for approval. Once the current Operating Committee members wishing to keep their positions have been approved by club members, open positions will be announced that evening. Current club members will have until the second meeting in September to announce their interest in filling the open positions. On that night, a vote will be taken to determine the Operating Committee members for the next calendar year.
- 3. Current Officers and New Officers:** The new Operating Committee members shall start attending board (Operating Committee) meetings beginning with the first meeting in October, during which their responsibilities will be addressed. The existing Operating Committee members shall continue to attend board meetings through January of the following year. The new Operating Committee members will officially take office beginning with the first board meeting of the next calendar year.
- 4. Planning:** In October and November, if necessary, of each year, the newly elected Operating Committee shall meet to begin planning and give general approval for all programs, contest, displays, and other events of the club for the coming year. The upcoming January programs shall also be planned, in detail, at this time. It has become customary for the old Operating Committee to meet with the new Operating Committee in October and November to aid in this planning procedure.
- 5. Operating Committee Meetings:** In January, and generally on the first Thursday of each month thereafter (or other meeting date to be accepted by the Operating Committee as a whole), the Operating Committee shall meet as a "committee of the whole" to oversee collectively all operations of the club and to do whatever is necessary to further the club's objectives. These meetings shall include specific planning and assignments to successfully organizing and executing upcoming club events. A majority vote of Operating Committee members shall be needed to approve proposed actions. Except for proposed disciplinary or related personal matters, meetings of the Operating Committee shall be open to all club members.

- 6. Committees:** Separate standing committees will not be necessary although temporary special committees may be created for specific club purposes. The Operating Committee shall seek assistance from other club members as necessary to meet overall club objectives. Board members at large can be expected to take on leadership roles as necessary.
- 7. Resignations:** The unexpired term of any Operating Committee member who resigns or who is unable to complete his or her term may be fulfilled by Operating Committee appointment.
- 8. Minutes:** Minutes of each meeting of the Operating Committee shall be kept for review and to follow-up actions previously agreed upon. Minutes shall be distributed to Operating Committee members no later than 14 days after an Operating Committee meeting.
- 9. Accounting:** As a general policy, all the regular operating expenses of the club shall come from membership dues receipts. Monies received from memorials and special projects shall be accounted for separately in a special funds account. The use or future purpose of these additional funds shall be designated by the Operating Committee in consultation with those members who were actively involved with the projects. The president and treasurer shall be signatories on the club checking account.
- 10. Revisions to Guidelines:** The operating guidelines of the club may be changed or revised as needed if proposed by the Operating Committee and if approved by a majority vote of club members present at a general meeting. Advance notice of the proposed changes and date of the vote upon them shall be published in the club newsletter.
- 11. Dissolution:** In the event it is determined that the Rockford Photo Club should dissolve, the Operating Committee shall distribute all its assets as a donation to a qualified not-for-profit organization
- 12. Membership:** Annual dues for the Rockford Photo Club are \$35.00 for a single membership and \$45.00 for a family membership. Dues payment during the year will not be pro-rated, although dues paid in October, November, and December will apply in full for the following year. The family membership is for two people living in the same household. To be a member in good standing, dues must be paid in full and are due on January 1 of each calendar year. In the event that a member from the previous year has not paid dues for the new year by February 1, he will be dropped from the active membership roster and no longer will receive the club newsletter until dues are paid. Further, any club competition is limited to members in good standing only. If dues are not paid, even if the person is a former member, participation in any contest is disallowed. In the case of members who join the club after February 1, dues must be paid in full at least one regular meeting before participation in any contest is allowed.
- 13. Subsidiaries:** Any subsidiaries of the Rockford Photo Club, such as the Pixel People, fall under the umbrella of the Rockford Photo Club. In order to participate in any subsidiaries, one must be a current paid member of the Rockford Photo Club. Each subsidiary may have its own set of guidelines as long as they fall within the guideline set by the Rockford Photo Club.