

**Des Moines Camera Club By-Laws**  
Revised 1991, 1992, and 1993, 1999

**ARTICLE 1: NAME, LOCATION AND PURPOSE**

The name of this corporation shall be the Des Moines Camera Club (DMCC), and the principal place of business shall be the City of Des Moines, Polk County, IA. The purpose of the DMCC shall be the encouragement and advancement of the Art of Photography and fellowship among the members.

**ARTICLE 2: MEMBERSHIP**

- Section 1. Membership shall be open to any person who is interested in the purpose of this corporation, and who application has been approved by the membership committee, which shall consist of the officers and directors of the club.
- Section 2. Regular meetings shall be arranged by the officers of the club, unless otherwise designated by the Board of Directors.
- Section 3. Membership in the DMCC is subject to annual dues and determined by the Board of Directors, payable to the club Treasurer.
- Section 4. Membership may be canceled upon recommendation of the Treasurer and approval by the membership committee if dues are not paid within sixty (60) days after due.
- Section 5. The use of DMCC equipment shall be limited to active members unless special arrangements are made with the Board of Directors and shall not be removed without the authorization of the President.

**ARTICLE 3: OFFICERS OF THE CORPORATION**

- Section 1. The officers of this corporation shall be a President, Vice President, Secretary, Treasurer, Newsletter Editor, N4C Representative and two directors, who shall be elected for the term of one year, and shall hold office until their successors are duly elected and qualified and have entered upon the discharge of their duties and any two of said offices may be held by one person.
- Section 2. The President shall preside at all meetings; have general supervision over the affairs of the DMCC and over the officers; appoint chairpersons of committees; in cooperation with the chairperson, appoint the members of the committee; be an ex-officio member of all committees; be in charge of all DMCC equipment; and perform all such other duties as are incident to the office.
- Section 3. The Vice President in the absence of the President, shall serve as chairperson of the Program Committee; serve as contact with the other camera clubs in the Central Iowa Area, and perform all other duties that are incident to this office.
- Section 4. The Secretary shall keep all records of the DMCC; issue notices of meetings; keep minutes of the Board meetings; compile, print and distribute the annual handbook; and perform other duties usually pertaining to this office.
- Section 5. The Treasurer shall have charge of all financial matters relating to the DMCC, keep proper books of accounts, make a report at the regular meetings of the Board of Directors with a correct statement of the financial condition of the DMCC, submit

annual report for incorporation, pay only such bills as are approved by the Board of Directors, sign all checks. Cash funds received will be placed in such bank accounts as designated by the Board of Directors. The Treasurer will pay all bills by check, keep records of membership, collect all dues, and perform all duties usually pertaining to this office.

Section 6. The N4C Representative shall be in charge of any activities involving N4C.

#### **ARTICLE 4: BOARD OF DIRECTORS**

Section 1. The affairs of the DMCC shall be managed and governed by the Board of Directors, which shall be composed of the officers of the DMCC and three elected directors, one of whom shall be the retiring president and will in general supervise the management and conduct of the DMCC.

Section 2. The meetings of the Board of Directors shall be held on call of the President to transact such business as may come before them. Special meetings may be called at any time by any officer of the DMCC, provided three (3) days notice thereof is given to the directors of the time and place of such meeting.

Section 3. A majority of the Board of Directors shall constitute a quorum.

Section 4. The annual meeting and election of officers and directors shall be held at the first meeting in May. Notice of this meeting shall be mailed to the entire membership of the DMCC not less than five (5) days prior to the selected date.

Section 5. The elected officers and directors shall take office on September 1.

Section 6. A nominating committee of three (3) shall be appointed by the President, subject to the approval of the Board of Directors. The nominating committee shall submit candidates at least six (6) weeks prior to election to fill the respective offices. Additional nominations may be made from the floor by any active member at the meeting at which the elections are held.

Section 7. The Board of Directors shall have the power and authority to fill any vacancy that may occur on the Board of Directors between elections. The Board shall have the right to replace any member who has missed an excessive number of board meetings.

Section 8. Any expense incurred by any officer or member greater than \$50 shall be approved by the Board of Directors before such payment is made.

Section 9. The order of business, so far as practicable at meetings of the Board of Directors, shall be:

- A. Reading and disposal of unapproved minutes
- B. Reports of officers
- C. Unfinished business
- D. New Business
- E. Adjournment

#### **ARTICLE 5: AMENDMENTS**

Amendments to these by-laws may be made at any regular or special meeting of the Board of Directors provided that notice of any meeting at which it is proposed to amend these by-laws shall

be given by mailing to each member of the board at his last known address, at least three (3) days in advance of the meeting a notice signed by the President or Secretary setting forth the proposed amendments.

**ARTICLE 6: DISCIPLINES**

The Board of Directors may adopt such rules and regulations with respect to management, government, disciplines, and procedure as are not inconsistent with the articles of Incorporation and these by-laws.