

# CONSTITUTION & BY-LAWS

## NEW JERSEY FEDERATION OF CAMERA CLUBS

Revisions approved by Delegates at the 1990 delegates meeting held January, 1991 and  
at the 2005 delegates meeting held on January 17, 2005  
SUPERSEDES ALL PRIOR EDITIONS

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### **Constitution**

#### **Article 1:** **Name**

The name of this organization shall be the "New Jersey Federation of Camera Clubs" (Federation).

#### **Article 2:** **Objectives**

The objectives of this Federation shall be:

1. Association for the mutual enjoyment and promotion of photography.
2. Encouraging the advancement of members in the knowledge and practice of the science and art of photography .
3. Making mutual contribution to the progress of photography as well as the education of those who are interested in photography.
4. To provide guidance for new and member clubs.
5. To promote group activities.
6. To promote traveling print and slide portfolios among member clubs.
7. To maintain active lists of speakers and judges for member clubs.
8. To promote and conduct annual print and slide competitions.

## Constitution- continued

### **Article 3: Membership**

Any camera club active or interested in the practice of photography may make application for membership in this Federation as provided in the By-Laws (Article 5).

### **Article 4: Trustees**

- Section 1: This Federation shall have a board of five Trustees, at least one of whom must be a resident of the State of New Jersey.  
Section 2: The President and a Past President shall be trustees. Of the remaining three trustees, at least one shall not be an officer.  
Section 3: All general policies and major changes of policy of the Federation shall require the approval of the Board of Trustees.

### **Article 5: Officers**

- Section 1: The officers of this Federation shall consist of a President, a first Vice President, a Second Vice President, a third Vice President, a Secretary and a Treasurer whose duties shall be those customarily pertaining to their respective offices.  
Section 2: The general transaction of business for the Federation shall be conducted by or under the guidance of the Executive Committee. Where questions of major policy are concerned, the approval of the Board of Trustees is required.  
Section 3: The Executive Committee shall consist of: The Officers of the Federation as listed above and the retiring or a former President if the retiring President is not available to serve. If no former President is available or if the former President is unwilling to serve on The Executive Committee, then the President shall appoint a Federation member to the Executive Committee who shall be "At Large".  
Section 4: Each club shall be represented by one delegate or his alternate who shall be certified representatives for that club entitled to speak officially on behalf of that body.  
Section 5: If any office other than that of President shall become vacant, it shall be filled by appointment by the President, but no longer than the remainder of his term.

### **Article 6: Meetings**

- Section 1: Regular meetings of the delegates to the Federation shall be held a such times and in such places as may be decided by the Executive Committee.  
Section 2: Special meetings of the delegates to the Federation may be called at any time by the President, and shall be called by the President upon written request of not less than six member clubs or by the Executive Committee.  
Section 3: The Annual meeting of the delegates to the Federation shall be held in the month of November at a place to be designated by the Executive Committee. All member clubs shall be given notice of the Annual Meeting by announcing same to the Delegates at the September Delegates meeting and by a notice published in the September "Cable Release".  
Section 4: The Board of Trustees shall meet at least once a year, and at such other times, at the call of their chairman as may be necessary to decide on questions of major policy.

### **Article 7: Amendments**

- Section 1: This Constitution may be amended at any meeting of the Federation upon affirmative vote of two-thirds of the certified delegates or by their proxy provided (1) notice of intentions to amend the Constitution and (2) notice of the nature and purpose of the proposed amendments shall have been given to member clubs at least one month in advance.  
Section 2: The By-Laws may be amended, adapted, or revoked in any manner not in conflict with the provisions of the Constitution, by an affirmative vote of a majority of the certified delegates or by their proxies at any meeting of the Federation, provided (1) notice of intention to amend, adopt or revoke and (2) notice of the nature and purpose of proposed action shall have been given at least one month in advance.

### **Article 8: Quorum**

- Section 1: A quorum of the membership at any regular meetings shall consist of not less than one quarter (1/4) of the member delegates or their alternates.  
Section 2: A quorum of the membership at any Annual meeting shall consist of not less than one half (1/2) of the member delegates or their alternates.  
Section 3: A quorum of the Executive Committee at any meeting for the transaction of official business shall consist of not less than one half (1/2) of the Committee's membership .  
Section 4: A quorum of the Board of Trustees at any regular or special meeting of the Board shall consist of not less than three Trustees.

### **Article 9: Fiscal Year**

The Fiscal Year of the Federation shall be from January 1st to December 31st, inclusive of both dates.

## By-Laws

### **Article 1: Nomination and election of Trustees and Officers**

- Section 1: Trustees shall be elected by majority vote of delegates present at the Annual meeting, using official written ballots provided by the Secretary. If there are no nominations from the floor for any office, the President is empowered to entertain a motion that the Secretary cast one ballot for the Slate of Candidates nominated by the nominating Committee.
- Section 2: Officers shall be elected by majority vote of delegates present at the Annual Meeting, using official written ballots provided by the Secretary, except as provided in Section 1 of this article.
- Section 3: Candidates for trustees and for officers shall be selected by a Nominating Committee appointed by the President at least two months in advance of the Annual meeting. The candidates shall be members in good standing, of the member clubs, and shall not be nominated without their consent.
- Section 4: The Nominating Committee shall consist of three (3) delegates of the Federation who are neither officers nor candidates for office.
- Section 5: The Nominating Committee shall prepare a full slate of candidates for trustees and for officers at a special meeting which shall be held separately from any regular or special meeting of the Federation or Board of trustees or Executive Committee and which is attended by no officer of the Federation.
- Section 6: The Nominating Committee shall report its slate of candidates at a Federation meeting held one (1) month in advance of the Annual meeting.
- Section 7: Candidates may be nominated from the floor at the Annual Meeting or at the preceding delegates' meeting, but no candidate shall be nominated without his consent, obtained prior to the nomination.
- Section 8: Ballots prepared by the Secretary shall be distributed, collected and tabulated at the Annual Meeting by a Tabulating Committee of three (3) delegates to the Federation appointed by the President.
- Section 9: No member of the Tabulating Committee shall be a trustee or officer or a candidate for trustee or officer of the Federation.
- Section 10: Results of the balloting shall be announced by the Chairman of the Tabulating Committee as soon as tabulation is completed not later than the close of the Annual Meeting.
- Section 11: Newly elected trustees and officers shall assume their respective duties on January 1st, but they will be officially installed at the next stated meeting of the delegates following the Annual Meeting.

### **Article 2: Duties of Trustees and Officers**

- Section 1: The activities of the Federation shall be conducted with the objectives listed in the Constitution, for the benefit of the member clubs and in accordance with their desires as expressed by their delegates. The Board of Trustees is the primary governing body and it has the responsibility of establishing general policies and reviewing and controlling the activities of the Federation, subject to approval by the delegates, in conformance with the stated aims and objectives, and with the statutes of the State of New Jersey.

The Board of Trustees shall elect its own chairman annually, from the trustees excluding the President of the Federation. Approval of the Board of Trustees shall be required for :

- (a) All general policies and changes of major policy of the Federation,
- (b) The budget for the ensuing year,
- (c) All expenditures in excess of two hundred dollars (\$200.00) either provided for as a line item or not provided for as a line item in the Annual Budget.

The Board of Trustees shall appoint a Resident agent of the Federation, as required by law, and the Board of Trustees shall require the Secretary of the Federation to make annual and other reports required by law, to the Secretary of State.

## By-Laws- Continued

- Section 2: The President shall preside at all meetings of the delegates to the Federation and of the Executive Committee; shall appoint the chairmen of all Standing committees; shall appoint the chairmen and members of all Special committees; shall, when properly authorized by the Board of Trustees or the Executive Committee or the delegates, sign all contracts or obligations of the Federation; shall make a report at the Annual meeting of the progress of the Federation under his administration, with recommendations for the coming year; and shall carry on the duties of office in such a way as to promote the effective operation of the Federation. The President shall be authorized to sign checks in the absence of the Treasurer.
- Section 3: The First Vice President shall perform the duties of the office of President during the absence of the President or during a vacancy in that office; shall be a member of the Executive Committee; and shall perform such other duties as may be directed.
- Section 4: The Second Vice President shall perform ; the duties of the First Vice President during his absence; shall be a member of the Executive Committee; and shall perform such other duties as may be directed.
- Section 5: The Third Vice President shall be a member of the Executive Committee and shall perform such other duties as may be directed.
- Section 6: The Secretary shall be a member of the Executive Committee; shall keep the minutes of meetings of the Federation and of the Executive Committee; shall keep and be custodian of the records of the Federation; shall conduct the Federation's correspondence; and shall perform such other duties as may be directed.
- Section 7: The Treasurer shall act as custodian of all Federation funds; shall render bills for dues and acknowledge their receipt; shall pay bills in accordance with the annual budget; shall present in written form the status of the budget at all meetings which will be incorporated into the meeting's minutes. All bills in excess of One Hundred dollars (\$100), but not more than Two Hundred dollars (\$200), of a specific line item must be approved by the Executive Committee. The Treasurer shall keep an account of all receipts and expenditures; shall, at the Annual Meeting, make a written report to the Federation of the condition of the treasury; shall perform such other duties as may be directed by the Executive Committee.
- Section 8: The Treasurer with two other members of the Executive Committee appointed by the President, shall constitute a Budget Committee which shall prepare an Annual Budget for the Federation and shall submit it to the Board of Trustees and the Executive Committee in advance of the first meeting of the fiscal year. After approval of the budget by the Board of Trustees, the Budget shall be submitted by the Treasurer to the delegates at the first meeting of the year, and it shall serve as a financial measure of Federation activities during the year.

### **Article 3: Committees**

- Section 1: The President shall, in advance of the first meeting of the year, appoint the chairmen of the following Standing Committees:  
Membership and Reception  
Print, Slide and Natures Contests  
Program and Activities  
House  
Publications  
Speakers and Judges List  
Honors
- Section 2: The members of the Standing Committees shall be selected by their respective chairman.
- Section 3: The President shall appoint chairmen of such Special committees as needs may require.

### **Article 4: Duties and Functions of Committees**

- Section 1: It shall be the duty and function of the Executive Committee to carry on the routine business and to guide the activities of the Federation.
- Section 2: The Executive Committee, through the President, shall keep the delegates informed of the Federation's financial status, business affairs, and other undertakings, and shall invite expression of opinion by the delegates as may be necessary.
- Section 3: The Executive Committee shall meet at the call of the President, or at the request of any three delegates or three members of the Executive Committee.
- Section 4: The membership and Reception Committee shall promote the membership growth of the Federation, shall welcome guests at the meetings, shall act upon applications for membership and shall perform such related duties as may be necessary.

- Section 5: The Slide and Print Contest Committees shall conduct such print, slide, nature or other contests within the Federation as the Executive Committee may direct, shall encourage and facilitate the participation of Federation members in photographic salons, shall direct all Federation salons.
- Section 6: The Program and Activities Committee shall, with the approval of the Executive Committee, develop such programs for meetings and other activities as to satisfy the needs and pleasures of Federation members.
- Section 7: The House Committee shall have charge and custody of all property of the Federation, shall make all arrangements and preparations for meetings, and shall perform such other duties as the Executive Committee may direct.
- Section 8: The Publications Committee shall direct the preparation and distribution of all Federation publications as instructed by the Executive Committee.
- Section 9: Each Standing Committee may, with the approval of the Executive Committee, establish such sub-committees as may be necessary to carry on related activities.

**Article 5: Membership**

- Section 1: Any Camera Club interested or active in photography may make application for membership in the Federation.
- Section 2: Official membership application blanks shall be provided by the membership and Reception Committee.
- Section 3: Application for membership, made out in full and accompanied by deposit of an amount equivalent to one year's dues or applicable part thereof, shall be received by the Membership Committee and presented for an acceptance vote at a regular Federation Delegates meeting.
- Section 4: Applicants for membership shall be notified by the Secretary of their acceptance or rejection. In case of rejection, the Secretary shall return the financial deposit accompanying the application.
- Section 5: Applicants for membership who are rejected may appeal in writing to the Executive Committee, the decision of which shall be final.
- Section 6: Requirements for membership, classes of membership, dues, initiation fees, and other costs of membership shall be established by the Executive Committee with the approval of the Board of Trustees.
- Section 7: A member club in good standing shall be a club whose dues are currently paid up.
- Section 8: No member club may resign or be removed from the membership rolls unless and until Federation property in their possession is returned, and until all outstanding debts to the Federation are paid, including, but not limited to past dues and book payments.
- Section 9: Member clubs who shall be in arrears three months in payment of dues shall be notified by the Secretary, and unless payment is made within two months, shall be notified of the cancellation of their active membership and of their voting rights in the Federation until such time as they bring their dues up to date.
- Section 10: Any member club whose membership has been cancelled for cause may make application for new membership as provided in these By-Laws.
- Section 11: Termination of membership shall operate to relieve all right, interest or title of any member club to property, assets, and privileges of the Federation.

**Article 6: Dues**

- Section 1: Annual Dues shall be determined and approved by the Board of Trustees, approved by the Executive Committee, and voted upon by the Delegates at any Scheduled meeting, after the proposed change has been announced .
- Section 2: A club joining the Federation before July 1, shall pay a full year's dues; after that date, a half year's dues will be required.
- Section 3: All clubs joining the Federation before July 1, 1952 shall be considered as Charter Members.

**Article 7: Terms of Office**

- Section 1: The President and a Past President shall be Trustees. At the Annual Meeting of 1957, three trustees shall be elected for terms of one, two and three years, respectively. Each year thereafter, one trustee shall be elected for a term of three years. All trustees shall serve until their successors are elected. In case of vacancies in the Board of Trustees other than the President, the vacancies shall be filled by election for the unexpired terms. If the President shall be succeeded by the First Vice President, as provided in Article 5, Section 5 of the Constitution, the First Vice President shall become a trustee for the unexpired term.
- Section 2: Officers of the Federation shall hold office for one year and until their successors are elected. They may not serve more than two consecutive terms in the same office, except for the Secretary and Treasurer who are exempt from this limitation of two consecutive terms.
- Section 3: Terms of office of chairmen of Standing Committees shall expire with the term of office of the President.

## By-Laws- Continued

### **Article 8: Appeals**

Any member club of the Federation who may find cause for dissatisfaction with its operation may appeal in writing to the Board of Trustees. The decision of the Board of Trustees shall be final.

### **Article 9: Competitions, Exhibitions and Salons**

Section 1: The Federation may hold, at the discretion and direction of the Executive Committee, competitions, exhibitions or salons,  
Section 2: Any exhibition or salon shall be conducted in accordance with the salon rules, regulations, and recommendations of the Photographic Society of America.

### **Article 10: Affiliation with Other Organizations**

This Federation may become affiliated with any other organization active in the field of photography upon approval by two-thirds (2/3) of the member clubs.

### **Article 11: Definitions**

Section 1: The term "member" as used in the Constitution and By-Laws of this Federation, is interpreted to mean member club in good standing.  
Section 2: The term "trustee" as used in the Constitution and By-Laws of this Federation is interpreted to mean a member of the Board of Trustees, including the President and a Past President and the trustees elected as specified in Article 7, Section 1 of the By-Laws.  
Section 3: The term "officer" as used in the Constitution and By-Laws of this Federation is interpreted to mean a person elected to one of the offices specified in Article 5, Section 1 of the Constitution.  
Section 4: The term "chairman" other than Chairman of the Board of Trustees, as used in the Constitution and By-Laws of this Federation is interpreted to mean a person appointed to office by the President as Chairman of a Standing or Special Committee.

### **Article 12: Order of Business**

Section 1: The order of business for regular and special meetings of the Federation shall be as prepared or directed by the President.

NJ Corp. # 0900-042390 (registered as a "non-profit" 1951 but "not sales tax exempt".  
Fed. Tax Id# 22-1714137 registered as a "tax-exempt" with a letter of determination dated March 1, 1994 but does specify 501(c)(7)