



HOUSATONIC CAMERA CLUB CONSTITUTION AND BY-LAWS

Authored by: Dawn Dingee



Table of Contents

Club name	2
Brief History of the Club.....	2
Club Purpose	3
Membership.....	3
Types of Photography	3
Executive Positions	4
President	4
Vice President	4
Treasurer.....	5
Secretary	5
Webmaster	6
Public Relations Coordinator	6
Public Events Coordinator.....	6
Program Director	6
Hospitality	7
Newsletter Editor.....	7
Competitions Coordinator & PSA/NECCC Liasons	7
Salon Show Coordinator(s)	8
Equipment Coordinator	8
Elections of Committee Member Positions	9
Event of No Contest For An Executive Position	9
Club Meetings	10
Finance.....	10

Club name

The name of the organization shall be Housatonic Camera Club also known as HCC.

Brief History of the Club

The Housatonic Color Camera Club was founded in the mid-1950s. Ward Hutchinson, a Sharon CT resident, entered a competition by submitting a slide of a yellow barn in the snow. He won first prize. The prize money was to be divided by \$50 going to the photographer and \$50 to the camera club...but there was no club. So Ward quickly organized one, appointing himself as President; Phil Reep as Treasurer; and Fran Kelsey as Secretary. Nothing else much happened until 1957 when about 20 people gathered at the Scoville Library to show their slides. This became the first official meeting of the Housatonic Camera Club, held on April 30, 1957.

As the club membership grew, meetings were moved to the Salisbury Town Hall, then to the Hotchkiss School and then to our present location, Noble Horizons. Membership was \$3.00 for Single and \$5.00 as a Couple.

At some point prior to 1990, the word 'Color' was dropped from the name and we officially became the Housatonic Camera Club.

Past Presidents Housatonic Camera Club:

1956-1959 Edward (Ward) Hutchinson, Sharon, CT
1959-1961 Edward Gates, Cornwall, CT
1961-1963 Bob Ashman, Salisbury, CT
1963-1966 Bill Hain, Sharon, CT
1966-1967 Edward (Ward) Hutchinson, Sharon, CT
1967-1969 Elsa Knickerbocker, Taconic, CT - (Elsa's Kitchen)
1969-1971 Fran Kelsey, Sharon, CT
1971-1973 Russ Hanson, Lakeville, CT
1973-1975 Frank Carey, Sharon, CT
1975-1977 Holger Oleen, Sheffield, MA
1977-1979 Oliver Eldridge, Canaan, CT
1979-1981 Jean Porter, Lakeville, CT
1981-1983 Nancy Tier, Lakeville, CT
1983-1987 Sidney X. Shore, Sharon, CT

1987-1992 Marion Haeberle, Lakeville, CT

1992-1994 Catherine Roaraback, Canaan, CT

1994-1996 Ian McCunn, Canaan, CT

1996-2000 Mary Lou and Dale Purcell (Co-Presidents), Falls Village, CT

2000-2004 William DeVoti, Sheffield, MA

2004-07 Rita Mathews, Southfield, MA

2007-09- Sergei Fedorjacenko, Falls Village, CT

2009 - 2014 Jane Rossman

Rick Pauline 2014 - 2016

Dawn Dingee, Dover Plains NY & Jeff Breitman, Sharon, CT (Co-Presidents) 2016 - present

Ian McCunn, 2004 (HCC Historian)

Club Purpose

The purpose of the Housatonic Camera Club is to promote interest in and the enjoyment of photography. Our efforts shall be directed to good fellowship and the education of our members in the art of photography so that they may improve their skills and use their photography in a meaningful way.

Membership

Membership is open to beginners, novices and professionals...all are welcome. There is not requirement in regards to equipment / gear. With present members, photography equipment ranges from cell phones, point-and-shoots as well as professional cameras and lenses.

Fees are due at the beginning of each season. Single membership is \$35 and couples membership is \$50. Fees can be paid by Cash or Check made payable to Housatonic Camera Club and presented to our Treasurer.

Types of Photography

All forms of photography is accepted. The majority of our members create digital images; however, some still shoot and process film. Photos are typically presented digitally on our website and when submitting them to competitions. Throughout the season, we also have opportunities to share printed images.

Executive Positions

The executive positions make up the “HCC Executive Committee”. A club cannot exist without a committee which takes on additional responsibilities to ensure the club is running smoothly and continues to survive. Committee positions are non-paid and voluntary. The success of the committee members to follow through with their duties will ensure the success of the club.

President

- The President shall facilitate all general assembly meetings and prepare an agenda.
- The President shall coordinate with Noble Horizons at the beginning of each season to agree upon dates and room locations for each meeting to be held during the season.
- The President shall coordinate and facilitate all Committee Meetings (held approximately 3-4 times a season). All changes in club policy will be put to a vote at these meetings.
- The President shall coordinate events and act as the official Housatonic Camera Club representative within the community.
- The President shall be tasked with completing required club paperwork, and working to constantly maintain the status of the club.
- The President shall be responsible for the constitution and bylaws.
- The President along with the Vice-President shall be responsible for recruitment and the overall growth of the club.
- The President shall make final decisions regarding cancellation of meetings due to weather or some other unforeseen circumstances.
- The President shall have the right to Veto any requests without question as part of his or her executive powers.
- The President shall cast the tie-breaking vote for any decisions when necessary.
- The President shall have the right to make budget decisions along with the Vice President and Treasurer. All three have to be in agreement for expenditures to be authorized.

Vice President

- The Vice President shall aid the President in his or her duties and fulfill the President’s duties if he or she is unavailable.
- The Vice President shall also coordinate trips to photo attractions.
- The Vice President shall coordinate all social media and public relation efforts.

- The Vice President shall be responsible for creating and managing officer and club calendars with current events, jobs, and meetings.
- The Vice-President along with the President will also be responsible for recruitment and the overall growth of the club.
- The Vice President shall have the right to question any club actions and put it under review with the executive board as part of his or her judicial powers.
- The Vice President along with the President and Treasurer shall have the right to make budget decisions. All three have to be in agreement for expenditures to be authorized.

Treasurer

- The Treasurer shall also be responsible for keeping track of the Housatonic Camera Club's accounts, expenditures, and balances.
- The Treasurer shall be the person for creating invoices and collecting payments.
- The Treasurer shall be responsible for collecting membership fees and depositing them into the club's checking account.
- The Treasurer shall be responsible for maintaining an up-to-date membership list based on paid dues.
- The Treasurer shall be responsible for the overall financial workings of the club.
- The Treasurer shall be responsible for reporting at each meeting the current balance, spending list, dues collection list and any other concerns.
- The Treasurer along with the President and Vice-President shall have the right to make budget decisions. All three have to be in agreement for expenditures to be authorized.
- The Treasurer shall aid in the coordinating trips, events and outside speakers with the Vice President making sure they fit accordingly with our budget.
- The Treasurer shall provide an annual report at the end of each season of monies in and out of the club's accounts.
- The Treasurer shall report to the President any concerns about current finance or clubs future budget concerns.

Secretary

- The Secretary shall aid the Treasurer for the education seminars and meetings.
- The Secretary shall be responsible for taking detailed minutes at Committee meetings and distributing them to the club.
- The Secretary shall aid the Treasurer in his or her duties and fulfill their duties if he or she is not available for reasonable reasons.

Webmaster

- The Webmaster shall be responsible for the maintenance of the club website located at housatoniccameraclub.com.
- The Webmaster shall be responsible for maintaining the schedule on the website.
- The Webmaster shall be responsible for posting the Newsletter on the website.
- The Webmaster shall be responsible for assigning new members their username and passwords.
- The Webmaster shall be responsible for posting the member images for PSA and NECCC competitions.
- The Webmaster shall be responsible for setting up the voting for PSA and NECCC competitions.

Public Relations Coordinator

- The Public Relations Coordinator shall be responsible for preparing the advertising materials for the regularly scheduled meetings.
- The Public Relations Coordinator shall be responsible for promotion of the club and organization of club requests for photographers.
- The Public Relations Coordinator shall prepare or supervise the publicity for the public media, arrange for public shows of the work of the club, and conduct such programs that will create a favorable image of the club in the community.

Public Events Coordinator

- The Public Events Coordinator shall coordinate club field trips and events.
- The Public Events Coordinator shall work with the Treasurer to ensure any costs for events and field trips are within the club's budget.
- The Public Events Coordinator shall work with the Public Relations Coordinator to prepare promotional materials and announcements for the club field trip or event.

Program Director

- The Program Director shall be responsible for preparing the club agenda for the season.
- The Program Director shall be responsible for coordinating with outside and inside speakers to present to the club. This coordination will include date, time and fee.
- The Program Director shall work with the Treasurer to ensure the speaker fees are within the club's budget.
- The Program Director shall work with the Public Events Coordinator to make sure there is proper advertisement of the scheduled speaker.

- The Program Director shall be responsible for greeting and hosting the Speaker before and during the meeting.
- The Program Director(s) shall be responsible to ensure the proper equipment is available for the speaker. If necessary, the Program Director(s) shall work with the Equipment Coordinator.

Hospitality

- The Hospitality Host or Hostess shall be responsible for the creation and maintenance of the Refreshments Sign-Up sheet for each meeting.
- The Hospitality Host or Hostess shall be responsible for ensuring there are the proper paper goods necessary for the refreshments (plates, napkins, etc.).
- The Hospitality Host or Hostess shall be responsible for sending a reminder out to the person who has signed up to bring refreshments for the next scheduled meeting. The notice will be sent at least 1 week before the regularly scheduled meeting.
- The Hospitality Host or Hostess shall be responsible for maintaining the club name tags. This includes the distribution and collection of the name tags at each meeting.
- The Hospitality Host or Hostess shall be responsible for helping to arrange any holiday parties or annual dinners which are sponsored by the club.

Newsletter Editor

- The Newsletter Editor shall be responsible for the creation, distribution and publication of the club newsletter.
- The frequency of the newsletter shall be decided by the Newsletter Editor.
- The Newsletter Editor shall be responsible for requesting material and content from club members.
- The Newsletter Editor shall be responsible for providing details and promoting upcoming club events.

Competitions Coordinator & PSA/NECCC Liaisons

- The Competitions Coordinator shall be responsible for signing the club up each season to participate in the PSA and NECCC competitions.
- The Competitions Coordinator shall be responsible for sending out reminder emails for members to submit photos.
- The Competition Coordinator shall be responsible for tallying the internal voting results and determining which photos will represent the club in the competition.
- The Competition Coordinator shall be responsible for submitting the top-voted photos to PSA or NECCC.

- The Competition Coordinator shall be responsible for keeping up-to-date with PSA and NECCC competition rules.
- The Competition Coordinator shall be responsible for notifying members of changes in PSA and NECCC rules.

Salon Show Coordinator(s)

- The Salon Show Coordinator(s) shall be responsible for coordinating salon shows for club members to participate in.
- The Salon Show Coordinator(s) shall work with potential vendors to gather details for future shows which includes things such as Dates, Number of Photos, Labels (who will prepare), Commission rate and how commission rates will be paid, Drop-off dates, Pick-up dates, Publicity and Refreshments for Opening.
- The Salon Show Coordinator(s) shall be responsible for sending out reminders to club members regarding key dates and deliverables for salon shows.
- The Salon Show Coordinator(s) shall be responsible for the preparation of the Bios document for each show listing each member participating in the show along with a brief bio.
- The Salon Show Coordinator(s) shall be responsible for arranging the printing of the Bios document for each show.
- The Salon Show Coordinator(s) shall work with the Public Relations Coordinator to ensure there is publicity for our salon shows.

Equipment Coordinator

- The Equipment Coordinator shall be responsible for the storage of the club projector and laptop.
- The Equipment Coordinator shall be responsible for the setup and take-down of the club project and laptop at each meeting.
- The Equipment Coordinator shall be responsible for keeping the laptop up-to-date with security updates.
- The Equipment Coordinator shall be responsible for any software uploads required.

Club Historian

- The Club Historian shall maintain a record of club activities, news clippings, awards received by members, and other items and statistics of interest to the club members and approved by the Executive Committee.

Elections of Committee Member Positions

- Vacancies in Club offices shall be filled by the President subject to the approval of the Executive Committee. Vacancy of the President's office shall be filled by advancement of the Vice President.
- Elections of the following positions will be done by club members:
 - Webmaster
 - Public relations
 - Public Events Coordinator
 - Program Director
 - Salon Show Coordinators
 - Hospitality
 - Newsletter Editor
 - Competitions Coordinator & PSA/NECC Liaisons
 - Equipment Coordinator
 - Club Historian
- Voting for Executive Committee member positions will be held annually.
- Each position can be held by more than one member.
- Each member in attendance for the vote will be counted as 'one vote'.
- A majority vote will determine the Executive Committee members.
- Term will be for a period of two (2) years.
- ANY officer failing to do his or her position duties may be called into review by the whole club if the failure of the club is a result of their inabilities as a club officer. This review would be conducted by the moderator or current president and a vote will be taken for either removal or retention of their position.
- The Executive Committee shall meet as often as necessary to transact the business of the Club.

Event of No Contest for an Executive Position

- In this event, the current club officer will retain their position if he or she wishes to for another year.
- In the event of a single or more committee position vacancy, a current officer or officers may assume the duties of board member until a replacement is found or selected.
- Otherwise, the spot will be left open until it's filled by another active club member.

Club Meetings

Club meetings will be held at a place, date and time agreed upon by the HCC Executive Committee.

Finance

Funds for the normal expenses of the Club shall be raised by dues, the amount of which shall be set by the Executive Committee after considering the proposed program for the ensuing year.

Dues shall become payable at the September meeting. Members who have not paid by the January meeting will be automatically dropped from the membership roll. The Treasurer will having previously notified the member in writing of his delinquency.