

## **Photography Club Constitution**

We, the students at the University of Delaware, do hereby form the organization known as the Photography Club for the purpose of broadening students' knowledge of photography and providing a constructive creative outlet.

**I. Name of the group - Photography Club**

**II. Object of the organization -** As a photography club, we would like to incorporate different styles of photography including pinhole, darkroom, and digital. We would like to give everyone an opportunity to experiment with each type and learn about photography as a whole.

**III. Qualification/Criteria for selecting membership -** We define a member as someone who paid their dues and comes to the majority (at least half) of held meetings. A camera is not necessarily needed but recommended. There would be no size limit for the actual photography club, however, access to a darkroom would be limited to a small amount of people at one time depending on the availability of equipment.

**IV. Non-Discrimination Clause -** The organization agrees to adhere to all policies and procedures of the University and all local, state, and federal laws. Members will become acquainted with policies and procedures in the Official student handbook and other policies and procedures provided by the University. This organization is a viable, functioning organization, composed of at least six full time undergraduate students and we do not discriminate on the basis of race, creed, color, gender, age, religion, national origin, veteran, handicap status, or sexual orientation.

**VI. Duties and privileges of membership -** Membership would entail attending at least half of held meetings and paying dues if required. Privileges would include access to a darkroom (with a possible additional fee), participation in voting for officers, renting equipment for club use, going on photography related trips (galleries or shooting opportunities), and having the opportunity to meet other people with common interests and sharing ideas.

**VII. Absence Policies -** If members do not attend meetings or pay dues, they will not have access to a darkroom, rent equipment or attend planned outings.

**VIII. Policies and Procedures for Disciplining/Removing members -** A member's removal of the club would be a consequence of intentionally abusing photography equipment or routinely giving non-constructive criticism on other members' work.

**IX. Qualifications for Officers -** Officers must have a working knowledge of equipment, demonstrate leadership qualities and have been voted in by other members.

## **X. Officers**

- a. **Section 1: President(s)** - President(s) must be responsible for calling and running meetings and handling day-to-day affairs. The president(s) will handle the re-registration/continuation of the club every semester. The president(s) must maintain a positive, friendly and creative environment.
- b. **Section 2: Treasurer** - The Treasurer shall be responsible for all group expenditures and revenues. The Treasurer shall write all checks and have all checks signed by the Activities and Programs staff for the purpose of the organization. The treasurer will also maintain all group ledgers. The treasurer should also be responsible for requesting funds from the allocation board. Just as the president, the treasurer must also be responsible for calling and running meetings and handling day-to-day affairs maintain a positive, friendly and creative environment.
- c. **Section 3: Vice President** - The Vice-President shall work closely with the president to fulfill the duties as described above. The Vice-President will also serve the role of President if the President is absent, unable to serve the duties, or if the President resigns. The Vice President should also be responsible for checking the organizations mailbox and for disseminating information about other activities offered by the other Registered Student Organizations and business promotions.
- d. **Section 4: Secretary** - The Secretary shall record the events of all meetings of this organization and shall maintain minutes of those meetings. The secretary shall take attendance of those present at group meetings as necessary. You may want to have the Secretary serve as the organizations historian with the goal of being able to pass on accurate records of what the groups has done over the past year and who was involved. The Secretary should also maintain the membership list and email database.
- e. **Section 5: Public Relations Chair** - The Public Relations Chair shall be responsible for promotion of the group and their events. This would include making posters, flyers, and brochures, updating the web page information, entering information on to the University Events web page, submitting press releases to the appropriate media, and ensuring the group is represented at events designed to help promote the organization and build membership.
- f. **Section 6: Webmaster** - The Web Master shall be responsible for the monthly upkeep of the Registered Student Organization web site and have it approved by the executive board.

**XII. Elections of Officers** - Officers will be elected based on involvement in the club, leadership skills, and responsibility. Officers will be nominated each year by present officers or can become eligible by application. In the event of a tie, applicants can give a speech on why they would like that position and a second vote will be given. If an officer steps down from

their role, another vote will be taken between officers on the new position. Elections will be held at the end of each spring semester. New officers will assume their role after elections to allow time for planning over the summer.

- a. **Section 1: Procedure for Disciplining/Removal of Officers** - Officers will be disciplined or removed if the requirements of the position are not met. Officers must adhere to the rules for every club member including attending meetings and showing respect for other club members. A three strikes policy will be implemented for offenses of these rules. A vacant position will be filled by holding a vote similar to elections held at the end of each spring semester.
- b. **Section 2: Resignations** - If an officer would like to step down from his or her position, it must be discussed with other officers before a decision is made. A vacant position will be filled by holding a vote similar to elections held at the end of each spring semester.
- c. **Section 3: Officer Transition** - Future officers will be trained using a shadowing process of current officers. Future officers will also be shown the original documents in founding the club.

**XIII. Meetings** - General meetings will be held biweekly to plan events such as scheduled darkroom opportunities, photography events, and club outings. Meetings will be announced at prior meetings as well as emails.

**XIV. Dues** - Dues will be collected at meetings in the form of check. Members and officers must have a document receipt stating when and which members paid dues. Dues collected will be used for providing opportunities and materials for photo club only.

**XV. By-Laws** - Before any decisions are made, officers must agree on the matters at hand. A majority vote of the executive board will determine all decisions.

**XVI. Procedures for decision-making** - Meetings will be held in a formal fashion in which an officer or officers will go over major news and then will be held open for discussion.

**XVII. Selection of an Advisor** - Advisors must be full time professional faculty or staff members. The advisor will attend meetings when possible and offer assistance. Advisors will be nominated by officers based on their knowledge of photography and leadership. In the event this advisor would like to step down, officers would select other faculty members and request advisement.

**XVIII. Disbursal of organizational assets should the group become defunct** - The University of Delaware shall inherit the assets of any Registered Student Organization should the group become defunct.

**XIX. Quorum** - Half of members must be present at meetings in order to hold an election, however general meeting will be held even if not all members are able to attend. Minutes for each meeting will always be distributed via email after each meeting.

**XX. Rules for Ratifying the Constitution** - Approval of changes to the constitution requires a simple majority vote of the entire organization and approval by the Activities and Programs Office.

**XXI. Rules for amending the Constitution** - Adding articles/sections to the constitution requires a simple majority vote of the entire organization and approval by the Activities and Programs Office.

**Signatures:**

**President(s):** Christy Adams

**Vice President:** Justine Lowal

**Activities & Programs Staff:** Neeraj Desai

**Date:** 12/2/11