

**BYLAWS  
of  
LOUISIANA PHOTOGRAPHIC SOCIETY**

**ARTICLE I: NAME**

The name of the organization shall be Louisiana Photographic Society (hereafter referred to as the “organization” or “LPS”).

**ARTICLE II: PURPOSE**

The activities of LPS shall be in support of the purposes of the organization as set forth in the Constitution.

**ARTICLE III: MEMBERSHIP**

**SECTION 1: Membership**

Membership shall be open to any person interested in photography. Membership shall be achieved by submitting a completed Membership Form and payment of the annual dues.

**SECTION 2: Family Membership**

An immediate family member may join at a reduced fee, which shall be determined by a vote of the membership. This reduced fee shall not apply to a family member of an individual who is awarded a complimentary membership.

**SECTION 3: Complimentary Membership**

Complimentary one-year memberships may be awarded to speakers, as authorized by the President or Vice President.

**SECTION 4: Suspension and Expulsion from the Benefits of Membership**

Charges

1. Individual members can file charges against a fellow member for alleged misconduct prejudicial to the best interests of Louisiana Photographic Society.
2. Written charges with specifications must be filed in duplicate with the Secretary.

3. The Secretary shall promptly send a copy of the charges to each member of the Executive Board, or present them at a meeting of the Executive Board.
4. The Executive Board shall first consider whether the charges, if proven, might constitute conduct prejudicial to the best interests of Louisiana Photographic Society.
  - a. If the Executive Board considers that the charges do not allege conduct prejudicial to the best interests of Louisiana Photographic Society, the Board may refuse to entertain jurisdiction.
5. If the Executive Board entertains jurisdiction of the charges, it shall fix a date and time for a hearing by the Executive Board not less than three weeks nor more than six weeks thereafter.
6. The Secretary shall promptly send one copy of the charges and the specifications to the accused member by registered mail, together with a notice of the date and time of the hearing, and with an assurance that the defendant may personally appear in his own defense and bring witnesses if he wishes.

#### Executive Board Hearing

1. The Executive Board shall have complete authority to decide whether counsel may attend the hearing, but both complainant and defendant shall be treated uniformly in that regard.
2. Should the charges be sustained after hearing all the evidence and testimony presented by complainant and defendant, the board may by a majority vote of those present suspend the defendant from all privileges and benefits of Louisiana Photographic Society for not more than one year from the date of the hearing.
  - a. If the Executive Board deems that punishment by suspension is insufficient, it may also recommend to the membership that the penalty be expulsion. In such case, the suspension shall not restrict the defendant's right to appear before his fellow members at the ensuing club meeting which considers the Executive Board's recommendation of expulsion.
3. Immediately after the Executive Board has reached a decision, its finding shall be put in written form and filed with the Secretary. The Secretary, in turn, shall notify each of the parties of the Executive Board's decision and penalty, if any.

#### Expulsion

1. Expulsion of a member may be accomplished only at a meeting of the club membership following an Executive Board hearing and upon the Executive Board's recommendation of expulsion as provided in Section 2 of this Article.
2. Such proceedings may occur at a regular or special meeting of the club membership, to be held within sixty days but not earlier than thirty days after the date of the Executive Board's recommendation of expulsion.
3. The defendant shall have the privilege of appearing in his own behalf, though no evidence shall be taken at this meeting. The President shall read the charges and the Executive Board's recommendation, and shall invite the defendant, if present, to speak in his own behalf if he wishes.

4. The members shall then vote by secret ballot on the proposed expulsion. A two-thirds vote at the meeting shall be necessary for expulsion. If expulsion is not so voted, the Executive Board's suspension shall stand.

#### SECTION 5: Meetings

Membership meetings January through November shall be held on the third Thursday of each month, at 7:00 p.m., at a location recommended by the Executive Board and approved by the membership, and shall include a program and a competition. The December meeting shall consist of a holiday party and shall be held at a time and location recommended by the Executive Board. Any changes in meeting times or locations shall be recommended by the Executive Board and approved by the membership and announced in the newsletter.

#### SECTION 6: Voting

A quorum of the membership shall consist of 20% of LPS members in good standing. A quorum must be present to conduct business. In the absence of a quorum, no formal action shall be taken except to adjourn the meeting to a date and time certain. Each member shall be entitled to one vote on all business matters requiring a vote of the membership. A simple majority shall be sufficient to approve any item of business, unless otherwise specified in the Constitution or Bylaws of LPS.

#### SECTION 7: Dues

Dues shall be paid in advance for the calendar year beginning January 1st and ending December 31st. Individuals may join at any time by paying the full membership dues. A new member joining October 1st through December 31st shall be considered a paid member for the remainder of the current year as well as the entire following year.

#### SECTION 8: Arrears

A member shall be considered in arrears if dues are not paid by January 1st. A member in arrears shall not be considered in good standing, but may be reinstated upon full payment of dues.

### **ARTICLE IV: CODE OF CONDUCT**

#### SECTION 1: Purpose

The Code of Conduct shall serve as a guide for all members. The code embodies a fundamental respect for the rights of all people. The privilege of membership imposes obligations and responsibilities to the organization as well as to individuals. Members shall avoid activities or

misconduct that could reasonably be construed as detrimental to the reputation of LPS. Members are invited to report any matters of concern promptly to the Executive Board.

## SECTION 2: Code of Conduct

Each member of the organization shall:

- (a) Adhere to the organization's policies and procedures.
- (b) Maintain the highest standards of honesty, integrity, impartiality and respect for others.
- (c) Assure that any photographic work presented is accurately represented as to its origin and authorship.
- (d) Cooperate with others in a collegial manner and encourage the dissemination of photographic knowledge and education of others.
- (e) When assuming office in the organization, carry out his/her responsibilities faithfully and without retribution, retaliation, harassment or abuse toward others.
- (f) Seek to avoid speech or action that could reasonably be expected to injure the reputation of another person or the organization.
- (g) Respect personal information of another member and avoid activities that would violate the confidence or privacy of that member.
- (h) Avoid any conduct prejudicial to the best interest of Louisiana Photographic Society.

## **ARTICLE V: OFFICERS**

### SECTION 1: Elected Positions and Terms

The following officers shall be elected by the membership at the November meeting: President, Vice President, Secretary, and Treasurer. Each shall serve a one-year term of office beginning at the first meeting in January. At the end of each term, the Vice President shall succeed to the office of President. A member must be in good standing to be elected as an officer.

### SECTION 2: Nominations

Nominations for officers shall be made by the Executive Board and the general membership. Candidates for office shall agree prior to nomination to serve and perform the duties of office if elected.

### SECTION 3: Succession

In the event that the President is unable to complete his/her term of office, the Vice President shall assume the position of President and a new Vice President shall be elected. Other vacated officer positions shall be filled by appointment of the President, with the advice and consent of the Executive Board, for the remainder of the term.

### SECTION 4: Failure to Perform Duties

Failure of an officer to perform his/her duties may result in the office being declared vacant by the Executive Board.

### SECTION 5: Titles and Duties

The elected officers shall be responsible for the following duties:

- (a) President: The President shall approve the agenda for all meetings, preside at all meetings, coordinate special events, arrange meeting programs, appoint coordinators and committees as necessary, and serve as an ad hoc member of all committees.
- (b) Vice President: The Vice President shall assist the President as the President requests and shall conduct meetings in the absence of the President. The Vice President shall serve as the Website Coordinator. The Vice President shall succeed to the office of President the following year.
- (c) Secretary: The Secretary shall be responsible for recording the minutes of the Executive Board meetings, membership business meetings, and any other minutes designated by the President. The Secretary shall maintain the minutes of all meetings and a current copy of the Constitution and Bylaws of the organization. The Secretary shall prepare and maintain copies of all official correspondence of LPS. The Secretary shall transfer all records to his/her successor upon completion of the term of office.
- (d) Treasurer: The Treasurer shall be responsible for maintaining all financial records of the organization and preparing financial reports as requested. The Treasurer shall balance accounts, maintain financial records, collect dues, make deposits, disburse funds, submit professional membership dues, maintain corporate status registered with the Secretary of State, maintain the membership roster, provide a current roster to appropriate LPS members as requested, and check the LPS mailbox regularly. The Treasurer shall give a financial report to the membership annually at the November meeting. The Treasurer shall open records for an internal audit by December 1st of each year. The Treasurer shall transfer all records to his/her successor upon completion of the term of office.

## **ARTICLE VI: EXECUTIVE BOARD**

### **SECTION 1: Executive Board Members**

The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, and immediate Past President. These officers shall be considered the voting members of the Executive Board.

### **SECTION 2: Executive Board Meetings**

Executive Board meetings shall be held at least monthly at a time and location as agreed upon by the Executive Board. Special meetings may be called by the President as deemed necessary at any time and location as agreed upon by the Executive Board.

### **SECTION 3: Authority**

The management of the organization shall be at the direction of the Executive Board.

### **SECTION 4: Powers**

The President shall have the power to appoint any committees and coordinators as deemed necessary.

### **SECTION 5: Voting**

A quorum of the Executive Board shall consist of four (4) Board Members. A quorum must be present to conduct official business. A simple majority shall be sufficient to approve any item of business. In the absence of a quorum, no formal action shall be taken except to adjourn the meeting to a date and time certain.

## **ARTICLE VII: COMMITTEES**

### **SECTION 1: General**

Standing committees shall be established to conduct specified LPS activities. The President shall appoint coordinators of the committees. The coordinators shall recruit committee members as needed to accomplish the goals of the committees. The coordinators shall present periodic reports of activities and progress to the Executive Board. Only members in good standing shall serve on committees. Ad hoc committees shall be appointed by the President as needed and discharged by the President upon completion of assignments.

### **SECTION 2: Coordinators**

The following areas of responsibility shall be established:

(a) Newsletter: The Newsletter Editor shall prepare the organization's monthly newsletter Focus, publish it on the website, and notify membership of the publication via e-mail, by the first day of each month.

(b) Field Trip: The Field Trip Coordinator shall plan and coordinate regular field trips to provide educational and photographic opportunities to the members.

(c) Exhibition: The Exhibition Coordinator shall schedule and organize periodic exhibitions to allow members to display images. The coordinator shall supervise the hanging and taking down of images shown in the exhibits.

(d) Digital Projection Contest: The Digital Projection Contest Coordinator shall store and maintain the LPS computer and receive the digital images from members participating in LPS digital projection competitions. The committee shall be responsible for setting up the slideshow presentation of the images during the monthly meeting. The committee shall be responsible for recommending to the Executive Board any necessary upgrades to the equipment.

(e) Education: The Education Coordinator shall schedule workshops at least quarterly and recruit instructors for the chosen topics. The committee shall arrange for the meeting place and ensure that all necessary equipment is available.

(f) Website: The Website Coordinator shall interact with the Webmaster to maintain and enhance the LPS website. The Website Coordinator shall ensure that only appropriate content, photographs and messages are posted on the website. The Website Coordinator shall ensure that each contributing member has provided proper consent to display the member's images and that the member is given credit for all images submitted.

(g) Refreshment: The Refreshment Coordinator shall arrange for drinks and snacks for LPS meetings. The monthly allowance for refreshments shall be determined by the Executive Board. The committee shall be responsible for setting up the refreshments prior to the start of the meeting and assisting in the cleanup after the meeting.

(h) LPS Monthly Competition: The LPS Monthly Competition Coordinator shall coordinate the monthly competitions, ensure that the Monthly Competition Guidelines are followed, and procure supplies needed for the competition. The coordinator shall be responsible for scheduling themes, arranging the sign-in sheets, assigning numbers to the print entries, tabulating votes, determining winners, verifying eligibility of participants and entries, and awarding ribbons in a timely fashion. The committee shall be responsible for keeping track of winners for the purpose of advancement from Level B to Level A competition and for Photographer-of-the-Year awards.

(i) Program: The Program Coordinator shall be responsible for arranging speakers for each monthly meeting. The Program Coordinator shall introduce the speaker at each meeting and give a synopsis of the speaker's credentials. The Program Coordinator shall submit the synopsis to the Website Coordinator for posting on the website.

(j) Gulf States Camera Club Council (GSCCC): The GSCCC Coordinator shall submit images for the GSCCC competitions, including both prints and digital projection, as such images are provided by the membership. The committee shall be responsible for selection of appropriate images for each category as detailed in the GSCCC rules for competitions. The committee shall arrange for judges when LPS is selected for judging, schedule a meeting place, and ensure the necessary equipment is available for judging. The committee shall coordinate with GSCCC for conventions and all other mutual activities, including providing monthly reports to GSCCC for their newsletter.

(k) Library: The Library Coordinator shall maintain the LPS library and shall be responsible for maintaining records on checking out materials to members, checking in returned materials, and collecting late fees. The committee shall make recommendations to the Executive Board for additional materials and resources that would enhance the value of the library to the membership.

(l) Equipment: The Equipment Coordinator shall supervise the storage of the LPS equipment and arrange for the transportation of all necessary equipment to the monthly meetings and other activities of the organization. The Equipment Committee shall be responsible for setting up the equipment at each meeting and ensuring that all is in working order. The committee shall be responsible for recommending to the Executive Board when equipment needs to be replaced or upgraded.

(m) Publicity: The Publicity Coordinator shall be responsible for public dissemination of information about LPS activities, including meetings, workshops and exhibits. The committee shall be responsible for maintaining social networking websites, including removing offensive content. The committee shall assign responsibility for any articles that are published in local or regional media outlets.

## **ARTICLE VIII: COMPETITION**

### **SECTION 1: Monthly Competition**

LPS shall sponsor a monthly competition for its members during each meeting January through November, alternating monthly between prints and digital projection.



## SECTION 2: Competition Guidelines

Competition Guidelines shall be published on the LPS website, <http://www.laphtosociety.com>.

- (a) Changes to the Competition Guidelines shall require approval by a majority vote of the Executive Board.

## ARTICLE IX: FINANCE

### SECTION 1: Disbursements

Disbursements shall be authorized as follows:

- (a) The President may authorize disbursements of any normal expenditure for an amount up to \$100 per year. The Executive Board may authorize disbursements of any normal expenditure for an amount up to \$500 per year. Any normal expenditure that exceeds \$500 per year requires membership approval.
  - i. Normal expenditures are defined as the usual and ordinary expenses suitable for the purpose for which LPS is organized.
- (b) The Program Coordinator may authorize a \$25 honorarium to nonmember guest speakers for the monthly programs. The maximum amount shall not exceed \$275 per year.
- (c) The Education Coordinator may authorize a \$25 reimbursement in travel expenses for out-of-town guest speakers who present at an LPS workshop. The maximum amount shall not exceed \$100 per year.

### SECTION 2: Audits

The President shall appoint an audit committee of three (3) members prior to the end of the year to audit the financial records by the first meeting of the following year. An annual report of the financial affairs of the organization shall be given to the members.

### SECTION 3: Signatories

The President, Vice President and Treasurer shall be signatories for the LPS checking account.

Two signatures shall be required on all checks.

### SECTION 4: Special Accounts

The Executive Board may authorize special accounts, as needed for workshops and other events, with the Committee Coordinator, President and Treasurer as signatories for that special account.

Two signatures shall be required on all checks.

## **ARTICLE X: OFFICIAL PUBLICATION**

Focus is the official monthly newsletter and shall be used as the vehicle by which LPS news and information shall be communicated to the membership. Each member is encouraged to read the monthly newsletter, which shall be published by the Newsletter Editor by the first of each month on the LPS website <http://www.laphotosociety.com>.

## **ARTICLE XI: ORGANIZATIONAL MEMBERSHIPS**

LPS shall maintain organizational memberships, such as Gulf States Camera Club Council (GSCCC) and Photographic Society of America (PSA), as deemed necessary to carry out the goals of the organization. The membership applications and dues shall be submitted annually by the Treasurer to maintain memberships current.

## **ARTICLE XII: LIMITATION OF LIABILITY**

A director or officer of the organization shall have no liability to the LPS or its members for monetary damages for conduct as a director or officer resulting from the exercise of judgment or discretion in connection with his or her duties, as long as there is no willful or wanton conduct with the intention of causing harm, or showing indifference to, or conscious disregard for the safety of others or their property, or involving a knowing violation of law, or for any transaction from which the director or officer will personally receive a benefit in money, property, or services to which the director or officer is not legally entitled. The directors and officers shall receive the maximum protection afforded by the state laws.

## **ARTICLE XIII: AMENDMENTS**

These Bylaws may be amended at any regular meeting of the organization by a two-thirds vote. Any proposed changes to the Bylaws shall be provided to the membership in advance via email notification or at a prior monthly meeting.

## **ARTICLE XIV: DISSOLUTION**

Upon dissolution of the organization and after all debts are satisfied, all property and assets shall be turned over to the East Baton Rouge Council on Aging.

*May 19, 2016*

*Revision history:*

- 1. Article III, Section 8, date was amended from March 1st to January 1st - a member shall be considered in arrears if dues are not paid by January 1st*