

**Bylaws of the Photographic Section  
of the Academy of Science and Art of Pittsburgh**

**Article I**

**Meetings of the Executive Board**

**Section 1. Meetings** Regular meetings of the executive board may be called by the president or his/her delegate or by three (3) members of the executive board upon five (5) days written or telephone notice to all of the members of the board. Subject to the quorum requirements of section 2 hereof, special meetings of the executive board may, at the call of the President or his/her delegate, be duly convened immediately following any meeting of the general membership.

**Section 2. Quorum** Two-thirds of the members of the executive board, at least three (3) of whom shall be officers, shall constitute a quorum of the executive board. Approval by a quorum of the Executive Board obtained by telephone/e-mail polling of all available board members shall be considered valid action of the Board so long as minutes of such action designating the date thereof and names of those consenting are included in the minutes of the next meeting of the Executive Board.

**Section 3. Rules of Order** Except as otherwise provided in the Constitution or Bylaws of the Section, Robert's Rules of Order as last revised shall govern the conduct and procedure at all meetings.

**Article II**

**Duties of Officers**

**Section 1. President** The President shall preside at all meetings of the Section and of the executive board. He/she shall annually appoint Chairpersons of the Standing Committees from the executive board where not otherwise provided for herein or in the Constitution. He/she shall appoint auditor(s) for the accounts of the Treasurer, assign specific duties to the members of the executive board, give notice of meetings of the Section or the Executive Board, and generally conduct the duties customarily associated with that office including relations with other photographic clubs.

**Section 2. First Vice President** The First Vice President shall perform the duties of the President in his/her absence, or as instructed by the President, and shall succeed to the office of the President in the event of vacancy in the office. The First Vice President shall organize the holiday and awards banquets.

**Section 3. Second Vice President** The Second Vice President shall perform the duties of the President or First Vice President when it becomes necessary to do so and shall be in charge of programs for the members of the Section. The Second Vice President shall be automatically Chairperson of the Program Committee.

**Section 4. Secretary** The Secretary shall record the minutes of business meetings of the members of the Section and of the Executive Board. He or she shall conduct the official correspondence of the section.

**Section 5. Treasurer** The Treasurer shall be the custodian of all monies received by the section and shall keep an accurate account of receipts, disbursements, and assets. He or she shall sign or countersign all checks and deposit all receipts of the Section in the bank or banks designated by the Executive Board. He or she shall keep a correct list of all members and their addresses.

## **Article III**

### **Membership and Dues**

**Section 1. Applications and Admissions** Application for admission to the membership in the Section shall be made in writing on a Section Application Form and accompanied by the dues for the current year. Names of new members may be announced at the next meeting after joining.

Membership is accepted on the basis that applicants shall at all times conduct themselves in a cooperative manner beneficial to the membership at large, and in keeping with Section purpose as defined in the Constitution. Failure to do so shall subject a member to expulsion and forfeiture of dues. This failure shall be determined by a 75% vote of the board.

#### **Section 2. Dues**

**A** - Prior to the end of each fiscal year, the Executive Board shall set the dues to be charged for the succeeding club year. If any change is made in the amount of the dues, the members shall be informed of the change prior to the end of the club fiscal year.

**B** - Dues for spouse or dependent child under 22 years of age shall be 1/2 that of a general member.

#### **Section 3. Dues Policy**

**A** - New applicants for membership accepted after January 31 of any year shall only pay fifty percent (50%) of the dues. New members are those who have not been members at any time during the prior two club years.

**B - Dues** Dues are payable July 1 of each year. In the event that such dues are not paid by September, a notice shall be sent to the unpaid member. If such dues are not paid by October 1, such member shall no longer be considered to be in good standing and will be automatically suspended from membership and notified accordingly.

## **Article IV**

### **Fiscal Policy**

**Section 1. Fiscal Year** The fiscal year of the section shall be from July 1 of each year until June 30 of the following year.

**Section 2. Audit** Prior to the release of the annual financial report, an audit will be performed on the club financial records and accounts.

**Section 3. Checks** Bank accounts shall be maintained at such bank(s) as the Executive Board may determine. Disbursements may be made and checks issued upon the signature of the Treasurer or the President.

## **Article V**

### **Standing Committees**

#### **Section 1. Designation**

**A - Program and Workshop Committee - Second Vice President, Chair.** This committee shall provide programs and workshops at the regular meetings of members and such other programs as the Committee or Executive Board shall determine.

**B - Salon and Special Events Committee** This committee shall be responsible for special events that may be conducted from time to time under the auspices of the Section. Such events shall have the approval of the Executive Board and may include the following:

- Member's Salon
- Off-site exhibition of members' prints
- Seminars and workshops by professional guests
- Photo conventions and lectures

All joint ventures with professional photographers and/or other associations

All special events shall be initially presented to the Board in outline form along with an estimated budget. Upon preliminary approval by the Board, a detailed scope plan complete with financial analysis for the event shall be presented to the Executive Board for final approval or rejection. When evaluating the merits of a special event, the Executive Board should consider the cost to the Section, the benefits to the Section as a total group, and the purpose of the organization.

Should any one event, in the opinion of the club President, be of such magnitude as to overtax the resources of the standing special events chair, the President shall have the option of appointing an auxiliary chair and auxiliary treasurer for that event. Should such appointment occur, both appointees shall report directly to the section President. The Board may also consider whether the financial responsibility of an event could be turned over, partially or in whole, to the Academy if it fits the requirements to do so.

In the event that the special event involves jurying photographic images, the judges and alternates shall be selected by the special events committee from the candidates outside the Photographic Section and the other local clubs.

The treasurer of any special event shall be authorized to establish a separate bank account for deposits and disbursements pertaining to special event matter. This account shall be maintained in the same manner as the regular club account and may be audited periodically throughout the life of the account.

**C - Membership Committee** This committee shall be responsible for obtaining information regarding members of the Section and integrating new members into the activities of the Section.

**D - Publicity Committee** This committee shall conduct the publicity and public relations work of the section. It shall organize the refreshments and their area and the clean up of the club meeting area.

**E - Historian Committee** This committee shall be responsible for the maintenance of the archives of the Section and the Academy.

**F - Nominating Committee** This committee shall prepare an annual slate of candidates for elective office in the Section. It shall be constituted and function in the manner more fully set forth in Article VII of the Constitution.

**G - Constitution Committee** This committee shall be the initial recipient of all amendments proposed to either the Constitution or the Bylaws of the Section, and it shall have the duty to review and evaluate all such proposals and to report to the

Executive Board on its recommendations. It shall be constituted and function in the manner more fully set forth in Article IX of the Constitution.

**H - Competition Committee** This committee shall be responsible for the promulgation of rules for the club competitions, which rules shall be subject to approval by the Executive Board, and for the conduct of the competitions and maintenance of the scores of the members. In addition, this committee shall arrange for the report of the results of the judging of the competitions to the general membership at the annual awards banquet.

## **Section 2. Chairpersons**

Except as otherwise provided herein or in the constitution, the chairpersons of all standing committees, other than the program committee, shall be elected by the members and shall be members of the Executive Board. These chairpersons may enlist the aid of members to assist in the business of the committee.

## **Article VI**

Members entering images of any type or origin into competitions, salons, or exhibitions do so on a voluntary basis. Accordingly, the Photo Section does not assume responsibility, financial or otherwise, for any physical damage or loss of such entries, nor for consequential damages arising from such loss.

## **Article VII**

### **Amendment**

A proposed amendment to these bylaws shall be initially referred to the Constitution Committee for its evaluation. The Constitution Committee shall, after suitable review of the proposal, report such proposed amendment to the Executive Board at a meeting thereof, together with the comments and recommendations of the Committee upon such proposed amendment. Such proposed amendment shall be stated in such form as would best accomplish its purpose and its integration into these Bylaws. In such modified form, it shall be deemed adopted when approved by the vote of two-thirds of the Executive Board.

Photographic Section of the Academy of Science and Art  
Bylaws  
Revision Log:

Revision	Date	Revision	Revisions By:
1	11/01/09	deleted approval by board of new members deleted house, viewfinder, and social committees	Robert Agnew Elizabeth Fisher King
2			
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