



## By-Laws

### Professional Photographers Forum of East Texas

#### ARTICLE I

**PURPOSE--** The Professional Photographers Forum of East Texas is an independent non-profit organization whose purpose is:

1. To promote cordial relations and cooperation among members
2. To promote the benefits to be derived when competitors help each other improve their work
3. To raise the standing of professional photography in the eyes of the consumer
4. To keep members informed of the latest in business practices, equipment, photographic techniques and promotional practices
5. To assist fellow members when possible and to refer consumer inquiries to members when unavailable for assignment.
6. To maintain a website, publish a newsletter and perform other duties authorized by the membership as a benefit to their professional advancement.
7. To promote membership and participation in the Texas Professional Photographers Association and Professional Photographers of America.

#### ARTICLE II

##### MEMBERSHIP-

**Section 1:** Membership in this organization shall be open to all persons who derive income from professional photography and allied services. They shall have the right to vote and to participate in print competitions. Those seeking membership shall submit an application to be presented to the membership for approval.

**Section 2: PROFESSIONAL ACTIVE MEMBERSHIP:** Membership with full dues and full rights to vote and to participate in all Forum activities shall be extended to persons in the following classifications:

- Persons who charge for photographic services and hold a Texas Limited Sales Tax Permit as owner of a photographic business and who are available for assignment a minimum of 20 hours per week during ordinary business hours (8 a.m. to 8 p.m.),
- Staff photographers employed by business, industrial, educational, or governmental organizations
- Retired photographers and photographers who are actively engaged in educational and other services to the photographic industry
- Owners and employees of photo labs, film manufacturers, frame and album companies and other businesses serving the photographic Industry

**Section 3: ASSOCIATE MEMBERSHIP:** Persons employed by a professional photographer and allied businesses and Spouses of professional active members. Associate dues shall be one-half of Active membership dues. Associates shall have the right to vote and participate in print competitions.

**Section 4: ASPIRING PHOTOGRAPHER:** Persons who are enrolled for credit in a photography course at an accredited college or university; persons who are Amateur photographers and do not charge for photographic services shall pay as set by the board of directors. Aspiring Photographer members shall have the right to vote and to participate in print competitions.

**Section 5:** Membership in Good Standing is required for a member to participate in public exhibits and similar promotional activities. Membership in Good Standing is defined as having been a member of the Forum for a minimum of 12 months, having attended at least six Forum activities during previous 12 months and having paid current dues.

### **ARTICLE III**

**DUES --** The board of directors shall have the authority to establish the amount of dues and to be paid by members. Annual dues shall be payable for a period of 12 months beginning January 1 of each year, but dues paid during the last quarter of the year shall provide membership through the end of the following calendar year. Any member failing to remit dues by February 1 of each year shall have their name dropped from the website and removed from the active membership list.

### **ARTICLE IV**

#### **OFFICERS --**

**Section 1:** The elected officers of the association shall be a President, a Vice-President, a Treasurer and a Secretary.

**Section 2:** Officers shall be elected at a regular meeting in October of each year and will take office January 1 the following year. They shall serve for one year or until a successor has been elected.

**Section 3:** In the case of death, resignation or the inability to fulfill an elected office of the association, the Board of Directors shall have the authority to fill such a vacancy until the next annual election.

**Section 4:** The duties of the President shall be to preside at all meetings of the association, to preside at all meetings of the board of directors, to designate the time and place of meetings of the board of directors, to co-sign all checks signed by the treasurer and to direct the activities of the association as assigned to members of the board of directors. He or she shall consider the desires of the membership and develop special activities that can include such events as photographic exhibits, photographic judging, public awareness programs and special educational programming.

**Section 5:** The duties of the Vice-President shall be to serve in the absence of the president and to arrange the location and the program of all general meeting of the association during the year of their service, considering program topics reflecting the interests expressed by the general membership.

**Section 6:** The duties of the Treasurer shall be to prepare an annual operating budget for submission to the full board before December 1 of each year, to keep an accurate record of association membership by classification, and report monthly and fiscal year-to-date revenues and expenses of the association. The treasurer also shall send out notices of dues renewal on November 1 and December 1 of each year.

**Section 7:** The duties of the Secretary shall be to keep accurate minutes of each general meeting and each meeting of the Board of Directors and assist the Coordinator of the Forum Degree Program in keeping a record of points earned by members.

**Section 8:** In September of each year, the President shall appoint a 3-member nominating committee to recommend candidates for officers to serve the following year and in odd-numbered years to nominate members serving on the board. Also nominated each year will be a member to be considered for appointment as director at large by the president of the Texas Professional Photographers Association. After presentation of the nominating committee recommendations, nominations for each position will be invited from the floor before a vote is taken.

**Section 9:** Expenditures by an officer in the conduct of his or her duties shall be under the direction and with prior knowledge of the Board of Directors. Expenditures of more than \$100 or which exceed the amount budgeted for that purpose shall require prior approval by the Board of Directors.

## **ARTICLE V**

### **BOARD OF DIRECTORS**

**Section 1:** The Board of Directors shall be the governing body of the association, consisting of the officers and three directors, whose duties are as follows:

- \* Edit the Forum newsletter
- \* Coordinate the Forum Degree Program
- \* Promote Membership Development

Directors have the authority to appoint committees to assist them in their duties.

**Section 2:** Directors will be elected by the general membership during the October election of odd-numbered years and shall take office January 1 of the following year. They shall serve terms of two-years and may be elected for multiple terms.

**Section 3:** The board of directors shall meet on call of the President or by any 3 members of the board.

**Section 4:** In the event that a director resigns or is unable to continue in his or her duties, a replacement shall be selected by the board to serve until the next general election by the membership

**Section 5:** A majority of the board shall constitute a quorum for the transaction of business. A majority of the general membership shall constitute a quorum for the transaction of business.

**Section 6:** Business meetings of the Forum shall be conducted according to Roberts Rules of Order.

**Section 7:** Directors shall be responsible for developing fund-raising activities necessary to supplement membership dues in supporting association programs and activities.

**Section 8:** The Board of Directors will have the authority to hire staff support as deemed necessary, establishing the responsibilities and the compensation.

## **ARTICLE VI**

### **AMENDMENTS**

**Section 1:** Copies of the approved bylaws shall be distributed to all members of the association.

**Section 2:** Proposed amendments shall be made in writing to the President. Upon review by the Board, the proposed amendments shall be presented with or without recommendation for discussion and consideration by the general membership.