

BYLAWS
of the
LOUISIANA PHOTOGRAPHIC SOCIETY

ARTICLE I: NAME

The name of the organization shall be The 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 of Membership

Membership of any person may be suspended when, in the judgment of the Executive Board, it is in the best interests of LPS to do so. The suspended member shall have the right to appeal suspension, in which case the suspension shall be upheld or rescinded by a majority vote of the membership.

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 March 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.

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

The following rules shall apply to each monthly competition:

- (a) There shall be two levels of competition:
 - (1) **Level A** is for photographers who are more experienced or senior, or who feel that their work should be judged against the best entries submitted, or who simply want to compete on a higher level, or who for any other reason wish to compete at Level A.

- (2) **Level B** is for beginning or less-experienced photographers who believe that they are not yet ready to compete at Level A.
- (b) Initial assignment to a level is voluntary on the part of each member, but each member's selection of a category should be based on that member's self-assessment of his or her skill level; nevertheless, any member may initially select Level A.
- (c) A member in Level B may voluntarily move up to Level A at any time.
- (d) Reassignment from Level B to Level A is required if the photographer accumulates 20 points or more in a calendar two-year period. Points are accumulated using the following scoring system:
- (1) 4 points for a blue ribbon (first place);
 - (2) 3 points for a red ribbon (second place);
 - (3) 2 points for a white ribbon (third place); and
 - (4) 1 point for a green ribbon (honorable mention).
- (e) Reassignment from Level A to Level B is discouraged, and, if requested, can be approved only by action of the Executive Board.
- (f) Competitions shall be either "Open" or "Assigned Theme" as determined by the Monthly Competition Coordinator. There shall be at least one Assigned Theme competition per quarter. Themes shall be announced in the newsletter and at the membership meeting prior to the actual competition.
- (g) Each LPS member in good standing is eligible to compete and shall be limited to two entries per month. The entries submitted must be the original work of the member submitting the images. The member does not have to be present at the meeting to enter the competition.
- (h) Print competitions shall consist of two categories: Color Prints and Monochrome (Black & White or Duotone) Prints.
- (i) There are no restrictions on the editing or manipulation of images, except when the Assigned Theme is Photojournalism. Photojournalism entries may only be edited for purposes of color enhancements, exposure correction, and cropping. Techniques such as recomposing images, cloning, or special effects are not allowed. Further instructions for Photojournalism entries may be found on the LPS website under Monthly Competition/GSCCC Photojournalism Rules.
- (j) All prints shall be matted and/or mounted, and/or framed such that they are self-supporting for vertical display.
- (k) The maximum outside dimensions shall be 18x24 inches due to size restrictions of the display area. Any entry over this size will be disqualified.
- (l) Print entries shall be signed in by 7:15 pm on the meeting night to qualify for judging.

- (m) Digital Projection competition entries shall follow the guidelines listed on the LPS website <http://www.laphotosociety.com>, in the “Monthly Competition” section.
- (n) Digitally projected entries must be emailed to the contest coordinator not later than 8:00 pm on the Tuesday before the Thursday competition at dpcontestcoordinator@laphotosociety.com.
- (o) Entries shall be judged by the process proposed by the Competition Committee and approved by the general membership.
- (p) Ribbons for 1st, 2nd, 3rd, 1st Honorable Mention, 2nd Honorable Mention, and 3rd Honorable Mention shall be awarded to the highest scoring images. The number of ribbons awarded shall not exceed 33% of the total number of entries in that category.
- (q) A ribbon winning image shall be retired from further LPS competitions.

ARTICLE IX: FINANCE

SECTION 1: Disbursements

Disbursements shall be authorized as follows:

- (a) The President may authorize disbursements of normal expenditures for amounts up to \$100 per year. The Executive Board may authorize disbursements of normal expenditures for amounts up to \$250 per year. Any amounts that exceed \$250 per year require membership approval.
- (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

Prior to dissolution of the organization and after all debts are satisfied, all property and assets shall be turned over to the Gulf States Camera Club Council for holding in escrow until such time that a new organization is formed and approved by the Board of Gulf States Camera Club Council. If it is deemed that a new organization will not be formed, the dispensation of all property and assets are at the discretion of the GSCCC.