

The Constitution of the Photography Club

Willamette University

Created April 2010

Mission Statement

The Photography Club strives to enrich the Willamette community by fully exposing the creative and documentary potential of photography and provide an opportunity to broaden these interests in a mutually supportive environment. Through exhibitions of artistic achievements, special guest speakers, and off campus trips, we hope to share our love for photography and build friendships around it.

Article I- Membership

The Photography Club is open to all registered students of Willamette University and Tokyo International University of America (TIUA). Membership dues, as determined by the executive board, shall be paid at the beginning of the fall semester or upon membership. Faculty and staff of Willamette University are also welcomed to club meetings and events, but may not be voting members.

Article II- Executive Board

The Executive Board shall consist of the President, Vice President, Treasurer, Secretary, and Public Relations Officer.

Section 1: Duties

1. All Executive Board members are expected to be role models within the organization as well as for the rest of the Willamette community. It is the responsibility of elected officers to make a strong effort to promote a pleasant and unified club atmosphere. Prompt attendance and contributions at all club meetings and events are also expected. As leaders, it is encouraged that any concerns and issues be communicated to the rest of the executive board.
2. The President
 1. Oversees leadership within the organization
 2. Authorizes and leads meetings
 3. Liaison to other organizations
 4. Authorizes financial transactions
 5. Responsible for submitting all necessary ASWU forms.
3. Vice President
 1. Conducts meetings and carries out the duties of the President in his/her absence
 2. Creates volunteer and participation sign-up sheets for events and activities
 3. Responsible for reserving event transportation, venues, and equipment
 4. Organizes and conducts the annual executive board elections
4. Treasurer
 1. Maintains the financial records along with the President
 2. Handles all financial transactions
 3. Requests for ASWU funding when necessary

4. Provides a current report of financial accounts at every Executive Board and general club meeting
5. Secretary
 1. Records notes from all Executive Board and general club meetings and E-mails them out immediately thereafter
 2. Maintains contact lists and inventory
 3. Responsible of updating the Willamette master calendar
6. Public Relations Officer
 1. Responsible for creating all event publicity
 2. Updates the webpage along with the club historian
 3. In charge of promoting the club and organizes the club booth at the activities fair
 4. Liaison to on and off-campus media
7. Historian
 1. Documents all events and programs with photos
 2. Organizes

Section 2: Elections

1. Elections shall be organized annually in April by the club Vice President.
2. Newly elected officers will shadow current officers until they officially begin their term in the Fall
3. All members are eligible for nomination
4. Nominations will be opened at least one week prior to the designated election meeting
5. Contested elections shall be held by secret ballot

Section 3: Termination of Office

1. Resignation
2. Removal through an Executive Board majority vote after a meeting with the advisor of the club

Article III: Meetings

Executive Board meetings shall be held when deemed necessary by the President. General club meetings shall be held at least once a month.

Article IV: Finances

The Treasurer and the President will regulate financial transactions. The Treasurer shall submit all ASWU budget requests, which must first be approved by the Executive Board. Budget updates will be made at every Executive Board and general club meeting.

Article V: Club Advisor

The Executive Board will select the club advisor when necessary. This person will support and guide the organization as outlined in the advisor agreement.

Article VI: Amendments to the Constitution

Active members may propose constitutional amendments at any time. Following discussion, the proposed amendment will be ratified with a two-thirds majority vote.