



# Sun City Photography Club

## Administrative Guidelines

**WHAT IS IT:** Guidelines for Club Management

**WHY IS IT NEEDED:** To assist with the management of the Club and the Studio and to better serve the Club membership.

**WHERE IS IT:** A copy of the Guidelines is on the Club Website: <http://www.sctxphotographyclub.org> Guidelines are listed under “About Us” and a printed copy is in the Studio.

**This is a work in progress and will change to meet the needs of the Club.** If you have questions or suggestions, please e-mail the Vice-President for Administration at [admin@sctxphotographyclub.org](mailto:admin@sctxphotographyclub.org)

**NOTE:** This document has an index to assist in finding information.



# PHOTOGRAPHY CLUB

## ADMINISTRATIVE GUIDELINES

### 1.1 By-Laws of the Photography Club

The By-Laws are not part of these. All policies and procedures of the club must be in agreement with the Club By-Laws. The By-Laws are available on the Club web site: [www.sctxphotographyclub.org](http://www.sctxphotographyclub.org)

### 1.2 Mission Statement

1.2.1 Our mission is to help every member become the photographer they want to be.

**1.3 Officer's names and photographs are shown on the Officers Section of the Website. Job Descriptions are listed in the Club By-Laws.**

### 1.4 Financial Procedures Guide

1.4.1 References:

1.4.1.1 Community Association (CA) Amended Rules and Regulations, February 2008

1.4.1.2. Community Association (CA) Chartered Club Guidelines dated May 2006

1.4.1.3. Photography Club of Sun City By Laws

1.4.1.4. Current First Texas Bank Policies and Procedures

1.4.2 Purpose:

This document provides general guidance and specific actions required for the management and accountability of funds under ownership by the Photography Club (The Club).

### 1.4.3 General Information:

The Financial Procedures Guide is specifically designed to assist the Photography Club Treasurer and other elected Board Officers of the Photography Club in effectively managing club funds. This guide covers most financial management applications and related topics but is not all inclusive. All processes and procedures covered under this guide are subject to change by the Photography Club of Sun City Texas Board of Officers (The Board).

### 1.4.5 Budget

1.4.5.1 The Club Board will establish an annual Budget based on projections of income and outgo for the upcoming fiscal year (Jan-Dec). Budget projection considerations will include but are not limited to the following categories:

- Club service fees
- Office and Studio material expenditures
- Club member photography sales commissions
- Equipment expenditures
- Maintenance costs
- Program expenditures

1.4.5.2 Annual budget projections for the upcoming fiscal year will be submitted to the Sun City Community Association (CA) for review and approval in accordance with Sun City, Texas Chartered Club Guidelines. Projected Budgets will be submitted during 4<sup>th</sup> Quarter of the fiscal year. Once approved, the club budget will be the baseline for reporting status of club funds.

1.4.5.3 The Club President may elect to adjust the budget throughout the year as needed to meet Club operating requirements.

### 1.4.6 Money Management

1.4.6.1 Bank Account. The Club has an established checking account (#744748) with First Texas Bank. This account serves as the repository and transaction vehicle for all club funds. The Club Treasurer is the primary custodian of the account. Associate custodians of the account include the Club President and Club Vice-President for Administration.

1.4.6.2 Deposits. Fund deposits will be conducted by the Club Treasurer. The Vice-President for Administration serves as the primary alternate source for fund deposits. Funds from proceeds will be collected on a weekly basis for deposit.

1.4.6.3 Withdrawals. Fund withdrawals will be conducted by the Club Treasurer. The vice-President for Administration serves as the primary alternate source for fund withdrawals. Fund withdrawals must meet expenditure criteria (see 1.5.9) prior to execution.

1.4.6.4 Account Reconciliation and Balancing. The club account will be reconciled and balanced monthly in conjunction with bank account statements provided by First Texas Bank.

1.4.6.5 Account Recording. Account deposits and withdrawals will be recorded using Quicken software. Club Budget sub-accounts will be established and specific sub-account transactions tracked via Quicken.

#### 1.4.7 Financial Records

1.4.7.1 Receipts. Original Receipts from sales and purchases will be held during the current quarterly period. All receipts will be scanned and stored electronically as a backup to original receipts.

1.4.7.2 Bank Documents. Original bank documents (ie.checking account statements) will be held for the current quarterly period for reconciliation, balancing and reporting purposes. Current fiscal year legacy (previous quarter(s)) bank documents will be scanned and stored electronically as backup and audit reference.

1.4.7.3 Purchase Order Requests. Original approved and executed Purchase Order Requests will be held during the current quarterly period. Current fiscal year legacy (previous quarter(s)) Purchase Order Requests will be scanned and stored electronically as backup and audit reference.

1.4.7.4 Balance Sheets. Financial balance sheets will be compiled and updated for Board review on a monthly basis.

1.4.7.5 Filing and Archiving. All club financial documents will be filed and maintained by the Club Treasurer or their designated assistant(s). Hard copy financial documents will be filed by associated month and category. Scanned documents will be filed by associated Fiscal Year quarter and category. All electronically scanned documents will be permanently archived on CD at the end of each Fiscal Year and a spare copy of each CD stored with Club Historical Records and retained for a period of 7 years.

#### 1.4.8 Financial Reports

1.4.8.1 Annual Reports. The Treasurer will submit a Club asset inventory (see 1.5.11) to the CA administration prior to the start of each fiscal year. The asset inventory will include both funds and real property assets. The completed inventory will be reviewed and certified by the Club Board prior to submission to the CA.

1.4.8.2 Quarterly Reports. Quarterly financial reports (see 1.5.12) are required for submission to the Sun City Texas CA within 15 days after the end of each fiscal quarter. Quarterly financial reports will be completed by the Club Treasurer and submitted to the Vice-President for Administration for review and certification prior to release to the CA. Completed quarterly financial reports will be posted in the club studio for general membership review.

1.4.8.3 Monthly Reports. Monthly financial reports will be completed by the Club Treasurer and submitted at monthly Club Board meetings for review by board members. The Club President may elect to present monthly financial reports to general membership during monthly meetings.

1.4.8.4 On Demand Reports. On demand financial reports will be submitted by the Club Treasurer when directed by the Club President and/or Club Vice-President for Administration. On demand financial reports may be requested by any club member or from the CA finance administration through the Club President and/or Vice-President for Administration. On demand financial reports may be all encompassing or only cover a specific portion or category of the club budget.

1.4.8.5 Filing and Archiving. All financial reports will be filed in hard copy until superseded by follow on reports. Fiscal year legacy reports will be scanned and filed electronically by date and type. All legacy reports will be archived on CD at the end of each fiscal year. A backup copy of each CD will be stored in the Club historical records and retained for a minimum of 7 years.

#### 1.4.9 Financial Oversight

##### 1.4.9.1 Expenditures

1.4.9.1.1 Incidental Expenditures. The Club President and Vice-Presidents may elect to use their allocated funds for single purchases of up to \$100.00 in value. Requests for reimbursements sent to the Club Treasurer may be informal, but should include enough specific and pertinent information concerning items desired for executing the requests. All expenditures will be recorded and reported by category and allocation.

1.4.9.1.2 Purchase Order Requests. The Purchase Order Request is a formal process designed to allow the club Board maximum visibility towards high dollar purchases for the club. A Purchase Order Request (see 1.5.11) is required for purchase of any item or group of items valued in excess of \$100.00. Single high dollar items with a value in excess of \$300.00 will include a minimum of three cost estimates from separate vendors.

Board Vice-Presidents are the authorized originators of Purchase Order Requests. Each Purchase Order Request may be reviewed for approval during Board meetings. The club President is the final approval authority for Purchase Order Requests.

##### 1.4.9.2 Monthly Board Review

1.4.9.2.1 The Club Board will review the club financial status through monthly reports submitted by the Club Treasurer during monthly board meetings. Budget adjustments and allocations will be performed by the Board as required during these reviews.

#### 1.4.9.3 Quarterly Financial Report

1.4.9.3.1 The Club Treasurer will complete quarterly financial reports in accordance with CA requirements and format (see 1.5.12). Quarterly financial reports will also be submitted during monthly Board meetings as a roll up report.

#### 1.4.9.4 Semi-Annual Internal Audits

1.4.9.4.1 The Club Board may elect to conduct semi-annual internal audits of club financial records and club property as a routine method of financial oversight and serve as a pre-cursor to the annual external audit. The Club Board may appoint a club member or committee to conduct the internal audit.

1.4.9.4.2 The Club Treasurer will produce all club financial documents to designated auditor(s) relevant to the time period being audited. All club property will be made available for inspection and inventory. The audit will include any findings and recommendations for resolving issues found during the audit.

#### 1.4.9.5 Annual External Audits

1.4.9.5.1 The Club Board may request for an external audit of the club's financial records and club property within 90 days of the close of each fiscal year. The external audit may be conducted by the CA administration or by third party arrangement.

1.4.9.5.2 The Club Treasurer will produce all club financial documents to designated auditor(s) relevant to the time period being audited. All club property will be made available for inspection and inventory. The external audit will include any findings and recommendations for resolving issues found during the audit.

#### 1.4.9.6 Unannounced Audits

1.4.9.6.1 The Club Board may elect to conduct an unannounced audit (internal or external) of financial records and club property at any time. The Club Treasurer will produce all financial documents to designated auditor(s) relevant to the time period being audited.

1.4.9.6.2 All club property will be made available for inspection and inventory. The unannounced audit will include any findings and recommendations for resolving issues found during the audit.

## 1.4.10 Change of Responsibility

### 1.4.10.1 Transition of Elected Treasurer Procedures

1.4.10.1.1 The Club Treasurer normally serves for a two (fiscal) year term. The incoming, newly elected Club Treasurer will have approximately 90 days to conduct transition tasks with the outgoing Club Treasurer.

1.4.10.1.2 The incoming Club Treasurer must be fully prepared to assume all duties and responsibilities of their position at the beginning of the fiscal year in order to allow the club financial mechanisms to function smoothly. Both incoming and outgoing Treasurers will jointly conduct a Change of Responsibility transition using the Transition Procedures Checklist (see 1.5.11).

### 1.4.10.2 Emergency Transition Procedures

1.4.10.2.1 The Vice-President for Administration will immediately assume Treasurer Duties in the event that the Club Treasurer is no longer able or available to perform in the capacity as Treasurer. All financial transactions, files, documents and reports will be managed by the Vice-President for administration.

1.4.10.2.2 Depending on the time horizon of the Treasury vacancy, The Board may appoint a club member as provisional Treasurer to serve out the current term or nominate a club member(s) for general membership election to fill the vacancy. The Board may elect to conduct an audit concurrent with the emergency transition of Club Treasurer. The Vice-President for Administration will conduct transition procedures outlined in the Transition Procedures Checklist with the provisional appointee or newly elected Treasurer as soon as possible.

## 1.4.11 - Treasury Forms

Purchase Order Request- SCTX-PC-1

Request for Refund- SCTX-PC-2

Request for Audit- SCTX-PC-3

Annual Asset Inventory Sheet- SCTX-PC-4

Transition Procedures Checklist- SCTX-PC-5

**PURCHASE ORDER REQUEST (Item(s) in Excess of \$100.00 – Form SCTX-PC-1**

<u>Items Requested:</u> <u>Nomenclature</u>	<u>Model/Catalogue Number</u>	<u>Total Cost (incl shipping)</u>

Attach 3 or more vendor estimates for items listed in excess of \$300.00.

Submitted By: \_\_\_\_\_ Budget Category: \_\_\_\_\_

Justification: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Board Review

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Approval/Disapproval \_\_\_\_\_  
 President

Date: \_\_\_\_\_

**REQUEST FOR REFUND – Form SCTX-PC-2**

I request a refund of \$\_\_\_\_\_ from the Photography Club of Sun City, Texas.

This refund is applied to:

- Member Dues
- Service Fees
- Material Purchase
- Equipment Purchase
- Photography Sales
- Other(specify)\_\_\_\_\_

Reason for Request:\_\_\_\_\_

Requestor:\_\_\_\_\_ Date:\_\_\_\_\_

President/VP-Admin \_\_\_\_\_ Date:\_\_\_\_\_

Review/Approval/DisApproval

**REQUEST FOR AUDIT – Form SCTX-PC-3**

Memorandum For \_\_\_\_\_

1. Request that an audit of the financial records and club property for Photography Club of Sun City, Texas be conducted for the period \_\_\_\_\_ through \_\_\_\_\_.

This audit is:

- Internal     External
- Annual       Semi-Annual       Unannounced       Other

2. Request that the audit be conducted NLT \_\_\_\_\_

3. Audit Location: \_\_\_\_\_

Board Review

\_\_\_\_\_

Date \_\_\_\_\_



**TRANSITION PROCEDURES CHECKLIST – Form SCTX-PC-5**

- Review CA Rules/Bylaws
- Review Club Bylaws
- Review Financial Procedures Guide
- Review Current FY Accounting Records
- Review Audit Reports
- Assist in Posting Deposits
- Assist in Reconciliation/Account Balancing
- Assist in Building Balance Sheet
- Assist in Building Monthly Report
- Assist in Building Quarterly Report
- Participate in Monthly Board Meeting
- Participate in Annual Audit
- Participate in Annual Joint Asset Inventory
- Download Quicken Software
- Build File Shells for Upcoming FY
- Participate in Final Treasurer Outbrief/Inbrief to the Board
- Transfer All Financial Records
- Participate in Change of Signature Authority with First Texas Bank

Outgoing Treasurer \_\_\_\_\_ Date \_\_\_\_\_

Incoming Treasurer \_\_\_\_\_ Date \_\_\_\_\_

**QUARTERLY REPORT – Form CC-7**

Sun City Texas Community Association  
 Charter Club/NH \_\_\_\_\_ Financial Report  
 For the Quarter Ending \_\_\_\_\_

	Month of _____	Month of _____	Month of _____	Total for Quarter
<b>Club/NH Records (Checking Account Check Register)</b>				
<b>Beginning Balance (per Club/NH Records)</b>		\$ -	\$ -	\$ -
<b>Deposits/Receipts</b>				
Club Membership Dues				-
Proceeds from Sales to Members				-
Event Ticket Sales				-
Donations				-
Class Registration Fees				-
Interest Income				-
Income from Non-residents (if any)				-
Other (Specify) _____				-
_____				-
<b>Total Deposits/Receipts</b>	-	-	-	-
<b>Withdrawals/Expenses</b>				
Supplies for Resale to Members				-
Non-resale Supplies				-
Event Expenses (Food, etc.)				-
Awards & Prizes				-
Contract Fees				-
Equipment Purchases				-
Sales Tax				-
Donations				-
Other (Specify) _____				-
_____				-
<b>Total Withdrawals/Expenses</b>	-	-	-	-
<b>Net Change (Deposits less Withdrawals)</b>	-	-	-	-
<b>Ending Balance (per Club/NH Records)</b>	\$ -	\$ -	\$ -	\$ -
<b>Bank Records (from Bank Statement)</b>				
<b>Beginning Bank Balance</b>		\$ -	\$ -	\$ -
Add: Total Deposits				-
Subtract: Total Withdrawals				-
<b>Ending Bank Balance</b>	\$ -	\$ -	\$ -	\$ -

<b>Reconciliation</b>				
<b>Difference in Club/NH and Bank Records</b>	\$ -	\$ -	\$ -	\$ -
Outstanding Deposits				
List:				-
				-
				-
Outstanding Checks				
List:				-
				-
				-
<b>Net Reconciling Items (should equal Difference above)</b>	\$ -	\$ -	\$ -	\$ -

<b>Petty Cash on Hand</b>				
Beginning Balance	\$ -	\$ -	\$ -	\$ -
Additions	-	-	-	-
Subtractions	-	-	-	-
Ending Balance	\$ -	\$ -	\$ -	\$ -

<b>Savings or CD Account Activity</b>				
Beginning Balance	\$ -	\$ -	\$ -	\$ -
Additions	-	-	-	-
Subtractions	-	-	-	-
Ending Balance	\$ -	\$ -	\$ -	\$ -

\_\_\_\_\_  
President or NH Rep

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Date

Audit Report

Date

Memorandum for President and Board, Photography Club of Sun City, Texas  
SUBJECT: Report of Audit Findings

- 1. An Internal/External audit of financial records and club property was conducted from \_\_\_\_\_ to \_\_\_\_\_.
- 2. The following findings and recommendations are noted below:

FINDING: \_\_\_\_\_ (see encl 1)

Recommendations:

FINDING: \_\_\_\_\_ (see encl 2)

Recommendations:

Summary:

Encl as SIGNATURE BLOCK  
Auditor

## **1.5 Community Association**

1.5.1 The Community Association Guidelines are on the club's website at <http://sctxphotographyclub.org/>

## **2. Activities**

### **2.1 Current Activities**

2.1.1 The current activities of the Club will be communicated in the Monthly Newsletter, Newsletter updates, on the website including Club Calendar, and as discussed at the Club's monthly meetings.

### **2.2 Programs and Meetings**

2.2.1 The full membership of the Club meets monthly from January through November on the first Tuesday of the month. (There will be no regular meeting in December. There will be a social gathering scheduled separately and will be announced.)

Currently the meeting agenda includes an update on Club administrative information followed by a short educational program.

The majority of the monthly meeting is devoted to the popular "Subject of the Month" (SOM). Members will submit their image digitally for constructive comments on improving their image. These are to be submitted prior to the meeting. Members are asked to bring a matted and mounted print of their SOM image to the monthly meeting for a closer review and art appreciation by Club members and guests. Each month some of the SOM prints are selected and the Exhibition Committee frames them for display.

### **2.3 Workshops and Education**

2.3.1 Workshops are scheduled as arranged by the VP for Workshops and Education.

### **2.4 Field Trips**

2.4.1 Each year the Club makes frequent field trips to points of interest. Generally these vary in duration from a couple of hours to daytrips. We have a few field trips that required over night stays. A review is held, to which the Club membership is invited.

2.4.2 Informal field trips, often involving only a few people, are organized through want-ad-like "mini-shoot" postings on the Club's Website.

## **2.5 Special Interest and Discussion Groups**

2.5.1 A Special Interest Group (SIG) is a group of people with a common interest in a narrowly focused segment of the world of photography and photo editing.

The Photography Club will facilitate the formation of a SIG in a specific area if there are a sufficient number of members who are interested in forming one and in organizing and running it.

2.5.2 SIG meetings will normally be held in the studio. The members of a SIG will decide when it is to meet and how frequently it is to meet. The members of a SIG will define their SIGs "Objectives" in a short statement that will be posted on the Club's Website.

2.5.3 Membership in a SIG is open to any Club member. SIGs may exhibit in the Studio in coordination with the Studio Director and the VP - Exhibits.

2.5.4 All SIG activities are on the website, [www.sctxphotographyclub.org/](http://www.sctxphotographyclub.org/). Check the Calendar for meeting time and topic for the meeting.

## **2.6 Exhibits**

2.6.1 Exhibitors at all Photography Club venues will be limited to members and their images must be photographs or photographic art.

In exchange for the Photography Club and its agents hanging and displaying their photography, all exhibitors hereby agree that the Photography Club, its officers and the entities where photographs are displayed are held harmless and are not liable for any loss, theft, damages or injuries to others resulting from their photography being displayed. In addition, all exhibitors agree to the Photography Club policy of deducting taxes and a 10% commission from the sale of all exhibited photography.

### **2.6.2 Studio Exhibits**

2.6.2.1 The Special Interest Groups (SIGs) prints, the Subject of the Month (SOM) prints, Photographer of the Month framed photographs and Competition events will be displayed in the Photography Studio as determined by the VP-Exhibits.

2.6.2.3 The "Subject of the Month" prints that are selected to be framed will be exhibited in the Activities Center Hallway. The Exhibitions Committee requests that the others be exhibited in the Photography Studio. Each print must be signed in by the photographer in the Exhibitions Committee's binder, which will be available at the Monthly Meeting.

2.6.2.4 The Photographer of the Month may exhibit framed images of any size that will fit the allocated space.

2.6.2.5 Photographers will sign in their work using the registration form located in the Exhibitors Sign In Manual which requires the photographer's name, title of the work,

price and date. If not for sale it must be noted NFS. Each photograph must be identified in the same way, permanently, on the back of the work.

2.6.2.6 A title card for each photograph will be prepared by the SIG Leader or the Exhibition Committee.

2.6.2.7 When a photograph is sold the check is made payable to the Photography Club. The person handling the transaction would follow the procedures outlined in the Studio Procedures Manual.

2.6.2.8 The Photography Club's policy is to deduct a 10% commission plus sales tax from the sale of a member's work. Then a check for the balance will be given to the photographer. This policy applies to all photograph sales made at any location where the Club is exhibiting.

### 2.6.3 Activity Center Exhibits

2.6.3.1 The Photography Club has permanent exhibit locations in the Activity Center.

2.6.3.2 The "Subject of the Month" (SOM) is a popular feature of the monthly meetings. Members are encouraged to submit a print of their SOM digital image at the monthly meeting. The print must be matted and mounted to a backing board that is 11x14 inches. Each month eight of the SOM prints will be selected and the Exhibition Committee will frame them in the Activity Center.

2.6.3.3 The other side of the hall will accommodate nine framed images. The change-out notice will be in the club's monthly newsletter and on the studio's bulletin board. If you desire to exhibit at this location, contact the person named by (or in) the newsletter by phone or email. If you are one of the nine members to exhibit, you will be instructed to take your ready-to-hang image to the Photography Club Studio on a specific date.

2.6.3.4 Images are to be framed to the following sizes: (glass size) 16x20, 18x18, or 20x20. Images must be wire ready to hang. Neither saw-tooth hangers nor string is acceptable. The image can be "For Sale" or not.

2.6.3.5 Photographers will sign in their work using the registration form located in the Exhibitors Sign in Manual which requires the photographer's name, title of the work, price and date. If not for sale it must be noted NFS. Each photograph must be identified in the same way, permanently, on the back side of the work.

2.6.3.6 A title card for each photograph will be prepared by a member of the Exhibition Committee.

2.6.3.7 When a photograph is sold the check is made payable to the Photography Club. Instructions regarding sales are posted at the exhibit location. When a photograph is sold by the seller, they will deliver the check to the Photography Club

studio. The person handling the transaction will follow the procedures outlined in Section 13.2 of the Studio Procedures Manual.

2.6.3.8 The Club's policy is to deduct a 10% commission plus sales tax from the sale of a member's work. Then a check for the balance will be mailed to the photographer. This policy applies to all photograph sales made at any Location where the Club is exhibiting.

#### 2.6.4 The Oaks Exhibit

2.6.4.1 The Oaks is a meeting facility for Sun City clubs, etc., located at the Legacy Hills Golf Course. The change out notice will be in the Photography Club's monthly newsletter and on the Studio's bulletin board.

2.6.4.2 If you want to exhibit at this location contact the person named in the newsletter by phone or email. If you are one of the seven members to exhibit you will be instructed to take your ready to hang image to the Photography Club studio on a specific date.

2.6.4.3 Images are to be framed to the following sizes: (glass size) 16x20, 18x18, or 20x20. Images must be wire ready to hang. Neither saw-tooth hangers nor string is acceptable. The image can be "For Sale" or not.

2.6.4.4 Photographers will sign in their work using the registration form located in the Exhibitors Sign in Manual which requires the photographer's name, title of the work, price and date. If not for sale it must be noted NFS. Each photograph must be identified in the same way, permanently, on the back of the work.

2.6.4.5 A title card for each photograph will be prepared by a member of the Exhibition Committee.

2.6.4.6 When a photograph is sold the check is made payable to the Photography Club. Instructions regarding sales are posted at the exhibit location. When a photograph is sold by the seller, they will deliver the check to the Photography Club studio and The person handling the transaction will follow the procedures outlined in Section 13.2 of the Studio Procedures Manual.

2.6.4.7 The Photography Club's policy is to deduct a 10% commission plus sales tax from the sale of a member's work. Then a check for the balance will be given to the photographer. This policy applies to all photograph sales made at any location where the club is exhibiting.

### **2.7 Welcome Committee**

2.7.1 The objective of the Welcome Committee (Committee) is to develop an ongoing program for attracting guests and new members. Also, the Committee is to know who the current guests and new members are along with their objectives in photography so they can be helped to become knowledgeable and active members.

Guests are those persons visiting the club but who are not members. New members are those who have joined within the last quarter.

#### 2.7.1.1 Guests

2.7.1.1.1 The bi-monthly New Homeowner Orientation meeting, presented by the Community Association, is a part of the ongoing program for guests. The confidential club membership list is available for the committee's use.

2.7.1.1.2 At each monthly Club meeting the Committee will staff a table at the door to greet guests, ask them to sign in and provide them with a name tag. Each guest will receive a Club information packet. The packet will contain an information sheet, a quarterly calendar showing activities, the current monthly newsletter, a copy of the front page of the website, the location of the studio and hours plus any other pertinent information

The Committee will gather as much information as possible about guests' and new members' photography interests for follow-up. The Committee, while working with the Vice-President of Programs and Meetings, shall establish a format to be used for introducing and helping the guests and new members feel welcome at the monthly meetings. This will be a permanent part of the monthly meeting format.

#### 2.7.1.2 New Members

2.7.1.2.1 The Treasurer will forward information from the New Member applications to the Committee chair for action.

2.7.1.2.2 The Committee will contact new Club members within one to two weeks to answer their questions, discuss the activities they are interested in and provide answers to any questions they might have.

2.7.2 Members Leaving the Club – The Committee will contact and thank them for having been a member. If possible, the Committee will determine why a member is leaving and should the reason be due to an unhappy situation, it will advise the Vice-President of Administration.

2.7.3 Incorrect Member Information – The membership list is controlled and updated by the Community Association's Portal. Occasionally the Webmaster has emails returned due to wrong email addresses. That information will be emailed to the Welcome Committee Chairman who is asked to contact the member(s) for clarification. Usually the problem is a change in information that was not reported to the CA. Obtain the correct information and advise the Webmaster.

2.7.4 Orientations are to be held in the studio at least every other month for new members and guests. Any officer can make a presentation on Club activities and future plans. The format is determined by the Committee.

### 3. Communications

**3.1 Message Center**, near the front door of the Studio, is the place to leave information for officers, appointed positions, SIGs and committee chairs.

**3.2 Membership Meetings** are held most months.

#### 3.3 Publications

3.3.1 The Newsletter Editor is appointed by the Vice President, Administration, and is responsible for all activities that pertain to publications. The Editor will stipulate any requirements for article submission deemed necessary, including the submission deadlines.

3.3.2 The monthly newsletter, "*News In Focus*," will be published to members prior to the monthly meeting and will include articles, reminders, notices, photographs, and other information. The Editor will email the newsletters to membership via the email list maintained by the club.

3.3.3 Weekly notices (except for the week the newsletter is published) will include reminder of events the following week and other information as deemed necessary. The Editor will also email these to members.

3.3.4 The Editor is responsible for composing and forwarding Photography Club articles to the Community Association's magazine, *Sun Rays*, according to their requirements.

3.3.4 Special E-Mails must have prior approval from the President.

#### 3.3.7 Bulletin Board

3.3.7.1 The studio bulletin board will display the current Club activities and how to sign up for them.

#### 3.3.8 Pick-Up Station

3.3.8.1 The pick-up station will be in one of the studio cabinets and may be used by the entire membership. It is for dropping off an item for pick up by another member. Whoever brings an item in should place a tag on it with their name and phone number. There is no check-in procedure. Untagged items left over 30 days will be discarded.

#### 3.4 Website [www.sctxphotographyclub.org/](http://www.sctxphotographyclub.org/)

3.4.1 The Webmaster is responsible for all activities that pertain to the website. Recommending and providing updates to it can be done only by the Executive Board, Special Interest Group Leaders and the Newsletter Editor.

All articles are to be written by the contributor, not the Webmaster. The Webmaster is to be informed of any delegation of this authority.

In addition, Executive Board and SIG leaders are to post a description of each new activity on the club activities calendar, if pertinent.

3.4.1.1 Articles sent to the Webmaster should be attached to e-mails showing the author and date. If the document is time sensitive, the author is to also include a deletion date for the article.

3.4.1.2 It is preferred to have all articles sent by e-mail with the document attached. If the information is sent as an e-mail with no attachment, the information regarding author, date and deletion date is to be shown in the email directly below the article.

3.4.1.3 If an article is forwarded by phone, the author is asked to confirm it by e-mail with the author, date, deletion date information below the article. Then it will be posted.

3.4.1.4 The Webmaster will confirm to the author when the update is posted. The author then needs to review the posting for completeness and accuracy.

3.4.2 Club Calendar – There are two individual calendars on the website. Go to the home page of the website ([www.sctxphotographyclub.org/](http://www.sctxphotographyclub.org/)) and click “Club Calendar” or “Sign Up Station” for viewing.

The club activities calendar is list all club activities.

3.4.2.1 Club Activities Calendar

3.4.2.1.1 Posting Activities To The Calendar – The Executive Board and SIG leaders are to post the descriptions of their activities to the club activities calendar.

3.4.2.1.2 Equipment Reservations – Whenever the following groups are meeting in the studio, they have an automatic reservation for the digital projector, laptop computer or desktop computer: All Special Interest Groups (SIG), Executive Board, Visual Arts Club monthly meeting, New Member Orientation, Workshops and Education and Field Trip Reviews. Section 5 explains the sign out/in system.

3.4.2.1.2 Other Official Club Groups – They would use the “Studio Reservations” in the sign up station for scheduling a meeting in the studio and they should also request a reservation for club equipment at that time, if needed. The procedures would be:

3.4.2.1.2.1 Go to the website and click club sign up station. Click “Studio Reservations” and an email pops up. The information requested is shown in the “Subject” box of the email. Type it in and send. If equipment was reserved it will be indicated in the description of their activity.

3.4.2.1.2.2 All requests will be confirmed or denied by return e-mail. If denied, an explanation will be given. Groups using the studio are responsible for the meeting set up and to see that the studio is back as it was before their meeting

3.4.2.1.2.3 Whenever a confirmed date needs to be changed or deleted the Studio Director is to be advised of those changes by e-mail. The calendar will be changed

accordingly if no conflict. That person will also be responsible for advising the meeting participants of this change, if necessary.

3.4.4 Sign Up Station is used by club members to sign up for future club activities and training classes. Go to the home page of the website and click "Sign Up Station". Then click the area under the sign up station that you desire. This can be done in your home or anywhere at [www.sctxphotographyclub.org/](http://www.sctxphotographyclub.org/).

Signing up for exhibits is the only exception to signing up on line. Go to Section 2.6 for the procedures on exhibiting photographs or photographic art.

3.4.4.1 Future Activities – Includes studio reservations, field trips as well as workshops and education. Click the box desired and an e-mail pops up. The information requested is shown in the subject box of the email. Type it in and send.

3.4.4.2 Training Classes – Members are required to attend short training classes for certification for the use of specific equipment. Only members that are certificated can use the equipment. Certified members are listed in Section 17.

Click the box desired under training and an e-mail pops up. The information requested is shown in the subject box of the email. Type it in and send. You are on the instructor's list for that training and will be contacted when a class is scheduled.

3.4.5 The Club's membership list is on the Community Association's Portal, which is responsible for all updated information. The Webmaster maintains an up to date file of Photography Club members for use by the Newsletter Editor only. The Vice-President of Administration is responsible for the controlled distribution of the membership list.

3.4.5.1 New Member/Deleted Member input to the Webmaster - The Treasurer supplies the necessary information.

3.4.5.2 Incorrect Member Information – The membership list is controlled and updated by the Community Association's Portal. Occasionally the Webmaster has e-mails returned due to wrong e-mail addresses. That information will be e-mailed to the Welcome Committee chair who is asked to contact the member(s) for clarification.

Usually there was a change in information that was not reported to the CA. The Webmaster will be advised of the corrections.

3.4.6 Newsletters - The Newsletter Editor forwards all newsletters to the Webmaster for e-mailing to the club membership.

3.4.7 The archives for all current and past website files are maintained by the Webmaster along with the promotion of the website to the membership as well as direct member communication on web site questions.

## 4. Emergency

## **4.1 Life Threatening Injury or Fatality**

4.1.1 Call 911 whenever there is a life-threatening injury or a possible fatality. Should a cell phone not be available, the VAC, Community Association Office and the Social Center have phones. The Studio does not. Provide the operator with the following:

4.1.1.1 The name of person calling.

4.1.1.2 The phone number you are calling from.

4.1.1.3 The studio address which is 2 Texas Drive, Studio 104

4.1.1.4 A description of the injury and its severity.

4.1.1.5 The name of the injured person and any known vitals, such as age and medical conditions, if possible.

4.1.2 The first aid kit is in the bottom cabinet by the front door. Solicit help from other people in the studio to aid the injured and to help in any way. Then notify the Community Association at 864-1200.

4.1.3 The Accident Report Form CC-6 is to be filled out by the person in charge. No Exceptions. A supply of the form is with the First Aid Kit in Section 13 of the studio cabinets or the form is in section 6.1 of the Guidelines on the website and studio computer. Place the completed form in the studio lock box.

4.1.4 Notify the Studio Director or a club officer of the incident as quickly as possible. Phone numbers are in the "Officers" section of the website which is on the studio computer.

## **4.2 Minor Cuts and Injuries**

4.2.1 The first aid kit is in the bottom cabinet by the front door. Solicit help from other people in the studio to help aid the injured person.

4.2.2 The Accident Report Form CC-6 is to be filled out by the person in charge of the studio. No Exceptions. A supply of the form is with the First Aid Kit in Section 13 of the studio cabinets or the form is in section 6.1 of the Guidelines on the website and studio computer. Place the completed form in the studio lock box.

4.2.3 Notify the Studio Director or a Club officer of the incident. Phone numbers are in the "Officers" section of the website which is on the studio computer.

## **5. Equipment**

### **5.1 Digital Projector**

5.1.1 The digital projector may only be used for Club functions and only by those members that have been certified to operate it. The list of members certified is in Section 17. Information on training and reserving of equipment is in Section 15. It is for the use of the Club's official groups only. Other usage is to be approved by the board.

5.1.2 It is stored in a locked cabinet. There is a sign out and return sheet that must be filled out by all users. Certified members will have access to the cabinet key.

5.1.3 The bulb in the projector is extremely expensive. For that reason each user is to verify on the return sheet that it was functioning properly when you returned it.

## **5.2 Laptop Computer**

5.2.1 The laptop computer can only be used for Club functions and only by those members certified to use it. The list of those certified members is posted in Section 17. Information on training and reserving of equipment is in Section 15. It is stored in a locked cabinet. There is a sign out and return sheet that must be used. Certified members will have access to the cabinet key. It is for the use of the Club's official groups only. Other usage is to be approved by the board.

Users may install slideshows, PowerPoint or similar files to be used for their meetings. The user is to delete all such files before returning the laptop. Only Photography Club approved software will be on the computer. Unauthorized software will be deleted.

## **5.4 Lock box for door key**

5.4.1 There is a lock box next to the front door; it has the key to the front door. Once the key is obtained and the front door is unlocked, place the key back in the lock box immediately. At closing always double check the door to make sure it is locked before leaving.

## **5.5 Mat cutter**

5.5.1 The Logan mat cutter and table are on the floor area of the studio. The box of tools is kept in a labeled area of the cabinets. The mat cutter is available for use by all members once they have had training and are certified. Knowledge of how to use the mat cutter is mandatory because the blades are open and extremely sharp. A list of the members that are certified to use the mat cutter is posted in Section 17. Information on training is in Section 15.

5.5.2 Members will provide their own mat boards as none will be stocked by the club. Personal materials of any kind may not be stored in the studio by members.

5.5.3 It is the responsibility of all users to clean the area, dispose of unwanted materials and put the tools back in their assigned cabinet storage area when users are finished.

## **5.6 Computer Screen Calibrator**

5.6.1 It is stored in a locked cabinet and can only be used by members that have been certified. The list of members certified to use it is posted in Section 17. Information on training and reserving of equipment is in Section 15. There is a sign out and return sheet that is to be used. Certified members will have access to the cabinet key.

**5.7 Projection Screen** - drops down from the ceiling and it is to be retracted when not in use.

**5.8 Digital Projector** - is stored in a locked cabinet and can only be used for club functions. Manufacturer's instructions are with it and there is a sign out and return sheet that is to be used.

### **5.9 Studio Lock Box**

5.9.1 The studio lock box is where all cash and checks are deposited. The Treasurer will record and deposit all funds received.

### **5.11 Desktop Computer**

5.11.1 The desktop computer is available for members to edit and enhance photos using Photoshop Elements, CS4, Picasa 2, Faststone Resizer, and Faststone Viewer/slide show. Microsoft Word, Excel, PowerPoint Viewer, and Adobe Reader are installed. Additional programs will be added as needed. A list of programs for members and instructions for using the computer are on the computer cart.

5.11.2 No programs can be added unless approved by the Studio Director, the Vice President for Administration or the Club President.

5.11.3 Members may temporarily store their work on the computer only on Drive F:. The Studio Director will periodically remove any files stored too long. The computer has a CD/DVD writer for members to take work home. There are several USB ports for use with flash drive memory.

5.11.4 Drive E: is used for a special back up program and should never be accessed. The back up program will run automatically daily.

5.11.5 Antivirus, antispyware, and Windows Update will be run on a scheduled basis.

5.11.6 The desktop or the portable computer should be used with the digital projector for presentations in the Studio. Special connections are required; instructions are posted at the computer.

**5.12 Equipment use:** The Computer Screen Calibrator is the only equipment that may be removed from the studio.

## 6. Forms and Signs

**6.1 Forms** - Click on any of the forms below for printing.

[Accident Report Form CC-6](#)  
[Certification List – Computer Screen Calibrator](#)  
[Certification List – Laptop and Digital Projector](#)  
[Certification List – Mat Cutter](#)  
[Club Information Sheet](#)  
[Daily Sign In Sheet – Studio](#)  
[Equipment Sales – Inv. - receipt](#)  
[Exhibits - Artist Title Cards](#)  
[Exhibits Agreement](#)  
[Field Trip Fact Sheet](#)  
[Membership Application](#)  
[Newsletter Deadlines – 2009](#)  
[Placard – items for sale](#)  
[Purchase Order Request](#)  
[Refund and Audit Request](#)  
[Sign out/in – Computer Screen Calibrator](#)  
[Sign out/in – laptop and Digital Projector](#)  
[Sign out/in – slide projector](#)

**6.2 Signs** - All requests for studio signs must be approved by the Studio Director. Hand written and taped signs will not be used.

## 7. Furniture

**7.1 White Board** in the studio is used for communications purposes.

### 7.2 Chairs and tables

7.2.1 There are tables & chairs in the studio as well as in the Visual Arts Club studio. The two clubs will loan to one another whenever additional units are needed. The Club that borrows is the Club that returns the items.

7.2.2 There are chairs stored in the Bath Rooms.

**7.3 Easels** will be stored in the Visual Arts Club and Photograph Club studios. The clubs will borrow from one another as needed. The club that borrows is the club that returns the items.

## **8. Library**

### **8.1 Objective**

8.1.1 The objective of having a library is to provide Club members with the finest collection of photographic and reference books possible.

### **8.2 Librarian**

8.2.1 The Librarian shall be responsible for the establishment and operation of the library system. The V-P of Workshops and Education, with input from the Librarian, shall be responsible for the addition and deletion of the items in the library. The Treasurer is to be informed by the Librarian of all additions and deletions of any kind to the library inventory. The Librarian reports to the Vice President for Workshops and Education.

### **8.3 Library System**

8.3.1 The filing system is in three categories: books, videos and magazines. Books and videos will be labeled by category. Magazines will be labeled but not inventoried. Magazines will be replaced or removed as space permits. When checking out a book or video from the library members shall sign and date the card enclosed in each item according to the posted instructions. Due dates will vary according to the item category and individual items will be labeled to indicate the checkout time period. Magazines are to be read on the premises and not checked out or removed from the studio.

8.3.1.1 The library inventory of books and videos will be on the studio computer and maintained by the Librarian.

### **8.4 Contributions**

8.4.1 Contributions of photography-related books, videos and magazines will be accepted from individuals and given to the Librarian for inclusion into the library. Contributions that cannot be used will be donated to a local charity.

8.4.1.1 Books, Videos and Magazines – These will be received by the Librarian or officers. They are to be placed on the Library shelves for evaluation by the Librarian.

8.4.1.2 Furnishings – These must be approved by the Librarian and the Studio Director before anything is brought into the studio.

8.4.1.3 The Librarian will use the Club Newsletter to acknowledge all contributions to the Library.

8.4.1.4 Check/Cash Contributions – These may be accepted from any source by any club member. All contributions are to be forwarded to the Librarian, Studio Director or any officer.

8.4.1.4.1 A receipt of the contribution would then be filled out using the studio receipt book which is in the studio desk. The receipt will include the date, contributor's name, check number or cash amount with "Library – Contribution" noted. The check is to be made payable to the Photography Club with the receipt number on the check. The original receipt is to be attached to the check/monies and placed in the studio lock box for the Treasurer. If the contributor desires a receipt a copy of the original will be made.

8.4.1.4.2 Check/monies contributions are to be brought to the attention of the President by the Treasurer for written acknowledgement and thanks with an information copy of same sent to the Librarian.

## 9.Safety

**9.1** The first aid kit is located in the first bottom cabinet, next to the front door. Please become familiar with the location and its contents.

**9.2** Learn the location of the fire extinguishers and familiarize yourself with usage procedures.

**9.3** The mat cutter is available for use by all members once they have had training and are certified. Knowledge of how to use the mat cutter is necessary because the blades are open and extremely sharp. A list of the members that are certified to use the mat cutter is posted in section 17.

**9.4** In case of a serious injury accident see section 4. Emergency.

## 10.Security

**10.1 Equipment** – The digital projector, laptop computer and the computer screen calibrator can only be used by members that have been certified to use them. See Section 5 for more details.

**10.2 Furniture** – Chairs, tables and easels are stocked in the studio on a sharing basis with the Visual Arts Club. The club that borrows is the one that returns the items

**10.3 Front Door** – There is a lock box by it that has the key to the front door. Once the key is obtained and the front door is unlocked, place the key back in the lock box immediately. At closing always double check the door to make sure it is locked before leaving.

## 12. Studio Cabinets

**12.1 Purpose** is to provide storage facilities for the support of the various club activities. Personal items are not to be stored in the cabinets.

**12.2 Assignment of space:** The club officers and committees are assigned specific areas according to their needs. Also expensive/fragile equipment will be in locked cabinets.

**12.3 First Aid Kit** along with various supplies, tools, and other items used in the studio are stored in the cabinets.

**12.4 Assignment System:** Every double door cabinet is numbered on the outside. The drawers are alpha labeled.

**12.5 Organizational Guide:** There is an organizational chart posted in the cabinet area showing the assignments on all cabinets and drawers.

**12.6 Assignment Adjustments:** Adjustments to the assignments will be made when necessary by the Studio Director.

## **13. Studio Sales**

### **13.1 Membership Dues**

13.1.1 Membership dues are paid at the studio using the membership dues envelope for collection and recording of new and recurring members. A supply of these envelopes is at the message center and beside studio lock box. Back up stock is in the forms section of the cabinets. The following procedures apply:

13.1.1.1 Each club member will complete the requested information on a membership dues envelope. The eight (8) digit Community Association number must be shown.

13.1.1.2 Dues will be paid by check made out to the Photography Club or by cash in the exact amount. Annual dues for each upcoming fiscal year are paid from December of the preceding fiscal year through February of the year members dues are to cover.

Standing members who fail to pay upcoming annual dues by the end of February of the current year will be dropped from membership rolls until dues are paid in full. Dues paid by new members after 30 June of each year will be pro-rated by half the annual dues amount.

13.1.1.3 Dues are to be placed in the membership dues envelope, sealed and placed in the studio lock box located in the studio.

13.1.1.4 Once the information is posted and the monies are deposited, the Treasurer will provide that information to the Webmaster and the V-P of Administration. They will also be advised of all membership deletions.

### **13.2 Membership sales**

13.2.1 Sales of members' photographic art on display through the Photography Club will incur a commission of 10 % of the sale proceeds to the club. Sales tax and any other associated CA fees, if applicable, will be added as a cost to the seller and be subtracted from the final amount due. The procedures for sale of photographic art via the Club are:

13.2.1.1 All transactions conducted at the Photography Club studio will be in the presence of a monitor or elected club officer. The monitor/club officer will complete a sales receipt from the receipt book showing the sale amount, the check number/monies, the name of the work and the photographer's name. The original copy will go to the buyer. The receipt number will be noted on the check and the check placed in a membership dues envelope using the blank side to write the following: "photo sales – dollar amount - photographer's name - name of the item sold". Seal the envelope and place in the studio lock box. If a monitor/club officer is not working the person handling the transaction will follow these procedures. The receipt book is in the studio desk.

13.2.1.2 The sale of photographs exhibited outside the studio has different procedures but the procedures do involve the studio. When a photograph is sold at an exhibit outside the studio the check is always made payable to the Photography Club and the sale is finalized between the buyer and seller.

Instructions regarding the sale of exhibit items are posted at all outside exhibit locations. When a photograph is sold by the seller, they will deliver the check/monies to the Photography Club Studio and the check/monies will be placed in a membership dues envelope using the blank side to write the following: "outside sales – dollar amount - photographer's name - name of the item sold". Seal the envelope and place in the studio lock box.

13.2.1.4 The Treasurer will post the sales information, deposit the check/monies and mail a check to the photographer. The sales amount minus commission, sales tax and any CA fees applicable will be noted.

## **13.4 Contributions**

13.4.1 Contributions to the Photography Club by check/monies may be accepted from any source by any club member. Contributions of equipment, furnishings or supplies must be approved by the Studio Director before the contribution can be placed in the studio.

### **13.4.1.1 Equipment and Furnishings**

13.4.1.1.1 Once the contribution has been approved by the Studio Director the receipt book is used to provide a receipt of contribution to the contributor, if requested. The original or a copy of the receipt of contribution is to be placed in the studio lock box.

13.4.1.1.2 The Studio Director will notify the Club Treasurer as soon as possible of any contributions of equipment or furnishings in order to establish accountability of newly acquired property. Contributed items will remain held in storage by the Studio Director until an inventory is conducted by the Treasurer.

13.4.1.1.3 The Studio Director will use the club newsletter to acknowledge all contributions to the studio.

#### 13.4.1.2 Check/Monies

13.4.1.2.1 These contributions will be submitted to the studio for processing by a club officer.

13.4.1.2.2 A receipt of contribution will be completed by the person in charge using the studio receipt book. The receipt is to include the check number or dollar amount with "Cash Contribution" noted on the receipt. The check is to be made payable to the Photography Club with the receipt number on the check. The original receipt will be provided to the contributor, if requested.

The contribution is to be placed in a membership dues envelope using the blank side to write the following: "cash contribution – dollar amount – person's name". Seal the envelope and place in the studio lock box. The studio receipt book is in the desk.

13.4.1.2.3 Check/monies contributions will be brought to the attention of the President by the Treasurer for written acknowledgement and thanks with an information copy of same sent to the Studio Director.

13.4.2 Procedure for Library Contributions for contributions to the library is in section 8.4

## 14. Studio Scheduling

**14.1 Studio Director** is in charge of all studio activities. The procedures for scheduling activities in the studio are shown below.

### 14.2 Club Calendar

14.2.1 The Club Calendar is on the website, [www.sctxphotographyclub.org/](http://www.sctxphotographyclub.org/) . It shows all approved scheduling of the club both in and outside of the Studio.

14.2.1.1 Posting Activities To The Calendar – The vice-presidents and SIG leaders are to post the descriptions of their activities to the club activities calendar.

14.2.1.2 Equipment Reservations – Whenever the following groups are meeting in the studio, they have an automatic reservation for the digital projector, laptop computer or desktop computer: All Special Interest Groups (SIG), Executive Board,

Visual Arts Club monthly meeting, New Member Orientation, Workshops and Education and Field Trip Reviews. Section 5 explains the sign out/in procedures.

14.2.1.3 Other Official Club Groups – They would use the “Studio Reservations” in the sign up station for scheduling a meeting in the studio and they should also request a reservation for club equipment at that time, if needed. The procedures would be:

14.2.1.3.1 Go to the website and click club “Sign Up Station.” Click “Studio Reservations” and an email pops up. The information requested is shown in the “Subject” box of the email. Type it in and send. If equipment was reserved it will be indicated in the description of their activity.

14.2.1.3.2 All requests will be confirmed or denied by return e-mail. If denied, an explanation will be given. Groups using the studio are responsible for the meeting set up and to see that the studio is back as it was before their meeting

14.2.1.3.3 Whenever a confirmed date needs to be changed or deleted the Studio Director is to be advised of those changes by e-mail. The calendar will be changed accordingly if no conflict. That person will also be responsible for advising the meeting participants of this change, if necessary.

### **14.3 Members**

14.3.1 Individual members have unlimited access to the studio whenever it is open. The days and hours that the studio is open are posted on the website. The studio is closed whenever it is reserved for an activity.

### **14.4 Visual Arts Club**

14.4.1 The Studio Director and a person appointed by the Visual Arts Club will coordinate all VAC and PC requests for usage of the other Club’s studio.

### **14.5 Others**

14.5.1 There are no provisions for allowing other clubs or organizations to use the facilities of the Photography Club. Should such a request be made, the Board will make the decision.

## **15. Club Calendar and Sign Up Station**

**15.1 Club Calendar** – Go to the home page of the Website; click “Club Calendar” or “Sign Up Station”. This can be done at home or anywhere at [www.sctxphotographyclub.org/](http://www.sctxphotographyclub.org/)

15.1.1 Club Calendar lists all club activities.

15.1.1.1 Posting Activities To The Calendar – The Executive Board and SIG leaders are to post the descriptions of their activities to the club calendar.

15.1.1.2 Equipment Reservations – Whenever the following groups are meeting in the studio, they have an automatic reservation for the digital projector, laptop computer or desktop computer: All Special Interest Groups (SIG), Executive Board, Visual Arts Club monthly meeting, New Member Orientation, Workshops and Education, and Field Trip Reviews. Section 5 explains the sign out/in system.

15.1.1.3 Other Official Club Groups – They would use the “Studio Reservations” in the sign up station for scheduling a meeting in the studio and they should also request a reservation for club equipment at that time, if needed. A list of the equipment is in section 5. The procedures would be:

15.1.1.2.1 Go to the sign up station; click “Studio Reservations” and an email pops up. The information requested is shown in the “Subject” box of the email. Type it in and send.

15.1.1.2.2 All requests will be confirmed or denied by return e-mail. If denied, an explanation will be given. Groups using the studio are responsible for the meeting set up and to see that the studio is back as it was before their meeting

15.1.1.2.3 Whenever a confirmed date needs to be changed or deleted the Studio Director is to be advised of those changes by e-mail. The calendar will be changed accordingly if no conflict. That person will also be responsible for advising the meeting participants of this change, if necessary.

**15.2 Sign Up Station** – It is where club members can sign up for future activities and training classes. Go to the home page of the website and click “Club Calendars/Sign Up Station”. Then click the area under the sign up station that you desire. This can be done in your home or anywhere at [www.sctxphotographyclub.org/](http://www.sctxphotographyclub.org/)

Signing up for Exhibits is the only exception to signing up on line. Go to Section 2.6 Exhibits for the procedures on exhibiting photographs or photographic art.

15.2.1 Future Activities – Includes studio reservations, field trips as well as workshops and education. Click the box desired and an e-mail pops up. The information requested is shown in the subject box of the email. Type it in and send.

15.2.2 Training Classes – Members are required to attend short training classes for certification for the use of specific equipment. Only members that are certificated can use the equipment. See section 5. Certified members are listed in Section 17.

Click the box desired under training and an e-mail pops up. The information requested is shown in the subject box of the email. Type it in and send. You are on the instructor’s list for that training and will be contacted when a class is scheduled.

15.2.2.2 Laptop & Projector – Training by an instructor. This equipment is used only for Photography Club presentations and training is dependent upon need. Certified members will be asked to help meeting leaders with their presentations.

15.2.2.3 Mat Cutter – Training by an instructor. It is available for use by all photography club members once they are certified.

15.2.2.4 Computer Screen Calibrator – Training by an instructor. It is available for use by all photography club members once they are certified.

15.2.3 Equipment Reservations – See 15.1.1.2, above.

## **16. Studio Supplies**

**16.1** The Studio Director is in charge of maintaining the studio supplies.

**16.2** Whenever an item is out of stock please advise the Studio Director by leaving a note in the message center.

## **17. Certification Procedures and Lists of Certified Members**

### **17.1 Certification Procedures**

17.1.1 Equipment - Members are required to take a short training session on some equipment before using it. The mat cutter, laptop, digital projector and computer screen calibrator are the only ones. The information on training is in Section 15. A list of all equipment is in Section 5.

17.1.1.1 The laptop, digital projector and computer screen calibrator are stored in locked studio cabinets. There is a sign out and return sheet that is to be filled out by all users. See Section 15 on how to reserve equipment.

17.1.1.2 The mat cutter and table are on the floor area of the studio. The tools used with it are stored in the studio cabinets.

### **17.2 Certified Members**

17.2.1 Click below to view the certified member list, by subject.

[Computer Screen Calibration](#)  
[Laptop & Digital Projector](#)  
[Mat Cutter](#)

17.2.2 When members are certified the instructors are to email those names to the webmaster, [web@sctxphotographyclub.org](mailto:web@sctxphotographyclub.org) for posting.

## **18. ACCIDENT REPORT FORM CC-6**

18.1 This report is required for any incident or accident on Community Association property. As soon as the facts are known, the person on duty is required to complete this report. If a life-threatening injury or a fatality occurs notify the Community Association at 864-1200.

18.2 A supply of form CC-6 is with the first aid kit and at section 6.1 for printing purposes. It is to be used for any and all incidents or accidents in the Club's studio. No Exceptions.

18.3 Additional information on accidents is in Section 4.

## **19. Revision of Guidelines.**

**19.1 The Guidelines of the Photography Club** are to serve to make the administration of the club more consistent. It is a guide to help everyone know about and how to follow the club's procedures as well as a way to find answers to questions regarding the operation of their club.

### **19.2 Process for making revisions to the Policy and Procedures**

19.2.1 The Vice-President of Administration is responsible for the maintaining these Guidelines. The VP's e-mail address is on the Officer's page of the Website.

19.2.2 Club members may make recommendations to the Vice President for Administration for changes to these Guidelines. The recommended procedure is for such recommendations to be presented in a constructive manner indicating the problem along with the solution. All recommendations will be answered in a timely manner.

19.2.3 Current officers of the club are asked to keep the procedures for their area reflective of current practice. Requests for changes should be forwarded to the VP of Administration. Should the situation not be resolved to the officer's satisfaction, the situation will be presented to the President. If necessary the problem will be presented to Board and usually made a policy.

## **20. Photo Engagements and Referrals**

20.1 Pursuant to an action by the Board of Directors on February 10, 2009 the Photography Club "the Club," has adopted a policy regarding the involvement by the Club in performing services, or in facilitating engagements between its members and others to perform services commonly referred to as "photographic services" to inquiring third parties, known as "others." (The actual Resolution may be found in the Club's Minutes of Board Meeting of February 10, 2009 on the website.)

20.2.2 WHEREAS: Certain concerns have been raised about the propriety of the Club being a competitor to the Photography Community in the Williamson County community; AND

20.2.3 WHEREAS: Certain concerns have been raised about performing such activities while being acknowledged amateurs of photography; AND

20.2.4 WHEREAS: Certain concerns have been raised about liability claims from third parties for inadequate work performed by the Club or by those referred by the Club,

Now therefore let it be resolved:

20.2.4.1 The Club desires to remain independent of all photographic activities with third persons with the exception of the Sun City Texas Community Association's staff, AND

20.2.4.2 The Club will neither provide such activities nor provide referral-related services to third parties making inquiries to the Club, AND

20.2.4.3 The Club encourages members who are willing to perform services either for free or for a fee, to post their names and brief details in the Vendor's Book in the Community Association Office.

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