

# SARNIA PHOTOGRAPHIC CLUB

A Member of the Canadian Association for Photographic Art



## Constitution

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

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

Signature: \_\_\_\_\_  
President

## 1 **Article 1 Name and Purpose**

2 The name of this association is Sarnia Photographic Club (hereinafter referred to as the  
3 “Club”). (The Club was previously known as the Sarnia Photochromatic Club (1952 to 2001)).

4 The Club is a non-profit organization established for educational purposes as noted below.

5 The purpose of the Club is to promote interest and proficiency in all aspects of  
6 photography by:

- 7 • encouraging members and people of the community to produce high quality images,
- 8 • providing club meetings for photographic presentations and discussions
- 9 • providing instruction and help to members in the art of photography,
- 10 • promoting exhibitions of photography by members
- 11 • conducting competitions, evaluation and judging among the members and the
- 12 community, with other clubs and within the CAPA,
- 13 • arranging social activities within the club and community

## 14 **Article 2 Membership and Fees**

15 Membership shall be open to any person who pays the annual membership fee and agrees  
16 to abide by the Club Constitution. Membership fees shall be due on the first day of the  
17 Club year or upon joining the club. Members must sign a waiver to participate in club  
18 outings.

19 The fees for membership shall be established annually by the executive committee. The  
20 executive committee may, from time to time, establish regulations concerning the collection  
21 of fees, dates for payment and so on.

22 Any member who, in the opinion of the executive committee, has been found to have  
23 conducted herself/himself in a manner unbecoming to the character and interest of the  
24 Club shall be liable for suspension or expulsion from the Club. An individual's  
25 membership may be revoked at any time by a majority vote of the executive committee  
26 after consultation with the individual. This revocation may be with, or without,  
27 refunding the membership fee. In addition, any member being more than 2 (two)  
28 months in arrears in payment of annual dues shall be dropped from membership after

29 notification by e-mail or other such method determined from time-to-time by the  
30 Executive.

### 31 **Article 3 Quorum**

32 A quorum for a meeting voting on a business matter will consist of one third of the  
33 members in good standing unless otherwise noted in the Articles below.

### 34 **Article 4 Executive and Officers**

35 The Executive and Officers of the Club shall consist of the following:

- 36 • President
- 37 • Vice-President
- 38 • Treasurer
- 39 • Secretary
- 40 • Past President
- 41 • Projection Director
- 42 • Program Director
- 43 • Judging Director
- 44 • Audio Visual Program Director
- 45 • Outings Director
- 46 • Publicity Director
- 47 • Special Events Director
- 48 • Webmaster
- 49 • CAPA Club Representative
- 50 • Community Events Director
- 51 • Information Technology Director

52 The signing Officers shall be the Treasurer and any two other members of the Executive.

53

**54 Article 5 Executive Committee**

55 The Executive Committee shall meet at least monthly with the exception of June and  
56 July.

- 57 • Notice of a regular meeting shall be provided at least one month in advance.
- 58 • An agenda for the meeting shall be provided at least one week in advance of the meeting.
- 59 • The meeting shall be conducted with reference to Robert's Rules of Order when required  
60 or requested.
- 61 • The meeting will be posted on the Club website at least one week in advance of the  
62 meeting.
- 63 • Should the need arise, a special Executive Committee meeting may be called by the  
64 President.

65 A quorum at an executive meeting shall consist of a simple majority of the membership of  
66 the Executive.

67 Any Club Member may attend an Executive Meeting in order to observe only. Advance  
68 notice should be provided to the President.

**69 Article 6 Duties of the Executive Members**

70 The duties of the Executive Members are as described in Appendix A of this  
71 Constitution.

72 The duties of the Executive Members may be changed from time to time by the  
73 Executive by a majority vote of the Executive members present at an Executive  
74 Committee meeting at which a quorum is present.

75 The revised Executive duties shall be verified at the next Annual General Meeting by a  
76 majority of the members present, provided a quorum is present.

**77 Article 7 Committees**

78 Committees may be established and discontinued by the Executive from time to time as  
79 it deems necessary. All committees are required to report to the Executive committee at  
80 one of the Executive's regular meetings.

**81 Article 8 Election of Executive and Officers**

82 The acclamation or election (should there be more than one nominee for a position) of  
83 the Executive and Officers of the Club shall be held every two (2) years.

84 A Nominating Committee of 3 to 5 members appointed by the Executive shall prepare a  
85 slate of nominees for the executive positions for the consideration of the general  
86 membership at the Annual General Meeting.

87 Further nominations, duly seconded, may be made from the floor at the Annual  
88 General Meeting

89 Voting shall be conducted by a show of hands.

90 A simple majority of those present shall be required for election to any office, provided a  
91 quorum is present.

92 A member of the Executive should not hold more than one office at any one time unless  
93 there is no other candidate for that office.

94 A member of the Executive may not hold the same office for more than three  
95 consecutive terms unless there is no other candidate for that office.

**96 Article 9 Vacancies**

97 In the event of a resignation, neglect of duty, incapacity, death or absence from three (3)  
98 consecutive meetings, the Executive Committee may replace that person. The President  
99 will recommend a replacement for the approval of the Executive Committee. Should  
100 the office of President be vacated for any of the reasons stated, the Past President will  
101 recommend a replacement for the approval of the Executive Committee.

102 An absence may be approved by a majority vote of the Executive Committee.

103

**104 Article 10 Annual General Meeting**

105 The Annual General Meeting of the Club shall be held at the May mid-month meeting  
106 each year.

107 The business of the Annual General Meeting shall be:

- 108 • The presentation and consideration of reports from the Officers of the Executive members
- 109 covering the activities and finances of the Club.
- 110 • The announcement of the elected Officers and the Executive for the new Club year.
- 111 • Any other business that may be brought forward at the meeting.

**112 Article 11 Club and Fiscal Years**

113 The Annual General Meeting of the Club shall be held as per Article 10.

114 The Club year shall begin on September 1 of each year.

115 The fiscal year of the Club shall begin on September 1 of each year.

**116 Article 12 Financial Report**

117 The financial affairs of the Club shall be reviewed at the end of each fiscal year by an  
118 Audit Committee (two current members appointed by the Executive) and a report  
119 prepared for the consideration and acceptance of the membership at the September mid-  
120 month meeting.

**121 Article 13 Association**

122 The club may become affiliated with other clubs devoted to the advancement of  
123 photography, upon a majority vote at any membership meeting, provided that notice of  
124 such proposal shall have been given at the previous meeting.

125 The club may cease its affiliation with any club under the same conditions as provided above  
126 for affiliation.

127

**128 Article 14 Major Expenditures**

129 No expenditures in excess of two hundred (200) dollars shall be ordered or made  
130 without the approval of the Executive.

131 Such approval can be garnered by either a majority vote at an Executive Committee  
132 meeting or by way of an e-mail to the entire Executive to which at least 1/3 of the  
133 Executive respond positively including approval from either the president or vice  
134 president. There is no obligation for the Club or Executive to reimburse or be  
135 accountable for any expenditures that were not previously approved.

**136 Article 15 Amendments to the Constitution**

137 Amendments to the Constitution may be proposed by any member to the Executive. The  
138 proposal must be in writing.

139 If a proposed amendment is approved by a simple majority of the Executive members  
140 present at an executive meeting, the amendment shall be submitted for the consideration  
141 of the membership at the Annual General Meeting.

142 Notification of a vote on a proposed amendment shall be provided to the membership  
143 with the notification of the Annual General Meeting and no less than fifteen days in  
144 advance of the meeting.

145 Approval of the amendment of the constitution shall require approval by two-thirds of  
146 the members present at a meeting at which a quorum is present.

**147 Article 16 Dissolution of the Club**

148 Dissolution of the Club may be recommended by the Executive to the membership at  
149 the Annual General Meeting. Notice of such a motion must be provided to all members  
150 with notification of the Annual General Meeting.

151 The dissolution of the Club must be approved by two-thirds of the members present at  
152 the Annual General Meeting, at which there is a quorum.

153 If a quorum is not present at an Annual General Meeting that was to consider a motion  
154 of dissolution, the Executive may call a special meeting of the membership on thirty (30)  
155 day's notice to consider the dissolution motion.

156 If a quorum is not realized at the special meeting of the membership to consider  
157 dissolution, then the decision shall reside with the Executive.

158 The Executive will determine dissolution based on a simple majority vote of the active  
159 members of the Executive.

160 On dissolution of the Club, Club assets shall be properly sold by the Executive, without  
161 conflicts of interest, and the receipts deposited in the Club's account.

162 Any monies remaining after all outstanding accounts have been settled shall be donated  
163 to a registered charity as determined by a majority vote of the Executive.

164

**165 Appendix A Duties of the Executive Members****166 Duties of the President****167 The President**

- 168 Provides leadership to the Club
- 169 Chairs Club membership meetings
- 170 Calls and Chairs Executive meetings
- 171 Establishes the agendas for Executive and Membership meetings
- 172 Acts as the spokesperson for the Club
- 173 Coordinates the Executive in the performance of their duties
- 174 May act as a signing officer
- 175 Reports to the Executive

**176 Duties of the Vice-President****177 The Vice-President**

- 178 Assumes the President's Duties in the absence of the President
- 179 Assists the Banquets Director
- 180 Special assignments
- 181 May act as a signing officer
- 182 Undertakes special duties as assigned by the President or Executive

**183 Duties of the Treasurer****184 The Treasurer**

- 185 Maintains the financial records of the Club
- 186 Makes available all financial records for an annual review by two current members of the
- 187 Executive (appointed as the Audit Committee by a majority of the Executive)
- 188 Collects the annual membership fees
- 189 Pays all expenses
- 190 Acts as the custodian of funds
- 191 Maintains the Club's bank account
- 192 Administers the petty cash fund

- 193 Submits outstanding bills for approval
- 194 Prepares and presents a budget using the previous year's expenditures as a guide for  
195 consideration at the second Executive meeting of the Club year.
- 196 Reports the financial position of the Club at each Executive meeting
- 197 Presents the financial report at the September mid-month meeting
- 198 Presents the Auditors report at the September mid-meeting
- 199 Renews the Club's liability insurance policy yearly
- 200 Acts as a signing officer
- 201 Duties of the Secretary
- 202 The Secretary
- 203 Records the minutes of the Executive meetings for presentation at the next Executive  
204 meeting
- 205 Sends and receives correspondence on behalf of the Club
- 206 Sends appropriate cards to members on behalf of the Club
- 207 May act as a signing officer
- 208 Duties of the Past President
- 209 The Past President
- 210 Assists in the transition from the past Executive to the new Executive
- 211 Acts as the Club's Ombudsman
- 212 Serves as the Club's Historian for the preservation of the Club's historical documents
- 213 Undertakes special duties as assigned by the President or Executive
- 214 May act as a signing officer
- 215 Duties of the Projection Director
- 216 The Projection Director
- 217 Maintains the Club's laptop, projector and other equipment required during Club  
218 meetings and events
- 219 Ensures that the visual presentations for the meeting/event are ready to be shown as per  
220 the program for the meeting/event
- 221 Recommends upgrades, purchases, etc. to the Club's equipment as necessary

222 Receives from, and returns to, Club members the entries for monthly competitions

223 Maintains an inventory of the Club's physical assets

224 Maintains member name tags

225 May act as a signing officer

#### 226 Duties of the Program Director

227 The Program Director

228 Establishes the annual program including guest lecturer workshops for the Club for the  
229 consideration of the Executive

230 Implements the annual program activities

231 Assists at Club meetings/events with the introduction/welcome/thanking of presenters as  
232 necessary

233 May act as a signing officer

#### 234 Duties of the Judging Director

235 The Judging Director

236 Oversees the monthly competitions program

237 Receives from, and returns to, Club members the entries for monthly competitions

238 Organizes the judging of member entries

239 Keeps records of all competition results for the members

240 Organizes a selection of member's entries for other competitions and shows

241 Collects and engraves the Club trophies for annual presentation

242 May act as a signing officer

#### 243 Duties of the Audio Visual Program Director

244 The Audio Visual Program Director

245 Establishes the annual audio visual program for the Club for the consideration of the  
246 Executive

247 Works with the Program Director to include the Audio Visual program in the monthly  
248 and mid-month meetings of the Club

249 Assists Club members by way of advice on the preparation of audio visuals

250 May act as a signing officer

251 Duties of the Outings Director

## 252 The Outings Director

253 Presents for the consideration of the Executive a program and schedule of outings

254 Initiates and organizes outings within the parameters established by the Executive

255 Works with the Publicity Director to inform members and guests of outings

256 May act as a signing officer

257 Duties of the Publicity Director

## 258 The Publicity Director

259 Promotes the Club activities to the Club members

260 Informs the Club members of special meetings/events mainly through e-mails and the  
261 website but also through announcements at Club meetings262 Maintains a current list of all news media (e.g. newspaper and radio) and their public  
263 service announcement contacts264 Maintains a friendly relationship with the local photography retailers and requests  
265 donations, etc., as required

266 May act as a signing officer

267 Produces and distributes the club brochure

268 Duties of the Special Events Director

## 269 The Special Events Director

270 Organizes the Christmas Dinner and the Annual Year End Banquet

271 Organizes book sales, club wear sales, special events tickets, subscriptions, etc.

272 Organizes special events (e.g. 1-day workshops, etc.)

273 May act as a signing officer

274 Duties of the Web Master

## 275 The Web Master

276 Maintains the Club website

277 Secures online website address rights annually

278 May act as a signing officer

279 Duties of the CAPA Club Representative

280 The CAPA Club Representative

281 Advises the Executive of changes in affiliations

282 Makes recommendations to the Executive concerning the establishment, continuation or  
283 discontinuation of membership in organizations such as CAPA, PSA, etc.284 Solicits and submits member's entries for competition in affiliated organizations,  
285 exchange programs with other clubs or Societies

286 May act as a signing officer

287 Duties of the Community Events Director

288 The Community Events Director

289 Promotes the Club activities to club members.

290 Organizes the annual Spring exhibition and sales of the Club.

291 Organizes Club representation/participation in Art Walk and Hobbyfest.

292 Organizes the annual Fall photo competition

293 Maintains a friendly relationship with the local photography retailers and requests  
294 donations, etc., as required

295 May act as a signing officer

296 Duties of Information Technology Director

297 The Information Technology Director

298 Maintains the Club presence on Flickr, Facebook and other social media sites that  
299 can provide access and interaction to Club activities

300 Provides advice on I. T. matters to the Executive as well as Club members

301 Assists in lighting and audio matters at Club meetings/events

302 May act as a signing officer