

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

53 The signing Officers shall be the Treasurer, Membership Director and any two other members of
54 the Executive.

55

56 Article 5 Executive Committee

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

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

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

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

71 Article 6 Duties of the Executive Members

72 The duties of the Executive Members are as described in Appendix A of this
73 Constitution.

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

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

79 Article 7 Committees

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

83 Article 8 Election of Executive and Officers

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

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

89 Further nominations, duly seconded, may be made from the floor at the Annual
90 General Meeting

91 Voting shall be conducted by a show of hands.

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

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

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

98 Article 9 Vacancies

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

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

105

106 Article 10 Annual General Meeting

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

109 The business of the Annual General Meeting shall be:

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

114 Article 11 Club and Fiscal Years

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

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

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

118 Article 12 Financial Report

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

123 Article 13 Association

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

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

129

130 Article 14 Major Expenditures

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

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

138 Article 15 Amendments to the Constitution

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

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

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

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

149 Article 16 Dissolution of the Club

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

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

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

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

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

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

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

166

167 Appendix A Duties of the Executive Members**168 Signing Officers**

169 The Treasurer and Membership Director will act as signing officers and two additional
170 signing officers will be selected from the executive committee by its members.

171 Changes to the two additional signing officers will be approved by an executive committee
172 majority vote given that a replacement is identified.

173 Duties of the President**174 The President**

175 Provides leadership to the Club

176 Chairs Club membership meetings

177 Calls and Chairs Executive meetings

178 Establishes the agendas for Executive and Membership meetings

179 Acts as the spokesperson for the Club

180 Coordinates the Executive in the performance of their duties

181 Reports to the Executive

182 Duties of the Vice-President**183 The Vice-President**

184 Assumes the President's Duties in the absence of the President

185 Assists the Special Events Director

186 Special assignments

187 Undertakes special duties as assigned by the President or Executive

188 Duties of the Treasurer**189 The Treasurer**

190 Maintains the financial records of the Club

191 Makes available all financial records for an annual review by two current members of the
192 Executive (appointed as the Audit Committee by a majority of the Executive)

193 Pays all expenses

- 194 Acts as the custodian of funds
- 195 Maintains the Club's bank account
- 196 Administers the petty cash fund
- 197 Submits outstanding bills for approval
- 198 Prepares and presents a budget using the previous year's expenditures as a guide for
- 199 consideration at the second Executive meeting of the Club year.
- 200 Reports the financial position of the Club at each Executive meeting
- 201 Presents the financial report at the September mid-month meeting
- 202 Presents the Auditors report at the September mid-meeting
- 203 Renews the Club's liability insurance policy yearly
- 204 Acts as a signing officer

205 Duties of the Membership Director

- 206 The Membership Director
- 207 Collects the annual membership fees from members
- 208 Maintains the club membership contact list
- 209 Maintains the club member ID tags
- 210 Deposits collected membership fees in club bank account
- 211 Acts as a signing officer

212 Duties of the Secretary

- 213 The Secretary
- 214 Records the minutes of the Executive meetings for presentation at the next Executive
- 215 meeting
- 216 Sends and receives correspondence on behalf of the Club
- 217 Sends appropriate cards to members on behalf of the Club

218 Duties of the Past President

- 219 The Past President
- 220 Assists in the transition from the past Executive to the new Executive
- 221 Acts as the Club's Ombudsman
- 222 Serves as the Club's Historian for the preservation of the Club's historical documents

- 223 Undertakes special duties as assigned by the President or Executive
- 224 Duties of the Projection Director
- 225 The Projection Director
- 226 Maintains the Club's laptop, projector and other equipment required during Club
- 227 meetings and events
- 228 Ensures that the visual presentations for the meeting/event are ready to be shown as per
- 229 the program for the meeting/event
- 230 Recommends upgrades, purchases, etc. to the Club's equipment as necessary
- 231 Receives from, and returns to, Club members the entries for monthly competitions
- 232 Maintains an inventory of the Club's physical assets
- 233 Maintains member name tags
- 234 Duties of the Program Director
- 235 The Program Director
- 236 Establishes the annual program including guest lecturer workshops for the Club for the
- 237 consideration of the Executive
- 238 Implements the annual program activities
- 239 Assists at Club meetings/events with the introduction/welcome/thanking of presenters as
- 240 necessary
- 241 Duties of the Judging Director
- 242 The Judging Director
- 243 Oversees the monthly competitions program
- 244 Receives from, and returns to, Club members the entries for monthly competitions
- 245 Organizes the judging of member entries
- 246 Keeps records of all competition results for the members
- 247 Organizes a selection of member's entries for other competitions and shows
- 248 Collects and engraves the Club trophies for annual presentation
- 249 Duties of the Audio Visual Program Director
- 250 The Audio Visual Program Director

- 251 Establishes the annual audio visual program for the Club for the consideration of the
252 Executive
253 Works with the Program Director to include the Audio Visual program in the monthly
254 and mid-month meetings of the Club
255 Assists Club members by way of advice on the preparation of audio visuals

256 Duties of the Outings Director

- 257 The Outings Director
258 Presents for the consideration of the Executive a program and schedule of outings
259 Initiates and organizes outings within the parameters established by the Executive
260 Works with the Publicity Director to inform members and guests of outings

261 Duties of the Publicity Director

- 262 The Publicity Director
263 Promotes the Club activities to the Club members
264 Informs the Club members of special meetings/events mainly through e-mails and the
265 website but also through announcements at Club meetings
266 Maintains a current list of all news media (e.g. newspaper and radio) and their public
267 service announcement contacts
268 Maintains a friendly relationship with the local photography retailers and requests
269 donations, etc., as required
270 Produces and distributes the club brochure

271 Duties of the Special Events Director

- 272 The Special Events Director
273 Organizes the Christmas Dinner and the Annual Year End Banquet
274 Organizes book sales, club wear sales, special events tickets, subscriptions, etc.
275 Organizes special events (e.g. 1-day workshops, etc.)

276 Duties of the Web Master

- 277 The Web Master
278 Maintains the Club website

279 Secures online website address rights annually

280 Duties of the CAPA Club Representative

281 The CAPA Club Representative

282 Advises the Executive of changes in affiliations

283 Makes recommendations to the Executive concerning the establishment, continuation or
284 discontinuation of membership in organizations such as CAPA, PSA, etc.

285 Solicits and submits member's entries for competition in affiliated organizations,
286 exchange programs with other clubs or Societies

287 Duties of the Community Events Director

288 The Community Events Director

289 Promotes the Club activities to club members.

290 Organizes Club representation and participation for selected community events.

291

292 Duties of Information Technology Director

293 The Information Technology Director

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

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

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

298