

CRESCENT BEACH PHOTOGRAPHY CLUB CONSTITUTION AND BY-LAWS

1. Name

The name of the club shall be Crescent Beach Photography Club (the “Club”).

2. Objectives

- (a) To provide an opportunity for Club Members to achieve personal growth in the art of photography and photographic communication.
- (b) To organize meetings, lectures, workshops, competitions and field trips relating to photography.
- (c) To enable Club Members to share their experience and skills for the benefit of all Club Members.

3. Affiliations

- (a) The Club will maintain membership in the Canadian Association for Photographic Art (CAPA) and such other clubs or associations as the Executive Committee may decide.
- (b) The Club will make its best efforts to maintain a relationship with Crescent Beach Community Services Association, which operates the Alexandra Neighbourhood House and provides accommodation for the Club’s meetings and workshops.

4. Non-Profit

The Club shall be carried on without purpose of gain for its Members and any profits or other assets shall be used solely to further the objectives of the Club.

5. Winding up or dissolution

In the event of winding up or dissolution of the Club, any outstanding debts shall be paid or otherwise settled, and any remaining monies and/or assets shall be donated or transferred to one or more charities registered pursuant to the Income Tax Act of Canada. The specific registered charity/ies shall be decided upon by a vote of the Executive Committee of the Club. In the event that the Executive Committee is unable to agree on a recipient charity, any Member may nominate a registered charity. A majority vote of the general membership at a General Membership Meeting shall be the deciding factor. The general membership shall be advised of this decision immediately after a General Meeting specifically held for this reason.

6. Membership

- (a) Membership is open to any person interested in the Objectives who agrees to abide by the Bylaws of the Club and uphold the Club's Constitution (each a "Member").
- (b) The amount of the annual membership dues is determined by the Executive and approved by the Members at the Annual General Meeting (AGM) of the Club.

- (c) Annual membership dues are for the Club year that runs from September 1 through to August 31.
- (d) A person ceases to be a Member of the Club upon:
 - (i) delivering his or her resignation in writing or by email to the Secretary of the Club;
 - (ii) having their membership terminated due to any action deemed by the Executive Committee to be detrimental to the Club's interests and objectives; or
 - (iii) failing to be a Member in good standing for six (6) consecutive months.
- (e) A Member may only have their membership terminated pursuant to paragraph (6)(d)(ii) after an investigation by the Executive Committee.
- (f) All Members are in good standing except any Member who has failed to pay his or her current annual membership fee when due.
- (g) The Club shall keep a register showing the following particulars of each Member:
 - (i) the full name and residential address, including telephone number;
 - (ii) an email address;
 - (iii) the date on which the person became a Member; and
 - (iv) the date on which the person ceases to be a Member.

7. Waiver

- (a) For the effective operation of the Club, and to enable it to reach the Objectives, Members are required to sign a waiver acknowledging that they participate in Club meetings, workshops, outings and other Club activities at their own risk and that they agree to not hold the Club or any of its directors, officers or chairpersons responsible for their personal safety or the safety of their personal belongings or equipment. This waiver will form part of the annual membership application.
- (b) Non-members participating in or attending any Club meetings, workshops, outings and other Club activities will also be required to sign a waiver prior to their participation or attendance.

8. Meetings of Members

- (a) Notice of Annual General Meetings and General Meetings shall specify the place, the date and the hour of the meeting and, in case of special business, the general nature of that business.
- (b) The Annual General Meeting shall be held during the second quarter of each calendar year.
- (c) Notice of the Annual General Meeting shall be sent in writing or by email to each Member's address listed in the Club register at least twenty-one (21) days in advance of the Annual General Meeting.
- (d) The place, date and time of the Annual General Meeting must be announced at the two (2) regular meetings preceding the Annual General Meeting.

- (e) A Nominating Committee (if required) shall be appointed by the Executive Committee and shall produce a list of nominees for the next Executive Committee prior to the Annual General Meeting.
- (f) In the event the Secretary is absent from a Club meeting, the President must appoint another Member to act as Secretary at such meeting.
- (g) Quorum for an Annual General Meeting shall be the greater of:
 - (a) fifteen (15) percent of the Members in good standing; or
 - (b) ten (10) Members.
- (h) Each adult Member in good standing, present at a meeting of members, is entitled to one (1) vote.
- (i) Voting by proxy is not permitted.
- (j) Voting shall be conducted by a show of hands.
- (k) Voting for the election of directors shall be by secret ballot if there is more than one (1) nomination for any position.

9. Directors and Officers

- (a) The President, Past-President, Vice-President, Secretary, and Treasurer shall be the Board of Directors (each a “Director”).

- (b) The Committee Chairpersons shall be officers of the Club (“Officers”).
- (c) The Directors and the Officers shall constitute the Executive Committee.
- (d) All Directors and Officers must be Members in good standing at all times.
- (e) Directors, other than the Past-President, must be elected at an Annual General Meeting (AGM) for a term of one (1) year and shall serve until the Annual General Meeting following their election.
- (f) A Director’s term in office will commence with the start of the Club’s calendar year. Incoming Directors are expected to work with the current Directors between the time of election and the commencement of the Club’s calendar year to ensure continuity in all positions.
- (g) The Board of Directors may, at any time, appoint a Member as a Director in order to fill a vacancy on the Board of Directors for any position other than Past-President. Any Director so appointed shall hold office only until the conclusion of the next Annual General Meeting, but is eligible for re-election.
- (h) Directors and Officers shall not be remunerated for being or acting as a Director or Officer.
- (i) Directors and Officers shall be reimbursed for all documented expenses necessarily and reasonably incurred while engaged in administering the affairs of the Club.

- (j) The Members may, by special resolution, remove a Director or Officer of the Club before the expiration of their term of office and may elect a successor to complete the term.

10. Duties of Directors

- (a) The President shall:
 - (i) be the Chief Executive Officer of the Club;
 - (ii) preside at all general and special meetings of the Club and the Executive Committee; and
 - (iii) supervise the other Directors in the execution of their duties.
- (b) The Vice-President shall carry out the duties of the President during the President's absence.
- (c) The Past-President shall:
 - (i) assist and support the President in the operation of the Club;
 - (ii) be responsible for the continuity of the Club; and
 - (iii) be available to offer his knowledge and experience, when requested, to any other Officers or Directors.
- (d) The Secretary shall:
 - (i) conduct the correspondence of the Club;

- (ii) issue notices of Annual General Meetings of the Club;
 - (iii) keep written minutes of all Annual General and Special Meetings of the Club; and
 - (iv) have custody of all records and documents of the Club except those required to be kept by the Treasurer.
- (e) The Treasurer shall:
- (i) keep such financial records, including books of account, as are necessary to provide the Executive and general membership with complete and accurate disclosure of the financial affairs of the Club;
 - (ii) render financial statements to the Directors and Members at the Annual General Meeting and to the Directors at any other Executive Committee meeting;
 - (iii) formulate a projected budget, if deemed necessary by the Board of Directors, for presentation to the Directors at least one (1) month prior to the Annual General Meeting and to the Members at the Annual General Meeting;
 - (iv) receive, record and disburse all monies pertaining to the operation of the Club;
 - (v) be responsible for maintaining at least one account at a Canadian Chartered Bank or Credit Union for the deposit of Club funds;

- (vi) ensure that the current Club signing officers' information and signatures are on file at the Club's Bank or Credit Union. Any two of the President, the Vice-President or the Treasurer may be the signing officers required for any disbursement of funds by cheque; and
- (vii) produce any and all Club accounting records for inspection and examination by a Director or Member upon reasonable written notice.

11. Amendment

- (a) The Constitution and Bylaws of the Club may only be amended by a special resolution at:
 - (i) an Annual General Meeting following presentation to the membership; or
 - (ii) a General Meeting no less than twenty-one (21) days after presentation to the membership.
- (a) A special resolution requires support by a majority of not less than three quarters (3/4) of such Members in good standing as are present in person at a General Meeting.

12. Rules of Order

The business and meetings of the Club shall be governed and transacted according to Robert's Rules of Order.

CRESCENT BEACH PHOTOGRAPHY CLUB STANDING RULES

Meetings

General Membership Meetings shall be held at 7:30 pm on the first (1st), third (3rd) and fifth (5th) Wednesday of each month commencing in September and continuing until May. Exception dates will be made known in writing, by email or on the website upon confirmation by Alexandra Neighbourhood House.

All meetings shall be held in Alexandra Hall at Alexandra Neighbourhood House, 2916 McBride Avenue, Crescent Beach, South Surrey, BC.

Meetings shall start at 7:30 sharp and Members are expected to arrive in sufficient time to assist in setting up the room or to be seated prior to commencement.

Executive Committee meetings shall be held at a time and place designated by the Executive Committee.

Annual Membership Dues and other Fees

Annual membership dues are determined by the Directors and approved by the Members at the Annual General Meeting.

Current dues are \$40.00 for single Members and \$55.00 for a family.

Family membership is defined as any two (2) adults living at the same address, together with their children under the age of eighteen (18) years.

Full annual membership dues are payable in September. Members joining the Club after January 1 of any year may pay a reduced annual membership dues for their first year of membership based upon the date joining and upon approval by the Board of Directors.

Visitors are always welcome. After two (2) visits they are expected to join the Club and pay the applicable annual membership dues.

If a Member's image is sold during a presentation opportunity organized by the Club, the Club shall be entitled to ten percent (10%) of the selling price.

Standing Committees

Committees include Program, Membership, Website, Prints, Digital Images, Exhibitions, and Outings. Chairpersons are officers of the Club and are elected at the Annual General Meeting.

The Club will also have a CAPA representative who will be an Officer of the Club. He or she will be elected at the Annual General Meeting.

At any other time the Executive Committee may appoint a Member to fill a vacancy of a committee chairperson.

If expedient, one person may be responsible for two committees.

Additional volunteer Members to committees are always welcome.

Responsibilities of Committees

Program Committee – to arrange and organize all programs in advance, consult with other committees for input, confirm dates of guest speakers either by phone or email, and arrange set up for meetings with the assistance of volunteers.

Membership Committee – to welcome new Members and visitors or advise the President that these people are in attendance. Maintain a current register of Members containing addresses, phone numbers and email addresses. Provide the Directors and Officers with the register.

Website Committee – to ensure that all information is up-to-date and accurate. Work with other committee members in this regard.

Prints Committee – advise Members of various print competitions, seek submissions from Members and ensure that they are received in time for selection and entry to meet competition deadlines, keep records of results, arrange for print competitions and critiques and cooperate with the program committee to arrange showings of prints and results.

Digital Images Committee – advise Members of various digital image competitions, seek submissions from Members and ensure that they are received in time for selection and entry to meet competition deadlines,

keep records of results, arrange for digital image competitions and critiques and cooperate with the program committee to arrange showings of digital images and results.

Exhibitions Committee – to organize and manage image taking events and non-competition image presentation opportunities for Members. For image taking events: to source the event, coordinate with event organizers, determine expectations, communicate to Members regarding the event, collect images from Members and provide event organizers with copies of images. For non-competition image presentation opportunities: to source locations, determine display method, obtain materials, setup display, verify Club is identified and Club information is available, select and obtain Member images for display/sale, if applicable develop manpower schedule and facilitate Member attendance, dismantle display after opportunity and return images to Member.

Outings Committee – organize and head regular monthly outings to various sites primarily within the Lower Mainland. These outings, weather permitting, shall be designed to assist Members in advancing their photographic skills. Assistance, or suggested outing sites, from any other Club Members is most welcome.

CAPA Committee – provide liaison between the CBPC executive and CAPA Pacific Zone.

Annual written reports from each committee chairperson must be prepared for, and presented at, each Annual General Meeting.