



# **Member Handbook**

**2016**

# Moose Jaw Camera Club Member Handbook

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# Moose Jaw Camera Club Member Handbook

## 1. Mission and Objectives

### 1. Mission

The Moose Jaw Camera Club's (Club) mission is to foster the appreciation and understanding of photography as an art form, and to promote and develop the photographic knowledge and skills of its members. Expensive cameras and computer equipment are not required for Club membership or contest participation.

### 2. Objectives

In an effort to accomplish this mission, our objectives are:

- to learn more about photography through hands on experiences;
- to exchange ideas among our members;
- to receive instruction from qualified photographers;
- to hone skills through participation in presentations, field trips, critique sessions (photos may be critiqued on the basis of focus, composition, interest, impact and story);
- to provide regular photo challenges that centre around a common theme to foster equal opportunity for all members to participate and develop their skills and creativity;
- to provide exhibition opportunities to promote the Club and its members.

In the spirit of building community and support, Executive and members will engage in communication (whether be it in person, via electronic means or by phone) with mutual respect. Bullying or threats will not be tolerated and may result in withdrawal of membership privileges.

## 2. Financial

### 1. Fiscal Year

The fiscal year of the Club commences on the 1st day of September and ends on the 31st day of August.

### 2. Financial Disclosure

1. The Treasurer or designated Director places before the members at every meeting:
  - current financial statements, and
  - any further information respecting the financial affairs of the Club.
2. The Board of Directors will approve the financial statements and will evidence their approval by the signature of two or more Directors.
3. No financial statement or member list is released or circulated unless it has been approved by the Board of Directors.
4. The books, accounts and records of the Treasurer may be audited once per year by a qualified individual, or by at least two regular members of the Club during the month of August, and the results of the audit reported at the regular meeting in September.

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## 3. Membership

### 1. Definition

1. The membership of the Club consists of Regular members, Student members and Youth members.
  1. A Regular member is any person 18 years of age or older, and is entitled to all the privileges of membership including the right to vote at meetings, and the right to be nominated and elected as a Director.
  2. A Student member is any person 18 years of age or older who is a student at an accredited higher learning institution, and can produce a student card to prove student status. A Student member is entitled to all the privileges of membership, allowed to vote at meetings, but does not have the right to be nominated and elected as a Director.
  3. A Youth member is any person between the ages of 14 and 17 years of age, and entitled to all the privileges of membership but is not allowed to vote at meetings, and does not have the right to be nominated and elected as Directors.
2. Only members in good standing can vote. Good standing is defined as having dues paid up, and not having been sanctioned by or banned from the Club.
3. The Membership Year coincides with the Club fiscal year.
4. Membership Fees
  1. Membership fees are set by the Board of Directors at an executive meeting held before the beginning of each new fiscal year.
  2. Membership fees for renewals are due at the first meeting of the new Membership Year.
  3. Membership fees for new members are due on the second regular Club meeting they attend.
  4. Membership fees are pro-rated to half (50%) the current full fees after the 1<sup>st</sup> day of February.
  5. Membership fees are not refundable.
5. A Life Membership may be awarded to any person after discussion and approval by the Board of Directors, and ratification by a majority vote of all voting members. A Life Membership allows the member all the privileges and voting rights of a Regular member without having to pay annual membership fees.

### 2. Equipment

1. Expensive cameras and computer equipment are not required for Club membership or contest participation. Club members are encouraged to use digital and film cameras such as “point-and-shoot” cameras, mirrorless interchangeable lens cameras, and single lens reflex (SLR) cameras. The Club adheres to the philosophy that the photographer is more important than the equipment.

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## 4. Board of Directors

### 1. Definition

1. The Board of Directors consists of the six positions identified in the paragraph below titled *Composition and Terms*.
2. The term Board of Directors as used in other sections of this document refers to a quorum of Directors.
3. A quorum of Directors is formed when a majority of Directors are present and must include either the President or the Vice-President.

### 2. Duties

1. The Board of Directors manages the activities and affairs of the Club.

### 3. Composition and Terms

1. Group A – two year term, even year of election
  1. President
  2. Treasurer
2. Group B – two year term, odd year of election
  1. Vice-President
  2. Secretary
3. Group C – one year term, elected each year
  1. Program Coordinator
  2. Member-at-Large & Manager of Merit Points
4. Directors may serve for a maximum of two consecutive terms.

### 4. Elections

1. At the regular Club meeting in April, the presiding Director extends a call to the general membership for nominations for the offices that will become vacant at the end of the Membership Year.
2. Nominated members must agree to stand for election at the Annual General Meeting.
3. A secret ballot is used to vote for all Directors unless there is only one person standing for the position, in which case, a show of hands will be sufficient.

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## **5. Removal from Office**

1. Any Regular member may, by ordinary resolution at any Club meeting, call for the removal of any Director from office. If the resolution is carried, the Director steps down and relinquishes immediately to other Directors any Club records, equipment, or other assets and documents.
2. After removal, the presiding Director immediately calls for nominations to fill the vacated position.
3. If one or more nominations are received and the members agree to stand for election, a vote by secret ballot at the same meeting determines the new Director.

## **6. Resignation of a Director**

1. Any Director may resign at any time for any reason.
2. If a Director resigns at a meeting of the Club membership, the presiding Director immediately calls for nominations to fill the vacated position, and a vote is taken to elect a replacement Director.
3. If a Director resigns at a time other than at a meeting of the Club membership, duties of that Director are temporarily assumed by other Directors until a new Director is elected at the next meeting of Club membership as follows:
  1. Vice-President assumes duties of resigning President.
  2. President assumes duties of resigning Vice-President.
  3. Treasurer assumes duties of resigning Secretary.
  4. President or Vice-President assumes duties of resigning Treasurer.
  5. Secretary assumes duties of resigning Member-at-Large.
  6. Board of Directors assume duties of the Program Coordinator.
4. When there is no longer a quorum of Directors due to multiple vacancies, the highest ranking Director calls a general meeting of the Membership to obtain nominations and to elect new Directors to fill the vacancies.

## **7. Executive Meetings**

1. A quorum of Directors is required for any Executive Meeting.
2. The Board of Directors meets a minimum of six times each Membership Year, at a date, time, and place agreed upon by the Directors.

## **8. Remuneration**

1. All Directors serve as volunteers and receive no wage, stipend, or honorarium.

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## 9. Positions

### 1. President

1. Presides at all Club meetings.
2. Temporarily assumes the duties of the Vice-President if that position becomes vacant.
3. Has joint signing authority for banking and legal purposes.
4. Determines the date/time/place for executive meetings.
5. Participates and votes at executive meetings.
6. Participates in the development of the annual programme.
7. Participates in the inclusion of material for the web site.
8. Chairs selected sub-committees.
9. Jointly applies for grants and funding for the Club with the Vice-President.
10. Participates in the approval of all advertising and promotion for the Club.
11. Jointly prepares the Club annual budget with the Vice-President and Treasurer.
12. Participates in the review of Club bylaws, and recommends revisions and amendments.
13. Greets members and visitors at Club meetings and events.
14. Other duties as assigned.

### 2. Vice-President

1. Presides at Club meetings in the absence of the President.
2. Temporarily assumes the duties of the President if that position becomes vacant.
3. Becomes President at the end of the current President's term.
4. Has joint signing authority for banking and legal purposes.
5. Participates and votes at executive meetings.
6. Participates in the development of the annual programme.
7. Assists, gathers, and organizes content for the Club web site, and assists the webmaster in his/her duties.
8. Jointly prepares the Club annual budget with the President and Treasurer.
9. Chairs selected sub-committees.
10. Jointly applies for grants and funding for the Club with the President.
11. Participates in the approval of all advertising and promotion for the Club.
12. Participates in the review of Club bylaws, and recommends revisions and amendments.
13. Club representative to the Prairie Region of Photographic Arts (PRPA).
14. Greets members and visitors at Club meetings and events.
15. Other duties as assigned.

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### **3. Treasurer & Membership Coordinator (once 50 members have been confirmed this position may be divided between two directors)**

1. Temporarily assumes the duties of the Secretary if that position becomes vacant.
2. Has joint signing authority for banking purposes.
3. Participates and votes at executive meetings.
4. Participates in the development of the annual programme.
5. Keeps and maintains all financial records for the Club.
6. Receives and deposits in the bank all monies paid to the Club.
7. Prepares all cheques used to pay all disbursements in the name of the Club. All disbursements are paid by cheque in order to maintain a record of all transactions.
8. Jointly prepares the Club annual budget with the President and Vice-President.
9. Prepares monthly financial statements for submission to Directors and members.
10. Presents financial information at all Club meetings.
11. Keeps and maintains a list of all Club assets.
12. Receives membership forms, and issues membership cards on full payment of dues.
13. Chairs selected sub-committees.
14. Greets members and visitors at Club meetings and events.
15. Other duties as assigned.

### **4. Secretary**

1. Temporarily assumes duties of the Member-at-Large if that position becomes vacant.
2. Participates and votes at executive meetings.
3. Participates in the development of the annual programme.
4. Takes minutes at all Club meetings and distributes the minutes to all Directors in a timely manner.
5. Ensures that minutes and other documents are maintained in the Club archives.
6. Corresponds with members as required and issues special occasion cards and documents to members.
7. Coordinates volunteers to help prepare refreshments at club meetings.
8. Chairs selected sub-committees.
9. Greets members and visitors at Club meetings and events.
10. Other duties as assigned.



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## **5. Program Coordinator**

- 1.** Participates and votes at executive meetings.
- 2.** Recruits and organizes a volunteer committee to assist in planning, coordinating, and executing Club programmes.
- 3.** Plans, organizes, coordinates, and implements approved field trips.
- 4.** Plans, organizes, coordinates, and implements public exhibitions of Club member images.
- 5.** Plans, organizes, coordinates, and implements Club photo competitions, including: rules, judging, reporting of results, care and handling of entries, and providing information to the Manager of Merit Points.
- 6.** Greets members and visitors at club meetings and events.
- 7.** Other duties as assigned.

## **6. Member-at-Large & Manager of Merit Points**

- 1.** Participates and votes at executive meetings.
- 2.** Participates in the development of the annual programme.
- 3.** Represents the Club at non-Club events.
- 4.** Provides recommendations on ways to recruit new members.
- 5.** Supports and assists the Programme Coordinator in his/her duties.
- 6.** Compiles and tracks merit points earned by Club members.
- 7.** Provides a merit point report to Directors at executive meetings.
- 8.** Provides a list of merit point totals earned to Directors upon request.
- 9.** Greets members and visitors at club meetings and events.
- 10.** Other duties as assigned.

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## 5. Permanent Volunteer Positions

### 1. Webmaster

1. Responsible for the updating and maintenance of the Club web site at <http://moosejawcameraclub.com>.
2. Other duties as assigned.

### 2. Facebook Page Administrator

1. Manages and moderates the Club page on Facebook.
2. Other duties as assigned.

### 3. General Meeting Greeter

1. Assists with general meeting set up if needed
2. Greets members and prospective members as they arrive and distributes name tags.

## 6. Sub-Committees

1. The Board of Directors may, from time-to-time, create a temporary sub-committee to oversee Club special events or programmes.
2. Each sub-committee is chaired by a designated member of the Board of Directors, and includes as many members as deemed necessary.
3. The creation of any sub-committee must be ratified by a vote of the membership at any meeting open to the entire membership, at which time a call for volunteers is made.
4. Any Club member may volunteer to serve on a sub-committee.
5. Sub-committee volunteers are not required to be voted in.
6. All sub-committees are normally dissolved at the end of the last regular meeting of the Membership Year in June, or may be extended until the end of the Membership Year in August, at the discretion of the Board of Directors.
7. If the Board of Directors so deems, any sub-committee may be reformed immediately at the first meeting of the Club in September, following the normal ratification procedure.
8. Each sub-committee keeps a record of all proceedings and decisions made.
9. All sub-committee decisions and expenditures must be ratified by the Board of Directors before proceeding.

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## 7. Meetings

### 1. Annual General Meeting

1. The Annual General Meeting of the Club membership will be held in May of each Membership Year.

### 2. Regular Meetings

1. Regular Club meetings will generally be held on the first Monday of each month from September to June of the Membership Year beginning at 7:00 PM local time. The day and/or time and/or place of a regular Club meeting may change from time-to-time to accommodate special circumstances.
2. A Regular meeting will proceed if there are ten Regular members present including at least one of the following Directors: President or Vice-President.

### 3. Voting

1. Each Regular member is entitled to one vote per proposal.
2. Each Regular member is entitled to vote for Directors.
3. Voting is generally done by show of hands unless a secret ballot is requested by a voting member.

4. The Club will offer at least 8 photography-related presentations at regular meetings during each Membership Year.

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## 8. Workshops

1. Four to six workshops will be planned for each Membership Year.
2. Workshops cover topics from beginner to advanced levels based on member needs and interests.
3. Workshop instructors may be Club members or non-members, and are chosen based on experience and knowledge.
4. Club members who wish to conduct a workshop, must be members in good standing and must have been a member of the Club in the previous Membership Year prior to the year in which they wish to present a workshop.
5. Instructors for advanced workshops are professional photographers, and are required to prove their professional status by providing appropriate credentials, or be known by national or international reputation.
6. Payment to workshop instructors at the beginner and intermediate levels, whether Club members or non-members is based on the CARFAC artist fee model (see <http://carfac.sk.ca/artists-fees/professional-fees>).
7. Payment to workshop instructors at the advanced level is based on the instructor's individual fee structure.
8. Workshop instructors may offer to conduct a workshop for no fee in which case an honorarium will be paid.
9. Workshops are open to Club members at reduced fees and non-members at full fees.
10. Workshop fees are set based on costs for instructor, location, and refreshments.
11. If a workshop is cancelled, all signed-up participants receive a full refund of fees paid.
12. If a participant withdraws at least 14 days prior to the workshop date, he/she receives a full refund less a \$10.00 administration fee.
13. If a participant withdraws fewer than 14 days prior to the workshop date, no refund is provided.
14. An alternate may attend a workshop instead of the registered participant at no additional cost.
15. Workshops have participation limits which are filled on a first come, first served basis with preference given to Club members.
16. Workshops are advertised to members on the Club's web site, Facebook page, and at regular meetings. They are advertised to the general public through unpaid community service announcements in print or other media.

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## **9. Photographic Images**

- 1.** Any Club member may submit images for Club-sponsored events and exhibitions, or participation in events and exhibitions sponsored by other organizations by virtue of the Club's membership in those organizations.
- 2.** If an image contains nudity, violence, scenes of abuse, or may be construed as controversial, any member wishing to submit such an image in events and exhibitions described above, must first submit the image for review and approval of Club Directors at least two weeks prior to submission for display.
- 3.** Notwithstanding the above two paragraphs, any member may submit any image for any event or exhibition sponsored by any organization if they do not associate themselves or their images with the Club if there is any chance that the submission will tarnish the reputation of the Club.

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## 10. Merit Award Programme

### 1. Purpose

1. The Merit Award Programme is to recognize and honour individual effort and services at all levels of member achievement and accomplishment in such areas as: sharing images to help others learn; participation and contribution to Club events; giving presentations at Club meetings; conducting a workshop; volunteering at Club-related events.

### 2. Award Levels

1. Bronze Pin – 100 points.
2. Silver Pin – 250 points.
3. Gold Pin – 500 points.
4. Emerald Pin – 1000 points.
5. Sapphire Pin – 1500 points.
6. Ruby Pin – 2000 points.
7. Diamond Pin – 2500 points.

### 3. Earning Merit Points

1. For each image displayed in a Club exhibition: 5 points (maximum 10 points per exhibition).
2. For each entry in a non-Club competition: 5 points (maximum 10 points per competition).
3. For each photography-related presentation given at a Club regular meeting: 10 points.
4. For each half-day photography-related workshop presented for no fee: 15 points.
5. For each full-day photography-related workshop presented for no fee: 25 points.
6. For each photography-related workshop presented for a fee: 0 points.
7. For each half-day photography-related workshop attended: 5 points.
8. For each full-day photography-related workshop attended: 10 points.
9. For organizing a photographic field trip, outing, or event: 20 points
10. For volunteering at a photographic field trip, outing, or event: 10 points.
11. For participating in a photographic field trip or outing, or event: 5 points.
12. For serving on a sub-committee for one six months or more of a Membership Year: 20 points.
13. For serving on a sub-committee for less than six months of a Membership Year: 10 points
14. For serving on the Board of Directors for one Membership Year: 50 points.

### 4. Recording Points Earned

1. At the end of each exhibition, event, field trip, outing, presentation, workshop, and term of service, the names of those who earned merit points and the way they earned them is reported to the Manager of Merit Points to be recorded.

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2. When a member has achieved a merit award level, the Manager of Merit Points notifies the Directors.
3. Awards are presented by the Manager of Merit Points, or in that person's absence, the presiding Director, at the first regular meeting of the general membership in the new Membership Year, normally in September.

### **11. Amendments to Bylaws**

1. The Board of Directors may, by resolution at an executive meeting, make, amend, or repeal any bylaw that regulates the activities and affairs of the Club.
2. New bylaws, amendments to bylaws, and repeal of bylaws do not come into effect until ratified by a majority vote of Regular members at a meeting of the general membership.

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## **12.Liquidation and Dissolution**

- 1.** Any Regular Club member may put forward a motion to dissolve the Club at any meeting of the general membership.
- 2.** The Club is dissolved and its assets liquidated if a majority of Regular members support and pass the motion for dissolution.
- 3.** Assets of the Club may be donated to one or more recognized non-profit organizations anywhere in Canada, or assets may be liquidated and the funds donated instead.
- 4.** Beneficiaries of the liquidation are proposed and confirmed by a vote of Regular members at the same meeting where the Club is dissolved.
- 5.** The resolution of dissolution is provided to the bank and the account closed out.