

Woodstock Camera Club Bylaws

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Article I - DEFINITIONS

Member shall mean a member in good standing of the Woodstock Camera Club. “Executive Board”, “Executive Committee”, “Officers of the Club” and named Executive positions shall mean the Executive positions of the Woodstock Camera Club. The terms “WCC” and “Club” shall mean the Woodstock Camera Club.

Article II - FISCAL YEAR

The Woodstock Camera Club’s operational year shall run from September 1st to August 31st of the following year.

The fiscal year shall be from September 1st. to August 31st of the following year.

Article III - MEMBERSHIP

Section 1. Requirement

Anyone who has an interest in Photography may become a member.

Section 2. Dues to be determined

Annual dues shall be set prior to the beginning of the Club’s fiscal year by the currently elected executive board.

Section 3. Due Date

Dues are payable by October 15th of the operational year. Payment of the Annual Dues will entitle membership in good standing for the current operational year and extend until October 15th of the following operational year.

Section 4. Arrears

Members whose dues are in arrears for more than 2 months without good cause shall be dropped from the membership roll.

Article IV - ELECTION OF OFFICERS

Section 1. Election of Officers

The election of officers shall be held at the Annual Business Meeting.

Section 2. Election Procedures

- a) A committee of 3 people will serve as the Nominating Committee. The Nominating Committee will consist of the Past President as chair and two (2) other members chosen by the Chair. Should the Past President be unable or unwilling to fulfill the role, the Chair will be appointed by the Executive.

- b) The Nomination Committee shall submit its Report to the Annual Meeting and this shall form the basis for the Election of Officers.
- c) The incoming officers shall take office immediately following the last scheduled meeting of the current operational year (normally the Annual Gala).
- d) The Nominating Committee shall be responsible for running any election that may be required.

Article V – MEETINGS

Section 1 Rules of Order

All Business Meetings shall follow Roberts Rules for Meetings.

- Secretary’s Report: Summary of Minutes of Previous Meeting
- Treasurer’s Report: Summary of Monies and Bank Account
- Program Committee Report: Summary of upcoming Programs.
- Communication Report.
- Old Business
- New Business
- Adjournment

Section 2 Reports

All reports must be in a printed format and submitted to the Secretary.

Article VI - OFFICER JOB DESCRIPTIONS

All officers of the club are responsible for carrying out the activities associated with their position in such a way as to meet the needs of the members at large and to promote the Club in the local community.

Section 1. President:

The President is responsible for:

- Overseeing and administrating the activities of the Club;
- Creating and maintaining Club policies in concert with the Executive Committee;
- Presiding at Regular Club Meetings, Business Meetings and Executive Meetings.
- Acting as Club spokesperson to external organizations and the general public;
- Acting as an ex-officio member of all committees except the Nominating Committee;
- Appointing people to non-elected support positions and committees, with the assistance of the club executive as required;
- Delegating duties as may be required from time to time; and
- Representing the Club with other organizations and affiliates.

Section 2. Vice-President:

The Vice-President is responsible for:

- Assuming the duties of the president when the president is unable to;
- Overseeing the work of the Special Events Coordinator;
- Orienting new Club members to the club operations; and
- In the event of a vacancy in the office of President, assuming that office for the balance of the term.

Section 3. Treasurer:

The Treasurer is responsible for:

- Receiving and holding the funds of the club;
- Controlling a cash float of up to one hundred dollars (\$100.00);
- Keeping day-to-day operating funds in a bank account;
- Investing contingency funds (funds in excess of one year's operating expenses) in Guaranteed Investment Certificates;
- Paying bills/invoices as directed by the executive and keeping a written Balance Sheet including all receipts and expenditures as required;
- Tracking approved budgets to ensure expenditures remain within approved amounts;
- Reporting the status of the Treasury at each regular business and executive meeting;
- Submitting the Treasurer records for audit by two Club members appointed by the executive. This audit should be completed no later than one week prior to The Annual Meeting;
- Selling 50/50 tickets at regular meetings; and
- Overseeing the work of the Membership Coordinator and other volunteers assisting the treasurer.

Section 4. Secretary:

The Secretary is responsible for:

- Maintaining both an electronic and hard copy of all executive and business meetings and present those minutes at any subsequent executive and business meetings;
- Ensuring that relevant Club documents and images are suitably archived; and
- Overseeing the work of the Librarian and other volunteers assisting the Secretary.

Section 5. Program Chair:

The Program Chair is responsible for:

- Preparing the Program schedule for the upcoming club year;
- Planning the program content for regular meeting nights;
- Arranging for Guest Speakers and Presenters;
- Booking appropriate sized rooms for all club activities;
- Preparing a printed flyer with the Club's Program for advertising and distribution to members at the beginning of the Club Year;
- Determining the need for and overseeing workshops;
- In Coordination with the Communications Chair, advertising upcoming meetings and club sponsored events;
- Ensuring that appropriate equipment is available at meetings;
- At the request of the President, presiding over Regular Club Meetings; and
- Overseeing the work of volunteers assisting with program related activities (Social Coordinator, Field Trip Coordinator, workshops & Planning Committee).

Section 6. Communications Chair:

The Communications Chair is responsible for:

- All routine communication with members with relation to the specifics of upcoming club activities and other information that may be of interest to members;
- Using the method of communication most appropriate for the information being relayed (For example: email, webpage posting, phone or directly in person);
- Informing local media of any special Club Events that could be of interest to the public;
- Maintaining a list of all Club equipment and software;
- Keeping a record what members are in possession of club equipment;
- Ensuring software is current and equipment is maintained in good working order;
- Overseeing the work of the Equipment Coordinator;
- Overseeing the work of volunteers preparing the Club Newsletter (Designer, Editor and proof readers); and
- Overseeing the work of the Webmaster.

Section 7. Contest Chair:

The Contest Chair is responsible for:

- Overseeing and administering the activities related to all Club contests;
- Selecting topics for contests;
- In consultation with the Program Chair, setting dates for contest deadlines, results meetings and the Gala;
- In consultation with the Communication Chair, advertise upcoming contests;
- Maintaining a list of qualified contest judges;

- Organizing and implementing judging of contest images;
- Maintaining a record of contest results;
- Maintaining a record of the level members are competing at and communicating this information to members at the beginning of the year;
- Coordinating the Member's Choice judging and maintaining a record of the winners;
- Selecting an image from each regular Club contest for the Contest Chair's Award of Excellence;
- Ensuring that trophy nameplates and other awards are prepared in time for the annual Gala;
- In consultation with the Social Coordinator, organizing and implementing the annual Gala;
- Overseeing the work of the Contest Committee and other volunteers assisting the Contest Chair; and
- Making recommendations for changes to the contest process to meet the needs of the membership at large.

Section 8. Past President:

The Past President is responsible for:

- Heading the Nominating Committee.

Article VII – OTHER VOLUNTEER JOB DESCRIPTIONS

The following volunteer positions may be filled, by one or more individuals as needed, to assist the Officers of the Club with their responsibilities.

Section 1. Special Events Coordinator:

The Special Events Coordinator is responsible for:

- Coordinating volunteer activities with organizations outside of the Club in support of the local community;
- Organizing fund raising events and activities; and
- Ordering Club shirts, hats and other promotional items, as required.

Section 2. Membership Coordinator:

The Membership Coordinator is responsible for:

- Collecting member dues and Visitor Entry Fees;
- Signing up new members;
- Keeping an up-to-date roster of all club members and distributing it to Officers of the Club;
- Ensuring that name tags are created for new members;
- Ensuring the name tag container is at each regular meeting;
- Greeting members, guests and visitors as they arrive at regular meetings; and
- Assisting the treasurer sell 50/50 tickets.

Section 3. Librarian:

The Librarian is responsible for:

- Maintaining the Club Library and establishing a process for borrowing material from the library; and
- Recommending the purchase of new library material to the Executive.

Section 4. Social Committee:

The Social Committee is responsible for:

- In consultation with the Program Chair, arranging food, decorations and social activities at the Christmas Pot-luck meeting; and
- In consultation with the Contest Chair, arranging food, decorations, door prizes and set-up for the annual Gala.

Section 5. Field Trip Coordinator:

The Field Trip Coordinator is responsible for:

- Seeking suggestions for field trip destinations;
- Coordinating members to lead field trips; and
- In coordination with the Communications Chair and Program Chair, advertising upcoming field trips.

Section 6. Planning Committee:

The Planning Committee is responsible for:

- Assisting the Program Chair plan activities for the upcoming program year; and
- Assist with the planning of special events or activities, as required.

Section 7. Newsletter Committee:

The Newsletter Team is responsible for:

- Seeking out editorial and news articles for the newsletter;
- Seeking advertising sponsors for the newsletter;
- Design, layout, editing and proofing of the newsletter; and
- In coordination with the Communications Chair, electronic distribution of the newsletter.

Section 8. Webmaster:

The Webmaster is responsible for:

- Developing and maintaining the Club's Website and Photo Gallery;
- Providing access control to authorized users;
- Monitoring the content of Blogs and Posts to ensure the appropriateness of material; and
- Recommending changes to improve the functionality and user interface of the Website.

Section 9. Equipment Coordinator

The Equipment coordinator is responsible for:

- Assisting the Communications Chair manage the club's equipment: and
- Taking responsibility for such equipment as assigned by the Communication Chair.

Section 10. Contest Committee:

The Contest Committee is responsible for:

- Assisting the Contest Chair with all aspects of running Club contests.

Article VIII - BOOKKEEPING

Section 1. Signing authority

The signatures of 2 Executive members are required on each signed cheque.

Section 2. Annual Audit

The Executive Committee shall appoint 2 club members to audit the Club books. The audit is to be completed within 2 weeks prior to the Annual Meeting.

Article IX - BUDGET

Section 1. - Preparation date

Committee Chairs and Executive members will present a budget for the upcoming year by August 25 following their election.

Section 2. – Discussion

The Executive Committee will then discuss and amend as needed the proposed budgets.

Section 3. – Approval

The Executive Committee will then approve the budgets for the fiscal year.

Section 4. – Authorized spending

The Executive and Committee Chairs may then spend club funds on approved budget items.

Section 5. – Additional Expenditures

Further expenditures will require approval at a business or executive meeting.

Section 6. – Budgeted expenditures

The treasurer shall track budgeted expenditures, compare them to the approved budgets and report same at business and executive meetings.

Woodstock Camera Club Bylaws – May 2013

This Bylaw was

Approved on: 21 November 2007 at Quality Inn Suites

President: signed Brendon White

Secretary: signed Linda Feick

Amended on May 8, 2013 by a majority affirmative vote of the total membership in good standing.