



A community of photographers
sharing the art of photography.

Established 2002

Handbook

Vade Mecum

The central graphic features the word 'Handbook' in a large, outlined, serif font. Above it, the words 'Established 2002' are written in a smaller, black, serif font. Below 'Handbook', the words 'Vade Mecum' are written in a bold, green, sans-serif font.

The Woodstock Camera Club



Organization

The Woodstock Camera Club is a community of photographers sharing the art of photography.

- 1- The Executive (Elected)
 - President
 - Vice President
 - Past President
 - Secretary
 - Treasurer
 - Program Chair
 - Communication Chair
- 2- Appointed Chairs
 - Contest Chair
 - Field Trips Chair
 - Special Events Chair
- 3- Committees:
 - Program Committee
 - Contest Committee
 - Field Trips Committee
- 4- Publications
 - Web Site
 - Newsletter
- 5- Membership

Contacts

- 1- Motions for the Business meetings
 - Club Secretary
- 2- Newsletter submissions
 - Jerry Cornell
 - Ruth Ann Rule
- 3- Web site submissions
 - Brendon White
- 4- Contests submissions
 - Ruth Ann Rule
- 5- Projects submissions
 - Jerry Cornell
- 6- Shirts and Hats
 - Linda Feick
- 7- Community Activities
 - Linda Feick

Table of Contents

Subject	Page
<i>Section A</i>	
Club History	I
Membership	I
Dues	I
Affiliations	I
The Executive	2
Appointed Chairs	2
Nominations	2
Communications	2
Executive meetings	2
Business meetings	2
Club meetings	3
Contests rules	3
Projects rules	3
Community activities	4
Field trips	4
Equipment	4
Club shirts and hats	4
Publications	
Web site	4
Newsletter	4
Maps to meeting place	5
<i>Section B</i>	
Club Constitution	
<i>Section C</i>	
Club Bylaws	

Compiled by Mohamed Sabet 2009

Information and proofreading the handbook by:
Bob Bembridge, Linda Feick, Ruth Ann Rule, Jerry
Cornell, Brendon White and Mike Poole.

Membership

Membership in the Woodstock Camera Club is open to anyone with a passion for Photography. It does not require a bunch of knowledge or expensive equipment, just a desire to learn, share and have fun.

Prospective members are welcome to come out to a meeting or two to decide if the club is right for them. The club fiscal year runs from September 1st one year to August 31st the next year, however, prospective members can join at any time.

Dues

Dues are payable by September 15th of the operational year. Payment of the annual dues will entitle members in good standing to all club services for the current operational year until October 15th of the following operational year. Members whose dues are in arrears for more than 2 months without good cause shall be dropped from the membership roll.

For more information on membership, please feel free to contact the club at:

info@woodstockcameraclub.com.

Club Affiliation

The Woodstock Camera Club is a member of CAPA (the Canadian Association for Photographic Art). For CAPA news and competitions please visit www.capacanada.ca



Club's History

In the summer of 2001, the staff at Carman's foto source on Springbank Ave. in Woodstock, put together a Photo Tour for their customers. It was a bus tour with stops at Elora Gorge Conservation Area and Rockwood Conservation Area. The trip was a huge success! Some of the customers present on the trip came up with the idea of meeting on a more regular basis and getting out together with others with the same interests in photography. The concept of the Woodstock Camera Club was born.

In September of 2002, the very first meeting of the Woodstock Camera Club was held at Carman's foto source. There were 12 founding members present as well as representatives from the Tillsonburg Camera Club. Over the next several weeks, a program was born, a club hall was made in the huge basement of the store, a constitution and bylaws were drawn up and the very first executive was elected. Before the end of the first year of operations, there were 25 registered club members.

We stayed in the basement of Carman's for 2-1/2 years. As our membership grew, our space was slowly shrinking. Brendon White, then our President, talked with the people from Quality Hotel and Suites Convention Centre about obtaining a meeting room for us. In September of 2005 we moved into our new "home". We have had a great working relationship with Quality Hotel and Suites. They not only have provided us with a room for our meetings, but also a ballroom for our year-end Gala, a space to store our equipment and rooms for our various Business and Executive meetings.

In July of 2008 our Club applied and were successful in obtaining an Ontario Trillium Grant in the amount of \$15,000.00. This grant has enabled us to bring photography out to a larger volume of people within our community.

Today, seven years later, the Woodstock Camera Club is a major force in the Oxford County Community. We are growing in number. The club has an active program with a huge emphasis on getting out and taking pictures. The range of knowledge is from beginner to accomplished photographers and the wcc works hard in the community photographing charity and community events through our Volunteers' Program. For more information on the Woodstock Camera Club, drop us a line at info@woodstockcameraclub.com.

Club Logo



Executive Meetings

Executive meetings are held at the call of the President or on the request of an executive member and are generally held for emergency situations only or approval of the budget and setting club fees in the summer.

Business meetings

Business meetings are held on **the last Tuesday of each month except December**. They are open to all members.



Business meetings are not announced. Business meetings are open to all members. All members have the ability to make motions, discuss and vote on agenda items. Roberts Rules of Order are the rules by which the meeting is controlled. The meetings to date have been informal due to the low number of attendees. Most of the club's business is conducted at open business meetings and the minutes are posted on the members only section of the web page bulletin board.

Also see the full club's constitution and bylaws attached at the end of this handbook.

The Executive

With the exception of the Past President, all executives are elected annually for a maximum of three consecutive years.

- 1- President
- 2- Vice President
- 3- Past President
- 4- Secretary
- 5- Treasurer
- 6- Program Chair
- 7- Communication Chair

See the bylaws for job descriptions.

Appointed Chairs and Committees

- 1- Contest chair, contest judge chair.
- 2- Program committee (for the club's program, contests and projects).
- 3- Field trips chair and committee.
- 4- Special events chair.

These positions are appointed by the President and are not part of the election. The President selects the person most suited for each position.

Nomination Process and Elections

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.

Nomination procedure is basically that the nominating committee develops a list of one person for each position. The idea is based on the "Grizzly Creek" program that was developed by Scouts Canada and used by private industry. The committee looks at the position, decides the qualities to perform the job and then looks for the person with those qualities.

Elections are held in the month of June at the annual business meeting. Election night is announced by e-mail to all members in advance. At Election night, the nominating committee goes through the list and opens the position to further nominations from the floor. If there are nominations from the floor, members present have to vote for those positions with two or more nominees.

Club Communications

The club's communications process is by e-mail and on the web site. All communications of interest to club members are to be sent to the communication chair. **Members who do not have access to the Internet are encouraged to get the information from another member living nearby. Sending information by post has become too expensive for our club.**

Club Meetings

Club meetings are held from 7 to 9 p.m. each second Wednesday during the club's year between September and June except in December. A detailed brochure of all the year activities is printed before the starting season.

The club uses a combination of visiting speakers and in-house speakers. **Members with interest in presenting any subject to the club are welcome to speak to the Program Chair.**



Projects Rules

1- Objectives

A project is a learning experience to encourage members to shoot new photographs based on the "theme of the project" and to submit them to be shown in a slide presentation. This is a great way for members to show some of their images and for others to see and appreciate them without the judging or critiquing atmosphere.

2- Image size:

Maximum size in pixels should be 1024 wide and 768 tall. The nearer the image to this size the better it will look on the screen.

3- Image format: jpeg

4- How to submit:

By e-mail, on CD or DVD or print

The contact person will be announced at the club meeting or by e-mail. All CDs, DVDs and prints will be returned.

Contests Rules

WCC has **three contests every year, and the Photo Art contest** (The Wilson Johnston Sr. Memorial Trophy)

1- For the three contests images must be a **maximum** of 8½" x 12" for rectangular and 8½" x 8½" for square images with or without non-printed white border (*Any other combination of dimensions is acceptable, provided the longest side does not exceed 12" and the shortest side does not exceed 8½."* Keep in mind that small images such as 4" x 6" will be hard for the judges to see and will likely reduce the scoring). No other border or matting is allowed. Entries should conform to the contest category. Images must be mounted on white foam core backing of 12" x 16". This is purchased from the club or from any art store.

2- For Photo Art contest images should be matted and can be of any size.

3- Images that were judged in any previous wcc contests are not eligible for re-entering another wcc contest.

4- Enhancements and adjustments on the image by any means are allowed.

5- A registration form (available from the club) must be attached to the back of the image mount filled with the Photographer's name and image caption.

6- The image must be placed in a clear photo-bag to protect the photograph in transit and with photographer's name on the bag so the bag can be returned. The bags are available from the club (no grocery or plastic bags are allowed). *The contest committee will take utmost care to protect all photographs but will not be responsible for any unintentional damage to any image.*

7- Photographers must meet the deadline, no late entries. Deadlines will be stated in the program brochure, on the web site and in an e-mail prior to the contest.

8- Qualified judges may critique the photos to help the photographers improve their art.

9- Disqualification of an entry may result for the following reasons:

a- Image that is not within the contest category.

b- Image that does not comply with the sizes (item 1).

c- Image that is missing a completed registration form (item 5).

d- Image that was entered and judged in a previous wcc contest.

Judges are the ones that will make the decision to disqualify an image with or without the recommendation of the judge chair.

Awards

1- The judges scores are final. The scores for each entry are added; images with a score of 22 or more are awarded red, blue, white or yellow ribbon. At the end of the year *the 3 contests scores are totaled and the highest 3 scores will receive Bronze, Silver and Gold certificates. The Gold certificate winner will receive the title of "Photographer of the Year" and receive a plaque donated by Jerry Cornell a wcc member.*

2- The top 3 scoring images from each of the three contests will be judged again and the highest scoring image will be awarded "the Image of the Year".

3- At each contest results night, all images are displayed and members are allowed to vote for their favourite image. The image that receives the most votes is recognized at the year-end gala.

4- The Photo Art Contest has its own trophy donated by Wilson Johnson Jr. a wcc member.



Newsletter

Published three times a year. It is open to all wcc members. The newsletter is to allow the public and members to view what the wcc members are doing, it promotes new memberships. The newsletter contains executive messages, contest winners and photos, club events, classified, Sponsors and Field trips. Members are welcome to submit editorials about places of photographic interest, photographic articles and anything related to photography. The editor reserves the right to accept, edit or reject any submission.



Web Site

www.woodstockcameraclub.com

Field trips

Field trips fall under the direction of the Program Committee. Field trips require a lot of work and preparation as a Club activity.

Members are encouraged to suggest field trip ideas to the program committee. Also trips can be arranged privately between members getting together to go someplace.



Club Equipment and their use

The club has computers, digital projectors, and projection screen for use only by members and presenters at club meetings. They will not be loaned-out to members or outsiders.



Club Shirts and Hats

There is a wide variety of shirts, hats, fleece liners and outer shell coats with the club logo stitched on. Linda Feick orders these items when there is enough people requesting them, but she tries to send in an order twice a year.



Community Activities

The Volunteers' Program has been very successful for our Club because of the involvement of our membership. We are dedicated to helping out in our Community.

The Community Activities are looked after by Linda Feick. They fall under our Volunteers' Program. Any non-profit organization can apply to the volunteer's program. If accepted, Linda coordinates getting photographers to come out to their event to take pictures.

We are involved with:

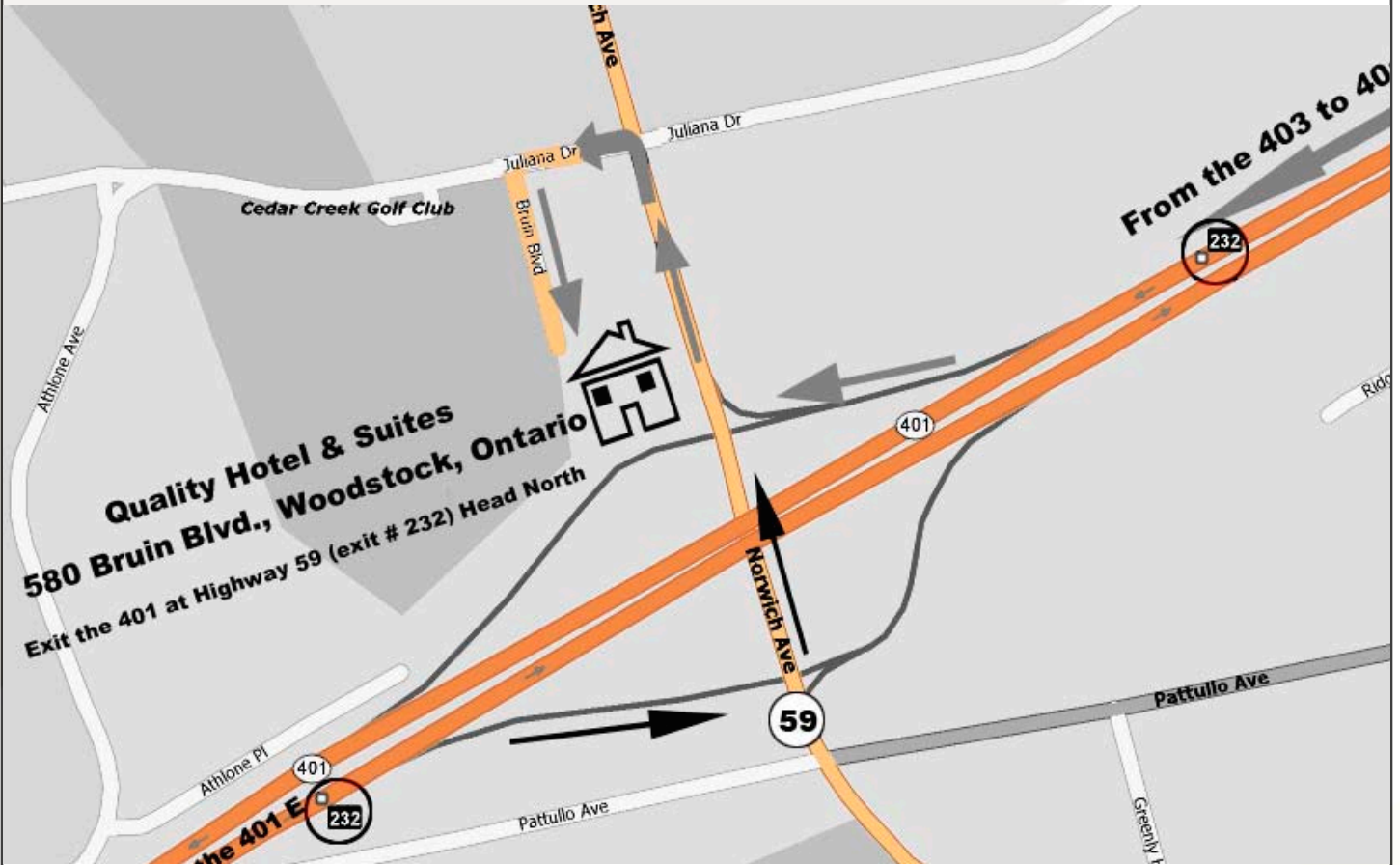
- 1- The Canadian Cancer Society Relay for Life.
- 2- The Youth Unlimited Golf Tournament, in conjunction with the Upper Deck Youth Centre and the VON/Sakura House Golf Tournament for the VON-Oxford County.
- 3- The Santa Claus Parade.
- 4- The Business Improvement Association -Woodstock with Santa at Santa's House in Woodstock Museum Square.
- 5- The United Way at their Breakfast with Santa.
- 6- The Canadian Energy Expo at their events.
- 7- The Parasport event 2009 at the Woodstock Community Complex.
- 8- The 100th Anniversary of the Woodstock Public Library.

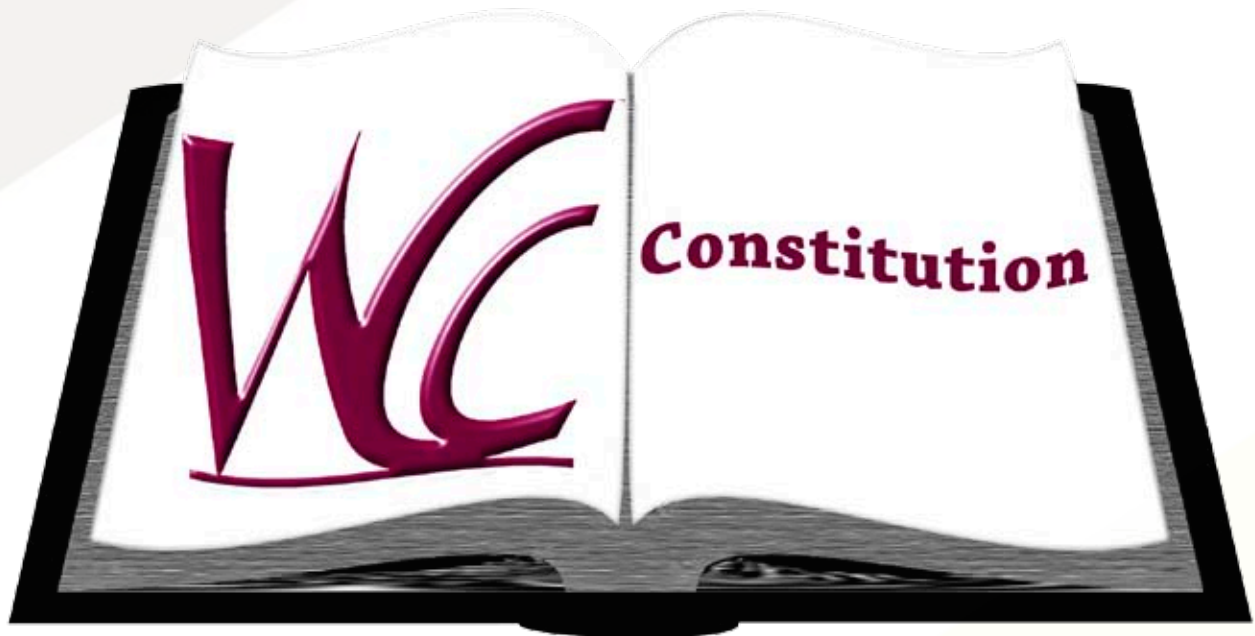
Besides helping with community activities, the volunteers' program offers fund raising through donations to our club programs.



Directions to the meeting place

Quality Hotels & Suites 580 Bruin Blvd, Woodstock, Ontario





Constitution

For the Woodstock Camera Club
November 2007

Table of Contents

Article I	NAME.....	2
Article II	PURPOSE.....	2
Article III	MEMBERSHIP.....	2
Article IV	OFFICERS.....	2
Article V	VACANCIES.....	2
Section 1.	– President.....	2
Section 2.	– Other executive position.....	3
Section 3.	– Failure to Act in Interest of Club.....	3
Article VI	MEETINGS.....	3
Section 1.	Club Meetings.....	3
Section 2.	Business meetings.....	3
Section 3.	Annual Meeting.....	3
Article VII	AMENDMENTS.....	4
Article VIII	BYLAWS.....	4
Article IX	DUTIES OF OFFICERS.....	4
Article X	BUDGET.....	4
Article XI	QUORUM.....	4

Constitution

For the Woodstock Camera Club

Article I NAME

The name of this organization shall be “**The Woodstock Camera Club**”.

Article II PURPOSE

The aim of this club shall be to share and promote Photography.

Article III MEMBERSHIP

Any person interested in photography may become a member of this Club, as provided for in the Bylaws.

Article IV OFFICERS

The officers of this Club shall be Past President, President, Vice-President, Secretary/Librarian, Treasurer, Communications Chair and Program Chair. With the exception of Past President; Executive Officers will be elected annually with a maximum term of 3 years.

Article V VACANCIES

Section 1 - President.

If the office of the President becomes vacant for any reason, the Vice-President shall take it over for the remainder of the term.

Constitution

For the Woodstock Camera Club

Section 2. – Other executive position

If any office other than that of the President becomes vacant, it shall be filled by appointment by the Executive Committee for the remainder of the term.

Section 3. – Failure to Act in Interest of Club

If for any reason the officers of this Club are not acting in the best interest of the Club, they may be replaced for the remainder of their term, by the Executive Committee.

Article VI MEETINGS

Section 1. Club Meetings.

The Executive Committee shall determine the time and place for regular Club meetings.

Section 2. Business meetings

The Executive Committee shall determine the time and place for regular Business Meetings.

Section 3. Annual Meeting

The Annual Business Meeting shall be held in the month of June at which time Club Members will elect officers for the coming year.

Constitution

For the Woodstock Camera Club

Article VII AMENDMENTS

Amendments to this Constitution may be made at any time by an affirmative vote of 60% of the total membership in good standing.

Article VIII BYLAWS

Bylaws for the transaction of Club business may be adopted, revoked, or amended at any time by a majority affirmative vote of the total membership in good standing.

Article IX DUTIES OF OFFICERS

Job descriptions for the Club Officers shall be set forth in the Bylaws of the Club.

Article X BUDGET

An operating Budget is to be established as set forth in the Bylaws of the Club.

Article XI QUORUM

A Quorum for Executive Meetings will be four members of the Executive Committee.

A Quorum for Business meetings shall be seven club members of whom three must be members of the Executive Committee.

No official Club business shall be conducted without a quorum being present.

Constitution

For the Woodstock Camera Club

This Constitution was

Approved on: 21 November 2007 at Quality Inn Suites

President: signed Brendon White

Secretary: signed Linda Feick



END

Woodstock Camera Club Bylaws





BYLAWS

For The Woodstock Camera Club

November 2007

TABLE OF CONTENTS

Article I - DEFINITIONS:.....	2
Article II - FISCAL YEAR.....	2
Article III - MEMBERSHIP	2
Section 1. Requirement	2
Section 2. Dues to be determined	2
Section 3. Due Date	2
Section 4. Arrears.....	2
Article IV - ELECTION OF OFFICERS.....	3
Section 1. Election of Officers.....	3
Section 2. Election Procedures	3
Article V- MEETINGS	3
Section 1 Rules of Order.....	3
Section 2 Reports	3
Article VI - OFFICER JOB DESCRIPTIONS	4
Section 1. President:.....	4
Section 2. Vice-President:.....	4
Section 3. Treasurer:	5
Section 4. Secretary/Librarian:	5
Section 5. Program Chair:.....	5
Section 6. Communications Chair:	6
Section 7. Past President:	6
Article VII - BOOKKEEPING	6
Section 1. Signing authority.....	6
Section 2. Annual Audit.....	6
Article VIII - BUDGET	6
Section 1. Preparation date	6
Section 2 Discussion	6
Section 3. Approval	7
Section 4. Authorized spending	7
Section 5. Additional Expenditures	7
Section 6. Budgeted expenditures.....	7

BYLAWS

For The Woodstock Camera Club

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.

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 in August by the currently elected executive board.

Section 3. Due Date

Dues are payable by September 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.

BYLAWS

For The Woodstock Camera Club

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 New Slate of Officers shall take office immediately following the Annual Business Meeting.
- 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.

BYLAWS

For The Woodstock Camera Club

Article VI - OFFICER JOB DESCRIPTIONS

Section 1. President:

- The President shall preside at all club meetings and Board or Executive Meetings.
- Will act as a club spokesperson and oversee all club activities as required.
- Will be an ex-officio member of all committees except the Nominating Committee and shall administer the affairs of the club. Will create and maintain club policies in concert with the Executive Committee.
- Will appoint non elected chairs of committees, with the assistance of the club executive as required.
- Will delegate duties as may be required from time to time.
- Will promote the club.

Section 2. Vice-President:

- The Vice-President will assume the duties of the President when they are absent.
- Will serve as the Chairperson of the Membership Committee.
- Will co-ordinate and work with volunteers from time to time for various club-sponsored functions as may be required.
- In the event of a vacancy in the office of President, the Vice-President shall assume that office.
- Will promote the club.
- Will serve on the executive committee.
- Will orient new Club members to the club operations.

BYLAWS

For The Woodstock Camera Club

Section 3. Treasurer:

- The Treasurer will receive and hold the funds of the club.
- Will control a cash float of up to one hundred dollars (\$100.00).
- Will keep all club monies in a bank account, except for the previously mentioned cash float.
- Will pay bills/invoices as directed by the executive and keep a written Balance Sheet including all receipts and expenditures as required.
- Will track approved budgets to ensure expenditures remain within approved amounts.
- Will report the status of the Treasury at each regular business meeting.
- Will collect member dues and sign up new members.
- Will keep an up to date roster of all club members.
- Submit 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.
- Will serve on the executive committee.
-

Section 4. Secretary/Librarian:

- The Secretary/Librarian will maintain a hard copy of all executive and business meetings and present those minutes at any subsequent executive and business meetings.
- The Secretary must inform the President of any meetings they will be unable to attend to enable obtaining a temporary replacement.
- Will serve on the executive committee.
- Will maintain a “sign-out, sign-in” record of who borrows items from the Clubs’ Library.
- Will promote the Club.
-

Section 5. Program Chair:

- The Program Chair will work with his (her) committee to plan program content, invite speakers, plan field trips and other club-sponsored activities.
- Will coordinate with the Communications Chair to publish Program Plans for regular meetings, special events and field trips.
- Will promote interest in the club.
- Will serve on the executive committee.

BYLAWS

For The Woodstock Camera Club

Section 6. Communications Chair:

- The Communications Chair will work with his (her) committee to communicate by telephone, in person and or e-mail the specifics of upcoming meetings and events.
- Will inform local newspapers of any special Club Events that could be of interest to the public.
- May produce a newsletter for the club membership.

Section 7. Past President:

Is a member of the Executive and heads the Nominating Committee.

Article VII BOOKKEEPING

Section 1. Signing authority

There 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 VIII 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.

(Budget Cont'd)

BYLAWS

For The Woodstock Camera Club

(Budget Cont'd)

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 on a monthly basis (at business and executive meetings).

This Bylaw was

Approved on: 21 November 2007 at Quality Inn Suites

President: signed Brendon White

Secretary: signed Linda Feick

END