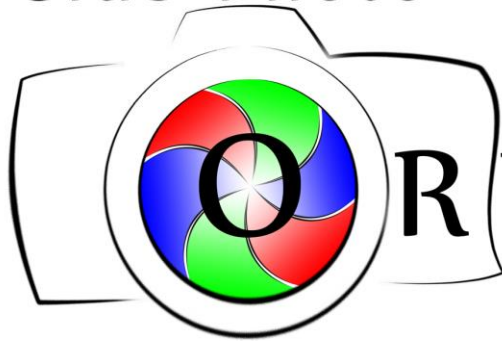


Club Photo



ORLÉANS

Photo Club

Constitution

June 2021

Club Photo Orléans Photo Club Constitution

ARTICLE C-I. NAME

1. This organization shall be known as the Club Photo Orléans Photo Club (CPOPC).

ARTICLE C-II. PURPOSE AND ACTIVITIES

1. CPOPC is a not-for-profit community arts organization. Its purpose is to provide enjoyment and knowledge of photography in all its forms to its members and to stimulate interest in and improve standards of amateur photography in the eastern part of the City of Ottawa and environs.
2. The purpose is addressed by holding meetings, workshops, lectures, and demonstrations of the various facets of photography and photographic art; and by conducting photographic exhibitions, competitions, workshops and field trips and other photography-related activities.

ARTICLE C-III. MEMBERSHIP

1. CPOPC membership is open to any person who is interested in photography and is willing to abide by the Constitution. A person becomes a member upon submission of the completed application form and payment of the fee prescribed in the Bylaws to the Secretary-Treasurer.
2. Membership is annual, running from September 1 to August 31 of the following year.
3. A member's privileges will be suspended if dues are not paid by the November meeting of the current year. They will be reinstated upon payment of the yearly fees.
4. Membership of any person may be suspended by an enriched majority (66%) decision of the Executive Committee if the well-being of the membership or integrity of the Club is deemed to be jeopardized,
5. In the event of the termination of membership, the member is not entitled to any refund of any membership fees paid.
6. CPOPC property must be returned at the time of resignation or suspension of membership.

ARTICLE C-IV. CONFIDENTIALITY

1. In accordance with the Canadian Privacy Act and the Personal Information Protection and Electronic Documents Act, information gathered on the CPOPC membership application form shall consist of, and be limited to:
 - a. First name and surname.
 - b. A telephone number.

- c. An email address.
2. Membership information will be entered into a confidential electronic record maintained by the Secretary/Treasurer. Complete membership information will be available only to the Executive Committee whose mandate requires this information to carry out their duties. The list of members will not be shared outside of the club.
3. All general emails will be sent to the membership, by an appointed member of the executive committee, to mask the addresses of the other members.
4. Photographs submitted to the monthly challenges are available for viewing in the member's only area of the CPOPC website.
5. Based upon permission provided by members on registration, the winning photographs will be posted to the club's public section of the website and on Facebook. Identification of the photographer will be posted. Permission to post the winning photographs will be sought when a member registers or renews their membership. A member can choose to change their selection at any time.
6. Payment for on-line registration is done by an independent 3rd party and the financial information is not available to the CPOPC.
7. All member information will be deleted one year after the member has ceased membership unless it is requested to be deleted earlier.

ARTICLE C-V. ANNUAL GENERAL MEETING

1. The authority of CPOPC shall be vested in the Annual General Meeting (AGM) of members.
2. The AGM shall normally be held in Ottawa in conjunction with the June regular meeting. At least a 30 days' notice of the meeting date and time shall be given to all members.
3. The functions and powers of the AGM are.
 - a. To pass amendments to the Constitution and bylaws of CPOPC.
 - b. To elect the Officers of the executive except the webmaster who is named by the executive for a one-year term.
 - c. To receive the report of the year's activities.
 - d. To approve any changes in the membership fee.
 - e. To receive the financial report.
 - f. To decide on any innovation which the Club may require.
4. Extraordinary General Meetings may be called by the President or a majority of the executive, to deal with issues requiring urgent decisions from the membership.

ARTICLE C-VI. MONTHLY MEETING

1. Regular meetings of CPOPC shall take place at least monthly, except for July and August, at a date determined by the executive.

2. Special meetings, workshops and competitions may be called by the Executive Committee.

ARTICLE C-VII. EXECUTIVE COMMITTEE

1. The governing body, with voting rights, of CPOPC, shall be the Executive Committee, consisting of the Officers elected at the AGM, and the Webmaster.
2. The executive consists of
 - a) The President.
 - b) The Vice-President.
 - c) The Secretary/Treasurer.
 - d) The Program Director.
 - e) The Competition Director.
 - f) The Communication Director.
 - g) The Webmaster.
3. The functions and powers of the Executive Committee are
 - a) To implement the resolutions passed by the General or an Extraordinary General Meeting.
 - b) To recommend to the AGM the membership fees,
 - c) To adopt the budget.
 - d) To attend to the regular affairs of the Club as outlined in Bylaws BYLAW BL-I.1.
 - e) To appoint the webmaster.
 - f) To make recommendations to the Annual General and Special Meetings.
4. A quorum of the Executive Committee shall consist of a majority of voting executive members.
5. All the Executive Committee members shall serve without any remuneration. Their term of office begins the July 1st after their election and runs for one year. Executive Committee members may be re-elected.
6. If the President vacates his or her office, he or she shall be replaced by the Vice-President.
7. If a member, other than the President, vacates his/her office, the Executive Committee will appoint a member to serve the remainder of the term.

ARTICLE C-VIII. FINANCIAL MANAGEMENT

1. The fiscal year of the CPOPC shall be July 1st to June 30th of the subsequent year.
2. All money shall be deposited in a chartered financial institution. All expenditures shall be paid by cheques.

3. Funds of CPOPC shall be applied solely to meet its expenditures related to the Purpose and Activities set forth in BYLAW C-II of this Constitution and shall not be used for any other purpose.
4. The Treasurer and the President shall both have signing authority on any bank accounts opened on behalf of CPOPC, and authority to dispense funds and sign contracts binding the organization.
5. Agreements or purchases shall not be authorized which incur expenditures or liabilities exceeding the current operating fund balance of the Club at that time.

ARTICLE C-IX. AMENDMENTS TO THE CONSTITUTION

1. Amendments to the Constitution and Bylaws may be proposed by any member to the CPOPC, or by an executive member. All amendments are forwarded to the executive for consideration, and for disposal. All amendments must be approved by the AGM before they become effective.
2. Amendments must be approved by a two-thirds majority of members at the AGM or an Extraordinary General Meeting. The members present at the meeting must consist of one third or more of the members in good standing of CPOPC.
3. At least a 15 days' written notice of amendments shall be given to all members.

ARTICLE C-XI. DISSOLUTION

1. A motion to dissolve CPOPC must be placed at the AGM or an Extraordinary General Meeting called by the President and assented to by a two-thirds majority of the members present at the meeting.
2. Any remaining assets of the Club upon its dissolution shall be donated to local not-for-profit or charitable organizations to be determined by a majority vote at the meeting approving dissolution.

Club Photo Orléans Photo Club **Bylaws**

BYLAW BL-I. EXECUTIVE COMMITTEE

Duties of the executive

- a) The Executive Committee meets monthly, except for July and August.
- b) It is the duty of Executive Committee members to attend executive meetings and monthly meetings regularly.
- c) It is the duty of executive members to produce a yearly report for the AGM.

1. The President is responsible for;

- a) The general supervision of the Club and its programs.
- b) Chairing Executive meetings, and providing meeting agendas.

- c) Presiding at all Club meetings.
- d) Calling extraordinary meetings to deal with urgent issues.
- e) Overseeing the elaboration of yearly programs with the Directors involved.
- f) Assisting directors in creating yearly programs.
- g) Giving approval to all amendments to programs, competitions, and events.
- h) Booking facilities for all Club meetings.
- i) Preparing the presentation slides for Club meetings.

2. The Vice-President is responsible for;

- a) Assisting the President in the overall duties of running the club.
- b) Chairing meetings when the president is absent.
- c) Recruiting members.
- d) Marketing the CPOPC, publicity, press releases.
- e) Liaising with community organizations, local media and camera stores.
- f) Assisting other members of the executive at the direction of the president.
- g) Overall inventory control for all club-owned equipment, including maintenance, replacement, and additions as determined by the executive.
- h) Availability and operation of the equipment during club meetings, or delegation thereof.

3. The Secretary is responsible for;

- a) Maintaining the archives of the Club.
- b) Receiving and sending all correspondence.
- c) Maintaining the membership database.
- d) Taking registration, issuing identification and membership cards.
- e) Revising the constitution and submitting changes to the executive.

4. The Treasurer is responsible for;

- a) Dealing with all financial transactions of the CPOPC.
- b) Preparing in consultation with the President, a yearly budget and presenting it to the executive at its first yearly meeting for approval.
- c) Receiving all money due to the Club.
- d) Depositing all money in a chartered bank account.
- e) Issuing cheques for bills owed by the Club.
- f) Approving all not budgeted expenses under \$200.
- g) Paying such sums as authorized by the executive.

5. The Program Director is responsible for;

- a) Preparing, in consultation with the President, a yearly program of activities and guest speakers for the club's regular meetings and presenting it to the executive for approval.

- b) Organizing workshops and outings to complement the regular club meetings.
- c) Maintaining a list of past and potential guest speakers, with recommendations.

6. The Competition Director is responsible for;

- a) Preparing, in consultation with the President, a yearly list of competitions to be held through its regular season, and presenting it to the executive for approval.
- b) Preparing guidelines, organizing competitions and recruiting judges.
- c) Reporting the competition results to the membership and highlighting the winners.
- d) Preparing and organizing pictures for the website.
- e) Maintaining a list of judges, with recommendations.

7. The Communication Director

- a) Generates the Monthly communication with members.
- b) Ensures the website information is informative and current.
- c) Manages the club's media presence including uploading of images from monthly challenges.
- d) Prepares the monthly reminder emails for Club Members.

8. The webmaster is responsible for;

- a) Developing and maintaining the CPOPC website.
- b) Developing the membership database.
- c) Posting and updating the information to the website, /Facebook.
- d) Scheduling and hosting virtual meetings.

BYLAW BL II. FINANCE

1. The annual dues shall be proposed and voted on at the AGM; mid-season dues shall be set to half the rate of annual dues that are set at the AGM.
2. For continuing membership, the dues shall be paid in September of each year. Full annual dues shall be requested from new members until March 1. Between March 1 and August 31, mid-season dues shall apply and be set according to Bylaws BYLAW BL-II.1.
3. Approving all non-budgeted expenses under \$200 is the responsibility of the Treasurer. Non-budgeted expenses over \$200 must be approved by the executive.

BYLAW BL III. MEMBER MEETINGS

1. Member meetings shall be held monthly except for July and August.

2. Special meetings or workshops may be called by a member of the Executive Committee upon approval of the Executive Committee.
3. Special interest groups may meet as required.

BYLAW BL IV. COMMUNICATIONS TO MEMBERS

1. Communications between the Executive Committee and the membership shall normally be carried out by email correspondence.
2. General emails to the membership shall be sent by a designated member of the executive, subject to the confidentiality requirements outlined in BYLAW C-IV of the Constitution, which is by masking the addresses of addressees.

BYLAW BL VI. OTTAWA INTERCLUB COMPETITION

1. The CPOPC may participate in the Ottawa Interclub Photography Competitions.

BYLAW BL VII. WEBSITE

- 1) The CPOPC will maintain a website for the purpose of
 - a) communicating with its members.
 - b) Marketing the Club.
 - c) Recruiting new members.
 - d) Member participation in challenges and or competitions, and contribution to regular meetings.

BYLAW BL VIII. CLUB MEMBERSHIP IN OUTSIDE ORGANIZATIONS

1. Membership in outside organizations shall be approved by the executive.

BYLAW BL1X LIABILITY

1. Liability

- a) No executive member shall be held responsible for actions, errors or omissions taken in good faith, on behalf of the CPOPC.
- b) No volunteer shall be held responsible for actions, errors or omissions taken in good faith, on behalf of the CPOPC.
- c) No club member shall be held responsible for actions, errors or omissions taken in good faith, on behalf of the CPOPC.