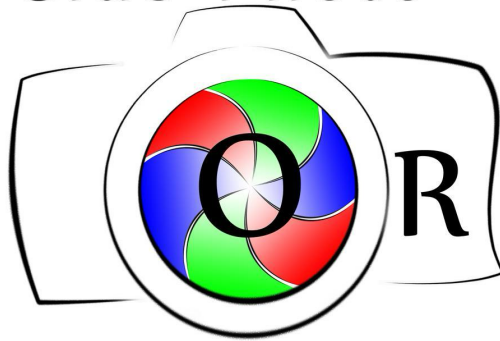


Club Photo



ORLÉANS

Photo Club

Constitution and Bylaws

June 2026



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 enhance enjoyment and knowledge of photography in all its forms for its members, and to create a welcoming social space in the eastern part of the City of Ottawa and environs.
2. The purpose is achieved by holding meetings, workshops, lectures, and demonstrations of the various facets of photography and photographic art; and by conducting photographic exhibitions, competitions, workshops, 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.
2. Membership is annual, running from September 1st to August 31st of the following year.
3. A member's privileges will be suspended if dues are not paid by October 31st 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. 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; and,
 - d. A home 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 be shared on a “need-to-know” basis.
3. All general emails will be sent to the membership, by an appointed member of the Executive Committee, masking the addresses of the other members.
4. Photographs submitted to the monthly challenges are available for voting in the Members 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 social media. Identification of the photographer will be posted.
6. Permission to post the winning photographs will be sought when a member registers or renews their membership. A member may change their permission at any time.
7. Payment for on-line registration is transacted through an independent 3rd party payment service that prevents payor financial information from being disclosed to CPOPC.
8. 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 (AGM)

1. The authority of CPOPC shall be vested in the Annual General Meeting (AGM) of members.
2. The AGM will 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 approve amendments to the Constitution and Bylaws of CPOPC;
 - b. To elect the Officers of the Executive;
 - c. To receive the report of the year’s activities from each Director;
 - d. To approve any changes in the membership fees; and,
 - e. To receive the financial report.
4. Extraordinary General Meetings (EGM) 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 monthly, excluding July and August, at a date determined by the Executive.
2. Special meetings, workshops and competitions may be called by the Executive.

ARTICLE C-VII. EXECUTIVE COMMITTEE

1. The CPOPC governing body, with voting rights, shall be the Executive Committee, consisting of the Officers elected at the AGM.
2. The Executive Committee consists of:
 - a) President;
 - b) Vice-President;
 - c) Secretary/Treasurer;
 - d) Program Director;
 - e) Workshops and Events Director;
 - f) Competition Director;
 - g) Communication Director; and,
 - h) Webmaster.
3. The functions and powers of the Executive Committee are:
 - a) To implement the resolutions passed at the AGM or an EGM;
 - b) To recommend any changes in membership fees;
 - c) To approve the budget;
 - d) To attend to the regular affairs of the Club as outlined in BYLAW BL-I.1;
 - e) To make recommendations to the AGM and EGM; and,
 - f) To assign club members as assistants to the Executive Committee as required. Assistants will not have voting rights on the Executive Committee.
4. A quorum of the Executive Committee shall consist of a majority of Executive Committee Members.
5. An Executive Committee decision requires a majority approval (50%+1) to be adopted.
6. All Executive Committee members shall be members in good standing of the Club and serve without any remuneration. Their term of office begins following the AGM after their election and runs until the following AGM. Executive Committee members may be re-elected. There is no limit to the number of years they may serve.
7. If the President vacates his or her office, he or she shall be replaced by the Vice-President.
8. 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. The signing officers shall be the Treasurer, the President and the Vice-President.
3. All club funds shall be deposited in a chartered financial institution.
4. All expenditures shall be paid by cheque, co-signed by any two signing officers.

5. Club funds shall be applied solely to expenditures related to the Purpose and Activities set forth in Article C-II of this Constitution and shall not be used for any other purpose.
6. The approval of the Executive Committee is required to open or close a bank account.
7. Following approval by the Executive Committee, the President shall have authority to sign contracts on behalf of CPOPC. In the absence of the President, any signing officer can sign on his or her behalf.
8. Agreements, contracts or purchases which incur expenditures or liabilities exceeding the current Club operating fund balance at that time shall not be authorized.

ARTICLE C-IX. AMENDMENTS TO THE CONSTITUTION

1. Amendments to the Constitution and Bylaws may be proposed by any member of the CPOPC. All amendments are forwarded to the Executive for consideration. All amendments must be approved by members attending the AGM before they become effective.
2. Amendments must be approved by an enriched majority (66%) of members present at the AGM, providing that members present at the meeting consist of at least one third of the members in good standing of CPOPC.
3. At least 15 days written notice of proposed amendments shall be given to all members.

ARTICLE C-X. DISSOLUTION

1. A motion to dissolve CPOPC must be presented at the AGM or EGM called by the President and assented to by an enriched majority (66%) 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

1. BYLAW BL-I. EXECUTIVE COMMITTEE

Duties of the executive

- a) The Executive Committee meets monthly, except for the month of July.
- 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.

2. 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 of the Executive to deal with urgent issues;
- e) Assisting Directors in creating yearly programs as required;
- f) Overseeing the implementation of yearly programs with the Directors involved;
- g) Booking facilities for all Club meetings; and,
- h) Preparing the presentation slides for Club meetings, with input from other Executives.

3. 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) Liaising with community organizations, local media and camera stores;
- d) Assisting other members of the Executive at the direction of the President;
- e) Overall inventory control for all club-owned equipment, including maintenance, replacement, additions and disposals, as determined by the Executive; and,
- f) Availability and operation of the equipment during club meetings, or delegation thereof.

4. The Secretary is responsible for:

- a) Maintaining a Record of Decisions for all meetings of the Executive Committee, the AGM and EGMs, to document key aspects of the conversations and decisions;
- b) Maintaining the physical and electronic archives of the Club;
- c) Receiving and sending correspondence;

- d) Maintaining the membership database, including taking appropriate action to suspend accounts when annual dues remain outstanding past October 31st, and reinstating members once membership dues have been paid;
- e) Taking member registration and issuing identification cards; and,
- f) Revising the Constitution and submitting changes to the Executive.

5. The Treasurer is responsible for:

- a) Processing all financial transactions of the CPOPC;
- b) Preparing, with input from, and in consultation with, the Executive Committee, a yearly budget, and obtaining its approval at the Executive Committee's first yearly Executive meeting;
- c) Receiving all money due to the Club and depositing it in the Club's chartered bank account;
- d) Keeping electronic income and expense records for the Club, along with supporting evidence, such as receipts, invoices and contracts;
- e) Sharing reconciled monthly bank statements with the Executive Committee on a timely basis;
- f) Sharing updated Club financial statements with the Executive Committee, including the year-to-date and committed expenses, on a timely basis; and,
- g) Issuing cheques, as per the signing authorities described in Article C.VIII (Financial Management), for bills owed by the Club on a timely basis.

6. 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 Committee for approval; and,
- b) Maintaining a list of past and potential guest speakers, with recommendations.

7. The Workshops and Outings Director is responsible for:

- a) Organizing workshops and outings to complement the regular Club meetings; and,
- b) Maintaining a list of past and potential guest workshop facilitators, with recommendations.

8. The Competition Director is responsible for:

- a) Preparing a yearly list of challenges and competitions to be held through its regular season, and presenting it to the Executive Committee for approval;
- b) Preparing guidelines, organizing competitions and recruiting judges;
- c) Reporting the competition results to the membership and highlighting the winners;

- d) Preparing text and sample images for the challenge/competition and technique pages of the website;
- e) Maintaining a list of judges, with recommendations;
- f) Representing the Club at the Interclub Committee to assist in organizing joint showcase or competition events of multiple photo clubs; and,
- g) Implementing the Club's formula to promote members from Level 1 to Level 2.

9. The Communication Director is responsible for:

- a) Generating the monthly email communication with members;
- b) Ensuring the website information is informative and current;
- c) Managing the Club's social media presence including uploading of images from monthly challenges;
- d) Preparing the monthly reminder emails for Club members;
- e) Recruiting members; and,
- f) Marketing the CPOPC, publicity and press releases.

10. The Webmaster is responsible for:

- a) Developing and maintaining the CPOPC website;
- b) Developing and maintaining the membership database on the website, in coordination with the Secretary;
- c) Posting and updating information to the website;
- d) Scheduling and hosting virtual meetings;
- e) Making recommendations to the Executive Committee regarding significant changes to the club website;
- f) Negotiating website hosting services; and,
- g) Ensuring the storage of electronic files for the Club, including backup strategies.

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 by October 31st 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 BYLAW article BL-II.1.

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 be established and meet as required. Their functioning will be established by the Executive Committee on a case-by-case basis.

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 Committee, subject to the confidentiality requirements outlined in article 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; and,
 - d) Member participation in challenges and competitions, and contribution to regular meetings.

BYLAW BL VIII. CLUB MEMBERSHIP IN OUTSIDE ORGANIZATIONS

1. Club-level membership in other organizations shall be approved by the Executive Committee.

BYLAW BL IX. LIABILITY

1. Liability

- a) No Executive Member shall be held personally responsible for actions, errors or omissions taken in good faith, on behalf of the CPOPC, except as required by law.
- b) No volunteer shall be held personally responsible for actions, errors or omissions taken in good faith, on behalf of the CPOPC, except as required by law.
- c) No club member shall be held personally responsible for actions, errors or omissions taken in good faith, on behalf of the CPOPC, except as required by law.
- d) The Club shall purchase annual photo club liability insurance to protect its executive members and to help ensure the Club's long-term viability.