

Mississauga Camera Club Constitution

16 October 2014

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1.0 CONSTITUTION

.1 Name

The Mississauga Camera Club (the Club)

.2 Location

The City Of Mississauga

.3 Objective

The objective of the Club is to educate and encourage interest and enjoyment in the creation of photographic images through the association of its members.

.3.1 Dissolution

If the Mississauga Camera Club is dissolved at some time in the future the Club's assets, with the exception of the Jim Cranston Endowment Fund and the Maurice deCunha Endowment Fund, will be divided, as decided by the Board, among other camera clubs in Mississauga. If there should be no such clubs, the Club's assets will be donated to the Trillium Hospital Foundation. (Note: A statement regarding possible future dissolution is required by the City of Mississauga.)

.4 Membership

The Club is a Recognized Community Group by the City of Mississauga and adheres to the membership rules set by the Community Group Support Program.

1.5 Meetings

As provided by the By-Laws.

1.6 Fiscal Year

The Club's Fiscal Year shall end on June 30 of each year.

1.7 Executive

The affairs of the Club shall be managed by a voluntary Board of Directors (the Board), comprised of five Directors.

The position of President will be filled by one of the Directors.

One Director will also hold the positions of Chief Financial Officer and Administrative Officer responsible for the secretarial, accounting, treasury, and asset control functions within the Club.

In deciding the affairs of the Club each member of the Board will have one vote.

The Board of Directors is to be elected from the nominated candidates by the members of the Club at a General Meeting of the Club, with approval of 51% of the Club members in attendance at the meeting or represented by formal proxy declarations. Individual Directors will serve for either a one year or a two year term as decided by the Board and announced to the membership previous to the vote.

The Mississauga Camera Club Directors are not entitled to any form of remuneration.

Club disbursements require the signatures of two designated Directors or one designated Director and the Club Treasurer.

1.8 By-Laws

The members of the Club may from time to time enact By-Laws, to establish or amend procedures related to the stated objectives of the Club and to its organization.

1.9 Amendments

Amendments to the Constitution or By-laws may be submitted, in writing, to the Board of Directors by any member of the Club at least two weeks before they are to be considered by the membership. Motions for Amendments must then be presented to the membership at a regular Club meeting. If seconded, the motion shall be tabled for voting at a General Meeting called by the Board as soon as possible. An amendment requires the approval of 51% of the Club members in attendance at the scheduled meeting or represented by formal proxy declarations.

2.0 BY-LAWS

2.1 Membership

2.1.1 Applicants

Anyone may apply, however the Club is a Recognized Community Group by the City of Mississauga and adheres to the membership rules set by the Community Group Support Program.

2.1.2 Fees

Fees for membership shall be decided annually by the Board of Directors and are due on a date set by the Board.

2.1.3 Honorary

Lifetime Honorary Memberships may be bestowed by the Board on individuals who have made an outstanding contribution to the Club.

2.1.4 Withdrawal

Membership may be withdrawn by the Board, after due notice has been given, for activities deemed prejudicial to the Club.

2.2 Meetings

2.2.1 Regular

Regular Club Meetings are held on the first and third Thursday of each month, from September until the end of May of the following year. Starting and ending dates for each season will be decided by the Board of Directors. Other meetings, open to the entire membership, may also be held with Board approval to enrich the Club's program.

2.2.2 General

There shall be an Annual General Meeting of the Club held on or as close as practical, to the first September meeting of the Club each year to elect the Board of Directors.

2.2.3 Executive

Meetings of the Board of Directors shall be held as required. However there shall be at least four meetings per year. The Director serving as President or three Directors may call meetings by instructing the Secretary to give notice as is reasonable. The quorum for doing Club business shall be 50% plus one of the Board of Directors.

2.2.4 Additional business meetings

Additional meetings of the Club for conducting business may be held at the discretion of the Board of Directors in keeping with the stated objectives of the Club. The quorum for doing business at these meetings shall be 40% of the Club membership.

2.2.5 Other

Other meetings (for example, Workshops, Clinics, Outings, Special Interest group meetings, Information meetings and Judging meetings) may be organized by Team and Activity Leaders and will normally be held at times other than the regular Club Meetings.

2.3 Competitions

The Club shall sponsor Club Competitions from time to time. The Club encourages all members to compete in these Club Competitions to improve their skills and their enjoyment of photography.

The rules and guidelines for competitions are contained in the current Club Competition Handbook(s) and Competition Teams' updates.

2.4 Amendments

Amendments to the By-laws shall follow the same procedures as amendments to the Constitution.

2.5 Privacy

It is the Club's policy to protect the confidentiality of a member's personal information.

In order to communicate the details of meetings, schedules, program changes and other Club information, all members are required to provide an email address which the Board of Directors and Team and Activity Leaders can use for this purpose.

APPENDIX #1 to the BY-LAWS

– Election of the Board of Directors

1.0

At least two months preceding the election, the Board of Directors shall appoint a person who is not a member of the Board to form a committee to obtain nominations for positions on the next Board of Directors. This person will be presented to the Club membership at the next regular meeting.

The members at large will also be invited to submit nominations for the Board of Directors.

2.0

All nominees must be approached and they must consent to their nomination prior to the election. Approaches by the nominating committee do not prevent further nominations by the Club members from the floor at the time of the election. In this case, if nominees are absent, the written consent of the candidate to stand for election to an office must be provided to the nominating committee.

3.0

Each nominee will be required to identify themselves with 4 Directors or Director nominees who have stated that they can work together with the nominee for the good of the Club.

4.0

The chairperson of the nominating committee, or an appointee, shall present the committee's nominated candidates to the members at the election. The chairperson shall then call for any further nominations from the floor.

5.0

The election of the Board of Directors shall be open, and the vote shall be taken by a show of hands and of proxies of the paid-up Club members. The Chair of the nominating committee may appoint scrutinizers to aid in counting the vote, but such scrutinizers may not be candidates for office.

6.0

Incumbency of one position shall not render anyone ineligible for nomination and election to another.

7.0

All candidates elected to the position of Director shall hold office for either one year or two years, as indicated for each position at the time of election, effective with the June executive meeting.

Directors can be re-elected for a second contiguous term of office of one year or two, so long as the continuous term of office does not exceed three years in total.

APPENDIX #2 to the BY-LAWS

1.0 Duties of the Board of Directors

The principal responsibility of the Board of Directors is to establish and continually reaffirm and communicate the overall direction of the Club. It will be expected to use all reasonable input to this process, especially including the suggestions of the Team and Activity Leaders and the membership as a whole.

The Board of Directors will implement programs or alter programs to ensure that the planned strategy is followed, and will assign volunteer leaders to manage such programs.

The Board of Directors has the overall responsibility for deciding all major Team and Club Activity leadership assignments and for ensuring that leadership development and backup is maintained throughout the Club.

All Team, Club Activity and overall budgets of the Club are to be approved annually by the Board of Directors.

The individual members of the Board of Directors will each carry a responsibility to support the activities carried on in a group of the Club's teams. Normally the Leader of a Team or Club Activity will have all possible freedom to organize and carryout the mandated responsibilities of that team or activity, within the broad policies set for the Club by the Board of Directors.

The Board of Directors has the responsibility to ensure that all reasonable measures are being followed to ensure that all members are being treated respectfully and fairly, that Club assets of all kinds are well managed, and that the Club's financial and legal obligations are being met.

All financial transactions for the Club must be authorized/signed by any two of the positions of President, Chief Financial Officer or Treasurer.

2.0 Duties of the Team and Activity Leaders Appointed by the Board of Directors

The Leaders of the Club's Teams and Activities are expected to deliver the programs, competitions, activities and services specified in an agreement between the Board of Directors and each of their teams. Each agreement will be reviewed by the Board of Directors each year, and the necessary discussion will be held with each leader to ensure that the agreement is understood and is considered achievable by the leader. If no agreement is obtained then the document will have to be modified, tasks moved to another team, or a new leader will have to be installed.

Each specific set of “deliverables” in such a document will be prefaced by a requirement to meet Club policies, to prepare and obtain approval of a budget specific to that team’s activities, to communicate the team’s activities to the membership, and to maintain team strength and skills. These documents are to be available to the Club membership.

The Leaders of all Teams and Club Activities are expected to have enough authority and resources to find ways to achieve the responsibilities of their teams without the need for detailed assistance or guidance from the Directors, but are also expected to keep a designated Director informed of possible future situations that will need to be considered in the Club’s plans and communications.

The term of office for Team and Activity Leaders will be two years except in unusual situations approved by the Board of Directors.

[Note: The term “Team Leader” is intended to signify a level of responsibility in the Club for a discrete set of programs or services. It will usually be supported by team members but in some cases having an actual team is not a requirement for the title.]