



CAMERA CLUB

# **Mississauga Camera Club**

## **Constitution**

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## **1.0 CONSTITUTION**

- 1.1 Name** The Mississauga Camera Club (the Club)
- 1.2 Location** The City Of Mississauga
- 1.3 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.
- 1.3.1 Dissolution** Should the executive decide to disband the Club in the future the Club's assets will be divided, as decided by the Executive, 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.
- 1.4 Membership** Open to all persons on payment of a membership fee. However in order to maintain the Club's relationship with City of Mississauga Parks and Recreation Volunteer Association, if necessary, preference will be given to residents of Mississauga. to meet the Parks and Recreation residency requirements
- 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 executive committee, comprised of: a President, a Past President, a Vice President, a Treasurer, a Secretary, a representative to the GTCCC, and the Chairs of committees: Membership, Program, each Competition Category, Workshops, Editorial, Outings, and other Committee Chairs as elected. In deciding the affairs of the Club each member of the executive will have ONE (1) vote.  
With the exception of the Past President all members of the executive are to be elected annually by the members of the Club (M.C.C.) at the General Meeting of the Club, or at a Regular Club Meeting, with prior notification.  
The Mississauga Camera Club executive members are not entitled to any form of remuneration. Club disbursements require the signatures of two of the following three members of the executive: President, Treasurer, or Secretary.
- 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.
- 1.9 Amendments** Amendments to the Constitution or By Laws may be proposed, in writing, by any member of the Club. Motions for Amendments must be presented to the membership at a regular Club meeting and when seconded, the motion shall be tabled for voting at the next scheduled regular Club meeting, or a subsequent meeting as determined by a majority of those present. An amendment requires the approval of two-thirds of the Club members in attendance at the scheduled meeting, providing that at least 50% of the total Club membership are present.

## **2.0 BY-LAWS**

### **2.1 Membership**

#### **2.1.1 Applicants**

Open to applicants who are residents of Mississauga on payment of current annual fees. Membership may be subject to a membership limit in place at the time. Non-Mississauga residents may be granted membership, but are limited to a maximum of 20% of the total membership of the Club, or as established by the Mississauga Parks & Recreation Volunteer Association guidelines from time to time

#### **2.1.2 Fees**

Fees for membership shall be decided annually by the executive and are due at the first meeting of the new season. If a new member chooses to join the Club and pay the membership fees in full during the last four (4) meetings of any given season, the next season's fees shall be considered paid in full as well.

#### **2.1.3 Honourary**

Lifetime Honourary Memberships may be bestowed by the executive on individuals who have made an outstanding contribution to the Club for a number of years, or after an individual has maintained Club membership for a period of 25 consecutive years.

#### **2.1.4 Withdrawal**

Membership may be withdrawn by the executive, 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 May of the following year. Starting and ending dates for each season will be decided by the Executive.

#### **2.2.2 General**

There shall be an Annual General Meeting of the Club held on or as close as practical, to the third Thursday in May of each year to elect the Executive Committee.

#### **2.2.3 Executive**

Meetings of the Executive shall be held as required. However there shall be at least four meetings per year. The president or three executive committee members 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 committee.

#### **2.2.4 Additional business meetings**

Additional meetings of the Club to do business may be held at the discretion of the Executive 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**

Workshops, Clinics, Outings, and Judging meetings may be organized by Committee Chairs and will normally fall on days other than the regular 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 better their skills and photographic enjoyment.

There are two competition categories; Print and Digital Categories. For both categories, points will be awarded for images submitted to each competition which will accumulate towards **Club awards**.

The competition structure for the Digital Category is divided into three classes, Beginner, Intermediate and Advanced, to allow members to compete with their peers of similar skills and experience. Points earned in these competitions will count toward advancement from one class to the next, and to Club Awards.

The Club will offer and encourage participation in other competitions such as the GTCCC, and the Jim Cranston and Maurice de Cunha competitions, or the Photo Essay Competition. Separate awards for these competitions may be presented.

Club Competition rules are set out in Appendix #3 to these by-laws, and may be changed from time to time at the discretion of the executive, upon the recommendation of the Competition Chairs.

**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 member's personal information such as address and contact information, unless a member's consent to share the information is obtained.

## **APPENDIX #1 to the BY-LAWS – Election of the Executive Committee**

- 1.0 Two months preceding the election, the Executive shall appoint a person who is not a member of the executive to form a committee to obtain nominations for positions to the next executive. This person will be presented to the Club membership at the next regular meeting. The members at large will be invited to submit nominations for the executive.
- 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 The chairperson of the nominating committee, or an appointee, shall present the committee's nominations to the members at the election. The chairperson shall then call for any further nominations from the floor.
- 4.0 The election of the Executive shall be open, and the vote shall be taken by a show of hands of the paid up M.C.C. 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.

- 5.0 Incumbency of one position shall not render anyone ineligible for nomination and election to another.
- 6.0 All candidates elected herein provided, shall hold office for one year, or until their successors have been elected.

## **APPENDIX #2 to the BY-LAWS**

### **Duties of Members of the Executive**

- President** The President shall preside at all meetings of the Club, shall serve as chairperson of the executive, and shall assume active leadership of the Club.
- Vice-President** The Vice-President shall preside at meetings of the Club if the president is absent. The Vice-President is responsible for the annual banquet, including all arrangements and the program. Additional duties may be delegated by the president. In the event of the President's death, resignation, incapacity, or removal from office, the Vice-President shall succeed to the President's office for the duration of the term.
- Past President** The immediate Past President shall assist the executive, as he or she is able, in all matters pertaining to the activities of the Club.
- Secretary** The Secretary shall keep a full and accurate record of all voting by the members, and of the proceedings of all meetings of the executive. The Secretary is responsible for distributing copies of the minutes to members of the executive, giving notice for meetings to members of the executive, and keeping files of all correspondence. The Secretary will be the Club CAPA contact.
- Treasurer** The Treasurer shall keep the financial records of the Club; act as custodian of all monies and securities of the Club, depositing them in one or more financial institutions approved by the executive. The Treasurer is responsible for paying all bills approved by the executive, making authorized expenditures, and keeping the executive informed of the financial status of the Club. The Treasurer is responsible for booking rental facilities for Club events. The Treasurer with the assistance of the executive shall present to the Annual General Meeting a financial budget for the succeeding year. The Treasurer will present the financial statements for the year past at the first Club meeting of the year and will prepare written financial reports when required. The Treasurer shall submit the financial records for review annually to an independent party approved by the executive.
- GTCCC Rep.** The GTCCC Representative shall represent the M.C.C. at GTCCC meetings and will act on the Club's behalf at the direction of the executive. The Representative will report back to the Club and the executive, regarding the undertakings of the GTCCC.

### **Committee Chairpersons**

- Program** The Program Chair shall, prior to the start of the season, organize, draw up and publish a program for the new season providing for lectures, and

presentations to support the Club's objectives and coordinating input from other Club chairs. The Chair is responsible for following up with the speakers to ensure their early access to the meeting room and Club facilities, and providing a suitable introduction and thank you at the meeting.

**Competition Chair (s)**

The Competition Chair(s) shall be responsible for all Club competitions within their designated category. The Chair(s) and / or competition committee will assign dates for competitions, arrange for judges and judging, collect entries from the members for judging, maintain records, organize the presentation to the Club, and prepare and present all awards (ribbons and certificates), and archive each competition as required. The Chair(s) shall be responsible for the care and maintenance of the Club's projectors, sound equipment and computers as required for each competition category.

**Membership**

The Membership Chair shall receive membership applications, fees, and issue receipts and membership cards. The Chair is responsible for maintaining a current roster of members and keeping the executive advised of member's addresses, phone numbers and email addresses. The Chair is responsible for maintaining the confidentiality of this information, and obtaining prior consent of the member to share the information.

The Chair will be responsible for identifying if a quorum is in attendance at meetings for elections or amendments to constitution or bylaws.

**Workshops**

The Workshop Chair shall be responsible for developing and organizing a program of workshops to support the Club's objectives, dealing with various aspects of the creation and presentation of photographic images. The Chair will arrange for presenters and venues for scheduled workshops.

**Editorial**

The Editorial Chair shall be responsible for soliciting input, editing, producing and distributing the Club's newsletter published under the masthead "The KLIK", and for posting the content on the Club's website.

**Outings**

The Outings Chair shall organize outings to support the Club's objectives for the Club members, and provide this information to the program chairperson for inclusion in the Club's program.

**Social**

The Social Chair shall be responsible for arranging for refreshments at all Club regular meetings, and others as directed by the executive.

**Communications**

The Communication Chair shall be responsible for the upkeep, administration and content of the website and coordinating communications to the membership.

**APPENDIX #3 to the BY-LAWS – Rules for Competitions**

**Club Competitions**

The Club offers and encourages all members the opportunity to compete in Club competitions. There are four regular Club competitions for the Print and Digital categories during the Club year, including an Annual Salon Competition. For both categories, points will be awarded for images submitted to each competition which will accumulate towards **Club awards**.

In addition to these competitions the Club holds annual Jim Cranston and the Maurice de Cunha Flower competitions.

At the discretion of the executive additional competitions may be added each year. Other competitive opportunities may be provided by the Club for inter or intra club competitions, such as the GTCCC. The rules for these will be defined separately. These additional competitions do not count towards Club awards.

- All entries must have been exposed by the entrant, i.e. all negatives, transparencies or digital camera files used in the making of images. However prints may be made commercially. Entrant's images (digital files or prints) that incorporate digital imaging or electronic enhancement are acceptable and may be entered in any appropriate category, unless noted otherwise, provided that the original photographic image and any imaging enhancement is the work of the entrant. Digital Art in which there is no original photographic image, and images or enhancements involving images (whole or in part) taken from commercial libraries, are not eligible.
- All entries to the Club's competitions must be family oriented and in good taste.
- The Club may use winning entries in Club competitions, for promotional purposes. The member will retain copyright to these images and the photographer will be acknowledged. Typically this could be the posting of winning images on the Club's web site or the cover of the KLIK.

The following structure applies to Club Competitions. Specific definitions and detailed explanation of the interpretation of the rules are contained in a separate document "**Handbook for Club Competitions**".

### **Categories by Presentation Medium**

The Club offers competitions in two categories: Print and Digital. Each category is sub- divided according to the image representation.

#### ***Digital Category***

- **Pictorial**
- **Nature**
- **Artistic Contemporary**

#### ***Print Category***

- **Pictorial (includes Nature and sub groups)**
- **Artistic Contemporary**

Members may enter submissions up to the announced competition maximum in the chosen category in each competition.

### **Classes**

- **Digital Category**

The structure for digital competition is divided into the three classes to allow members to compete with their peers of similar skills and experience.

#### **Beginner (B)**

All new members will automatically be assigned to the **Beginner** class unless they are able to substantiate competition experience and advancement within another Club. Graduation to the **Intermediate** class will occur when the member's overall score for the Club year exceeds the defined total point score in each of two seasons, (2 of

previous 5), or exceeds the defined total point score in the Club year. When new members join the Club after the first competition, their points will be averaged to determine qualification for advancement.

**Intermediate (I)**

This class will consist of members who have advanced from the Beginners Class and new members who are able to substantiate competition experience and advancement within another Club. Movement to the **Advanced** class will occur when the members overall score for the Club year exceeds the defined total point score in each of two seasons, (2 of previous 5), or exceeds the defined total point score in a season.

**Advanced (A)**

This class will consist of members who have advanced from the Intermediate Class and new members who are able to substantiate competition experience at this level within another club. The Club's top photographers will compete in this class.

- **Print Category**

**There is only one class in the Print Category.** Points accumulated in this Category do not contribute to advancement

Scoring and point score levels are explained in the "**Handbook for Club Competitions**".