

ST. ALBERT PHOTOGRAPHY CLUB

BYLAWS

OBJECTIVE:

To offer a place for photography enthusiasts to learn and to share across the diverse realms of photography.

MEMBERSHIP:

a) General Membership:

- Any person may apply for membership in the St. Albert Photography Club. Membership will be effective upon payment of the annual dues.
- The membership year is from September 1 to August 31.
- Members whose annual dues remain unpaid after the first meeting of the membership year shall be considered as not in good standing and shall not be entitled to membership privileges until reinstated.
- The dues of new members joining after December 31 will be 50% of the annual dues.

b) Visitors and Guests:

- Visitors and guests may attend a maximum of two regular meetings.
- Visitors and guests shall not have voting privileges and will not be eligible to contribute entries on submission nights.

c) Life membership:

- Life membership may be granted to members in good standing who have made a substantial contribution to the success of the St. Albert Photography Club. Members may nominate anyone they feel is deserving of this recognition which will be ratified by a vote of the membership at the annual general meeting.
- Membership dues for Life Members will be waived.

d) Suspension and/or Expulsion

- Any member may be expelled or suspended when sufficient reason(s) exists, by action of the Board of Directors.
- The affected member shall have the right to appeal, in which the action of the Board of Directors shall be upheld or rescinded by a majority vote of the membership at a Special Meeting with due notice.
- Reinstatement of a member whose suspension has been upheld shall be at the discretion of the Board of Directors.

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BOARD OF DIRECTORS:

The Board of Directors is comprised of the Executive Committee and Members At Large.

a) Executive Committee:

The Executive Committee will consist of:

- President,
- Past President (non-voting member regarding Board matters),
- Vice-President,
- Secretary,
- Treasurer.

Members of the Executive Committee, with the exception of the Past President, will be elected by the general membership at the annual general meeting.

b) Members at Large

May be appointed by the Executive Committee, as necessary, to perform specific functions as assigned by the Executive Committee.

c) Terms of Office

- Members of the Executive Committee shall hold office for two consecutive years. However, an officer may continue for additional terms upon support of two-thirds majority vote of the membership at the annual general meeting.
- Members at Large are normally appointed for a two year term which may be extended upon approval of the Executive Committee. Terms may be for less than two years if the need for a particular position no longer exists.

d) Vacancies

- President
If the office of the President shall become vacant the Board of Directors shall elect from among themselves, a new President, normally the Vice-President, to serve the remainder of the term.
- Other Officers
If any office other than the President shall become vacant, it shall be filled by appointment by the Board of Directors for the remainder of the term.

MEETINGS

a) Annual General Meeting

- An annual general meeting shall be held prior to June 30 each year.
- An audited financial statement for the previous fiscal year is to be presented at the meeting along with annual reports from members of the Board of Directors.
- Election of Executive Committee members will be held.

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- Members shall be notified of the meeting by e-mail at least one month prior to the date of the Annual General Meeting. The notice shall include an agenda, a copy of the previous year's audited financial statement and a call for nominations for officers of the Executive Committee.

b) Regular Meetings

- The St. Albert Photography Club will hold a minimum of two (2) regular meetings per month during the period from September 1 to June 30.
- Generally, meetings will be held three (3) times per month on the second, third and fourth Wednesdays, except for the months of December and June when two (2) meetings will be held each month.

c) Special Meetings

- Special meetings may be called by the Board of Directors as required upon giving ten (10) days' notice by e-mail.

d) Board of Directors Meetings

- Board of Directors meetings can be called by the President as required.
- A minimum of two Board of Directors meetings must be held each operating year.

e) Quorums

- A quorum for Board of Directors meetings shall consist of no fewer than two (2) voting members of the Executive Committee plus three (3) Members At Large.
- Twenty (20) members in good standing shall constitute a quorum for meetings other than Board of Directors meetings

FINANCES, FUNDS AND ASSETS

a) Annual Dues

- Annual dues shall be set by the Board of Directors. The fiscal year is the operating year, which is from September 1 to August 31.

b) Cash

- All funds of the Club shall be deposited at a branch of a recognized financial institution, and shall be subject to withdrawals signed by two of the four voting members of the Executive Committee (excluding the Past President).
- Expenditures:
 - Members of the Board of Directors may incur expenses related to the operation of the Club not exceeding one hundred dollars (\$100.00) without approval of the Board of Directors.

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- Exceeding one hundred dollars (\$100.00) but not exceeding five hundred dollars (\$500.00) must be approved by two members of the Executive Committee.
- In excess of five hundred dollars (\$500.00) must be approved first by the Board of Directors and then by the General Membership.
- Members other than members of the Board of Directors must have approval of the Board of Directors for all proposed expenditures.
- In all cases, receipts must be submitted to the Treasurer.

c) Auditing

- The books, accounts and records of the Treasurer shall be audited at least once a year by a Chartered Professional Accountant, or by two members of the Club, other than an officer of the Club, selected from members in good standing.

d) Club Assets:

- The assets of the club shall be subject to control by the Board of Directors.
- A member of the Board of Directors will be selected by the Board of Directors to maintain an inventory of club assets.
- The inventory will be kept on file with the club records.

MODIFICATION TO THE BYLAWS

These Bylaws may be rescinded, altered or added to by a resolution passed by a majority of not less than three fourths (3/4) of such members entitled to vote as are present in person at an Annual General or Special Meeting.