

West Kootenay Camera Club Society

By-laws

Rev.2021-05-31

By-law 1. Membership and Fees

- 1.1. All persons residing in the area known as the West Kootenay who are interested in all aspects of Photography may be considered for membership in the West Kootenay Camera Club Society.
- 1.2. Membership shall be made by completing a Membership Form whereby the applicant will sign agreeing to abide by the Constitution, the By-laws and the Objectives of the Club.
- 1.3. For all members the Fees must be paid by the end of the 3rd meeting of the New Society Year.
- 1.4. After the 3rd meeting of the Society Year, members will not be allowed to participate in Club functions until the fees are paid.
- 1.5. Once the Fee has been paid, then the member will be considered a full member with voting rights and allowed to participate in all Club functions.
- 1.6. The Board will have the responsibility to establish a new Fee Schedule if necessary to maintain the financial stability of the Club.
- 1.7. Any member may resign from the club at any time by advising the President or Vice President, verbally or in writing. Member's fees may or may not be refunded per the decision of the executive.
- 1.8. Any member who has conducted him/herself in a manner contrary to the Club's Constitution, Bylaws or General Intent of the Club's objectives can have their membership revoked after consultation with the Club executive. The decision to refund or not refund any member's fees will be the decision of the executive.

By-Law 2. Society Year and Fiscal Year

- 2.1. The society year shall be from Sept.1 to June 15 the following year. The AGM will be held on the last regular meeting in May.
- 2.2. The fiscal year of the club shall be from May 1 to April 30 of following year.

By-Law 3. Officers and Directors

- 3.1. A nominating committee, minimum two, shall be appointed by the President and/or the Vice President
- 3.2. At the Annual General Meeting the voting by raising hands will be conducted for the Officer's positions of President, Vice President, Secretary and Treasurer from the list compiled by the nominating committee. Officers will be elected for a period of one society year.
- 3.3. A minimum of three Directors will be selected by the Officers.
- 3.4. The Officers and Directors will be known as the Board.
- 3.5. All elected members for Officer and Directors must be fully paid current members.
- 3.6. The immediate Past President can be a member of the Board.

By-Law 4. Annual General Meeting

- 4.1. The Club's Annual General Meeting will be held on the last Club's scheduled meeting in May of each year.
- 4.2. The Business of the AGM:
 - a) Presentation of reports from Officers and Directors.
 - b) The election of Officers and appointments of Directors.
 - c) The Constitution and Bylaws may be amended or repealed.
 - d) Any other business pertinent to the AGM.

- 4.3. Voting will be conducted by a show of hands and quorum shall be 25% of the current membership present at the AGM but no fewer than ten members and must include one Officer and one Director. There will be no voting by proxy at an AGM or GM

By-Law 5. General Membership Meetings

- 5.1. Rules of Order: Meetings shall be conducted in accordance with Roberts Rules of Order.
- 5.2. Club Meetings:
 - a) No regular meetings during the months of July and August.
 - b) Dates and times of General meetings to be decided by the membership.
 - c) Club meetings are held every two weeks unless it is a public Holiday. Meetings are held on Monday nights and this can be changed during a general meeting as voted on by 50% plus one of members present at the meeting in favour of a change.
 - d) Notes from the club meetings will be recorded by the Club Secretary and emailed to the members no later than 4 days before the next scheduled meeting.
 - e) The Treasurer's financial report will be given at each meeting.
 - f) Meeting may be held either in person or by Zoom at the discretion of the club executive.
 - g) Activities to include education, workshops or entertainment.

By-Law 6. Committees

- 6.1. Appointments of Committees: The President shall create a Standing or special committees if deemed necessary and may refer any matters to such committees for action and report.
- 6.2. The President and/or the Vice President shall appoint the Chairs for such Committees.

By-Law 7. Administration

- 7.1. The President shall preside at and conduct all meetings. The President is responsible for the business and affairs of the Club.
- 7.2. The Vice President will, in the absence of the President, preside at and conduct Club meetings and take care of the business and affairs of the Club.
- 7.3. The Treasurer will be responsible for the financial well being of the Club. The Treasurer will collect members fees and deposit to the Club's Bank Account. The Treasurer will pay all the Club's invoices and debts. The Treasurer will report the Club's current finances at each general club meeting.
- 7.4. The secretary will record the club meetings and forward a copy of the minutes to each current member.

By-Law 8. Audit/ Submissions

- 8.1. The Society's Financial records are to be reviewed at the end of the Society's fiscal year during an AGM.
- 8.2. The Society will submit any records required by the B.C Societies Act. These records will be submitted as per the date required by the B.C Societies Act.

By-Law 9. Affiliations

- 9.1. The West Kootenay Camera Club will continue to be affiliated with CAPA, Canadian Association for Photographic Art.

By-Law 10. Email address Privacy

- 10.1. The email addresses of club members are a privacy issue and entrusted to the executives and directors for WKCC use only. Any misuse of the membership email addresses by any member can result in their membership being revoked.
- 10.2. Members sending groups emails to use best practices in sending group emails by placing addresses on the Bcc line.

NOTES:

West Kootenay Camera Club Society, West Kootenay Camera Club, WKCC and Club are interchangeable.

“Executive” refers to the President, Vice President, Secretary, Treasurer and immediate Past President.

“Board” refers to the Executive and Directors.

Current member: A member who has paid the current society year’s fee.

GM means General Meeting. AGM means Annual General Meeting