



Montreal Camera Club

# BY-LAWS

Rev. 2022-09-11

## Membership

1. Any person is eligible to become a member of the Montreal Camera Club upon payment of the prescribed fee;
2. Any person having a principal residence outside a radius of 80 kilometres from the Montreal Court House may choose to become a non-resident member, at a reduced membership fee, and have all the privileges of regular members except the right to vote, to hold office, and to submit in competitions. Non-residents who pay the full membership fee have all the rights and privileges of regular members;
3. Honorary Life Membership may be bestowed upon any person who has made an outstanding contribution to the Club or to the art or science of photography. Such an award shall require the unanimous vote of the Executive Committee. The person so honoured shall be exempt from payment of annual dues;
4. Members, having completed 25 consecutive years with the Club, shall be honoured with a formal presentation of the Club pin.
5. Members must conduct themselves in accordance with the Club's Code of Conduct.
6. Complaints concerning the conduct of a Club member shall be investigated by a Club mediator, who shall follow the procedure outlined in the Club's Code of Conduct. Conduct of a member deemed to be not in the interests of the Club may result in cancellation or suspension of that person's membership.

## Fees

7. Annual dues for individual membership, family membership, and non-resident membership shall be determined from time to time by the Executive Committee;
8. such dues being for the current season if the member joins between September [June?] and December.
9. If the member joins between January and May, he/she pays half fees;
10. If dues are not paid within three months of billing, the member's name may be struck from the membership roll.
11. The Club's financial year starts on July 01.

## The Executive Committee

12. The affairs of the Club shall be administered by an Executive Committee consisting of the President, two Vice-Presidents, the Treasurer, the Secretary the Communications Chair, and not more than 10 other members. The Executive Committee shall be elected as set forth in these by-laws;
13. **The President** or his/her appointee shall act as Chairperson at all meetings of the Club. The President shall also be ex-officio a member of all standing or special committees. The President may, in matters considered urgent, act on behalf of the Club, but shall report fully any such actions at the next meeting of the Executive Committee;
14. **The First Vice-President** shall assume the role of Communications Chair which oversees all Club communications (both analog and digital), and manages the Club's website, providing the Club Webmaster with all documentation for posting. The Communications Chair shall work with both the

Membership Chair and the Treasurer to process memberships dues and data;

15. Alternatively, the First Vice-President may assume the role of Program Chair and, in cooperation with the three Divisional Chairs, shall organize the year's program to include competitive events so as to enable members to qualify for the Club trophies. The program shall also include workshops, clinics and activities that will assist members in the judging of slides and prints. Club outings and a limited number of social events shall be provided, when possible;
16. **The Second Vice-President** shall assume the role of Membership Chair and shall endeavor to obtain new members for the Club, supervise the reception of members and guests at all Club functions, and maintain an up-to-date membership roll. The Membership Chair shall work with both the Communications Chair and the Treasurer to process memberships dues and data;
17. **The Honours Chair**, through the Honours Committee, shall be responsible for specifying the conditions under which each Club Honour, Trophy, Certificate, or Prize shall be awarded and for the acceptance of new trophies or prizes offered to the Club;
18. **Judging and Standards Chair** shall maintain a record of all points scored by members in Club competitions and will provide the Honours Chair with the information needed to assign trophies and certificates.
19. **The three Divisional Chairs (Pictorial, Nature, and Print)** shall be responsible for administering their divisions and for supervising the required competitions under the conditions specified by the Honours Committee;
20. **The Treasurer** shall collect membership dues, keep the financial records of the Club and pay all bills. All cheques shall be signed by the Treasurer and the President, or as may be from time to time determined by the Executive Committee. Monies collected for special projects or events will be collected and accounted for by the person organizing the event. The final record is to be given to the Treasurer;
21. **The Secretary** shall be responsible for taking the minutes at Executive meetings and providing a copy, written or online, of the minutes in a timely manner.
22. The Executive Committee may assign duties and responsibilities to any of its members;
23. Meetings of the Executive Committee may be called by the President or, in the absence of the President, by either of the Vice- Presidents;
24. Five members shall constitute a quorum at any meeting of the Executive Committee;
25. The decisions of individual members of the Executive Committee in carrying out their assigned duties are subject to approval of the Executive Committee.

### **Fiscal Year**

26. The fiscal year of the Club shall start on July 01 in each year.

### **Standing Committees**

27. Chairpersons of the various standing committees may appoint additional members to serve on these committees.

### **The Conduct Oversight Committee**

28. The function of this committee is to effect the recommendations of the mediator's report following a breach of Code of Conduct complaint.
29. The Conduct Oversight Committee shall be comprised of the Club President, Vice-President (First V-P or Second V-P), and the Treasurer.

### **Nominating Committee**

30. The Executive Committee shall appoint, at a meeting not later than two months prior to the Annual General Meeting, a Nominating Committee consisting of the retiring President, two past Presidents and two others from the general membership of the Club who shall nominate members for the following offices:
  - President
  - First Vice-President
  - Second Vice-President Secretary
  - Treasurer
  - and for as many of the other offices as the Executive Committee shall decide;
31. Any five members may nominate, for election, any member in good standing for any office. Such nominations must be in writing, signed by the five members, and presented to the Secretary at least two weeks prior to the Annual General Meeting. The consent of the candidate must also be obtained in writing;
32. The report of the Nominating Committee shall be in the hands of the Secretary one month prior to the Annual General Meeting. The Secretary shall make it known to the Club members not later than three weeks before the Annual General Meeting. The nominations shall be presented to the Annual General Meeting for election.

### **Meetings**

33. The Annual General Meeting of the Club shall be held on the last Monday in May, or as near thereto as possible, to receive the reports of the past year, to elect the Executive Committee for the coming year and to transact such other business as may come before the meeting;
34. Special General Meetings of the members of the Club for the transaction of the business mentioned in the notice calling the meeting may be called by the President or by either of the Vice Presidents;
35. A Special General Meeting, as above, may also be called upon request to the Secretary in writing and signed by any ten members. Such meetings shall be held Within 30 days of receipt of the request;
36. Twelve members shall constitute a quorum at the Annual General Meeting.
37. Meeting or at any Special General Meeting of the Club.

### **Amendments**

38. The Executive Committee may enact new by-laws, or amend existing by-laws, upon approval of not less than the majority of the members of the Executive Committee, and such changes shall be in effect until the next Annual or Special General Meeting of the Club when the enacted or amended

by-laws shall be submitted for approval, notice thereof to be included in the notice of the meeting. If approved, they shall continue in force, but if not approved they shall lapse.

39. Any member(s) wishing to effect changes to these by-laws shall submit a proposal, in writing, to the Executive Committee for their review. The decision of the Executive Committee to adopt, amend or otherwise dispose of the proposal shall be reported to the next Annual or Special General Meeting of the Club.

### **Contracts**

40. All contracts and documents obligating the Club shall be signed by the President and the Treasurer or as may be from time to time determined by the Executive Committee.