



All Interests ~ All Levels ~ All Welcome



pentictonphotographyclub@gmail.com



Penticton Photography Club

Member's Handbook

Table of Contents

Penticton Photography Club Constitution	2
History of Penticton Photography Club.....	2
Bylaws of Penticton Photography Club (the “Society”)	3
PART 1 – DEFINITIONS AND INTERPRETATION	3
PART 2 – MEMBERS.....	3
PART 3 – GENERAL MEETINGS OF MEMBERS.....	4
PART 4 – DIRECTORS.....	6
PART 5 – DIRECTORS’ MEETINGS.....	7
PART 6 – BOARD POSITIONS & DUTIES.....	7
PART 7 – REMUNERATION OF DIRECTORS AND SIGNING AUTHORITY	8
PART 8 – BORROWING OF FUNDS	9
Information for Members	10
Meetings.....	10
Photo Walks	10
Assignments.....	11
Photo Evaluation.....	12
Image Content.....	12
Penticton Photography Club Facebook Group.....	12
About	12
Discussion	12
Announcements.....	13
Photos	13
Events.....	13
Files.....	13
Penticton Photography Club Contact Details:	13

Penticton Photography Club Constitution

Name of Society: Penticton Photography Club
Business Number: 80164 9864 BC0001
Filed Date and Time: March 21, 2018 03:12 PM PST
The name of the Society: PENTICTON PHOTOGRAPHY CLUB

The purposes of the Society are:

Penticton Photography club Constitution Drafted by the members of the Penticton Photography club, 17 January,2010

I. Name: The club shall be known as the Penticton Photography Club, and shall be henceforth referred to within this document as “the club”.

II. Objective: The purpose of the club shall be to encourage all aspects of photography amongst the members of the club within the community of Penticton and surrounding areas, by providing a forum where issues, techniques, equipment and interests relating to photography may be freely shared and discussed.

III. Address: Mailing address is TBD

Email address: pentictonphotographyclub@gmail.com

This society is a member-funded society. It is funded primarily by its members to carry on activities for the benefit of its members. On its liquidation or dissolution, this society may distribute its money and other property to its members.

History of Penticton Photography Club

The concept of club was first discussed in December 2008, with the first official meeting taking place on January 10, 2009. It was a diminutive group at that first meeting with Tina Hoben being elected as its first president. Some of the first club members included Allison Howard, Drew Makepeace and Shirley Anderson, among others.

We are a small but enthusiastic group of photographers with knowledge and skills ranging from the basics, to the recreational, to the professional. Our objective is to encourage all aspects of photography amongst the members of the Club within the community of Penticton and surrounding areas, by providing a forum where issues, techniques, equipment and interests relating to photography may be freely shared and discussed.

Over the last 11 years we have called a number of locations "home", but happy to now call the Penticton Community Centre home.

Bylaws of Penticton Photography Club (the “Society”)

PART 1 – DEFINITIONS AND INTERPRETATION

“Act” means the Societies Act of British Columbia as amended from time to time; “Board” means the directors of the Society; “Bylaws” means these Bylaws as altered from time to time.

Definitions in Act apply

1.2 The definitions in the Act apply to these Bylaws.

Conflict with Act or regulations

1.3 If there is a conflict between these Bylaws and the Act or the regulations under the Act, the Act or the regulations, as the case may be, prevail.

PART 2 – MEMBERS

Application for membership

2.1 A person may apply to the Board for membership in the Society, and the person becomes a member on the Board’s acceptance of the application.

Duties of members

2.2 Every member must uphold the constitution of the Society and must comply with these Bylaws.

Amount of membership dues

2.3 The amount of the annual membership dues, if any, must be determined by the Board.

Member not in good standing

2.4 A member is not in good standing if the member fails to pay the member’s annual membership dues, if any, and the member is not in good standing for so long as those dues remain unpaid.

Member not in good standing may not vote

2.5 A voting member who is not in good standing

(a) may not vote at a general meeting, and

(b) is deemed not to be a voting member for the purpose of consenting to a resolution of the voting members.

Termination of membership if member not in good standing

2.6 A person’s membership in the Society is terminated if the person is not in good standing for 2 consecutive months.

Non-members wishing to participate in the Society

2.7 Non-members wishing to participate in the Society are welcome to attend any meeting of the Society, as follows:

- (a) non-members are granted their first ever meeting with the Society free of charge,
- (b) non-members who have exhausted their first ever meeting are required to pay a fee of \$5 per meeting (“drop-in fee”),
- (c) all drop-in fees paid to the Society by a non-member within a calendar year may be counted towards the purchase of their annual membership dues.

PART 3 – GENERAL MEETINGS OF MEMBERS

Time and place of general meeting

3.1 A general meeting must be held at the time and place the Board determines.

Ordinary business at general meeting

3.2 At a general meeting, the following business is ordinary business:

- (a) adoption of rules of order;
- (b) consideration of any financial statements of the Society presented to the meeting;
- (c) consideration of the reports, if any, of the directors or auditor;
- (d) election or appointment of directors;
- (e) appointment of an auditor, if any;
- (f) business arising out of a report of the directors not requiring the passing of a special resolution.

Notice of special business

3.3 A notice of a general meeting must state the nature of any business, other than ordinary business, to be transacted at the meeting in sufficient detail to permit a member receiving the notice to form a reasoned judgment concerning that business.

Chair of general meeting

3.4 The following individual is entitled to preside as the chair of a general meeting:

- (a) the individual, if any, appointed by the Board to preside as the chair;
- (b) if the Board has not appointed an individual to preside as the chair or the individual appointed by the Board is unable to preside as the chair,
 - (i) the president,
 - (ii) the vice-president, if the president is unable to preside as the chair, or
 - (iii) one of the other directors’ present at the meeting, if both the president and vice-president are unable to preside as the chair.

Alternate chair of general meeting

3.5 If there is no individual entitled under these Bylaws who is able to preside as the chair of a general meeting within 15 minutes from the time set for holding the meeting, the voting members who are present must elect an individual present at the meeting to preside as the chair.

Quorum required

3.6 Business, other than the election of the chair of the meeting and the adjournment or termination of the meeting, must not be transacted at a general meeting unless a quorum of voting members is present.

Quorum for general meetings

3.7 The quorum for the transaction of business at a general meeting is 3 voting members or 10% of the voting members, whichever is greater.

Lack of quorum at commencement of meeting

3.8 If, within 30 minutes from the time set for holding a general meeting, a quorum of voting members is not present,

- (a) in the case of a meeting convened on the requisition of members, the meeting is terminated, and
- (b) in any other case, the meeting stands adjourned to the same day in the next week, at the same time and place, and if, at the continuation of the adjourned meeting, a quorum is not present within 30 minutes from the time set for holding the continuation of the adjourned meeting, the voting members who are present constitute a quorum for that meeting.

If quorum ceases to be present

3.9 If, at any time during a general meeting, there ceases to be a quorum of voting members present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

Adjournments by chair

3.10 The chair of a general meeting may, or, if so directed by the voting members at the meeting, must, adjourn the meeting from time to time and from place to place, but no business may be transacted at the continuation of the adjourned meeting other than business left unfinished at the adjourned meeting.

Notice of continuation of adjourned general meeting

3.11 It is not necessary to give notice of a continuation of an adjourned general meeting or of the business to be transacted at a continuation of an adjourned general meeting except that, when a general meeting is adjourned for 30 days or more, notice of the continuation of the adjourned meeting must be given.

Order of business at general meeting

3.12 The order of business at a general meeting is as follows:

- (a) elect an individual to chair the meeting, if necessary;
- (b) determine that there is a quorum;
- (c) approve the agenda;
- (d) approve the minutes from the last general meeting;
- (e) deal with unfinished business from the last general meeting;
- (f) if the meeting is an annual general meeting,

- (i) receive the directors' report on the financial statements of the Society for the previous financial year, and the auditor's report, if any, on those statements,
- (ii) receive any other reports of directors' activities and decisions since the previous annual general meeting,
- (iii) elect or appoint directors, and
- (iv) appoint an auditor, if any;
- (g) deal with new business, including any matters about which notice has been given to the members in the notice of meeting;
- (h) terminate the meeting.

Methods of voting

3.13 At a general meeting, voting must be by a show of hands, an oral vote or another method that adequately discloses the intention of the voting members, except that if, before or after such a vote, 2 or more voting members request a secret ballot or a secret ballot is directed by the chair of the meeting, voting must be by a secret ballot.

Announcement of result

3.14 The chair of a general meeting must announce the outcome of each vote and that outcome must be recorded in the minutes of the meeting.

Proxy voting not permitted

3.15 Voting by proxy is not permitted.

Matters decided at general meeting by ordinary resolution

3.16 A matter to be decided at a general meeting must be decided by ordinary resolution unless the matter is required by the Act or these Bylaws to be decided by special resolution or by another resolution having a higher voting threshold than the threshold for an ordinary resolution.

PART 4 – DIRECTORS

Number of directors on Board

4.1 The Society must have no fewer than 2 and no more than 11 directors.

Election or appointment of directors

4.2 At each annual general meeting, the voting members entitled to vote for the election or appointment of directors must elect or appoint the Board.

Directors may fill casual vacancy on Board

4.3 The Board may, at any time, appoint a member as a director to fill a vacancy that arises on the Board as a result of the resignation, death or incapacity of a director during the director's term of office.

Term of appointment of director filling casual vacancy

4.4 A director appointed by the Board to fill a vacancy ceases to be a director at the end of the unexpired portion of the term of office of the individual whose departure from office created the vacancy.

PART 5 – DIRECTORS’ MEETINGS

Calling directors’ meeting

5.1 A directors’ meeting may be called by the president or by any 2 other directors.

Notice of directors’ meeting

5.2 At least 2 days’ notice of a directors’ meeting must be given unless all the directors agree to a shorter notice period.

Proceedings valid despite omission to give notice

5.3 The accidental omission to give notice of a directors’ meeting to a director, or the non-receipt of a notice by a director, does not invalidate proceedings at the meeting.

Conduct of directors’ meetings

5.4 The directors may regulate their meetings and proceedings as they think fit.

Quorum of directors

5.5 The quorum for the transaction of business at a directors’ meeting is a majority of the directors.

PART 6 – BOARD POSITIONS & DUTIES

Election or appointment to Board positions

6.1 Directors must be elected or appointed to the following Board positions, and a director, other than the president, may hold more than one position:

- (a) president;
- (b) vice-president;
- (c) secretary;
- (d) treasurer.

Directors at large

6.2 Directors who are elected or appointed to positions on the Board in addition to the positions described in these Bylaws are elected or appointed as directors at large.

Role of president

6.3 The president is the chair of the Board and is responsible for supervising the other directors in the execution of their duties.

Role of vice-president

6.4 The vice-president is the vice-chair of the Board and is responsible for carrying out the duties of the president if the president is unable to act.

Role of secretary

6.5 The secretary is responsible for doing, or making the necessary arrangements for, the following:

- (a) issuing notices of general meetings and directors' meetings;
- (b) taking minutes of general meetings and directors' meetings;
- (c) keeping the records of the Society in accordance with the Act;
- (d) conducting the correspondence of the Board;
- (e) filing the annual report of the Society and making any other filings with the registrar under the Act.

Absence of secretary from meeting

6.6 In the absence of the secretary from a meeting, the Board must appoint another individual to act as secretary at the meeting.

Role of treasurer

6.7 The treasurer is responsible for doing, or making the necessary arrangements for, the following:

- (a) receiving and banking monies collected from the members or other sources;
- (b) keeping accounting records in respect of the Society's financial transactions;
- (c) preparing the Society's financial statements;
- (d) making the Society's filings respecting taxes.

Vacancies

If the office of the President becomes vacant for any reason, the Vice-President shall assume the office for the balance of the term and the office of the Vice-President, if necessary, may be filled by appointment at the discretion of the Executive Committee. Should any other office become vacant during the term, the Executive Committee may fill such office by appointment for the remainder of the term.

PART 7 – REMUNERATION OF DIRECTORS AND SIGNING AUTHORITY

Remuneration of directors

7.1 These Bylaws do not permit the Society to pay to a director remuneration for being a director, but the Society may, subject to the Act, pay remuneration to a director for services provided by the director to the Society in another capacity.

Signing authority

7.2 A contract or other record to be signed by the Society must be signed on behalf of the Society

- (a) by the president, together with one other director,
- (b) if the president is unable to provide a signature, by the vice-president together with one other director,
- (c) if the president and vice-president are both unable to provide signatures, by any 2 other directors, or

(d) in any case, by one or more individuals authorized by the Board to sign the record on behalf of the Society.

PART 8 – BORROWING OF FUNDS

Power of directors

8.1 In order to carry out the purposes of the Society, the Board may, on behalf of and in the name of the Society, raise or secure the payment or repayment of money in any manner it decides.

8.2 A special resolution of members is required before borrowing of funds can occur.



Penticton Photography Club Member's Handbook

Information for Members

Meetings

Meetings are held from 6:30 – 9:00 pm on the fourth Tuesday of every Month, excluding August and December, and are held in Room #2 of the Penticton Community Centre (325 Power Street, Penticton, BC, V2A 7K9)

Meetings are structured as below, except for those occasions where either we do not have a guest speaker, or the scheduled workshop is expected to take longer than what is typically allocated.

Executive Update	15 Minutes
Guest Speaker/Presentation	45 Minutes
Break	10 Minutes
Photo Evaluation (Assignment photos)	30 Minutes
Open Category Photo Review	15 Minutes
Workshop/ Discussion	30 Minutes
Total Meeting Time	2.5 Hours

Photo Walks

Photo Walks provide members the opportunity to explore new surroundings and create unique photo opportunities. Walks are typically held on the weekends, and depending on time if year, you may see anywhere from 1 – 4 organized walks per month.

Photo Walks are posted on the PPC Members Facebook Page under the Events Tab. The Walk Organizer will provide walk details, including date, time, location, meeting place and potential car-pooling opportunities. The Event Post allows members to indicate whether they plan to attend the walk. We ask members to keep this information up to date so that the walk organizer can plan the event accordingly.

The organizer will create a Photo Album (Album Tab on Facebook) for the photo walk. Members can upload their photos directly into the designated album.

Guests are permitted on club photo walks; however, individuals must sign a Waiver of Liability Form with the club prior to commencing the walk. (The walk organizer will provide your guest with a form to sign)

Our guided walks take us on routes over public, and on the rare occasion, private land (with the owner's permission in advance of the walk). We ask that members be respectful and ensure that they are leaving the location as it was when they arrived.

If you have been to some areas where you got some great pictures, and/or are interested in guiding a walk, please let the Executive know and we will help you make the arrangements.

Assignments

Monthly Assignments are provided for the calendar year and can be viewed under the File tab on the Member's Facebook Page.

Open Category photo submissions may contain any photo that the member would like to present to the club. We do ask that members enter photos in this category only once to the club.

Members are permitted to submit up to three (3) photos for Monthly Assignments and up to four (4) for Open Category.

Photos are to be emailed to **ppcphotosubmission@gmail.com** no later than the Saturday preceding the club meeting. Photos submitted after this time will not be included for presentation to the club. In the event that the number of photos submitted exceeds the maximum limit, the administrator will randomly pick photos to meet the required submission guidelines.

Images are to be submitted in .jpeg format and are to be labelled as follows:

“imagetitle_photographername.jpeg”

e.g. PrettyPicture_janedoe.jpeg

Please do not use the Cloud (e.g. Google Drive) to submit photos. You can send multiple emails clearly labelled as either Assignment or Open Category submission(s) containing your pics. If you would like your Open Category Pics to be presented in sequence, please clearly indicate this in the notes field of the email. Assignment photos will be placed in random order for presentation and evaluation purposes.

Photos submitted for either category will be uploaded, by a designated member, to the Club's Facebook Page under the Album's Tab, after the scheduled meeting.

Photo Evaluation

In keeping with the Club's Constitution, our goal is to provide a forum for members to objectively evaluate their peer's, and their own, photos and provide input for improvement. Assignment Photos (excluding Open Category submissions) will be evaluated by club members at the scheduled meeting time. Photos will be evaluated on the following criteria:

<u>Criteria</u>	<u>Possible Score (10 Points)</u>
Impact	0 – 4 points
Composition	0 – 3 points
Technical Quality	0 – 3 points

During the monthly meetings, members will be provided with a standard scoring sheet populated with the names of the photos being evaluated that evening. Members will have an opportunity to view the photo for approximately 30 – 60 seconds and record their evaluation and any comments. The scores will be compiled and posted to the Member's Facebook Page under the "Files" tab. Occasionally, verbal feedback will be given in lieu of written comments.

If a photo is deemed to be not relevant to the monthly assignment or inappropriate, the photo will be skipped and not evaluated at the sole discretion of the Chair of the meeting.

Image Content

Images presented to the club must be appropriate for all members of the public to view, including children. Images perceived as depicting gratuitous violence; trauma; nudity or any image that is degrading to an individual will not be considered for presentation. Members whose images are disqualified from presentation have the option of meeting with the Executive.

Penticton Photography Club Facebook Group

The Club utilizes Facebook to share photos, post upcoming events including photo walks, and details about our monthly assignments.

Once you are on the member's page you will have access to the following:

About

This page provides some information about our group and some of the typical activities that you can expect now that you are a member.

Discussion

You will find posts from our members and executive regarding any announcements, as well as posts that members are making directly to the club site. You will often see pics that members have posted directly. We encourage constructive feedback from our members regarding individual posts... after all, we are here to encourage and support each other in our Photographic journeys.

Announcements

Communication from the Executive to members will be located under this tab. These include, but are not limited to Monthly Assignment Reminders. We encourage you to check in here regularly so as not to miss any important communications.

Photos

Photos Tab: Photos that have been shared by members in their posts are displayed here.

Albums Tab: Each Photo walk will have its own Album and members are requested to upload their photos from that walk directly into the applicable album. Assignment and Open Category photos are also located here under the Assignment Title/Album.

Video Tab: We typically do not use this tab.

Events

Information regarding upcoming (and past) photo walks, workshops and meetings are located here. Guided Photo Walks: Typically, a member has volunteered to take you to a designated site in hopes of getting some great shots. We typically try to arrange car pooling (if required) with these types of walks in advance and/or meet at a designated area prior to the walk itself. If you have been to some areas where you got some great shots, and/or are interested in guiding a walk, please let us know and we will help to make the arrangements.

Calendar

You can also navigate the Events page by clicking on the “Calendar” button. All of the club events are posted by date on this page for your convenience.

Files

Important documents including Member’s Package, Executive Monthly Meeting Minutes, and Monthly Assignments for the calendar are stored here for your convenience.

Penticton Photography Club Details:

- Primary PPC Email:** pentictonphotographyclub@gmail.com
- Photo Submissions:** ppcphotosubmission@gmail.com
- Facebook Page:** <https://www.facebook.com/groups/PentictonPhotographyClub>
- Meeting Times:** Fourth (4) Tuesday of every month except August & December
6:00 pm – 6:30 pm – General Q&A / Social Time
6:30 pm – 9:00 pm at the Penticton Community Centre
- Meeting Location:** 325 Power Street, Room #2, 325 Power Street, Penticton, BC, V2A 7K9