

# **WOOD BUFFALO PHOTOGRAPHY CLUB BYLAWS**

## **ARTICLE 1**

### **INTRODUCTION**

#### **A. NAME**

Our official name is the Wood Buffalo Photography Club (WBPC).

#### **B. MISSION**

The Wood Buffalo Photography Club is a fellowship of photographers who gather together to share the love of creating images. Our mission is to provide a safe environment to create, inspire, share, and grow in photography. Membership is open to all levels, from the beginner to the professional.

## **ARTICLE 2**

### **MEMBERSHIP**

#### **A. Anyone is eligible for membership in the WBPC, provided they meet the following criteria:**

- (i) Behave ethically and respectfully within the WBPC and in accordance with the Wood Buffalo Photography Club's Code of Ethical Conduct.
- (ii) Minimum member age requirement is 12 years or older. Members under the age of 16 need to be accompanied by a legal guardian over the age of 18 within their couple membership or family membership.
- (iii) Is a permanent or temporary resident of the RMWB.

#### **B. Persons interested in becoming a member of the WBPC are allowed their first and second meetings as free after which a membership fee is due.**

#### **C. Eligible persons may become members upon signing the Wood Buffalo Photography Club Membership Package and payment of applicable fees. Eligible persons may become members at any time of the year. Membership fees for continuing members are due by January 31<sup>st</sup> each calendar year. Continuing members who have not paid by January 31<sup>st</sup> will have benefits and membership revoked. Membership and benefits may be reinstated upon payment of fees.**

#### **D. Four types of membership will assist in assessing the annual membership fees (non-refundable).**

- (i) Regular member (16 years and older)
- (ii) Couple member - two people of the same single-family unit. May include family member aged 12 and up.
- (iii) Family member - limited to 4 members of a single-family unit. May include family members aged 12 and up.
- (iv) Honourary member (Selected by the WBPC Executive as exempt from applicable membership fees for a one year membership). Honourary membership will be reviewed by the membership on an annual basis.

#### **E. Existing members that no longer meet the eligibility requirements in Article 2A may have their membership revoked. Membership revocation will be by WBPC Executive vote.**

## ARTICLE 3

### WBPC EXECUTIVE

- A. The executive will be elected by a majority vote during the regularly scheduled Annual General Meeting held in November of each year, with the following criteria: must be 18 years or older, and those standing for election shall be required to have attended at least 50% of meetings (either virtual or in person) since the start of their paid membership for the current. In the event of insufficient members meeting these criteria, in order to fill all vacant executive positions, eligibility will be opened to members who have shown a dedicated interest and proven competence to the outgoing executive.
- B. The term of executive membership shall be (1) one year. An executive member may serve a maximum of five (5) consecutive terms in the same position.
- C. The following volunteer member positions consist of the WBPC Executive:
  - (i) President
  - (ii) Activity Coordinator(s)
  - (iii) Learning Coordinator(s)
  - (iv) Communications Coordinator
  - (v) Treasurer
- D. There may be a maximum two Activity Coordinators and two Learning Coordinators.
- E. Early termination:
  - (i) If a WBPC Executive member is unable to fulfill the duties to which he/she has been elected, that person must resign.
  - (ii) Any WBPC Executive member may be removed with or without cause, by a two-thirds vote of the members whenever the best interests of the WBPC will be served by such removal.
  - (iii) A WBPC Executive member may resign by notice in writing to the WBPC's email.  
N.B. Action to remove an executive member must be made by members in writing in the form of a special resolution signed by at least five (5) members.
  - (iv) The remaining executives may appoint a temporary executive member in accordance with Article 3 (C). The duration is until the next AGM.
  - (v) Vacated executive positions responsibilities shall be filled from the remaining executives at the time of the vacancy until a temporary replacement has been appointed.

## **ARTICLE 4**

### **WBPC EXECUTIVE DUTIES**

#### **A. Executive Member Duties**

- (i) The members of the executive shall be known collectively as the WBPC Executive.
- (ii) The WBPC Executive shall manage the WBPC's affairs.
- (iii) Executives are non-paid voluntary positions.
- (iv) Members of the WBPC may be reimbursed for out of pocket expenses incurred for the benefit of the WBPC with prior authorization from the WBPC Executive.
- (v) The WBPC is not empowered to borrow money.
- (vi) Each WBPC Executive member duties are within the concurrence of the WBPC Executive.

#### **B. President**

- (i) Shall provide agendas for regular, special and WBPC Executive meetings
- (ii) Preside at meetings
- (iii) Communicate regularly with the other WBPC Executive members
- (iv) Shall vote in a tie

#### **C. Activity Coordinator(s)**

- (i) Coordinate image creation activity planning and preparation
- (ii) Facilitate image creation activities

#### **D. Learning Coordinator(s)**

- (i) Coordinate tutorial planning for monthly Regular Meetings
- (ii) Create learning opportunities at WBPC activities including sharing of member photographs
- (iii) Facilitate tutorials at monthly Regular Meetings

#### **E. Communications Coordinator**

- (i) Handle correspondence (written, email and social media) received and/or approved by the WBPC Executive relating to the business of the WBPC
- (ii) Distribute any informational items for the WBPC as required
- (iii) Maintain the WBPC webpage and social media accounts

#### **F. Treasurer**

- (i) Shall collect all membership fees
- (ii) Maintain a list of current members
- (iii) Shall keep minutes of regular, special and executive meetings as required
- (iv) Maintain financial records of all deposits and disbursements from the WBPC's bank account or cash account
- (v) Communicate annual financial summary to the membership at the AGM
- (vi) Communicate monthly financial summary to the WBPC Executive

## **ARTICLE 5**

### **MEETINGS**

#### **A. Meeting details**

- (i) Regular meetings of the WBPC should be held monthly
- (ii) Special meetings are WBPC meetings that are in addition to the regular meetings
- (iii) Any change in date, time, or location the membership should be advised by email and/or social media at least seven (7) days prior to the meeting by the Communications Coordinator
- (iv) For urgent situations the executive may call for a special meeting of the membership seven (7) days prior to the monthly meeting. Details will include date, time, location of the meeting and reason for the meeting. Notification to be by email and/or social media. No other business should be conducted at this meeting.
- (v) Quorum – at any regular or special meeting there must be a minimum of 35% of eligible members on record at the time of the meeting.
- (vi) Voting on items of business at any regular or special meeting shall be decided by a show of hands or written ballot (as decided by the WBPC Executive) and be a majority vote by eligible members present at that meeting as long as quorum is reached.

## **ARTICLE 6**

### **AMENDMENTS**

These bylaws may be altered or repealed in accordance with the following:

- A. Notice to amend these bylaws shall be communicated to the membership at least twenty-one (21) days prior to the vote to allow for feedback and discussion.
- B. Membership voting can be by electronic polling and/or within a special meeting.
- C. All alterations, amendments or repeals to these bylaws shall be by a vote of a minimum 35% of the WBPC membership.
- D. A majority of 75% of the votes is required to pass any alteration or repeal of any part of these bylaws.

## **ARTICLE 7**

### **EXPENSES**

- A. All expenses are required to be approved in writing by the Treasurer, President and one other WBPC Executive member.
- B. Expenses over CA\$500 are required to be approved by a majority vote of all members in attendance as long as quorum has been reached.