

Constitution of the Langley Camera Club

1989, Amended September 4, 2019

- I. NAME. This organization shall be known as the Langley Camera Club, hereafter referred to as the Club.
- II. OBJECTIVES. The objectives of the Club shall be to promote the art and science of photography through activities and programmes which encourage greater interest in, sharing of knowledge and application of photographic principles, and to share our enthusiasm with our community.
- III. BASE OF OPERATION. The base of operation of the Club shall be within Langley City and/or Township in the Province of British Columbia.

BYLAWS OF THE LANGLEY CAMERA CLUB

1. MEMBERSHIP

- 1.1 DUTIES. Membership shall be open to all interested persons who are prepared to accept and uphold the Constitution and comply with the Bylaws.
- 1.2 RIGHTS AND PRIVILEGES. Active members, further to their duties, shall have full rights to hold office and vote and may enter all Club competitions.
- 1.3 MEMBERS IN GOOD STANDING. Members are deemed in good standing when they have paid their annual dues and other fees and levies as defined by these Bylaws. Members not in good standing shall be denied the rights and privileges as set forth in Bylaw 1.2 and are then subject to Bylaw 9.4.

2. ANNUAL DUES, FEES AND LEVIES

- 2.1 ANNUAL DUES. Each member shall pay an annual fee into the treasury of the Club according to the scale set at the Annual General Meeting or at a Special General Meeting called for that purpose.
 - 2.1.1 The club year should be July 1 to June 30.
 - 2.1.2 Membership fees are due and payable by September 30th.
- 2.2 FEES AND LEVIES. Special fees and levies for the purpose of supporting and attaining the Club objectives may be levied on all members upon acceptance vote of the members at any General Meeting or Special General Meeting called for that purpose. Such fees and levies shall be paid by all members on or before a date as determined at the meeting.

- 2.3 REFUNDS. All annual dues, fees and levies are non-refundable.

3. OFFICERS AND COORDINATORS

3.1 OFFICERS

- 3.1.1 The following Officers shall be elected: President, Vice-President, Secretary and Treasurer.
- 3.1.2 The retiring President shall serve as immediate Past-President for the term his/her successor remains in office.
- 3.1.3 Candidates for Officer positions must be members in good standing.
- 3.1.4 Duties of the Officers shall be determined from time to time by the Club.

3.2 COORDINATORS OF STANDING COMMITTEES.

- 3.2.1 The Club shall determine Standing Committees as needed.
- 3.2.2 Coordinators of Standing Committees shall be elected.
- 3.2.3 Candidates for Coordinators must be members in good standing.
- 3.2.4 Duties of such Coordinators shall be determined from time to time by the Club.

3.3 AD HOC COMMITTEES

- 3.3.1 Ad Hoc Committees may be set by the Club as needed.
- 3.3.2 Powers and duties of such Committees are for a set period of time as approved by the Club.
- 3.3.3 No action shall be taken by any Ad Hoc Committee without the authorization of the Club.
- 3.3.4 Coordinators of such Committees shall be appointed with their consent, by the President and must be members in good standing.

3.4 EXECUTIVE COMMITTEE

- 3.4.1 The Officers and the Coordinators of Standing Committees shall be the Executive Committee of the Club.
- 3.4.2 The Executive Committee shall meet at the call of the President or the President shall call a meeting at the request of the majority of the executive members.
- 3.4.3 A quorum at any executive meeting shall be twenty five percent of the executive committee of the current club season. No business other than discussion, adjournment or termination of the meeting may take place if a quorum is not present.
- 3.4.4 The Executive Committee shall have the authority to spend up to the amount of \$1,000.00. The expenditures above that sum must have the full approval of the Club. Expenditures not approved by the Club shall be the responsibility of the party incurring the debt. Items not requiring Club approval are the repair or replacement of Club-owned equipment.

4. TERMS OF OFFICE

- 4.1 Elections for Officers and Coordinators of Standing Committees shall be held at the Annual General Meeting in June.
- 4.2 Such Officers and Coordinators shall be elected for a term of one year.
- 4.3 Notwithstanding By-law 4.2, Officers and Coordinators shall be eligible for election to any office.
- 4.4 Officers and Coordinators shall assume office on July 1 until June 30 of the following year.
- 4.5 In the event an Officer or Coordinator is unable to complete a term in office, the President shall appoint, with their consent, a club member in good standing, to fill the vacancy for the remainder of the term.

5. ELECTIONS

- 5.1 The date and the agenda of the Annual General Meeting shall be set on a General Meeting to be held at least one month prior to the Annual General Meeting.
- 5.2 The President shall call for volunteers to serve on the Nominations Committee, which shall consist of an Officer, Coordinator and two other members, all being in good standing.
- 5.3 Such Committee is to approach all members who would be willing and able to serve as elected members of the Executive Committee.
- 5.4 The Officers shall preside over the elections, with the aid of the other two members.
- 5.5 Each position is to be voted on individually. Nominations from the floor are to be requested three times before closing.
- 5.6 An election may be by acclamation; otherwise it shall be by secret ballot. No proxy votes accepted.

6. MEETINGS

- 6.1 GENERAL MEETINGS. General meetings shall be held as the business of the Club requires – in particular in regards to money matters. The order of business shall be:
 - Call to order...note quorum
 - Minutes of the last meeting, corrections, additions, adoption
 - Correspondence
 - Treasurer's report
 - Committee reports
 - Unfinished Business
 - New Business
 - Announcements
 - Announcement of the programme for that evening
 - Adjournment...motion and seconded

6.2 ANNUAL GENERAL MEETING. The Annual General Meeting shall be held in June for the purpose of the election of Officers and Coordinators of Standing Committees. The order of business shall be:

- Treasurer's annual report
- Committee reports
- Setting of standing or Ad Hoc Committees
- Adoption of policies and procedures
- Determination of banking institution and signing officers
- Amendments to the Constitution and/or bylaws
- Setting the Budget

Notice of the date, time, place and items on the agenda shall be provided to each member not less than two weeks prior to the meeting.

6.2.1 Adoption of the budget shall constitute authorization of expenditures of the funds listed.

6.3 SPECIAL ANNUAL MEETING. A Special General Meeting shall be held upon the decision of the Executive Committee or upon request of not less than fifty percent of the members in good standing. Notice of the date, time place and agenda of the meeting shall be provided to each member not less than two weeks prior the meeting. Only business as stated on the agenda shall be dealt with.

6.4 QUORUM.

- 6.4.1 A quorum at any of the above meetings shall be twenty five percent of the members in good standing.
- 6.4.2 A quorum at a meeting concerning an extraordinary resolution or a major money matter (expenditures in excess of the amount allowed in 3.4.4) shall be seventy five percent of the members in good standing in attendance.
- 6.4.3 No business other than adjournment or termination of the meeting may take place if a quorum is not present.

7. CLUB RECORDS.

All books, documents and records kept by the Club may be examined by any members in good standing upon such written request being approved by the members. The president shall arrange a time and place suitable and shall be present when such documents are viewed.

8. FINANCIAL MATTERS.

8.1 The Treasurer must submit a Treasurer's report to the president and secretary as requested.

- 8.2 The Officers shall determine one or more banking institutions or any branch or branches thereof to the Bankers of the Club.
- 8.3 Signing Officers for the purpose of banking shall be two unrelated individuals of the President, Secretary and Treasurer.
- 8.4 Any monies due to the Club may be collected with costs of suit in the name of the Club in any court of appropriate jurisdiction.

9. DISCIPLINE

- 9.1 Any allegations of misconduct by any member deemed harmful or prejudicial to the interests of the Club shall be referred to the President.
- 9.2 At the request of a member or members, the Executive Committee shall form a Disciplinary Committee of three.
- 9.3 Such Committee is to investigate and report on the matter, with recommendations for resolution to the Executive Committee.
- 9.4 Notwithstanding anything contained in these bylaws, the Executive Committee shall be empowered to suspend benefit of membership, suspend membership, terminate membership, remove from office, or reprimand any member.
- 9.5 Such decision is subject to appeal to the membership of the Club, which may concur, adjust or remove penalty. The decision is final.

10. AMENDMENT OF BYLAWS

- 10.1 The Bylaws may be amended at an Annual General Meeting by resolution passed with two-thirds majority vote.
- 10.2 The Constitution may be amended at an Annual General Meeting by resolution passed with two-thirds majority vote.

11. DISSOLUTION

In the event of dissolution of the Club after assets are sold and liabilities paid, the remaining funds shall be held in trust by the Langley Arts Council for the purpose of starting another club, wherein such funds shall be made available. If, after five years, another club is not formed, then such funds shall revert to the Langley Arts Council. This resolution is irrevocable.