

COWICHAN VALLEY CAMERA CLUB RULES & REGULATIONS

NAME OF ORGANIZATION

This organization is the Cowichan Valley Camera Club, referred to hereafter as the CVCC. The CVCC may be affiliated with the Canadian Association of Photographic Arts (CAPA) or other photographic or arts organizations, as the membership may deem appropriate at the time.

MISSION STATEMENT

The Cowichan Valley Camera Club has the objective that the members are to constitute a forum to exchange and enhance photographic knowledge between the club members. The activities of the CVCC shall also promote the photographic arts in the Cowichan Valley community, or further a field.

MEMBERSHIP

Regular Membership

Is when a person has paid the required annual dues, and has accepted the CVCC Mission Statement and also its Rules and Regulations. Each member has one vote and agrees to the following:

- To pay annual dues within 60 days after the first meeting in September of that year or within two meetings of initial attendance.
- To attend meetings, and are encouraged to actively participate in contests, displays, internet galleries and on the website, and other club activities.
- To conduct oneself with dignity during meetings and while on club-sponsored activities or club business.
- To provide the CVCC with your name, address, phone number, and Email contact for internal use by the club and between club members only.
- Regular Membership of the CVCC will cease upon non-payment of annual dues, or by a signed resignation delivered to the secretary or mailed to the CVCC's mailing address. Email will not be considered a valid resignation.
- New members shall receive a copy of the Rules & Regulations.

Membership Fees

Membership fees may change from time to time and will be reviewed at each Annual General Meeting. The dues may be revised at that time or, if special circumstances require, a review and revision may be considered at a Regular Meeting. A 2/3-majority vote of the eligible members present will be required to change the fee structure.

Life Membership

A member becomes eligible for Life Membership for exemplary service to the club and after at least fifteen years consecutive CVCC membership. Nomination will be made and voted upon by ballot at the AGM and require 2/3 majority. Life Members do not pay annual dues but will retain all Regular Member privileges.

EXECUTIVE

The Executive shall be elected annually at the AGM from members in good standing and shall consist of the President, Vice President, Secretary, Treasurer, and immediate Past President. The Past President should be the immediate past president, or the most recent past president able to serve. These positions are held until the next AGM.

DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE

The duties and responsibilities of the executive shall include but are not limited to the following:

The President shall:

- Preside at all Executive, Regular and AGM meetings of the CVCC, and will represent the club as required.
- Manage the Executive & Committees, and take steps to ensure that all functions of the club are effective, in good order, and in accordance with club aims, principles and Rules and Regulations.

The Vice President shall:

- Assist the president in the discharge of his/her duties, and in the absence of the president, officiate in his/her stead.

The Secretary shall:

- Keep all CVCC records and documents, past and present, except those of the treasurer.
- Maintain the correspondence for CVCC.
- Keep Minutes of all CVCC meetings.
- Maintain the register of members.
- Maintain original rendering of the club emblem.

The Treasurer shall:

- Keep the CVCC's financial records, past and present, in good order.
- Prepare and deliver a financial statement when required.
- Prepare and deliver an operating and capital budget at the first Regular Meeting following the AGM.
- Be one of the two signatures required on each cheque issued, except in his/her absence.
- The additional signatories will be the president and the secretary.
- Shall issue membership cards.

The Past President shall:

- Attend executive meetings as required.
- Provide club history to the executive for continuity purposes.
- Shall have voting rights at executive meetings.

Executive Financial Responsibilities

- A capital budget revision shall be presented as a Notice of Motion, one meeting prior to action, at which time 75% approval of eligible members present is required.
- An operating budget revision will require a 50% majority vote.
- There shall be no remuneration to executive or members for service to the club.
- The Club will not incur debt under any circumstances.

Indemnity of the Executive

The CVCC shall indemnify all current and previous executive, their heirs and personal representatives against all costs, charges and expenses against any charges brought against the CVCC, which that person is made party to by reason of being or having been on the club executive.

MEETINGS**Regular Meetings**

Are held twice monthly from September to June, with one meeting in December. Meeting times and dates shall be determined by the executive in a timely manner, and posted on the club website.

The Annual General Meeting

The AGM is the last meeting in June at which time elections and voting for the executive are held. During an AGM, the election will be held after Committee Reports. Committee chairpersons and members may be elected at the AGM after the incoming executive is elected and in place.

Special Meetings

May be called by the executive or by a delegation of at least ten members in good standing.

Notice of Meetings

Notice of meetings will be via e-mail.

Order of Business

Business order of meetings will be:

- Call to order & welcome to new members and guests
- Minutes of previous meeting
- Treasurer's report
- Unfinished business
- New business
- Committee reports
- Program
- Announcements
- Adjournment

The business portion of meetings will be conducted using Robert's Rules of Order as required.

VOTING

- Quorum shall be 30% of current membership.
- Voting for Motions is by a show of hands.
- Voting for elections will be by a show of hands. In the event of a tie on the first vote, a ballot will be held.
- Proxy voting is not allowed.
- Motions for expenditure of the Capital Budget funds requires a 75% majority of members present at the meeting.
- Motions for the Operating Budget require 50% majority of members present at the meeting.
- Amendments to the Rules and Regulations require a 2/3 majority of members present at the AGM.

Amendments

- Amendments to the existing Rules & Regulations must be submitted as a Notice of Motion at the Regular Meeting prior to the AGM and shall be posted on the club website at least two weeks prior to the next Regular Meeting.
- Revisions may only be made by a 2/3rds majority of members present at the meeting.

COMMITTEES & APPOINTMENTS

The CVCC's Committees and Appointments shall be as follows or as determined from time to time.

- Recording Secretary
- CAPA Representative
- CAPA competition chairperson
- Coffee/Refreshments
- Community Centre Exhibition
- Equipment
- Evening Favourites
- PBase
- Program Coordinator
- Web Master

Club Emblem

The CVCC club emblem shall be the black, white and red rendering of the Duncan City Hall, with the words "Cowichan Valley Camera Club – Duncan" currently in use by the club. The secretary shall keep the originals used for printing and embroidery on club regalia.

Dissolution of Club

In the event of the CVCC being wound up or dissolved, the club assets shall be divided equally among the remaining club members who have at least three or more consecutive years of membership immediately prior to passing the resolution with a 75% majority of those present.