

# St, Catharines Photographic Club Constitution 2017

## INDEX

<b>Constitution</b>		Page 2
Article I	Name	Page 2
Article II	Objectives	Page 2
Article III	Meetings	Page 2
Article IV	Membership	Page 3
Article V	Elective Officers	Page 3
Article VI	Executive Committee	Page 3
Article VII	Board of Directors	Page 4
Article VIII	Coordinators/Administrators	Page 5
Article IX	Amendments	Page 5
<b>By-Laws</b>		Page 6
Clause I	Finance	Page 6
Clause II	Elections	Page 6
Clause III	Duties of the Board of Directors and its Members	Page 7
	The Board	Page 7
	President	Page 7
	Vice-President	Page 8
	Treasurer	Page 8
	Recording Secretary	Page 8
	Digital Image Clinic and Special Assignment Coordinator	Page 8
	Interclub and Special Image Competitions Coordinator	Page 9
	Membership Coordinator	Page 10
	Print Clinic and Special Print Competitions Coordinator	Page 10
	Program Coordinator	Page 11
Clause IV	Duties of Coordinators/Administrators not on the Board	Page 12
	Handbook/Constitution Administrator	Page 12
	Hospitality Chairperson	Page 12
	House and Property Chairperson	Page 12
	Instructional/workshop Coordinator	Page 12
	New Members Liaison	Page 12
	Nominations Coordinator	Page 13
	Outings Coordinator	Page 13
	Publicity Coordinator	Page 13
	Tripod topics Editor	Page 13
	Website Administrator	Page 13
Clause V	Special Committees	Page 13
Clause VI	Quorum	Page 14
Clause VII	Policy regarding submission of images	Page 14
Clause VIII	Amendments to the By-Laws	Page 14

# **ST. CATHARINES PHOTOGRAPHIC CLUB**

St. Catharines, Ontario, Canada

## **CONSTITUTION**

First Approved March 2012

### **Article I - Name**

This organization shall be known as the St. Catharines Photographic Club.

### **Article II - Objectives**

The objectives of this association shall be:

- (1) To promote the enjoyment and mastery of photography in a spirit of cooperation and good fellowship.
- (2) To encourage membership as a means of full participation in a program of mutual photographic interests to its members.
- (3) Through regularly held meetings devoted to photography, to encourage high standards of photographic accomplishments.

### **Article III - Club Meetings**

- (1) Regular club meetings shall have place, date and time stipulated by the Board of Directors.
- (1) A minimum of fifteen general meetings shall be held each year, without surcharge, with the exception of the Annual Banquet. The Board of Directors can, from time to time, determine if admission charges to non members is warranted when special presenters are invited.
- (3) All business meetings of the club and meetings of the Board of Directors shall be conducted in accordance with the current "Roberts' Rules of Order".
- (4) At least one annual general meeting shall be held each year. For voting purposes, the quorum is determined to be a majority of those members present.
- (5) A minimum of four Board of Directors' meetings shall be held each year.

#### Article IV - Membership

- (1) a. Visitors and guests to the Club may freely attend up to three(3) Regular Club meetings in any Club year. After this time, they will be required to become a registered member of the Club in order to be able to continue attending any further meetings of that year.  
  
b. All and any affiliated NFRCC (Niagara Frontier Regional Camera Club)members may attend any Club meetings throughout the Club year.
- (2) Any person interested in any aspect of photography is eligible to become a member upon payment of the prescribed dues. If after October 31<sup>st</sup> of the current year the member has not paid the club dues, he/she is ineligible for entry into any competitions and any points granted prior to October 31st for competition are revoked.
- (3) A Full Membership entitles a member to all rights and privileges of the club.
- (4) An Associate Membership entitles a member to all rights and privileges of full membership, except the right to vote and the right to enter digital images, print clinics and/or competitions.
- (5) A Student membership entitles a member to all rights and privileges of full membership, so long as they are a full time student in the elementary or high school system or have a student identification card showing their current full time enrolment in a college or university.
- (6) Honorary Life Memberships may be bestowed upon any full member who has made an outstanding contribution to the club. Such membership shall require the affirmative vote of three-quarters of the Board of Directors.
- (7) The Board may bestow Honorary Membership for the current club year, without voting privileges, to any individual whom the Board wishes to acknowledge. Such membership shall require the affirmative vote of a quorum of the Board of Directors.
- (8) Membership of any person may be suspended (when sufficient reason exists) by action of the Board of Directors. The suspended member shall have the right to appeal suspension, in which case the action of the Board of Directors may be rescinded by a two-thirds majority of the **Extended Board (see Article VII Item 6)** at a duly notified meeting. At minimum, the presence of two-thirds of the Extended Board is required to hold such a vote. Such an appeal must be made within 30 days of the notification of the member.  
Further to this, see Clause VII of the By-Laws

#### Article V - Elective Officers

The Elective Officers of this club shall be:

- (1) President

- (2) Vice President
- (3) Treasurer
- (4) Secretary

**Article VI - Executive Committee**

The Executive Committee shall consist of the following officers and will be convened in the event that an emergency decision is required and a quorum of the Board of Directors is not available. Such decisions will be brought to the Board of Directors by the Executive for information and response.

- (1) President
- (2) Vice President
- (3) Treasurer

**Article VII - Board of Directors**

- (1) Executive and Board Members must have paid their annual membership fee.
- (2) The Board of Directors shall be the legislative and administrative body of the club and shall be composed of the Elected Officers as specified above (President, Vice President, Treasurer and Secretary), and the Co-ordinators of the following five positions: Digital Clinic, Interclub Competition, Membership, Print Clinic and Program.
- (3) This Board shall meet as often as necessary to transact the business of the club, (see Article III, item 5). At the end of the year, the President shall on behalf of the Board prepare a written report to the Annual General meeting
- (4) The Board shall appoint an auditor to examine and report on the financial records at the end of the fiscal year. The auditor shall not be a member of the Board of Directors.
- (5) The majority of the Board shall constitute a quorum.
- (6) The President and the Treasurer shall jointly be the signing authorities for any official financial and other club transactions requiring such signatures.
- (7) Coordinators and/or Administrators who may from time to time attend Board of Directors meetings by request, may participate in discussion at the discretion of the President, but may not make, second, or vote on any motion brought before the Board.
- (8) A meeting of the Board of Directors together with the Coordinators/Administrators not on the Board (Article VIII), shall be referred to as a meeting of the Extended Board. At such meetings of the Extended Board, all present may participate in the agenda of the meeting including discussion, making and seconding motions, and voting.

## **Article VIII - Co-ordinators / Administrators**

These co-ordinating and administrative positions shall be established to conduct club activities as required:

The following co-ordinators shall sit as members of the Board of Directors:

- (1) Digital Clinic and Special Assignment Co-ordinator
- (2) Interclub and Special Image Competitions Co-ordinator
- (3) Membership Co-ordinator
- (4) Print Clinic and Special Print Competitions Co-ordinator
- (5) Program Co-ordinator

The following co-ordinators/administrators shall not sit on the Board of Directors. They report to the Board through special liaison relationships outlined in the duties as described under the By-laws. The Board may at any time ask the Coordinator/Administrators to be present at a Board meeting.

- (1) Handbook and Constitution Administrator
- (2) Hospitality Co-ordinator
- (3) House and Property Co-ordinator
- (4) Instructional/Workshop Co-ordinator
- (5) New Member Liaison
- (6) Nominations Committee Co-ordinator (Vice President)
- (7) Outings Co-ordinator
- (8) Publicity Co-ordinator
- (9) Tripod Topics Editor
- (10) Website Administrator

The Nominations Committee Co-ordinator (Vice President) shall present to the Board of Directors for approval a slate of individuals who are willing to accept co-ordinator positions (as noted above). Such slate of individuals shall be presented for affirmation to the members at the Annual General meeting.

Special Committees may be appointed by the President as required with the approval of the Board of Directors and discharged by the President when they have completed their assignments. Refer to Clause V under the By-laws.

## **Article IX - Amendments**

Amendments to the Constitution may be proposed to the Board of Directors in writing by any full member, seconded by two other full members, and may be incorporated into this Constitution if approved by a two-thirds majority vote of the full members present at an Annual General Meeting. Amendments to the Constitution can only be voted on at any Annual General Meeting, and the membership shall be given due notice of any proposed changes to the Constitution at least one month prior to the Annual General Meeting.

## **BY-LAWS**

### **Clause I - Finance**

- (1) The annual dues shall be determined by a majority vote of the Board of Directors. The annual dues collected provide the operating capital for the club.
- (2) Annual dues shall be payable at the first club meeting in September each year. A person is not considered a member of the club until the necessary dues are paid. See Article IV in regard to late payment of dues.
- (3) Where reduced membership dues are offered to families, the word 'family' shall refer to 'immediate family' and/or members living in the same household. Only one of 'family membership' and 'student membership' may be applied to any given individual.
- (4) An annual report shall be available to the members at the Annual General Meeting.
- (5) The fiscal year for the club shall be June 1 - May 31.
- (6) The Board will, each year, determine the maximum sum allowable for any single expense above which authorization will be required by a two-thirds majority vote of the Board of Directors. Furthermore, any expenses greater than \$1,000 require the approval of the quorum of members present at a Board of Directors meeting.

### **Clause II - Elections**

- (1) The term of office for any 'officer' shall be one year. No officer may be re-elected to the same post for more than three (3) consecutive terms unless approved by the membership at the Annual General meeting
- (2) The Nominations Committee shall consist of the Vice President as Co-ordinator, and two other members not on the Board of Directors, as selected by the Vice President.
- (4) The Nominations Committee Co-ordinator shall prepare a single slate of elected officers, and obtain prior agreement from the nominees to serve if elected.
- (5) The Nominations Committee shall prepare a list of appointees to co-ordinating positions to present to the Board of Directors for approval. Affirmation by the membership occurs at the Annual General Meeting.
- (5) Notice of election shall be given to the membership at the last regular meeting in February and the election of officers shall be held at the last regular meeting in March every year. Additional nominations can be made from the floor provided that the proposed nominee has received prior notification of the nomination and given

approval to it. An election shall be conducted by written ballot if necessary. The new officers shall take office June 1st.

- (6) Vacancies in elective offices shall be filled by presidential appointment, subject to the approval of the Board of Directors. Vacancy of the President's office shall be filled by the Vice President.

### **Clause III - Duties of the Board of Directors and its Members**

Each member of the Board shall, upon completion of his/her term, transfer to his/her successor all records, materials and/or equipment relating to or belonging to the Board.

The Board of Directors, through its Elected Officers and the Coordinators named in Article VII as constituting the Board, shall:

- (a) govern the on-going activities of the club consistent with the purposes as outlined in the Objectives;
- (b) determine the financial affairs of the club with respect to setting fees, fund-raising, expenditures and disbursements;
- (c) be responsible for developing and carrying out the means by which the Objectives of the club will be met;
- (d) make sure that the various positions of responsibility as outlined in Article VIII are filled and in accordance with Constitutional procedure;
- (e) this Board shall meet as often as necessary to transact the business of the club, (see Article III, item 5). At the end of the year, the Officers and Co-ordinators shall submit a written annual report.

#### **(1) President**

- (a) to call and preside at all club and Board of Directors meetings;
- (b) to be a member ex-officio of all committees (except Nominations Committee);
- (c) to establish and appoint chairpersons of all special committees with the approval of the Board of Directors;
- (d) to act as club spokesperson and to represent the Club on the Niagara Frontier Regional Camera Club (NFRCC) and in the community at large;
- (e) to generally supervise and keep in touch with all club activities;
- (f) to sign all official documents requiring his/her signature;
- (g) to be the liaison on behalf of the Board to the Handbook and Constitution Administrator, the Publicity Co-ordinator and the Nominations Coordinator;
- (h) to arrange, along with the Treasurer, to have on file with the current banking institution used by the Club the signatures of the signing authorities (see Article VII, 5);
- (i) to provide a written annual report for the Annual General meeting.

#### **(2) Vice-President**

- (a) to exercise all functions of the President in his/her absence or upon request;
- (b) to be the co-ordinator of the Nominations Committee;

- (c) to make all necessary arrangements for the annual dinner banquet and be responsible for the annual dinner meeting;
- (d) to be the liaison on behalf of the Board to the Website Administrator and the Tripod Topics Editor;
- (e) to provide an annual written report for the Annual General meeting;
- (f) to perform such other duties as the President or Board of Directors may require.

**(3) Treasurer**

- (a) to maintain financial records and custody of club funds using deposits in a financial institution as directed by the Board of Directors;
- (b) to discharge club expenses as approved by the Board of Directors and maintain records thereof;
- (c) to present reports of club financial position at each Board meeting or upon request by the President;
- (d) to arrange for and present an annual audited financial statement;
- (e) to transfer to his/her successor at the end of his/her term, all monies and records relating to his/her office;
- (f) to perform such other duties as the President or Board of Directors may require;
- (g) to collect membership fees from the Membership Coordinator;
- (h) to be the liaison on behalf of the Board of Directors to the House and Properties Co-ordinator and to the Hospitality Co-ordinator;
- (i) to share with the President the signing authority for all official club documents.

**(4) Secretary**

- (a) to prepare ballots for elections as required;
- (b) to keep records of the minutes of all meetings;
- (d) to turn over to his/her successor, all records, books, or other properties relating to the office by the end of the term;
- (e) to provide an annual written report for the Annual General meeting ;
- (f) to perform such other duties as the President or Board of Directors may require;
- (g) to assist in the preparing of all official correspondence of the club as requested.

**(5) Digital Image Clinic and Special Assignment Co-ordinator:**

A. with respect to Digital Clinics and Special Assignments:

- (a) to be responsible for reminding members of the Clinic and Special Assignment entry dates;
- (b) to collect images for Clinics and Special Assignments by email and discs;
- (c) to verify that all submissions are from members;
- (d) to organize the images into files for judging and presentation;
- (e) to arrange for external judges for Clinic images submitted by Senior members (Gold Level and higher) and for all Special Assignments;
- (f) to send images and score sheets to external judges;
- (g) to arrange for internal judges from among Senior members for



- judging bronze and silver level images submitted to Clinics;
  - (h) to provide score sheets for internal judges and arrange for time and place for judging;
  - (i) to collect and record the results of the judging and update members records including aggregate scores and to arrange for promotion to the next higher division level when required criteria have been met;
  - (j) to arrange for thank you notes to be sent to all judges who are not club members;
  - (k) to organize all images submitted to both Clinics and Special Assignments for presentation to the club;
  - (l) to prepare and present ribbons and scores to members at regular club meetings.
  - (m) to prepare an annual written report for the annual general meeting;
- B. with respect to Image of the Year competition:

- (n) to collect entry requests from members for Image of the Year; organize images, prepare score sheets, arrange for judging and record scores and winners of competition, present winning images to the club;

C. with respect to the annual banquet;

- (o) to prepare a list of trophy winners for all competitions including aggregate winners and Special Assignment winner;
- (p) to collect trophies in March and arrange for their repair and engraving;
- (r) to present trophies and ribbons at the annual banquet;
- (s) to prepare and present an annual written report for the annual general meeting;
- (t) to arrange for assistance from other club member(s) as required.

**(6) Inter-club and Special Image Competitions Co-ordinator**

**A.** with respect to NFRCC and CAPA

- (a) to be responsible for entering NFRCC and Canadian Association of Photographic Arts (CAPA) competitions (example: McKellar Competition) and for checking the eligibility of members for submission of images;
- (b) to select digital images for inter-club competitions with the help of selected Senior (Gold level and higher) members;
- (c) to verify that all submissions are from members;
- to search the archives of both Clinics and Special Assignments for the current year for suitable images for inter-club competitions, with the possible addition of extra images (by permission) from Senior members who may not have submitted images to these archives;
- (e) to submit digital image submissions for competitions by the required deadline;
- (f) to report results of these competitions to the club meetings and to the website and arrange for presentation if possible;

B. with respect to other inter-club competitions

- (g) to arrange the Trumbowl and Honsberger competitions, alternated with the Welland Club;
- (h) to select 20 Bronze images from the current year's archives for the Trumbowl trophy competition and encourage each member to submit two images to the Honsberger (Landscape/Seascape) competition;
- (i) to keep complete records of submissions to all the events so that no image be used a second time in the same event;
- (j) to ensure that each image submission is properly identified as to title and maker's name and the name of the club.

C. with respect to special image club competitions

- (k) to collect images for special image club competitions including: Shawcross, Culp, Sharpe Tester, President's Medal, Photo Essay and Travelette and any other special competitions, from email and discs;
- (l) to verify that all submissions are from members and to organize images into files for judging and presentation;
- (m) to arrange for images to be judged and to prepare score sheets for judging, when applicable;
- (o) to collect and record the results of the judging;
- (n) to prepare an annual written report for the Annual General meeting.

**(7) Membership Co-ordinator**

- (a) to keep an updated record of all membership;
- (b) to have membership cards and name tags printed;
- (c) to request and obtain C.A.P.A. membership cards;
- (d) to provide, at each club meeting, the necessary assistance, stationery, new member packages and materials for registration;
- (e) to process membership registration;
- (f) to be the liaison for the Board to the New Members Liaison;
- (g) to present an annual written report for the Annual General meeting;
- (h) to turn over all membership dues collected to the Treasurer
- (i) to provide the Executive Board members with an up-to-date membership list by the beginning of November and keep it updated through the remainder of the club year.

**(8) Print Clinic and Special Print Competitions Co-ordinator:**

A. with respect to regular club Print Clinics

- (a) to arrange to have print entry and clinic dates on the program;
- (b) to be responsible for reminding members of the clinics at meetings and/or by other available means;
- (c) to arrange for the collection of prints at designated meetings from participating members;
- (d) to verify that all submissions are from members only and that they are submitted as per expected criteria re maker, dimensions, mounting, identification;
- (e) to record required data of prints and maker;
- (f) to arrange for judges and for sending prints to the judging venue, and including proper instructions for judging;
- (g) to arrange for retrieval of prints after judging;

- (h) to keep record of all scores attained by participating members and to arrange for promotion to the next higher division level when required criteria have been met;
- (i) to arrange all prints in the required format for presentation to the membership at print clinic meetings, to see that submission cards are attached to the back of the prints, and to make all arrangements for said presentation;
- (j) to be responsible for those prints that are not picked up by the owners until they are retrieved;

B. with respect to the Swan and Mason Print competitions

- (k) to be responsible for the annual Swan and Mason print competitions and any other print competitions and to exercise the same responsibilities for these competition as for Print Clinics and their judging;

C. with respect to the annual banquet

- (l) to make all necessary arrangements for trophies to be presented to winning members in all current competitions and to award honourable mentions where applicable. Said presentations will under normal circumstances be made at the annual banquet.

D. other

- (m) to arrange to have thank you notes sent to all external judges
- (n) to prepare an annual written report for the Annual General meeting

**9. Program Co-ordinator**

- (a) to prepare the program for the regular club meetings and present them for approval to the Board of Directors;
- (b) to arrange for guest presenters for regular monthly meetings and to obtain biographical information regarding the guest;
- (c) to provide the guest presenter with clear directions as to club location and times;
- (d) to arrange for early assistance to the guest in handling and setting up any equipment required;
- (e) to arrange for individuals to introduce and thank the guest and to see that the appropriate honorarium is presented;
- (f) to liaison with the clinic, inter-club and print co-ordinators regarding submission and presentation dates
- (g) to have the approved program printed and distributed to the NFRCC, by a designated date, and to the St. Catharines Photographic Club by the first fall meeting;
- (h) to prepare an annual written report for the Annual General meeting;
- (i) to be responsible for late summer distribution of the annual program to: photo shops, libraries, school photo clubs, etc.
- (j) to be the liaison on behalf of the Board to the Instructional/

#### **Clause IV Duties of Co-ordinators and Administrators not sitting on the Board**

Each coordinator/administrator shall, upon resignation from his/her position, transfer to his/her successor all records, materials and/or equipment relating to or belonging to the Board.

##### **(10) Handbook and Constitution Administrator**

- (a) to make sure that the Board follows Constitutional policies and procedures until such a time as the Board and Membership vote to amend the Constitution;
- (b) from time to time, after approval by the Board of Directors, to update the Constitution to reflect current practice;
- (c) to report to the Board through a liaison relationship with the President as requested or as need arises.
- (d) to prepare an annual written report to the Annual General meeting.

##### **(11) Hospitality Co-ordinator**

- (a) to arrange for provision of refreshments;
- (b) to prepare an annual written report for the Annual General meeting.
- (c) to maintain a record of monies collected at each meeting
- (d) to submit to the Treasurer at the end of the last regular meeting of the year the monies collected along with a financial statement
- (e) to communicate to the Board through a liaison relationship with the Treasurer
- (d) to prepare an annual written report to the Annual General meeting.

##### **(12) House and Property Co-ordinator**

- (a) to keep an inventory of all club equipment;
- (b) to be responsible for set up of all necessary equipment before each meeting and disassembly after each meeting;
- (c) to be responsible for maintenance of club equipment;
- (d) to prepare an annual written report for the Annual General meeting
- (e) to report to the Board through a liaison relationship with the Treasurer

##### **(13) Instructional/Workshop Coordinator**

- (a) to develop a strategy/plan for implementing the instructional objectives of the club
- (b) to arrange for instructional sessions to be conducted prior to the regular club meetings
- (c) to report to the Board through a special liaison relationship with the Program Coordinator

##### **(14) New Members Liaison**

- (a) to assist new members by:
  - being available to answer questions,
  - teaching them how to prepare and enter digital images and prints,
  - helping them become familiar with Club events and activities,
  - encouraging their participation in Clinics and other competitions

- (b) to report to the Board through a liaison relationship with the Membership Coordinator

**(15) Nominations Coordinator**

This committee will be chaired by the Vice President

- (a) See Clause 2 Elections
- (b) to prepare an annual written report for the Annual General meeting

**(16) Outings Co-ordinator**

- (a) to be responsible for planning outings and making announcements of the same at meetings and/or any other available means;
- (b) to arrange for local club resource persons to assist, lead and/or instruct those who participate in outings;
- (c) to prepare an annual written report for the Annual General meeting
- (d) to report to the Board through a liaison relationship with the Program Coordinator

**(17) Publicity Coordinator**

- (a) develop and implement plans for publicizing the Club, and taking advantage of random opportunities that present themselves;
- (b) to prepare an annual written report for the Annual General meeting;
- (c) to report to the Board through a liaison relationship with the President.

**(18) Tripod Topics Editor**

- (a) to prepare the Tripod Topics for inclusion in the website.
- (b) to provide the Website Administrator with resources for inclusion on the website.
- (c) to prepare an annual written report for the Annual General meeting
- (d) to report to the Board through the liaison relationship with the Vice president.

**(19) Website Administrator**

- (a) to develop and maintain the Club website.
- (b) to prepare an annual written report for the Annual General meeting
- (c) to report to the Board through a liaison relationship with the Vice President

**Clause V Special Committees**

- (a) duties and duration of office to be determined by the Board of Directors;
- (b) the activities decided upon shall thereafter be carried out by the committee chairperson and the members appointed by these chairpersons;
- (c) committee chairpersons shall prepare progress reports at the request of the President.
- (d) to prepare an annual written report for the Annual General meeting

**Clause VI - Quorum**

- (1) A quorum vote of the membership for the purpose of conducting club business shall consist of a two-thirds majority of the members present and notified at least one month prior to the meeting.
- (2) Members must be notified of any changes proposed by the By-Laws at least one month prior to the meeting.

**Clause VII - Policy regarding submission of images**

**a. Ownership of submitted images**

In the interest of protecting the integrity of Club competitions, the following criteria apply:

Images submitted to the St. Catharines Photographic Club for consideration in competitions, clinics, judging and other rating purposes shall be, in all aspects, the sole works of the submitter.

- In the event that there is sufficient reason to suspect the origin of an image, the submitter shall be required to provide proof of such upon request.
- Proof shall be considered to be one or more of the following:
  - Provision of a copy of the original RAW or JPEG image complete with the attached Metafile or similar embedded documentation providing at least: the make and model of the camera used to take the image, and the date and time the image was taken.
  - In the case of scanned images, provision of the original slide or negative from which the image was taken
  - In the case of composite images including Photomontages, HDR images and panoramas, provision of 100% of the original source(s) as stated above.
- By submission of images to the St. Catharines Photographic Club for consideration in competitions, clinics, judging and other rating purposes, internal or external to the club, the image maker shall be considered to have agreed to the above conditions.

**b. In the case that the ownership of the image cannot be established**

If the image maker cannot establish the above proof of sole works by the submitter, the following penalties shall be assessed:

- ❖ If the image maker is aware that proof cannot be established, and the image in question is withdrawn before any judging or evaluation has taken place, penalties to be assessed will be decided by the St.CPC Board of Directors. Withdrawal of the image shall consist of immediate notification to the appropriate clinic or competition chairperson by verbal communication and immediately followed by notification of such

in writing. For further clarification, e-mail communications shall be considered as notification in writing.

- ❖ If the image has been judged or evaluated and upon request the above proof cannot be provided, the member shall be penalized as follows:
  - All points and awards resulting from the member's submissions of images in the current competition year shall be considered null and void.
  - The member cannot submit images in subsequent club competitions, judging or evaluation and cannot submit images to external competitions, judging or evaluations while representing themselves as a member of or on behalf of the St. CPC.
  - The image maker's membership shall be revoked as decided by the St.CPC Board of Directors for a period of two years. Reinstatement would be at the discretion of the Board of Directors.
  - The member cannot hold executive office in the St.Catharines Photo Club **during the two-year period of suspension.**

**c. Right to appeal**

In the case of an individual who has been disciplined in this manner the suspended person has the right to appeal the decision, in which case the action of the Board of Directors may be rescinded by a two-thirds majority vote of the Extended Board (as defined in Article VII-6) at a duly notified meeting. At minimum, the presence of two-thirds of the Extended Board is required to hold such a vote.

Such an appeal must be made within 30 days of the notification of the member.

- d. Individuals who have been banned from member clubs of the NFRCC may become Associate Members, subject to the terms outlined in Article IV above. Nor will any images be submitted on their behalf to NFRCC or any other interclub competitions. Any other involvement will be left to the discretion of the Board of Directors.
- e. The Board of Directors is given the right to take disciplinary action as need may arise.

**Clause VIII** Amendments to the By-Laws

- (1) Same procedure as for the Constitution - See Article IX

NOTE: The duties of the Board of Directors are only outlines and do not in any way represent the myriad of details necessary to accomplish many of the Board positions. Accomplishment will only be achieved by working with the incumbent member. It is because of this that serving members will always be encouraged to provide an understudy with a desire to stand for election at some future date.