

# St Catharines Photographic Club Constitution 2023/2024

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## **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.
- (2) A minimum of fifteen general meetings shall be held each year, without surcharge, **except for** 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 members of other camera clubs in Niagara Region 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. After October 31 of the current year, only paid members will be permitted to enter competitions. Unpaid members will have declared ineligible any images submitted prior to that date.
- (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 coordinators of the following five positions: Digital Recorder, Inter-club 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 and shall happen at minimum, once per year. 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 – Coordinators/Administrators**

These Coordinating and Administrative positions shall be established to conduct club activities as required:

The following Coordinators shall sit as members of the Board of Directors:

- (1) Webmaster/Digital Clinic
- (2) Inter-club and Special Image Competitions Coordinator
- (3) Membership Coordinator
- (4) Print Clinic and Special Print Competitions Coordinator
- (5) Program Coordinator

The Coordinators/Administrators named under Clause IV of the By-Laws shall not sit on the Board of Directors. The Board may at any time ask the Coordinator/Administrators to be present at a Board meeting. They report to the Board through special liaison relationships as outlined in the list found in the Appendix

Each Coordinator will submit a report as requested by the Secretary in preparation for a Board meeting and/or for the Annual General Meeting (AGM)

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

Special ad hoc 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 regarding 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 for the club shall be June 1 - May 31.
- (5) 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 Coordinator, and two other members not on the Board of Directors, as selected by the Vice President.
- (3) The Nominations Committee Coordinator shall prepare a single slate of elected officers and obtain prior agreement from the nominees to serve if elected.
- (4) The Nominations Committee shall prepare a list of appointees to Coordinating 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, subject to circumstances, 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 Coordinators 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 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 Coordinator 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 Webmaster/Clinic Coordinator 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 Audio Visual Coordinator and to the Hospitality Coordinator;
- (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) Webmaster Digital Clinic Coordinator**

This Administrator develops and maintains the website as a powerful publicity tool to elevate awareness of the Club in the city, to keep Club members informed, and for any other content the Board is in agreement with. The administrator is encouraged to explore possibilities for use. In addition, there are responsibilities related to digital Clinics and competitions as indicated in the Appendix.

**(6) Inter-club and Special Image Competitions Coordinator**

Is responsible for all competitions that relate to CAPA, and any other external 'special' competitions that the Board may decide to enter. Duties related to this are spelled out in the Appendix.

**(7) Membership Coordinator**

Has responsibility for carrying out all the functions related to keeping an organized record of membership.

**(8) Print Clinic and Special Print Competitions Coordinator:**

Has the responsibility for all aspects of the Club program related to Print Clinics and any other Print competitions as outlined in the Appendix

**(9) Program Coordinator**

Has the responsibility to prepare the program for the regular club meetings and present it for approval to the Board of Directors and to make all the necessary arrangements that ensure successful completion. This Coordinator also gives leadership to the Instructional Coordinator regarding implementing additional helpful instructional sessions as deemed useful and which fall outside the regular bimonthly Club meetings.

**Clause IV Duties of Coordinators and Administrators not sitting on the Board**

- a. The following positions relate to the Board through liaison relationships with Board members as spelled out in the Appendix. Their relationship to the over-all function of that role is defined here in the Constitution. Where necessary, helpful additional descriptions that spell out more specifics of what the role entails, are found in the Appendix and are not considered to be a part of the Constitution itself.

- b. 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.
- c. Each Coordinator will provide a report as requested for Board meetings and the AG

**(10) Handbook and Constitution Administrator**

This Administrator has the responsibilities of maintaining an updated version of the Constitution as directed by the Board and 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. That person also maintains an updated version of the Member's Handbook as directed by the Board.

**(11) Digital Recorder**

Has the responsibility for collecting image scoring results for Clinics and all other digital competitions including the Mini-programs and keeping track of member 'level progression'.

**(12) Hospitality Coordinator Delete?**

Has the responsibility to arrange for provision of refreshments at each regular club meeting.

**(13) Audio-Visual Coordinator**

Has the responsibility for all matters relating to equipment and its use.

**(14) Instructional/Workshop Coordinator**

Has the responsibility, under direction of the Program Coordinator, to implement ideas intended to extend the instructional objectives of the club beyond the regular Club meeting times.

**(15) New Members Liaison**

The New Members Liaison is responsible for welcoming new members and helping them become familiar with activities and procedures in the club

**(16) 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

### **(17) Outings Coordinator**

The Outings Coordinator serves to extend the learning and social opportunities available to members through extra-curricular events and trips

### **(18) Publicity Coordinator**

The Publicity Coordinator will develop and implement plans for publicizing and promoting the Club.

### **(19) Tripod Topics Editor**

The Tripods Topics Editor will produce a publication that provides an additional means of communicating ideas and information of interest to the Club and fostering a sense of community between people who enjoy photography.

### **(20) Judging Coordinator**

This Coordinator arranges for judges for such Clinics and competitions as indicated in the Appendix.

### **(21) Archivist**

The Archivist is responsible for gathering, assembling, cataloguing, and managing the historical information pertaining to the Club.

## **Clause V Special Ad Hoc 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.

## **Clause VII – Policy regarding submission of images**

### **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 Catharines Photographic Club 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. Catharines Photographic Club.
- The image maker's membership shall be revoked as decided by the St Catharines Photographic Club 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 Photographic 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 in the Niagara Region 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.

## **APPENDIX**

### **AN AID TO UNDERSTANDING DUTIES AND RESPONSIBILITIES**

As technology changes or as new ideas and methods are posed, the specific duties of these positions may be changed from time to time as determined by the Board. They

represent a flexible list as the Club continues to evolve. The following lists of duties then are to be considered only as a helpful and instructional guide to what is currently expected of those holding these positions of responsibility and are as such not part of the Constitution.

Each Coordinator not on the Board should please take note of the liaison relationship assigned to that position as noted below.

Note also that each Coordinator is asked for a *written report*, when requested by the Secretary, in preparation for a Board meeting and/or the Annual General Meeting held normally at the end of April.

## A. Liaison Relationships

The following are the current liaison relationships which are intended as a channel through which each Coordinator can connect with the Board for exchange of information. This is intended to help reduce the workload on the President.

Position Liaison with:

(6) Handbook and Constitution Administrator	President
(7) Hospitality Coordinator	Treasurer
(8) Audiovisual Coordinator	Treasurer
(9) Instructional/Workshop Coordinator	Program Coordinator
(10) New Member Liaison	Membership Coordinator
(11) Nominations Committee Coordinator (Vice President)	
(12) Outings Coordinator	Program Coordinator
(13) Publicity Coordinator	President
(14) Tripod Topics Editor	Vice President
(15) Judging Coordinator	President
(16) Archivist	Vice-President

## B. Current Duties included in each position of responsibility

### Digital Recorder

- A. with respect to Digital Clinics and all other digital Competitions, including the Mini programs.
  - (a) to verify that all submissions from members are vetted and in the correct categories;
  - (b) to collect and record the judging results; update the member's records including 'aggregate' scores; and arrange for promotion to next level as requirements have been met;
  - (c) to prepare and present ribbons and scores to members at regular club meetings.

B. with respect to Image of the Year competition:

(d) to prepare score sheets for Image of the Year

C. with respect to the annual banquet;

(e) to prepare a list of award winners for all competitions and including 'aggregate' winners as indicated in the Member's Handbook.

(f) to arrange for medallions and to print Certificates for each winner as specified in the Handbook.

(g) to present the Medals and Certificates at the annual banquet.

### **Inter-club and Special Image Competitions Coordinator**

A. with respect to CAPA and any other external club

(a) to be responsible for entering Canadian Association of Photographic Arts (CAPA) competitions

(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 any other Competitions 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;

(d) to submit digital image submissions for competitions by the required deadline;

(e) to report results of these competitions to the club meetings and to the website and arrange for presentation if possible.

B. with respect to 'special images' club competitions:

(a) to collect images for special image club competitions including: Culp, and any other 'special' competition,

(b) to verify that all submissions are from members and to organize images into files for judging and presentation;

(c) to arrange for images to be judged and to prepare score sheets for judging, when applicable;

(d) to collect and record the results of the judging.

### **Membership Coordinator**

(a) to keep an updated record of all membership

(b) to have membership cards and name tags printed

(c) to provide, at each club meeting, the necessary assistance and forms for registration of new members

(d) to process membership registration

(e) to collect and turn over all membership dues collected to the Treasurer



- (f) to provide the Executive Board members and the Extended Board with an up-to-date membership list by the beginning of November and to provide periodic updates through the remainder of the club year.
- (g) to provide any other membership lists as required to support the club and its activities"

**Print Clinic and Special Print Competitions Coordinator:**

A. With respect to regular club Print Clinics

- (a) to arrange to have print entry and clinic 'due dates' noted on the master program;
- (b) to remind members by available means of the upcoming due dates for Clinics
- (c) to arrange for the collection of prints from participating members at designated meetings;
- (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 re 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 that all Print Clinic entries be presented, in the same format as when submitted and judged, to the membership at a suitable club meeting, and with submission cards attached to the back of the prints.
- (j) to be responsible for the safe-keeping of all prints until retrieved by owner.

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 competitions as for Print Clinics and their judging;

C. with respect to the annual banquet

- (l) to make all necessary arrangements for medals and certificates 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.

**Program Coordinator**

- (a) to arrange for guest presenters for regular monthly meetings and to obtain biographical information regarding the guest.
- (b) to provide the guest presenter with clear directions as to club location and times.
- (c) to arrange for early assistance to the guest in handling and setting up any equipment required.
- (d) to arrange for individuals to introduce and thank the guest and to see that the appropriate honorarium is presented.
- (e) to liaison with the clinic, inter-club and print Coordinators regarding submission and presentation dates
- (f) to have the approved program printed and available by the first fall meeting.
- (g) to prepare an annual written report for the Annual General meeting.
- (h) to be responsible for late summer distribution of the annual program to such places as: photo shops, libraries, school photo clubs, etc.

### **Hospitality Coordinator**

- (a) Prepare a sign-up sheet for volunteers to bring baked goods
- (b) Prepare drinks (coffee, tea, juice)
- (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

### **Audio-Visual Coordinator**

- (a) to keep an inventory of all club equipment;
- (b) to establish an AV team as deemed appropriate
- (c) to be responsible for set up of all necessary digital AV equipment before each meeting and dis-assembly after each meeting;
- (c) to be responsible for maintenance of club equipment.

### **Instructional/Workshop Coordinator**

- (a) Since this Coordinator serves to assist the Program Coordinator in implementing special instructional events as directed by the Program Coordinator, the functions may vary according to the request.

### **New Members Liaison**

- (a) to assist new members by such means, for example, as:
  - being available to answer questions,
  - teaching them how to prepare and enter digital images and prints,
  - helping them become familiar with the Handbook as a reference for involvement in the Club,
  - helping them become aware of other opportunities and events associated with this Club,
  - encouraging their participation in Clinics and other competitions

### **Outings Coordinator**

- (a) to be responsible for planning outings and making announcements of the same at meetings and/or any other available means;
- (b) where helpful, to arrange for local club resource persons to assist, lead and/or instruct those who participate in outings.

### **Publicity Coordinator**

- (a) To develop and implement plans for promoting the Club. This may include regular places for advertising such as: local newspapers, bulletin boards, libraries, schools and taking advantage of random opportunities that present themselves;
- (b) to provide and update information given in any printed and online publications used in promoting the Club.

### **Tripod Topics Editor**

With these words as broad and partial guidelines, the Editor is given wide editorial freedom in:

- (a) preparing the Tripod Topics publication for inclusion in the website and for emailing to the members.
- (b) to provide the Website Administrator with resources for inclusion on the website.

### **Webmaster/Digital Clinic**

- (a) to develop and maintain the Club website
- (b) to maintain Entry Wizard software such that members may submit images for competitions and Critiques.
- (c) to organize the images into files for judging and presentation
- (d) acquire the names of judges from the Judge Coordinator, notify them and provide access and instructions to judges for evaluation images.
- (e) Monitor the judge's evaluation process and ensure completion by the requested deadline.
- (f) Provide the Digital Recorder with the Clinic/Competition judging results.
- (g) Prepare and post the results of the Clinic/Competition on the website
- (h) Determine, in co-operation with the Digital Recorder, the Variable topics for Clinics for the upcoming photographic year and provide that information to the Program Coordinator.
- (i) to organize the images into files for presentation of results at a regular Club meeting

### **Judging Coordinator**

- (a) To arrange for external judges for Clinics
- (b) To arrange for judges for 'live' digital and print competitions
- (c) To arrange for critics for Critiques
- (d) To present the Critique results at a Club meeting.
- (e) To arrange for thank you notes to be sent to all judges who are not members of this Club and arrange for payment for 'live' judges

**Photographic Club Archivist**

- (a) to evaluate, select, retrieve, and arrange historical materials.
- (b) all records, including those in print form, are to be kept digitally and with back-up to an external source.
- (c) to answer inquiries related to Club history.
- (d) to make the archives accessible to the members of the Extended Board.