



Grand River Imaging and Photographic Society Bylaws

Approved: June12,2017

Article I - Name

The name of the organization shall be **Grand River Imaging and Photographic Society**, referred to in this document as GRIPS.

Article II - Objectives

The objectives of the organization shall be to promote the use and knowledge of photography by:

- a) Creating formal and informal learning opportunities for the membership.
- b) Providing relevant materials and resources for learning.
- c) Promoting the interests of photographers and those interested in photography by bringing them together to help each other to produce better pictures and images, to promote lectures and demonstrations on all phases of photography and digital imaging. We wish to promote exhibitions, competitions between club members and other clubs, and in general, through the work and conduct of its membership, to continuously endeavor to raise the standard of photographic excellence in the Tri cities and surrounding area.

Article III - Membership

All persons interested in photography are welcome to join the membership of GRIPS upon completion of the GRIPS membership form, payment of relevant dues and the signing of the *GRIPS Liability Waiver*, provided they have reached 16 years of age on or before the first meeting of the year.

Article IV - Dues and Guest fees

- a) Dues - Annual dues may be set, and from time to time changed in amounts decided by the Executive.
"As of March 1st of each year, membership dues will be reduced by 1/3. After May 15th, membership fees will be applied to the following year's membership fees."
- b) Guest fees - Guests will be charged a fee to attend regular meetings, subject to change based on an annual review by the board. Guests may attend a maximum of two regular meetings per year.

Article V - Termination of Membership

Membership may be withdrawn by the executive after due notice/warning has been given for activities deemed to be prejudicial to the club or failure to pay the annual dues as per Article IV.

Article VI - Meetings

Meetings - Regular scheduled meetings of the club are held on the 2nd and 4th Monday's of each month from the 2nd Monday in September until the 2nd Monday of June the

following year.

Special meetings may be called at the discretion of the Executive:

- a) **Quorum**
 - i. Executive - a quorum for doing club business shall be 50% plus 1 of the executive committee.
 - ii. General membership - a quorum for doing club business at a general meeting shall be 30% of club membership.
- b) **Annual General Meeting (AGM)** - an annual general meeting shall be held on or as close as practical to the last meeting in May at which time the general election is held.
- c) **Other** - workshops, outings and evaluation groups may be organized and may fall on days other than regular meetings.

Article VII - Elections and Terms of Office

- a) **Number** - No less than three persons shall be executive members of the organization, these being a **President, Secretary and Treasurer.**
- b) **Elections** - Two months preceding the election, the executive shall appoint a person NOT on the current executive to obtain nominations for positions to the next executive. Nominations for elected officers shall be announced at the first meeting in May. All nominees must be approached and their consent provided prior to the election. Voting shall occur at the AGM at the last meeting in May and all members are to be notified of those running for election the meeting prior to said election. Others may be nominated at the AGM as long as they are in attendance and consent is given. Voting shall be by secret ballot. Proxy votes shall be permitted when in writing and signed by the voter. The proxy ballots shall be obtained from the Elections Chairperson and sent to the Elections Chair and the President. Two members NOT running for election and not current executive members shall be appointed as scrutinizers by the Elections Chairperson to count the ballots at the AGM.
- c) **Terms of Office** - an Executive member shall serve a two year term and may be re-elected for a 2nd two year term in the same office. If that position is not filled at the AGM, the executive may appoint a club member to said position until a successor has been elected.

The following positions are up for re-election in even numbered years:

Outings, Competition, Vice President, Treasurer and Program.

The following positions are up for re-election in odd numbered years:

President, Workshop, Membership and Secretary.

Article VIII - Powers and Duties of Executive members

- a) **Powers** - As the designated supervisors of GRIPS, Executive members shall have control over the policies, operation and affairs of the organization, including:
- i. Removal of an Executive member, when in it is in the best interest of GRIPS.
 - ii. Replacing an executive member when/if it becomes necessary between elections.
 - iii. Making recommendations to the membership of GRIPS.
 - iv. Financial transactions shall be authorized by a quorum of executive.
 - v. Performing such other duties as are specified here and as required to direct the activities of GRIPS.
 - vi. An executive member presiding at all club meetings.

b) **Duties of Executive Members:**

- i. **President** - The President shall be the Chief Executive Officer of GRIPS. As such, the President shall act as club spokesperson and generally supervise and keep in touch with all club members. He/she may designate an alternate to preside at meetings. Without such designation, the Vice-President shall preside in the absence of the President. The President shall be empowered to name committees and subcommittees, subject to the approval of the other Executive members, as necessary for the proper functioning of GRIPS.
- ii. **Vice President** - The Vice President shall perform such duties as may be assigned by the President and other Executive members. In the absence of the President, the Vice President shall assume the responsibilities for a period of three months until such time as an election is called to fulfill the position as outlined by the bylaws. There shall be no rule of succession such that the Vice President automatically becomes the next President.
- iii. **Secretary** - The Secretary shall keep the minutes of all Board meetings of GRIPS. These minutes shall be maintained in the records of GRIPS. The Secretary shall be responsible for preparing official correspondence on behalf of GRIPS and shall be the official keeper of all non-financial GRIPS records and files. At the end of their term, the outgoing Secretary shall deliver all non-financial records and files to the successor.
- iv. **Treasurer** - The Treasurer shall receive all funds, deposit and keep them in a financial institution selected and approved by the Executive. The Treasurer shall keep an accurate record of all monies received and expended and shall at least twice a year report to the membership on the financial status of GRIPS. Upon request by the President, the

Treasurer shall submit records to a committee named by the President for audit. Any two of the following three people: President, Treasurer and Secretary will be required to sign cheques. At the end of the Treasurer's term, the outgoing Treasurer shall deliver all financial records and monies belonging to GRIPS to the successor.

- v. **Program Director** - The Program Director shall set up and maintain a yearly program. As an individual effort or in collaboration with other executive members and /or committees. The Program Director shall present a list of proposed speakers to the Board of Directors for input and approval. The Program Director shall be responsible for inviting, hosting and introducing /thanking guest speakers for all regular meetings of GRIPS. He/she may designate other GRIPS members to help with these duties. The Program Director's responsibilities will be to submit the final program selection to the Executive members.
- vi. **Outings Director** - The Outings Director shall obtain suggestions from GRIPS members on desired outings and consult with the Program director to support GRIPS programs, competitions, themes etc. The Outings Director shall investigate and organize those outings requested to the best of their ability. They shall notify and send out reminders to group members with the activity particulars re: location, time, carpooling etc. The Outings Director shall obtain required permits where applicable.
- vii. **Competition Chairperson** - The Competition Chairperson shall be responsible for all club competitions. The Competition Chairperson will organize dates for submissions, set themes for competitions, organize judging sessions, collect entries and maintain records. The Competition Chairperson shall arrange for judges, purchase gifts, maintain records and organize presentation to the membership. A summary of the judges' comments as well as standings will be given to the Secretary for inclusion in the club records. Preparation of the awards is the responsibility of the Competition Chairperson.
- viii. **Workshop Director** - The Workshop Director shall set up and maintain a yearly workshop program. As an individual effort or in collaboration with other executive members and /or committees, the Workshop Director shall present a list of proposed workshops to the Board of Directors for input and approval. The Workshop Director shall be responsible for inviting, hosting, introducing and thanking workshop leaders for all workshops held by GRIPS. He/she may designate other GRIPS members to help with these duties. The Workshop Director's responsibilities will be to submit the final workshop selection to the Executive members. A member of the workshop committee or an

executive member will be present at all workshops as a representative of the board but not necessarily as a participant of the workshop.

- ix. **Membership Coordinator** - The Membership Coordinator shall be responsible for keeping an accurate record of all members contact information. This information will be shared with all other members who have signed their membership application and liability waiver accordingly.

Article IX Volunteer Positions

Volunteer positions shall be created as deemed necessary and will report to the President.

Article X Amendments

- a) **Definition** - An Amendment to the Bylaws is defined as a substantive change that would affect the operation of GRIPS.
- b) **Process** - A proposed amendment to these Bylaws may be initiated by petition of five (5) or more members presented to any Executive member.
- c) **Notice and Vote** - A proposed amendment must be communicated to the membership, in writing or email, one month prior to the vote at a regular meeting. An amendment shall be accepted by a two thirds vote of the members in attendance.

These bylaws were adopted on the 14th day of May 2012.

An amendment to the constitution was presented to and accepted by the general membership in attendance, according to the present bylaws, on 14th day of May 2012.

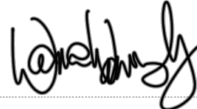
These bylaws were again amended, presented to and accepted by the membership at the AGM on June 12, 2017.



Henry Hamud
President



David Murray
Treasurer



Dana Wamsley
Secretary

Appendix:

Version	Changes	Date	Approved By
1.0	Initial Version	June 12, 2017	John Glass (Secretary)
2.0	Review and Sign	Sep 10, 2021	Dana Wamsley (Secretary)