

Oakville Seniors' Camera Club (OSCC)

Terms of Reference

These Terms of Reference have been developed to comply with the Policies and Procedures of Oakville Seniors Services.

Purpose:

- to promote the art of photography as a hobby in a friendly environment
- to assist members in taking better pictures
- to provide an educating and entertaining program for the benefit of its members
- to keep members up to date on the changing world of digital photography

Membership:

All members in good standing of Oakville Seniors Services are entitled to attend the meetings and functions of the OSCC.

Attendance shall be taken at all general meetings of the club. Members attending more than 2 general meetings in any consecutive 6 month period shall receive a permanent name card for purposes of identification.

Meetings:

General meetings of the OSCC shall be held monthly, from September to May, on the first or second Tuesday of the month, depending upon circumstances and the availability of guest speakers.

The general meeting in the month of May shall be preceded by the Annual General Meeting of the OSCC.

Fees:

The attendance fee for the monthly general meetings shall be set annually by the Executive Committee and announced at least 3 weeks prior to the September meeting. The attendance fee shall include the drop-in fee set by the Policy Review Board, which fee shall be remitted promptly to the Centre.

Fees for participation in other club activities, such as workshops and field trips, shall be set by the Executive Committee as circumstances may warrant. Such fees shall be announced at least one week prior to the event.

There are no fees for participation in club sponsored photo competitions.

Executive Committee:

The affairs of the OSCC shall be managed by an Executive Committee comprised of four Officers and a slate of Councillors. The Officers shall consist of a President, a Vice-President, a Secretary, and a Treasurer. The slate of Councillors shall consist of not less than eight (8) nor more than twelve (12) persons. Each member of the Executive Committee is elected for a period of one year, subject to re-election without limit.

The bank account shall be controlled by the President, the Vice-President and the Treasurer, with two signatures required.

In all matters decided by the Executive Committee, each member shall have one vote.

Quorum shall consist of 50% of the members of the Executive Committee. If the number of members is an odd number, then the sum of the number of members plus 1 divided by 2 shall form a quorum.

The Executive Committee may fill any open position by appointment until the following Annual General Meeting. An open position may arise by the resignation of an elected member, or because the slate of Councillors at the last Annual General Meeting numbered less than 8.

Members of the Executive Committee are expected to attend all meetings of the Committee. Any member of the Executive Committee who fails to attend 3 or more consecutive meetings may be deemed, at the discretion of the Executive Committee, to have resigned.

Meetings of the Executive Committee are generally held on the afternoon of a scheduled general meeting. The President, or in the absence of the President the Vice-President, may change the date and place of any meeting as circumstances may require. The President, or in the absence of the President the Vice-President, may call additional meetings as deemed appropriate.

Committee Chairs:

The Executive Committee shall appoint the Chairs of such Committees as it deems appropriate for the proper functioning of the club. The Committees may include, but shall not be limited to, the following: Programs, Competitions, Field Trips, Membership, Gallery, Publicity, Facilities, Webmaster, Social, Workshops and AV Coordinator.

Committee Chairs shall generally be appointed from among the Officers and Councillors of the

club. But, as circumstances may warrant, the Executive Committee may appoint to a Committee Chair a person who is not a member of the Executive Committee because of that person's specialized knowledge in an area judged useful to the club. The number of such Specialist Chairs shall never exceed two.

Fiscal Year:

The fiscal year of the OSCC shall run from July 1 to June 30 of the following year.

Property:

All property acquired jointly by the OSCC and the Centre shall be owned solely by the Centre. All property donated to the Centre shall be owned solely by the Centre. Such property may be stored at the Centre, listed in the inventory and covered by contents insurance.

The OSCC may acquire property for its own use. However, such property shall not be stored at the Centre, nor included in inventory, nor covered by contents insurance.

Dissolution:

If the Oakville Seniors' Camera Club should be dissolved, the ownership of all property and equipment acquired by the club and any funds belonging to the club shall transfer to the Operations Board of the Oakville Senior Citizens' Recreation Centre.

Appendix 1 – Nomination and Election Processes

At least two months prior to the date of the Annual General Meeting, the Executive shall appoint a person who is not a member of the Executive to form a Committee to obtain nominations for positions to the next Executive. This appointee shall be the Chair of the Nominating Committee, and, at the Annual General Meeting, the Chair of the Election Committee. The members at large will be invited to submit nominations for the executive.

All nominees must be approached and they must consent to their nomination prior to the election. Approaches by the Nominating Committee do not prevent further nominations by the club members from the floor at the time of the election. In this case, if nominees are absent, the written consent of the candidate to stand for election must be provided to the Nominating Committee.

The Chair of the Nominating Committee, or an appointee, shall present the Committee's nominations to the members at the election. The Chair shall then call for any further nominations from the floor.

The election of each of the Officers and of the slate of Councillors shall be by secret ballot. The Chair of the Election Committee may appoint scrutineers to aid in counting the vote. Such scrutineers shall not be candidates for office.

All candidates elected shall hold office for one year as at July 1st.

Appendix 2 – Duties of the Officers

President	The President shall preside at all meetings of the club, shall serve as chairperson of the Executive, shall represent the Club at Centre functions as requested, shall ensure that the procedures in these Terms of Reference are followed, and shall assume active leadership of the club.
Vice-President	The Vice-President shall perform all the duties of the President in the absence of the President, and shall carry out other duties as directed by the Executive.
Secretary	The Secretary shall keep a full and accurate record of the proceedings of all meetings of the Executive. The Secretary is responsible for distributing copies of the minutes to the members of the Executive and keeping files of all correspondence.
Treasurer	The Treasurer shall keep track of the club's finances, pay bills as directed by the Executive, report monthly to the Executive, and submit an annual financial statement to the Executive and the Chair of the Operations Board of the Oakville Senior Citizens' Recreation Centre.