

# Members Handbook

## Grand River Imaging and Photographic Society

### **Grand River Image and Photographic Society (GRIPS)**

Grand River Imaging & Photographic Society, known as “GRIPS”, is a club for photographers of all levels and interests. Meetings are held twice monthly, from September to June, during which we welcome knowledgeable and experienced guest speakers, share ideas, hold competitions and more!

GRIPS prides itself on being a “learning” club. Topics of our meetings and workshops cover a wide range including basic and creative photography, photo editing and enhancement, presenting your work, and photographic technique.

GRIPS offers workshops and activities including outings or “walkabouts”, indoor and outdoor photo opportunities, theme competitions, inter-club competitions, scavenger hunts and lots of fun and fellowship!

The club is affiliated with the Canadian Association for Photographic Art (CAPA)

### **Membership and Meetings**

Meetings are usually the 2nd and 4th Monday of the month, starting the second Monday September until the end of May, with the year-end awards banquet on second Monday of June

Meetings start at 7:30 pm and end before 10:00 pm.

Please check the website for meeting dates and events. Our website URL is [www.gripskw.ca](http://www.gripskw.ca)

Visitors are welcome and if interested in joining the club, you are invited to come out and try a meeting or two to see if the club is right for you.

## **Aims and Objectives**

- To foster and promote image making through the art of photography.
- To provide an opportunity for the sharing of ideas, the improvement of individuals photographic skills and to enjoy fellowship through photography as both a learning and social activity.
- We do this at social events, meetings and through the forum on our website, and other social networks.
- To encourage membership participation in the many different kinds of club activities.
- To promote and foster friendly relationships with other photographic clubs and like organizations, both locally, regionally and nationally.
- To promote our members photographs to the best of our abilities through competitions, and gallery showings.

## **Contact**

To contact the KW GRIPS, send email to: [info@kwgrips.ca](mailto:info@kwgrips.ca).

## **Meetings**

Club meetings are normally held the 2nd and 4th Mondays of every month from September through May, with a closing banquet in early June. Club meetings are held at 10 Zeller Drive, Kitchener, ON. There is plenty of Free Parking and is wheelchair accessible.

## **Membership**

Membership in GRIPS is restricted people who are 16 years of age and over. A typical member has an interest in photography at some level, whether that interest is in the art of photography or in the craft of making images. The current membership utilize a wide spectrum of tools, from 40-

year old twin-lens reflex cameras, to more recent 35mm film SLRs, to the latest in DSLR technology.

### *Membership fees\**

Check [www.gripskw.ca](http://www.gripskw.ca) for current membership fees.

Workshop fees are not included in membership dues.
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\*All membership fees are subject to change.

## ***What are my membership dues used for?***

The Grand River Image and Photographic Society is strictly a not-for-profit organization. However, the club does incur a variety of expenses during the year that are paid for, in large part, by the dues paid by each member. These expenses include:

Photocopying costs for the Club's promotional brochure, the detailed club program, the member handbook, each month's edition of the club's newsletter, and other documents periodically distributed at club meetings. There are fees for hosting the club's website, registration of the site's domain names, and various related costs (such as blank CD-ROMs for backup media). We also pay for Honoraria for judges of intra- and inter-club competitions, rental fees for the meeting hall at our weekly meeting place, expenses related to the bank account, such as the periodic purchase of cheques. We also pay for honoraria, and in some cases expenses, for guest speakers, prizes and awards for competitive competitions. There is an annual fee to the club fee for being a member club of the Canadian Association for Photographic Art (CAPA).

There is an expense for software and equipment acquisition and maintenance. As such, the club owns a variety of projection equipment, photographic and audio equipment and software programs. We also do supply refreshments for specific club events or competitions and there are ongoing fees for miscellaneous office and other expenses, such as labels, name tags, and stamps.

### *Other sources of club revenue*

The club holds 50/50 draws during guest speaker meetings to raise additional funds, usually for a specific purpose. In addition, the club

charges a "guest fee", usually \$5.00, to individuals who attend a club meeting but are not a paid-up member.

## ***Privacy policy***

The Grand River Image and Photographic Society is committed to ensuring and protecting the privacy and confidentiality of its members' personal information. "Personal information" includes, at a minimum, your name, address, telephone number, email address, and web site address. Depending on the nature of the club activities in which you participate, additional personal information may be collected as necessary.

### *Becoming a member*

Thanks for your interest in the Grand River Image and Photographic Society!

The easiest way to become an GRIPS member is to attend one of our club meetings, fill out a registration form with your contact information, and pay your membership fee (the fee schedule can be found online). GRIP's membership has a cap of 150 members

Our club meetings are advertised on our website; in addition the complete club program in PDF is available for download. Meetings are usually the 2nd and 4th Monday of the month, starting on the second Monday in September and go until the end of May, with the year-end awards banquet in June.

## **Board of Directors**

The Grand River Image and Photographic Club Board of Directors is comprised of an Executive group consisting of:

President

Vice-President

Treasurer

Secretary

...and a set of Directors. Directors have a set portfolio including competitions, communication, outings, and other related duties. The term of

office for the Board is two years for all Board Members. No person may hold more than one elective office at any one time.

Meetings of the Board of Directors are held throughout the year, including during the summer months when much of the work for establishing the following year's program is completed. The club's Constitution dictates that a minimum of four Board meetings must be held each year.

## **Specific duties of the Board /President**

Overall organization of club operations.

Chair each of the club meeting. Create agenda and ensure all announcements are made as required for that meeting (what is on for next meeting, guest speaker announcements, and overall club activities).

Call executive meetings and chair these meetings.

Provide agenda to executive meeting.

Coordinate activities with other clubs via emails or meetings.

Solicit for additional Board members as required to maintain a high level of excellence within the board.

Oversee Inter-Club competitions.

Organize the club program. This may entail soliciting people from the board to manage this activity and ensure it

completes. President may or may not be involved. Activities for planning the program are:

Gather information from the GTCCC speakers list, browse websites of other clubs in southern Ontario,

browse the Contact program, and solicit input from other photographers and other clubs.

Select and book speakers for the forthcoming year.

Publish club program on the website (doc and pdf formats).

Publish brochure of club program and distribute to other clubs, camera stores, and other related organizations

and businesses.

Plan entire club activity schedule for the year, and ensure that meeting nights/weekends are booked.

Send out reminders to speakers in advance of their talk.

Verify attendance, fees, equipment requirements.

Acquire short biography, description of presentation.

Advertise speakers on the website using their biography and presentation description.

Meet speakers at the Button Factory on their presentation night to assist in setup and configuration.

Arrange for payment of honorarium with the club Treasurer.

## **Vice President**

Assist the President in coordinating club activities.

Fill in for President when President is away.

Work with President to coordinate competitions as required.

Work with President to coordinate Inter-club competitions as required.

VP is responsible for equipment maintenance, including slide and digital projectors.

## **Secretary**

Keep minutes at all executive meetings and provide minutes to all executive members.

Upload Board Meeting minutes to Google Documents.

Bring hard copies to the meetings for members who do not have email access.

Assist in providing information to club members regarding events and special meetings.

Responsible for storage of club computer.

Responsible for backing up club computer.

Is one of three positions that has signing authority for the GRIPS chequing account.

## **Treasurer**

Maintain the club's financial records, bank accounts and chequing activity.

Collect yearly dues from the members.

Work with the executive to come up with a pay structure.

Provide cheques when required for various club activities, speakers and judges.

Oversee the Signing Authority changes as required.

The Treasurer shall be responsible for maintaining a current roster of members and keep the executive and website administrator advised of members contact information. The Treasurer may appoint an alternate from the membership to record all contact information. The treasurer is responsible for creating budgets.

## **Competition Chair**

Coordinate all internal club competitions. Competitions include:

In-Club competitions (currently 2 competitions per year)

Out of Club Competitions

Theme competitions

Ensure website has correct details for the competitions (categories, number of images, types of images, etc.)

Collect physical media (slides, prints, digital) at collection meeting.

Collect electronic submissions via email with help from webmaster.

Photograph physical images (slides, prints) and store their thumbnails in the competition database.

Verify the categories used for submitted images, and adjust as necessary.

Inform the photographer of category changes before judging, if possible.

Enter the image metadata from submission forms into the competition database.

Arrange for (a) a venue for judging, (b) 3 judges and (c) payment for judging night.

Produce a running order for the images to be shown to the judges.

Produce hardcopy listings of the entries for manual recording of scores.

Compile results when the judging has been completed.

At end of year: (a) arrange for trophies, folders, medallions for the various winners, (b) create an awards listing for the club president for the closing banquet, (c) generate a report for each member summarizing their entries and scores for the year

Maintain a running list of scores on all competitions.

## **Outing “Photo walk” Chair**

Determine the locations for the clubs outings during the tenure of their sitting in that position

Ensure website is updated with the date and location of the outings.

Organizing outings for shoots at different locations, perhaps four or five of these each year.

Solicit members to come and be part of the outing. Post the outing on the club website, and manage the signup list.

Choose a location and a theme if required for the outing.

Organize a meeting where the results of the outing can be shown to the club members.

Can be done on one of the usual Members' nights.

## **Membership Chair**

Maintain the club's membership list, and communicate changes to the membership to the President and to the website administrator.

Communicate to the members as to the status of the membership levels.

Communicate with Treasurer to ensure payments received were directed to the bank account.

Communicate with members directly if there are discrepancies and issues with payment of membership.

Monitor attendance of meetings to ensure we receive payment from individuals attending first meeting.

Ensure all paperwork for membership is kept in order.

## **Program Chair**

The Program Director shall set up and maintain a yearly program. As an individual effort or as a collaboration with other executive members and /or committees, the Program Director shall have final responsibility for selection of programs. 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 Directors responsibilities will be to submit the final program selection to the Executive members

## **Member At Large**



The Member at large shall be responsible for other duties as may be required from time to time.

## **Detailed Club Competition Information**

For full details on how and when to enter GRIPS photographic competitions, download the 2010-11 Competition Guide and Competition Summary documents from our website.

Near the back of the handbook you will also find more details concerning competitions for the current GRIPS season.

### *In-Club Competitions*

GRIPS holds in-club competitions and image clinics for evaluation and for education. These events give you feedback on your work, and help you to develop your photography. Competitions and critique nights are open to all members, and participation is encouraged! Points scored in competitions are tallied at year end and trophies, ribbons and certificates of merit are presented at the year-end awards dinner.

There are two rounds of in-club competition during the club year, and each round consists of 3 separate competitions for which trophies are awarded in June. The competitions are: (1) Digital, (2) Theme, (3) Print. The Photographer of the Year Award is awarded to the participant with the highest accumulated score in all competitions.

### *Image Clinics*

An image clinic (or critique night) is similar to a competition with comments and no formal scoring. The club will invite three respected judges to view images and provide the photographer with feedback and perhaps a rough score (out of 10). This is a valuable way for club members to assess their images, perhaps for future competition, and to develop their work.

## ***Inter-club Competitions***

GRIPS participates in several friendly competitions with other photography and camera clubs. These include the “Eggbert Competition” between GRIPS and the Brantford Camera Club, the “Grand Valley Image Battle” where several clubs in the surrounding areas compete for a Award, and the GTCCC inter-club competition, held in Toronto.

### *Who can participate in competitions, clinics & challenges?*

Everyone! Participation at **all levels** is encouraged... competitions, clinics and challenges are a great way to get out and practice your new skills or build on techniques you've developed over the years.

### *Submissions:*

Images are to be uploaded using the registration entry form that will be found under the competitions tab. Please pay particular attention to the date that images are due. This is generally the meeting prior to the competition, clinic or challenge presentation. If you won't be attending the meeting, please ensure your images are delivered prior to the due date.

*Images will NOT be accepted by email.*

### *What's the difference between an image clinic and a competition?*

In competition, images are scored by 3 judges, and ribbons are awarded. At year end, scores are tallied and trophies are awarded for digital, print, theme and photographer of the year. Image clinics are non-competitive but are similar to competitions in that there are 3 judges who will comment on the images. The purpose is to get feedback on your images – and maybe think about entering competition too!

## ***CAPA Competitions:***

GRIPS is a member club of the Canadian Association for Photographic Art (CAPA) and there are competitions held in both club and individual categories. Further details will be provided by our representative at CAPA and is available on their website at [www.capacanada.ca](http://www.capacanada.ca)

## ***Grand Valley Image Battle (GVIB) – TBA***

The GVIB is an inter-club competition between camera clubs located within the approximate area of the Grand Valley. Each club submits 20 images in digital or print media. There are no categories or themes.

*Each GRIPS members may submit 1 or 2 images, either print or digital, for consideration by the Competition Committee to be included in GRIPS entry in the GVIB.* The Competition Committee will select 20 images from all submissions for the GRIPS submission. We first select one image from each person. If the result is more than 20 images, we narrow down the selection until we have the Club's 20 images. If the result of the first selection is less than 20, we select a second image from each person and then narrow that down until we have 20 images.

All images of the same medium will be shown together, preferably from 20 different photographers. If there are NOT 20 individual photographers submitting images, a maximum of 2 per photographer will be accepted.

### ***PRINTS for GVIB:***

Prints must be no smaller than 80 square inches (for example, 8x10 or 7x14 or 6x13, etc) and no larger than 16"X20". Images must be mounted on clean, firm board (such as white or black foam core), measuring exactly 16"x20". Mattes are optional, but must be white or black only, and if a matte is not used the image must be FIRMLY adhered to the mounting board. Prints may be made from film (slides or negatives) or digital files and may be commercially or maker printed. However, all digital Photographic work must be done by the entrant. No identification is to be visible on the front of the image or matte. Identification must be on the back of the mounted print in the upper left hand corner with the following information: Title, Name of maker, Name of Club, Arrow indicating the top of the print. A digital copy of printed images is requested, sized digital display as below.

### ***DIGITAL IMAGES for GVIB:***

Files must be saved as JPEG. The colour format must be sRGB for projection standards. Images must be resized to maximum 1024 pixels wide and maximum 768 pixels high. All images must be presented in their proper orientation. Images will be shown as submitted. They will not be

resized, rotated, or adjusted. Digital images should be submitted on a CD or flash drive.

## ***Eggbert Competition***

This is friendly competition between the Brantford Camera Club and GRIPS. Each club submits 30 digital images for the competition.

*GRIPS members may submit 2 DIGITAL images of any subject for consideration by the Competition Committee to be included with the GRIPS entry in the Eggbert Competition.* The Competition Committee will select 30 images from all submissions for the GRIPS submission. We first select one image from each person. If the result is more than 30 images, we narrow down the selection until we have the Club's 30 images. If the result of the first selection is less than 30, we select a second image from each person and then narrow that down until we have 30 images.

## ***GRIPS IN-CLUB COMPETITION GUIDE & RULES***

There are two rounds of in-club competition. Each round has 3 separate competitions: Digital, Print and Theme. Individuals will receive ribbons after each round, based on scores. At year end, trophies and certificates are awarded for Top Digital Photographer, Top Print Photographer, Top Theme Photographer and Photographer of the Year. PHOTOGRAPHER OF THE YEAR Award is awarded to the member with the highest accumulated score in both rounds of competitions. To qualify, photographer must have entered at least one image in each of Nature, Creative, Pictorial, at least one Print and at least two images in Theme. In the event of a tie, additional points will be added for participation in inter-club competitions, i.e. Grand Valley Image Battle, CAPA and Eggbert.

Year-end certificates will be awarded to the photographers with the top scoring image in each of Nature, Creative, Pictorial, Themes (1-4) and Prints (1-2).

The same image may not be entered in more than one in-club competition, whether or not in previous years. The same image may however be

entered in in-club and inter-club competitions, provided they have not been previously entered in the same competition in previous years.  
Each member may submit a maximum of 7 images per round, including at either 1 or 2 theme images

At least ONE image must be entered in the THEME COMPETITION  
Maximum of TWO images may be entered in the Print competition  
RIBBONS will also be awarded for each round: Red: 28-30 points Blue: 26-27 points Gold: 24-25 points White: 22-23 points

### ***GRIPS IN-CLUB ROUND #1***

Each ROUND of in-club competition is divided into 3 competitions:

1. DIGITAL Competition: Nature, Creative, Portraiture and Pictorial categories. No prints
2. PRINT Competition: Round 1 = **Colour prints**
3. THEME Competition Theme 1 = **TBA**

Image preparation: Digital images and prints must comply with the GRIPS In-club Competition Guide & Rules on page 10.

This will be a live judging, where scores will be announced immediately.

### ***GRIPS IN-CLUB ROUND # 2***

Each ROUND of in-club competition is divided into 3 competitions:

1. DIGITAL Competition: Nature, Creative, Portraiture and Pictorial categories. No prints
2. PRINT Competition: Round 2 = **Monochrome prints**
3. THEME Competition Theme = **TBA**

Image preparation: Digital images and prints must comply with the GRIPS In-club Competition Guide & Rules below.

### ***DIGITAL COMPETITION***

The digital competition consists of two rounds and three categories: Nature, Creative and Theme categories. The Digital Award is awarded to photographer with highest accumulated scores of top 6 digital images, with at least one entry in each category. In other words, to be considered eligible for the Digital Award, you must have entered at least 1 image in nature, creative and pictorial. If you enter more than 6 images in total during two rounds of competition, your top 6 scores (with at least one in each category) will be counted.

### ***NATURE CATEGORY***

We have adopted the GTCCC definition so as to be compatible when entering the GTCCC competition. Nature Photography depicts Nature subjects, such as animals, birds, plants, geology and phenomena not produced by man. Evidence of the “hand of man” and man’s specialized environment is to be avoided. The accurate record of the subject is the primary objective. Photographs of cultivated plants, domesticated and/or obviously controlled specimens, mounted specimens and museum groups are ineligible. Zoo and game farm specimens, butterfly conservatory specimens etc. are acceptable if there is no visible evidence of the hand of man in the photograph. In addition, digital images in Nature Photography must follow the definition of Digital Realism: “No elements may be moved, cloned, added, deleted, rearranged or combined. No manipulation or modification is permitted except resizing, cropping, selective lightening or darkening, and restoration of original color of the scene. No special effect filters can be applied. Any sharpening must appear natural.” Monochrome images will be ruled ineligible.

### ***CREATIVE CATEGORY***

Creative photography is any image of **ALTERED REALITY** which may be created in the camera, in the dark room or through the use of digital Photographic techniques. The intent is a transformation of the original subject for artistic effect and the transformation should dominate the image such that the viewer will easily recognize the creative effect. Characteristics of a creative entry include (but are not limited to) abstraction, camera movement, manipulation, impressionism, multiple exposure montages, collages, **extreme** HDR or tone-mapped effects, etc. All images and their components must have been created or generated by the member. An image that does not reflect altered reality would be better entered in either pictorial or nature categories, as may be applicable within the category rules.

### ***PICTORIAL CATEGORY***

Images can be of any subject, type or style of photography. Images may be processed in the darkroom, on the computer or in the camera. However, if the image displays significant altered reality, the image should be submitted in the Creative category.

*Digital submissions must be accompanied by a document listing the following information:*

## IMAGE FILE NAME \*\* CATEGORY - TITLE - PHOTOGRAPHER

\*\*Digital files are to be named using the following protocol:

N\_short-title\_yourname.jpg or C\_short-title\_yourname.jpg T1\_short-title\_yourname.jpg where "N" "C" "T1" etc is a category

Images must be resized to maximum 1400 pixels wide and maximum 1050 pixels high. All images must be presented in their proper orientation. Images will be shown as submitted. They will not be resized, rotated, or adjusted. The projection area is 1400 x 1050 pixels and will be displayed on a black background. If an image is cropped or sized in such a way that it does not fill the 1400 x 1050 projection area, the image will appear in the centre of the black background.

### ***THEME COMPETITION***

The Joyce Brant Theme Award will be awarded to photographer with highest accumulated scores in theme images.

There are two rounds of theme competition and each round has two themes. Photographers must enter at least one image in theme competition and may enter a maximum of two images per round in either or both themes.

Images must be resized to maximum 1400 pixels wide and maximum 1050 pixels high. All images must be presented in their proper orientation. Images will be shown as submitted. They will not be resized, rotated, or adjusted. The projection area is 1400 x 1050 pixels and will be displayed on a black background. If an image is cropped or sized in such a way that it does not fill the 1400 x 1050 projection area, the image will appear in the centre of the black background.

### ***PRINT COMPETITION***

The Print Award is awarded to photographer with highest accumulated scores in the Print Competition. There are two rounds of print competition: the first is colour prints, the second is s monochrome prints.

**Print Size:** Prints must be no smaller than 80 square inches (for example, 8x10 or 7x14 or 6x13, etc) and no larger than 16"X20".

**Mounting:** Images must be mounted on clean, firm board (such as white or black foam core), measuring exactly 16"x20".

**Mattes** are optional, but must be neutral colour (black, white, grey, cream) only.

### **Photographic:**

Prints may be made from film (slides or negatives) or digital files and may be printed commercially or by the maker. However, all digital Photographic work must be done by the entrant. No identification is to be visible on the front of the image or matte.

**Identification** must be on the back of the mounted print in the upper left hand corner with the Title, Name of maker, Competition Date and an arrow indicating the top of the print. A digital copy of printed images must be submitted with the print.

## **GRIPS Constitution and Bylaws**

### 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 endeavour 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.

### 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.

Current members are given priority for renewal, and spots are held until the end of the first meeting. After the first meeting, membership will be opened



to the public and will be filled on a first come/ first served basis until the membership cap of 150 is reached.

b) Guest fees – Guests will pay a \$5 fee per meeting, and will be allowed to attend a maximum of two meetings.

#### 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

a) 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

b) 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

c) Bi-annual General Meeting (BGM) – a bi-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

d) 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 seven persons shall be executive members of the organization, these being a president, vice president, secretary, treasurer, program director, activities director, membership coordinator and competition chair.

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 BGM 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 BGM as long as 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 present executive members shall be appointed as scrutinizers by the Elections Chairperson to count the ballots at the BGM.

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 BGM, the executive member may continue in said position until a successor has been elected.

#### 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 if 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 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 nonfinancial 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. The Treasurer and one member of the executive shall sign cheques. At the end of the Treasurers term, the outgoing Treasurer shall deliver all financial records and monies belonging to GRIPS to the successor.

The Treasurer shall be responsible for maintaining a current roster of members and keep the executive advised of members contact information. The Treasurer may appoint an alternate from the membership to record all contact information.

v) Program Director – The Program Director shall set up and maintain a yearly program. As an individual effort or as a collaboration with other executive members and /or committees, the Program Director shall have final responsibility for selection of programs. 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 Directors responsibilities will be to submit the final program selection to the Executive members.

vi) Activities Director – The Activities Director shall obtain suggestions from GRIPS members on desired outings and consult with the Program director to support GRIPS programs, competitions, themes etc.

The Activities Director shall investigate and organize those outings requested to the best of their ability and shall distribute sign up sheets for planned activities. They shall notify and send out reminders to group members with the activity particulars re: location, time, carpooling etc. The Activities Director shall obtain required permits where applicable.

vii) Competition Chairperson - The Competition Chairperson shall be responsible for all club slide, digital and print 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 Newsletter. Preparation of the awards is the responsibility of the Competition Chairperson.

(viii) Member at large – The Member at large shall be responsible for other duties as may be required from time to time.

(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 Program Director.

a) Webmaster – The Webmaster shall be responsible for maintaining any website that shall be created for GRIPS. They shall inform the Executive of any financial charges incurred, if any, for costs of running website and receipts supplied for said charges. Any significant creative changes to the operating website shall be discussed with the club Executive.

b) Publicist – the Publicist shall be responsible for promotion and publicity for the club as directed by the Executive.

c) Editor – the Editor shall be responsible for producing, maintaining and distributing monthly or quarterly newsletters as deemed by the Executive.

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 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 5th day of September 2007.

An amendment to the constitution was presented to and accepted by the general membership in attendance, according to the present bylaws, on 15th day of December 2008.

### **Grand River Image and Photographic “Privacy Policy”**

The Grand River Image and Photographic Society “GRIPS” is committed to ensuring and protecting the privacy and confidentiality of its members' personal information.

### *Collecting, Holding, and Using Personal Information*

GRIPS may collect, hold, and use members' personal information for the following purposes:

1. Identifying you and ensuring that the collected information is correct;
2. Contacting you in regards to club activities and events; advising you of photographic events, sales, and competitions held or sponsored by other photographic societies, retailers, artists, or institutions.
3. Tracking your image submissions for the various intra- and inter-club competitions held during the year;
4. Tracking your photographic standing within the club; enabling your member account on the GRIPS website, and permitting email communication to you via the website from other members or from the club executive;
5. Listing your name, and possibly your city of residence, on the club's website, including the use of your name in
6. captions of your images;
7. Listing your name, and possibly your city of residence, in promotional material for the GRIPS, including adding your name to captions of images that are promoted by the club;
8. Creating name tags for use at club events;
9. Maintaining club records of membership dues.

"Personal information" includes, at a minimum, your name, address, telephone number, email address, and web site address. Depending on the nature of the club activities in which you participate, additional personal information may be collected as necessary.

### *Consent*

Your knowledge and consent to GRIPS collection and use of your personal information is important. GRIPS relies on your actions as indications of your consent to the club's existing and future personal information collection practices: your voluntary provision of personal information directly to the club's board of directors; your consent solicited by a member of the club's board of directors or designate for a specific purpose; your receipt of this privacy policy, until you notify the HGCC Board of Directors of a withdrawal of your consent; your consent given through an authorized representative such as a legal guardian, agent, or solicitor.

You may withdraw your consent to the club's holding of personal information at any time. Your withdrawal of consent will limit the GRIPS Board of Directors' ability to provide you with information surrounding club activities.

### *Third Parties*

The GRIPS board of directors may disclose your personal information to individuals, businesses, corporations, and other photographic organizations or artistic entities when the board of directors believes that such disclosure is in your best interest as a member of the club.

The board of directors will only disclose that information which is sufficient for the purpose it is required. As an example, we may disclose our mailing address to the Canadian Association of Photographic Art in order for you to receive information or material from CAPA directly.

The board of directors will not knowingly disclose personal information to third parties for commercial purposes. In particular, the board will not disclose personal information for the purpose of telemarketing, unsolicited email, or advertising mailings, or similar business activity.

### *Right of access*

You are entitled to access, with reasonable notice, your personal information maintained by GRIPS. You may verify this personal information and request that any inaccurate information be corrected. An access request may be made to any member of the HGCC board of directors, orally or in writing.

### *Limits on retention*

GRIPS will only retain your personal information as long as it is necessary, at most for one calendar year following the end of the GRIPS club year (typically in August) if your membership in the club is not renewed. At the end of that period all copies of your personal information will be destroyed.

### *Protection of your personal information*

Your personal information, whether electronic or paper, is maintained by members of the GRIPS board of directors.

Copies of this information may be kept in personal residences or business enterprises that serve as places of employment.

The GRIPS board of directors take reasonable measures to protect this information from loss, theft, unauthorized access, disclosure, copying, use, or modification.

# **Bylaws for Grand River Imaging and Photographic Society**

## **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. Discounted dues shall be paid by the end of the first meeting in September as stated on the membership form. Regular membership fees will be charged after that date. As of March 1<sup>st</sup> of each year, membership dues will be reduced by 1/3. After May 15, 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 2<sup>nd</sup> and 4<sup>th</sup> Monday's of each month from the 2<sup>nd</sup> Monday in September until the 2<sup>nd</sup> 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 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 2<sup>nd</sup> two year term in the same office. If that position is not filled at the AGM, the executive may appoint a club member to the said position until a successor has been elected. The following positions are up for re-election in even numbered years: Outings, Workshops, Competition, and Membership. The following positions are up for re-election in odd numbered years: President, Vice-President, Treasurer, Program Director, and Secretary.

2

#### **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 if 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 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

3

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 and introducing /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.

4

**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 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 14<sup>th</sup> 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 14<sup>th</sup> day of May 2012.**

**Amendment 1** Presented to and accepted by the general membership in attendance according to the present by-laws on May 25, 2015:

<b>Odd Years</b>	<b>Even Years</b>
President	Vice President
Secretary	Treasurer
Workshops	Program
Membership	Outings
	Competitions