

WPHOTOGRAPHY CLUB
WHITEHORSE
www.whitehorsephotoclub.ca



Members' HANDBOOK

October 2023

WHITEHORSE PHOTOGRAPHY CLUB

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WHITEHORSE PHOTOGRAPHY CLUB

Table of Contents

INTRODUCTION	4
Mission Statement	4
History	4
Meetings	5
Program	5
AFFILIATIONS.....	5
Canadian Association for Photographic Art (CAPA)	5
WHITEHORSE PHOTOGRAPHY CLUB GUIDELINES AND INFORMATION.....	6
Membership.....	6
Health and Safety Measures	6
Privacy Policy	6
Refund Policy	7
Release of Images.....	7
Website/Facebook Information	7
Nature Viewer's Code of Ethics	8
CONSTITUTION.....	9
WHITEHORSE PHOTOGRAPHY CLUB BYLAWS	9
1. Membership	9
2. Membership Privileges	9
3. Obligations of Members	9
4. Termination of Membership	9
5. Expulsion of Members	10
6. Annual General Meeting	10
7. Fiscal Year	10
8. Meetings	10
9. Quorum	11
10. Voting	11
11. The Executive Committee.....	11
12. Election of Officers.....	11

WHITEHORSE PHOTOGRAPHY CLUB

13. Duties of the Executive	12
14. Variation of Duties of Officers	13
15. Remuneration of Officers	13
16. Conflict of Interest	13
17. Removal of Officers.....	13
18. Use of a Seal	14
19. Inventory	14
20. Employment	14
21. Exercise of Borrowing Powers	14
22. Annual Financial Statement	14
23. Annual Budget	14
24. Indemnity of the Club	14
25. Minute Books and Records.....	15
26. Availability of Books and Records.....	15
27. Dissolution.....	15

INTRODUCTION

Welcome to the Whitehorse Photography Club!

This Handbook is a reference to provide members with a general outline of the Club's activities and to provide information on how the Club is organized and what we expect of each other.

Please read the Handbook. It is anticipated that all members of the Club will be familiar with the policies set out here and will follow them. The Handbook, like most guiding documents, is subject to change and the Executive is always open to improvements in guidelines and policies that help better the Club.

Mission Statement

The purpose of the Whitehorse Photography Club is to promote the appreciation and enjoyment of photography in the North by providing an opportunity for photographers to meet and exchange ideas, share their work, and advance their skills. We welcome all photographers, beginner to advanced, amateur or professional, young, or old, regardless of preferred photographic genre.

History

The Whitehorse Photography Club (WPC) is a non-profit organization and has been operating since approximately 1975, with some early members still active within the club. While based in Whitehorse, we have welcomed members from other Yukon and Northern BC communities.

In addition to regular meetings, periodic field outings, and social events, there have been more extensive photographic trips and on-location multi-day workshops. We have produced public exhibitions of our images, and members have volunteered to photograph for events such as the Yukon Quest and Sourdough Rendezvous and contributed content to local media.

Early in its existence, WPC spawned the Yukon Photographic Art Society, the main purpose of which was to produce workshops, presentations, and other events for the wider Yukon public. In the early 2000's

WHITEHORSE PHOTOGRAPHY CLUB

those functions were folded into WPC's mandate. Over the decades, with financial assistance from the Yukon Arts Fund, we have brought many of the most renowned photographers from across Canada to the Yukon to share their skills and inspiration.

The Club is operated by volunteers.

Meetings

Meetings are open to all interested individuals, no matter the skill level.

We generally hold two meetings per month, which is currently set for the second and fourth Wednesday of the month, from September to May. Please note that meetings with guest presenters may require a registration fee for non-members.

Meetings are held from 7:00-9:00 pm. During the COVID-19 pandemic, WPC meetings were held using ZOOM. To expand membership opportunities beyond Whitehorse, the option for ZOOM participation may still be available once face-to-face meetings resume. Up-to-date meeting information can be found on our website and Facebook pages. Member participation is an important part of our club's success.

<https://whitehorsephotoclub.ca/>

<https://www.facebook.com/WhitehorsePhotographyClub>

Our Annual General Meeting is generally held in April.

Program

WPC facilitates and hosts an annual Weekend Workshop that is led by a nationally known photographer. WPC participates in the annual Celebration of Nature and the North Shore Photographic Challenge competitions. WPC joined the BC/Yukon Inter-Club Speaker Series that was started by the Victoria Camera Club during the COVID-19 pandemic.

Club meetings consist of information sessions relating to photographic techniques, genres/styles, and Q&A sessions that may be led by a club member or a guest presenter; as well as practical sessions, and assignment/photo presentations. Up-to-date details regarding meeting information can be found on our website and Facebook pages.

<https://whitehorsephotoclub.ca/>

<https://www.facebook.com/WhitehorsePhotographyClub>

WPC has many excellent photographers who have a diverse range of photographic interests, experience, and skills which they are willing to share. WPC cannot guarantee to 'teach' you how to use your camera – some self-help, studying and reading is essential. Club members have many different camera makes and models and if you are new to your camera, you are likely to find other members who will willingly give guidance on features of which you may be unsure.

AFFILIATIONS

Canadian Association for Photographic Art (CAPA)

CAPA came into being in 1997 through the amalgamation of two Canadian photography associations: the National Association for Photographic Art (NAPA) and the Colour Photographic Association of Canada (CPAC). CAPA is dedicated to the promotion and betterment of photography. It publishes a quarterly magazine called Canadian Camera and every two years sponsors a "school of photography" known as the Canadian Camera Conference (CCC). CAPA also provides many services for the enjoyment and education of photographers at all levels of expertise.

WHITEHORSE PHOTOGRAPHY CLUB

As a member club, WPC enters CAPA's annual Celebration of Nature competition for clubs each season. For each round the Club selects images from six different photographers. Our Club Representative for CAPA handles the entries.

As a CAPA member, the club receives copies of Canadian Camera Magazine (delivered quarterly). Access to the online copy, as well as PDF copies, can be distributed to club members.

WHITEHORSE PHOTOGRAPHY CLUB GUIDELINES AND INFORMATION

Membership

The membership fee is determined by the WPC Executive annually and is valid from September – August. You can complete your membership application form electronically (fillable PDF) or complete a printed copy that is to be scanned and emailed to the WPC Treasurer (treasurer@whitehorsephotoclub.ca) or submitted in person. Payment of membership fees can be made in person (cash or cheque) or by e-transfer (automatic deposit) to Whitehorse Photography Club using the WPC Treasurer email address (above). A membership is not valid until a signed membership application form and payment have been received by the WPC Treasurer. Any member whose dues are in arrears for more than three months may be dropped from the roster.

Membership is required to vote, have images displayed, or participate in major events or competitions. Membership also allows for early-bird registration for our annual workshops, free participation in guest presentations hosted by WPC during our regularly scheduled meetings, and free participation in the BC/Yukon Inter-Club Speaker Series ZOOM presentations.

Health and Safety Measures

The Whitehorse Photography Club will follow all Yukon restrictions/health measures that are in place and will follow any health and safety policy that is in place at our meeting venue.

In March 2022 we were able to reach a stage in the COVID pandemic where wearing a mask has become a personal choice. Individuals who choose to wear masks moving forward may do so for numerous reasons—underlying health conditions which prevent them from being fully vaccinated, concern over susceptibility to prominent variants of COVID-19, an abundance of caution after over a year of fear, or even a desire to avoid less dangerous infections such as the common cold.

Some individuals choose to wear masks for the sake of protecting themselves and others.

Whatever the reason for continuing to wear a mask, the decision is personal and must be respected.

Privacy Policy

WPC collects membership registrations and renewals data in person or through email. This data may include your name, address, telephone number, and e-mail address. Data is used only to allow efficient administration of the club, distribute mailings, and monitor membership numbers. This data is entered by our Treasurer onto a membership list that may be made available to all club executive members. WPC will assume that you consent to being included on the membership list unless you notify us to the contrary, in writing. Your contact information may be made available to committees to generate attendance/participation for club-sponsored events (competitions, workshops, outings, etc.). No data collected is sold, rented, or given to third parties. All payments (cheques, e-transfers, cash) are deposited directly to our bank (Royal Bank of Canada). Account information from cheques and e-transfers is neither recorded nor disclosed.

WHITEHORSE PHOTOGRAPHY CLUB

WPC also collects contact information from you if you enquire about membership. Such data is used to send information to you and is made available to WPC executive members to follow up on enquiries. Data is not sold, rented, or given to third parties.

Your personal information is retained in our records indefinitely, i.e., club archives. We retain your personal information to facilitate reinstatement, should you request it, and to notify you of club events that could be of interest to both current and past members. Information continues to remain confidential as outlined elsewhere in this document.

WPC normally collects membership information at the beginning of each 'club' year. This information is collected via a registration form that you will be asked to complete and sign. Members are responsible for informing the club should their information change during the 'club' year. If, at any time, you wish to have your personal information removed from our files please contact any member of the WPC executive.

The WPC regularly sends bulk e-mail messages to its members for such things as meetings, field trips or forwarding items that we feel may be of general interest to our members. In order to protect your e-mail privacy, we will attempt to hide your e-mail address through the use of blind carbon copying with these bulk mailings.

Refund Policy

The Whitehorse Photography Club does not refund any fees paid for membership, presentations, or other programs.

Photo Submissions and Digital Image Sizing (for meetings and competitions)

All submissions must be the work of the member/entrant. Digital manipulation/editing must be done by the member/entrant. Files will be submitted using the Dropbox link that will be provided to members in an email.

For WPC assignments or anything presented at our meetings using our digital projector or on ZOOM, your image must be saved in JPEG format (*.jpeg or *.jpg), in the sRGB colour space, and should be sized to 1400 pixels wide or 1050 pixels high, such that the other dimension does not exceed its specification.

These sizing and saving format specifications also generally apply to the CAPA competitions in which we participate (North Shore Challenge, Celebration of Nature). Any variances from this will be announced with the competition notice.

Release of Images

Be aware that, by submitting photos/images as a member of the Club, you give Whitehorse Photography Club permission to use your images at any time for the Club's publications and promotions, including use on the WPC website and Facebook pages. Images may be duplicated by any means, or resized, and they may be kept with the Club's archives. Efforts will be made to ensure that images are displayed with the photographer's name/copyright information.

Website/Facebook Information

The WPC website and Facebook page provide information about the Club and its activities, about guest presentations and workshops, and provides useful photography-related links (such as links to other photo clubs, to CAPA, and to individual members' photo galleries).

WHITEHORSE PHOTOGRAPHY CLUB

Nature Viewer's Code of Ethics

(Adapted from National Geographic – How to photograph wildlife ethically)

We happen to live in a photographer's paradise and there are few things better in life than getting outdoors and experiencing the natural world. It's even better when you have a camera with you, and you can capture moments in time to share with others. Putting the well-being of animals first should be every photographer's goal.

1. Do no harm

- Do not destroy or alter habitat for a better view or scene.
- Let animals go about their business. Do not seek their attention or interaction.
- Take special care at breeding season.
- Know the signs of stress of your subject species.
- Never use flash around birds, especially owls.

2. Keep it wild

- Be cautious about feeding wildlife.
- Avoid habituating wild animals to humans' presence.

According to the Royal Photographic Society's Nature Photographers' Code of Practice, *"The welfare of the subject is more important than the photograph."*

WHITEHORSE PHOTOGRAPHY CLUB

CONSTITUTION

1. The name of the organization shall be the Whitehorse Photography Club.
2. The business operations of the Club shall be carried on in the City of Whitehorse.
3. The primary aim of the Club shall be to:
 - a) promote the art, appreciation, and enjoyment of photography;
 - b) organize programs, competitions and exhibitions and provide opportunities for members to participate; and
 - c) facilitate the development of the art form through meetings, workshops and/or seminars.

The operations of the Club shall be carried on without purpose of gain for its members and any profits or accretions to the organization shall be used in promoting its objectives.

WHITEHORSE PHOTOGRAPHY CLUB BYLAWS

(Updated April 2022)

1. Membership

- a) There shall be two classes of membership:
 - i. "Active Members"; and
 - ii. "Honorary Members".
- b) "Active Member" shall mean any individual who has paid their Annual Membership Fee.
- c) "Honorary Member" shall mean an individual to whom the membership has by majority vote bestowed the privilege of Lifetime Membership at no fee in recognition of his/her past contributions to the Club and its objectives.
- d) The Membership Fee shall be determined annually by the Executive and is payable immediately upon submitting a completed membership application form.
- e) New members become Active Members upon payment of the Annual Membership Fee.
- f) Membership in the Club shall be for a period of one (1) year terminating at the end of August.

2. Membership Privileges

- a) To attend and participate in discussions at Regular, Special and Annual General Meetings.
- b) To exercise their vote in accordance with Section 10 of this Bylaw.
- c) To participate and share in Club activities.
- d) Members may participate in as many Club functions as they choose.
- e) To be nominated for and hold a position on the Executive and/or a Committee.

3. Obligations of Members

- a) To abide by the spirit and intent of the Club's Constitution.
- b) to comply with the Club's Bylaws and such Rules and Regulations as are established by the Club from time-to-time.
- c) To participate to the best of their ability in the activities of the Club and in the best interests of the Club.

4. Termination of Membership

An individual shall cease to be a Member of the Club if:

- a) The Member resigns; or
- b) The Member is suspended or expelled by the Executive for due cause.

WHITEHORSE PHOTOGRAPHY CLUB

5. Expulsion of Members

- a) If a Member conducts themselves in a manner contrary to the Club Bylaws or in a manner deemed to be detrimental to the Club, the President or, in his/her absence, the Vice-President may impose an immediate suspension of that Member's privileges, pending an investigation.
- b) The Vice-President shall submit a Report to the Executive within twenty (20) days of the suspension.
- c) The Executive shall meet within ten (10) days of receiving the Report to recommend:
 - i. The suspension be lifted; or
 - ii. The suspension be continued for a specified period; or
 - iii. The membership of the individual be revoked with no refund of the Membership Fee.
- d) Any individual whose membership has been revoked may apply the following year to renew his/her membership.

6. Annual General Meeting

- a) The Annual General Meeting shall be held each year during the month of April on a date and at a time determined by the Executive, unless otherwise determined by the Executive.
- b) Notice of the Annual General Meeting shall be advertised through the local media a minimum of fourteen (14) days prior to the event.
- c) A Quorum for the Annual General Meeting shall consist of twenty (20) percent of the Active Members.
- d) Business must not be transacted unless a Quorum is present. If, at any time during the Meeting, there ceases to be a Quorum, business in progress must be suspended until there is a Quorum present or until the meeting is adjourned or terminated.
- e) If a Quorum cannot be achieved within thirty (30) minutes of the Meeting's scheduled start time:
 - i. The meeting stands adjourned to the same day in the next week, at the same time and place or, if the place is not available, at such other place as may be determined by the President;
 - ii. If, at the continuation of the adjourned meeting, a Quorum is not present within 30 minutes from the time set for holding the continuation of the adjourned meeting, the members who are present constitute a Quorum for the meeting.
- f) Members may participate by telephone or other communications medium. Reasonable steps must be taken to enable all persons participating in the Meeting, whether by telephone, by other communications medium, or in person, to communicate with each other during the Meeting.
- g) The Annual General Meeting shall be conducted in accordance with Robert's Rules of Order.
- h) Voting shall be as specified in Section 10.
- i) The Treasurer shall present a Financial Statement at the Annual General Meeting as specified in Section 22.

7. Fiscal Year

The fiscal year of the Club shall end on the thirty-first (31st) day of March in each calendar year.

8. Meetings

- a) Regular Meetings shall be held on a bi-monthly basis, excluding the months of June, July and August, and on a schedule established by the Executive.
- b) Special Meetings of the Club shall be held at the call of the President, the Executive, or any six (6) Members. These six (6) Members shall present a signed request to one of the Executive Members outlining the reasons for the Special Meeting. The Executive shall call a Special Meeting within five (5) days of receiving such a request, and the Special Meeting shall be held within ten (10) days of being called, or at the next Regular Meeting if sooner.

WHITEHORSE PHOTOGRAPHY CLUB

- c) Executive Committee Meetings shall be held on a regular basis, or as deemed necessary.

9. Quorum

- a) The Quorum for any Regular or Special Meeting shall be twenty (20) percent of the Active Members, including the Executive.
 - i. If a Quorum cannot be achieved within thirty (30) minutes of the Meeting's scheduled start time, business activities shall be tabled to the next Regular Meeting.
 - ii. if at this next Regular Meeting a Quorum is not present within thirty (30) minutes of the scheduled start time, those Members present shall constitute a Quorum.
- b) The Quorum for an Executive Committee Meeting shall be greater than fifty percent (50%) of the Executive. If a Quorum is not present:
 - i. the Meeting shall be adjourned for one (1) day, or
 - ii. until such time as is required to gather the Executive Committee Members required to form a Quorum

10. Voting

- a) Only Members in good standing shall be eligible to vote.
- b) Active Members shall have one (1) vote on any question.
- c) Honorary Members shall have no voting privileges.
- d) There shall be no proxy voting.
- e) A simple majority of the votes of the Members present shall be required to pass any issue.
- f) Voting shall be done by show of hands, with the exception of the election of Executive Committee Members, where voting shall be done by secret ballot.
- g) If a member participates in an Annual General Meeting by telephone or other communications medium, the vote must be conducted in a manner that adequately discloses the intentions of those members.
- h) Any voting Member may request that his/her dissension or abstention from voting be specifically recorded.
- i) The outcome of each vote must be recorded in the Minutes of the Meeting.

11. The Executive Committee

- a) The Executive Committee shall consist of 6 to 8 officers who are elected at the Annual General Meeting, including an elected Secretary and an elected Treasurer.
- b) The new and former Executive Committee officers shall meet in May after the AGM to discuss transition prior to the new Executive Committee officers assuming control.
- c) The officers shall meet at their earliest opportunity and select from within their ranks a Chair. The Chair may be rotated between members of the Executive Committee within the term of office.
- d) The Officers shall hold office until their successors are elected or until a written letter of resignation is submitted.
- e) Any Member of the Executive Committee who is absent from three (3) consecutive meetings, including Regular, Special or Executive, without due cause, shall cease to hold office and their position is considered vacant.
- f) The Executive may, from time to time, appoint special committees to carry out the functions of the Club.

12. Election of Officers

- a) The Election of Officers shall take place at the Annual General Meeting by nomination from the floor.
- b) Only Members in good standing shall be eligible to be nominated.

WHITEHORSE PHOTOGRAPHY CLUB

- c) Any individual who is unable to attend the Annual General Meeting but is willing to run for office may so signify his/her intent, in writing, prior to the meeting.
- d) The Term of Office shall be one (1) year.
- e) A vacancy on the Executive shall be filled for the remainder of the Term of Office by:
 - i. the Executive appointing an Active Member of the Club into the position. Such appointment shall be ratified by the Membership at the next Regular Meeting;
 - or
 - ii. In the event that the Membership do not ratify an appointment by the Executive, a Special Meeting shall be held to nominate and elect a Member in good standing to the office.
- f) If a vacancy cannot be filled in accordance with either Section 12.e (i) or Section 12.e (ii), the office shall remain vacant until filled.
- g) The Club may reimburse an Executive Member for reasonable expenses necessarily incurred in the performance of their duties.

13. Duties of the Executive

a) Chair

The Chair shall:

- i. when present, preside at all meetings of the Club.
- ii. be responsible for the general management and supervision of the affairs of the Club.
- iii. act as the Club's official spokesperson.
- iv. together with the Secretary, or such other officer appointed by the Executive Committee for this purpose, sign all Bylaws, Resolutions, Documents, Contracts and any other papers requiring signatures on behalf of the Club.
- v. prepare applications for financial assistance programs at the direction of the Executive
- vi. be an ex-officio member of all committees.
- vii. have no voting power except where it is required to break a tie.

b) Secretary

The Secretary shall:

- i. attend all Executive, Regular and Special Meetings as well as the Annual General Meeting;
- ii. prepare and distribute/post Minutes detailing the attendance, discussions, decisions and Motion(s) tabled at each Meeting;
- iii. maintain a formal record of all Meetings in a book kept specifically for this purpose;
- iv. keep and maintain all documents and official records, excluding financial records, of the Club;
- v. under the direction of the Chair:
 - prepare meeting agendas; and
 - conduct all correspondence;
- vi. together with the Chair, or other Officer appointed for this purpose, sign all Bylaws, Resolutions, Contracts, Documents, and such other papers.

b) Treasurer

The Treasurer shall:

- i. keep a full and accurate Book of Accounts in which all receipts and disbursements of the Club are recorded, which shall be available for review by any Member at the Annual General Meeting or at a date, time and place mutually agreed upon by the Secretary or Treasurer;
- ii. receive all monies due to the Club and deposit the same in a bank account as designated by the Executive;

WHITEHORSE PHOTOGRAPHY CLUB

- iii. disburse the funds of the Club as directed by the Executive when:
 - there is sufficient supporting documentation to establish an audit trail; and
 - cheques and/or other necessary vouchers are countersigned by an Officer selected by the Executive Committee, or two Officers in the absence of the Treasurer;
- vii. present a written report of the Club's finances upon request at Executive Meetings, and at the Annual General Meeting, or whenever required;
- viii. in cooperation with the Chair, prepare applications for financial assistance programs at the direction of the Executive; and
- ix. perform other duties as may, from time to time, be assigned by the Executive.

c) Other Duties

The Executive Committee shall distribute within the remaining Officers the following responsibilities:

- i. public relations, including, but not limited to:
 - a. acting as Chair of any Committee(s) struck to promote public awareness of the Club's activities;
 - b. the preparation and distribution of all press releases to the media;
 - c. the promotion of the Club through Social Media; and
 - d. all advertising for the Club;
- ii. prepare and maintain the list of Active, Honorary and past Members;
- iii. distribute notices to Active, Honorary and past Members;
- iv. the overall planning and organization of the Club's programs, competitions and exhibitions and provide opportunities for members to participate;
- v. chair any Committee(s) struck for the purpose of planning, designing or delivering the Club's activities;
- vi. be liaison for all extra-Club participation in competitions;
- vii. maintain and keep current the Club's Website and Facebook Page/Social Media outlets;
- viii. assist other members of the Executive in the performance of their responsibilities; and
- ix. perform other duties as may, from time to time, be assigned by the Executive.

14. Variation of Duties of Officers

From time to time. the Executive may vary, add, or limit the powers and duties of any Officer.

15. Remuneration of Officers

No member of the Executive shall receive remuneration for services rendered to and/or on behalf of the Club in the performance of their designated duties.

16. Conflict of Interest

If an item for discussion or decision is tabled at a Regular, Special, Executive or Annual General Meeting that may potentially impact, either directly or indirectly, a business or a commercial enterprise in which a member of the Executive is involved, the Officer shall:

- a) declare a Conflict of Interest;
- b) recuse themselves from participating in the discussion; and
- c) refrain from participating in any related vote.

17. Removal of Officers

In the event that it is deemed necessary to remove a member of the Executive from office:

- a) An Extraordinary Resolution shall be presented at a Special Meeting convened specifically for this purpose.
- b) The Officer involved shall be notified, in writing, fourteen (14) days prior to the Special Meeting being held and shall have the right to speak in his/her own defence at the Meeting.

WHITEHORSE PHOTOGRAPHY CLUB

18. Use of a Seal

The Club shall operate without the use of a seal.

19. Inventory

- a) All the goods and assets of the Club shall be stored at a location determined by the Executive;
- b) An annual inventory shall be taken, under the direction of a Director tasked as Quartermaster, of all the goods and assets of the Club and shall be presented to the Membership at the Annual General Meeting;
- c) Members in Good Standing may have reasonable access to the Club's goods and assets under the control of the Quartermaster.

20. Employment

- a) The Executive may, from time to time, authorize the employment of agents or other such persons to carry out the objectives of the Club; and
- b) Such individuals or agents shall perform such duties as prescribed by the Executive subject to the conditions of Section 21.

21. Exercise of Borrowing Powers

- a) The Executive shall not charge or pledge any or all financial assets of the Club without the prior approval of the Membership.
- b) The Executive shall not authorize the borrowing of any sum of money in excess of one hundred dollars (\$100.00) on the credit of, or on behalf of the Club, without the prior approval of the Membership.
- c) Approval shall be obtained by a majority vote of the Members on a Special Resolution presented at an Annual General Meeting or at a Special Meeting convened for this purpose.

22. Annual Financial Statement

- a) The Club's financial records and accounts shall be audited by the Treasurer each year and an Annual Financial Statement, prepared in accordance with Generally Accepted Accounting Principles, shall be presented to the Membership at the Annual General Meeting.
- b) If deemed necessary at the Annual General Meeting, the Membership may mandate that a further audit of the Club's financial records and accounts shall be conducted by:
 - i. the appointment of an Auditor; or
 - ii. the appointment of an Accountant; or
 - iii. the selection of two (2) Members of the Club.
- c) A certified report thereof shall be submitted to the Membership within 30 days of the Annual General Meeting.

23. Annual Budget

An Annual Budget for the Club shall be prepared by the Executive following the Annual General Meeting and shall be presented to the Membership for approval at the first Regular Meeting.

24. Indemnity of the Club

- a) All WPC Members and guests accept sole responsibility for their own safety and release the Whitehorse Photography club (WPC), the Club Executive, members, and its trip and activity leaders ("the Releasees") from all legal responsibility in this regard.
- b) Executive and Members are not personally liable for the debts of the of the Whitehorse Photography Club.

WHITEHORSE PHOTOGRAPHY CLUB

25. Minute Books and Records

- a) The Secretary shall be the custodian of all non-financial records, papers, correspondence and other documents belonging to the Club.
- b) The Secretary shall be responsible for the recording, typing and issuing of the Minutes of Meetings and shall maintain the Minute Book of the Club.
- c) The Treasurer shall be the custodian of all financial records, papers and documents pertaining to the financial transactions of the Club.

26. Availability of Books and Records

Books and records shall be available for review by any Member at the Annual General Meeting or at a date, time and place mutually agreed upon by the Secretary or Treasurer.

27. Dissolution

Dissolution of the Club shall be by an Extraordinary Resolution requiring a two-thirds majority vote of the Membership at a Special Meeting convened for that purpose.