

Photographers of the Parks
Operating Guidelines
Adopted by club membership on May 23rd, 2009

Purpose:

The following document is the Operating Guidelines for the Medina County Park District's **Photographers of the Park** (POTP) club. These guidelines are to be used for reference in operating the POTP club and for helping members or potential members better understand the Club, its goals, activities, rules and general operation. Future changes to these guidelines may be necessary to better reflect the current practices of the organization as it evolves. Minor alterations shall be implemented upon unanimous approval of the Club officers and Park Liaison. Major revisions and amendments shall be brought before the membership for a vote.

Mission Statement:

The Club's mission is to bring together and welcome all people interested in photography, nature and our parks to gather, learn from one another and through photography, enjoy and promote the use of our wonderful Medina County Parks.

Member Participation:

Club members are encouraged to participate in Club events and activities to the fullest extent possible. In keeping with the goals and mission of the Club, members are encouraged to share their unique talents and skills with other members and to encourage the public at large to enjoy our Park system. Club members are urged to allow the Park District to use member images for Park appropriate promotional uses. Reasonable efforts will be made to attribute images to the to the photographer. No member is obliged to provide their images nor is a member restricted in the commercial or personal use of their own images.

Membership Requirements:

All individuals over the age of 16 are welcome to become Club members. For those members under the age of 18, parental accompaniment or a signed parental permission slip or liability waiver may be required for selected club outings and activities. Annual dues for the POTP club are \$5; photography club members must also be current members of the FOTP organization. Benefits of club membership include, but are not limited to, access to the club's photo sharing web site, attendance at members-only events, and participation in club sponsored contests. Members in good standing may bring non-members to club meetings and events except those that are specifically designated as member only activities. Any individual that attends more than two consecutive regular meetings is expected to become a member in good standing by fulfilling the requirements previously stated.

Organizational Elements:

Three elected officers; the two Co-Presidents and one Secretary lead the Club. The officers are elected by the membership and serve a single two-year term. Consecutive terms are not permitted nor encouraged. An Officer seeking re-election to a position

previously held must participate in the Club as a regular member for at least one year prior to seeking an elected office. The Officers are empowered to appoint or remove club members to committee positions, determine the need for additional committees or special projects, approve the use of club funds for club purposes and to develop and propose new rules and guideline changes to general membership to vote upon. The Co-Presidents, or their designees, are expected to set the agenda for and conduct the club's regular monthly meeting. The Secretary is expected to maintain meeting minutes and track action-items. As appropriate, the Secretary may delegate some duties to other club members including fellow officers. The Park District shall identify an employee to serve as the Club's liaison.

Committees:

The Club Officers establish committees to carry out various activities and functions of the Club. Each committee shall have a chairman who is empowered to appoint a vice chairman and select committee members from among the club members in good standing. The committee chairman serves at the pleasure of the Officers of the Club and is expected to serve for a one-year renewable term. Committees meet on an as needed basis as determined by each committee chairman. The Club's current committees are: The Outings Committee, the Education and Speakers Committee, the Technical Committee, the Social Committee, the Contest and Awards Committee and the Membership and Liaison Committee.

The Outings Committee is responsible for organizing, planning and implementing club activities such as photowalks, photographic field trips, and other club events that involve the traveling of groups of club members to photo related venues. The Outings Committee is responsible for communicating club activities related to outings to the park district for placement on their calendar.

The Education and Speakers Committee is responsible for coordinating and fostering the photographic learning process for club members by identifying suitable speakers on photography related subjects and arranging with the Park District Liaison to bring such speakers to club meetings or, when appropriate, to hold public speaking events (e.g., the environmental speakers series). In addition, the Education and Speakers Committee is responsible for enabling the continuation of photography classes offered through the Park District by ensuring broad announcement of such classes (e.g., via email and through normal Park advertising channels). Further, this committee is expected to seek out and disseminate information on relevant outside educational opportunities for club members (e.g., local library programs, continuing adult education, local college and universities etc.).

The Technical Committee is responsible for establishing and maintaining a multi-user photo sharing web site to enable members to share their photos, critique each other's work and communicate outside the regular club meetings and events. The Technical Committee is expected to maintain the site, collect photos for regular topical slideshow presentations at Club monthly meetings and train members on the proper use of the site.

In addition, this committee may be asked to address other technical needs of the Club (e.g., selecting an updated image projection system).

The Social Committee is responsible for providing appropriate and light refreshments for members during regular meetings and events. This Committee is expected to solicit the assistance of Club members in carrying out their tasks so as to not overburden committee members unduly. In addition, at least two club social events are to be organized and implemented by the committee in concert with the Park Liaison each year, nominally one in the summer and one in the winter. The goal of these events is to help club members and their families develop lasting social relationships outside of the core photography mission. To offset the costs incurred by the social committee, a donation jar may be placed alongside refreshments at meetings but no formal fundraising is expected. The Club will provide the required and appropriate funds for the committee by drawing from the Club's accounts held by the FOTP.

The Contest and Awards Committee is responsible for developing, organizing and implementing competitive activities within the club and for identifying opportunities to compete in photographic related competitions outside the club (e.g. contests sponsored by the media, the tourism board, etc.). The committee will also establish and manage at least one regular annual competition exclusively for club members to recognize and highlight their work through an open and fair voting process (e.g. the Annual calendar project). The committee will communicate its information via email and the club photo-sharing site and when appropriate, request funds from the Club Officers carry out their mission.

The Membership and Liaison Committee has as its primary mission the role of enhancing communications among the Club's membership. This committee will maintain an up to date database of the club members and will share this information with the Park District Liaison on a regular basis. This Committee will also seek potential activities and photo related information (e.g. potential speakers, outing locations, etc.) with other area photographic groups and disseminate such pertinent information among the appropriate committees or the general club membership.

Activities:

Club activities include but are not limited to: regular monthly meetings, photo outings, photo-walks, tutorials, education classes, photojournalist coverage of park district events, photo contests, photographic related speaking events and social events.

Meetings:

The Club will hold regular monthly meetings on the fourth Sunday of each month except December at which time the Officers shall meet to plan the Club calendar for the coming year. Dates that fall on national holidays will be rescheduled to either the prior or following Sunday in concert with the Park District's calendar. Meetings are held at 3pm at the Wolf Creek Environmental Center unless otherwise specified. The time period one-hour prior to regular meetings may be reserved for Committee meetings, tutorials and other Club purposes as needed.

Finances:

Funds collected and generated by the Club are held on behalf of the club by the FOTP and are disbursed by the FOTP, or their designee for club related expenses. The FOTP maintains and administers an account for the Club to conduct necessary business and activities that require funds. Income for this account comes from member dues, proceeds from digital photography classes, donations and any income from the commercial sale or use of images donated for such use by the club. The Club is not intended nor authorized to conduct fundraising activities. Funds needed to operate the club should come from the Club account. Should additional monies be needed, requests can be made to the FOTP or other organization. It is anticipated that the financial resources needed for the regular activities of the Club will fall within the annual incomes described above.

Typical expenditures from the club account include but are not limited to: costs and fees associated with providing the Club's photo sharing web site account, reimbursement of travel expenses for invited speakers, providing monies to promote and partially fund prizes for the annual Nature Photo Exhibit, support of food and entertainment costs for the two Club social events and other miscellaneous expenses incurred by the Club (e.g. nametags, refreshment replenishment for Wolf Creek, partial support for outings, etc.).

No expenditures from the Club account may be made without the express approval, via phone, in writing or by email, of a majority of the Club's Officers unless otherwise specified in these guidelines. Small expenditures, less than \$50, may be withdrawn for appropriate uses if approved by at least one Officer and the Park District Liaison. In these circumstances, the Park Liaison shall notify the Club Officers of the expenditure by voice or email as soon as possible. The Club Secretary and the park District liaison shall make a report on the club finances to the Club membership once per year at the January regular meeting.

Member Conduct:

Members are expected to be respectful of one another, the Parks and the resources provided by the park District. Members are to refrain from acting or creating the appearance of acting as an agent of the Park District or the Club unless they are an employee of the Parks or are an Officer of the Club or are specifically designated in such a capacity. Members will abide by all of the Rules and Regulations of the park district. In some circumstances, such as going off trail for photography purposes, special dispensation from normal park rules and regulations may exist for Club members and these will be regularly communicated to the club membership by the Park liaison or designee. Any Member who violates these guidelines may be removed following a unanimous vote of the Officers of the Club.

Members that fail to abide by these guidelines can have their membership revoked by a unanimous vote of the Club Officers. The POTP club organizationally falls within and benefits from the Friends of the Park (FOTP) organization. As such, all club activities are conducted in accordance with the rules and guidelines of the FOTP.

Elections:

Officer elections shall be held every two years commencing upon the anniversary of the Club's formation (May 2008) or when needed to fill vacancies that result from resignations, removal or for other reasons. Elections shall be advertised at least two month prior to the election and candidates seeking an office must provide their intent by mail or email to the park Liaison and current Club Officers. All members in good standing are entitled to vote and can do so in person at the meeting in which an election is scheduled to occur or by mail or email provided their vote is received by the Park Liaison 24 hours prior to the meeting at which in-person voting will take place. In all matters, a majority vote is required for Officer elections. In the unlikely event of a tie, a coin toss will be used to make a selection.

Club Development and Growth:

It is expected that the club will change over time to meet the ever-changing field of photography and the needs of the Park District, the FOTP and the membership. In addition to regular review of this document, surveys will be conducted, as needed, to seek input for continuous improvement of the club.

Current Officers and Key Position Holders:

Christine Whelan, Co-President

Christopher DellaCorte, Co-President

Ken Smith, Club Secretary and Chair Membership and Liaison Committee

Shelley Tender, Park Liaison

Dennis Moranz, Outings and Photowalk Committee Chair

Jan Clark, Education and Speakers Committee Chair

Christine Whelan, Acting Technical Committee Chair

Lisa Hehr, Social Committee Chair

Will Clouse, Contest and Awards Committee Chair