



Montreal Camera Club

Code of Conduct

rev. 2021-09-07

MCC CODE OF CONDUCT

Purpose

The purpose of the MCC Code of Conduct is to ensure a safe and positive environment within MCC meetings, programs, activities, and events.

This policy applies to the conduct of MCC members, guests, and presenters, and covers all activities and communications of the Club. Members are expected to make their guests aware of the Club's expectations with respect to the Code of Conduct.

Conduct

1. All members of the MCC are entitled to be treated with dignity, respect, and common courtesy in their contact with others. This code promotes an environment that is free of discrimination, harassment, abuse, and violence for all members of the Club. The members shall not engage, directly and/or through social media, in any form of abusive, aggressive, or disrespectful behaviour that constitutes harassment, sexual harassment, or discrimination prohibited by law (*Civil Code of Quebec, Quebec Charter of Human Rights and Freedoms, Criminal Code of Canada*).
2. Unacceptable behaviour includes:
 - 2.1. Harassment: harassment is understood to mean behaviour which creates an unpleasant or hostile situation for a member, especially by uninvited and unwelcome verbal or physical conduct, including:
 - 2.1.1. verbal or written abuse, criticism, threats;
 - 2.1.2. outbursts or inflammatory remarks which are insulting, malicious, or degrading;
 - 2.1.3. unwanted physical contact;
 - 2.1.4. unwelcome remarks, jokes, comments, innuendos, or taunts;
 - 2.1.5. retaliation, or threats of retaliation, against an individual who reports harassment;
 - 2.2. Sexual Harassment:
 - 2.2.1. unwelcome sexual advances, or requests for sexual favours;
 - 2.2.2. verbal or physical contact of sexual nature;
 - 2.2.3. unwelcome sexist jokes;
 - 2.3. Discrimination:
 - 2.3.1. insulting gestures or remarks based on race, religion, colour, disability, age, place of origin, political belief, sex, sexual orientation, or marital status that cause embarrassment or humiliation.

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Online Conduct

3. Online participants, both members, guests, and presenter(s) must conduct themselves as in in-person meetings, with courtesy and respect for others and avoiding unacceptable behaviour as described in (3) above.
4. Unacceptable online behaviour includes communications covered under (3) above via image only, audio only, and chat, or any combination of these media.
5. All participants must comply with the instructions of the moderator.
6. The moderator may expel any disruptive participant from the online meeting.
7. The recording or transmissions of any education sessions, presentations, demos, videos, or content in any format is only permitted with the permission of the presenter and/or moderator.

Breach of Conduct

8. The Executive Committee shall appoint two members, one male and one female, from among the Club membership to be the mediators in a case of misconduct. One of these mediators shall be the coordinator. They preferably should have experience in conflict resolution (lawyers, human resources personnel, business owners, managers of teams, etc.).
9. The mediators shall report to the Code of Conduct Oversight Committee. This committee shall consist of the Club President, Vice-President (First or Second), and the Treasurer.
10. The membership shall be informed of the process for complaints and how to contact the mediators.

Procedure:

11. Any member who feels harassed or discriminated against may contact the mediators via mediation@montrealcameraclub.com ;
12. Prior to the commencement of the investigation, both parties should attempt a resolution by engaging in an open and respectful discussion. This step is not obligatory.
13. If an informal resolution cannot be reached, the mediators will proceed to an investigation which shall consist of :
 - a written request to a mediator to resolve a specified issue;
 - meeting(s) with both parties and witnesses;
 - a review of files and documentation, if any;
 - a written report which includes a recommendation for a resolution of the issue;
14. Following the investigation, the mediators' report shall be submitted to the Code of Conduct Oversight Committee with recommendations for a resolution or, if appropriate, disciplinary measures.
15. The Code of Conduct Oversight Committee will then notify both parties of their decision with a copy of the mediators' recommendation and determine whether the matter will be dismissed, resolved by recommendation, or disciplinary measures pursued. Disciplinary measures may include suspension or

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expulsion from the Club, or any other type of censure that the committee deems appropriate depending on the nature and/or severity of the actions;

16. All parties involved will maintain strict confidentiality regarding the complaint and the decision;
17. A complaint may be withdrawn at any time.

Guidelines for Photographic Practices

18. Members are expected to honour the *Copyright Act of Canada*, and the *Quebec Charter of Human Rights and Freedoms* which govern the legally enforceable rights to creative and artistic work.
19. MCC members are expected to act responsibly and ethically when photographing people, wildlife, and property.
20. One must never incorporate another person's work into one's own work without their permission, nor share another member's intellectual property via social media, or any other electronic or print media, without ensuring that full ownership credit is given to that person.
21. Images submitted to Club competitions shall consist of the photographer's work only.
22. Images from the public domain may not be incorporated in creative submissions to Club competitions unless they are clearly "quoted" iconic images, such as portions of recognizably famous artworks (e.g. the *Mona Lisa*). Images of iconic images must have been taken by the member.
23. No submission which includes copyrighted material (photograph and/or music and/or video) not belonging to the member may be posted on the Club's website.
24. Any image submitted by a member for posting on the Club website shall have the maker's name noted in the email or submission form when the image does not belong to the submitter.
25. All images posted on the Club website shall have an attribution. Images submitted to Club competitions or for posting on the Club website shall not have the maker's signature visible within the image.
26. Members should not photograph the presentations on screen unless express permission to do so has been granted by the presenter. It is the duty of the Program Chair or event organizer to ask the speaker for permission and to convey his/her decision to the membership before each presentation.