



# APERTURE PHOTOGRAPHY GROUP

Founded 2016

## CONSTITUTION

### 1 NAME

- a) The name of the Group shall be **Aperture Photography Group**, hereinafter referred to as the **APG**.
- b) The Core Team is an elected sub-group of members who will manage the operations of the APG based on this Constitution and other agreed policies.
- c) The contact address shall be the residence of the group's Secretary, or such other place as prescribed by the Core Team.

### 2 AIMS AND OBJECTIVES

- a) To encourage a friendly, non-competitive environment in which members can develop and share their interest in photography.
- b) To promote the concept of continuous improvement in order to help Group members develop their skills in order to become better photographers.
- c) To afford opportunities for group members to:
  - Exchange information about photography.
  - Show their work and receive constructive feedback from the Group's members.
  - Participate in workshops and field trips.
  - Participate in other activities arranged by the Group (e.g. social occasions).
- d) To promote the APG and the work of its members within the community.

### 3 HOW THESE OBJECTIVES WILL BE ACHIEVED

- a) The APG will normally arrange to meet on a bi-weekly basis on a day to be agreed by the Core Team.
- b) The Core Team will consult with the membership on a regular basis to identify:
  - topics/speakers for meetings,
  - venues for outings,
  - training requirements.
- c) The Core Team will publish a programme of activities on a three-month rolling basis which will encompass aspects of Photography of interest to the group's members.

### 4 MEMBERSHIP

- a) Membership of the APG will be open to any persons interested in photography, regardless of ethnic origin, religious beliefs, gender, disabilities, or sexual orientation.
- b) Members of the APG must be over the age of 18.
- c) By paying the annual APG subscription all members shall be deemed to have accepted all of the APG's rules (within the APG Constitution) and policies, which they will adhere to while at APG meetings or other activities.
- d) The Core Team will:
  - Handle all applications for membership.
  - Have the right to refuse any application for membership without giving any reason for such refusal.
  - Have the authority to review the actions of any member with the option to suspend or terminate membership of the Group in the following circumstances:
    - Failure to adhere to the Group's rules and policies.
    - Behaviour deemed inappropriate/gross misconduct.
    - Behaviour which will bring the APG into disrepute.



## 5 SUBSCRIPTIONS AND FEES

- a) The APG will fund its activities through an annual subscription and fees for specific activities, as follows:

Annual Subscription	Annual Renewal	£50.00
	Part Year Renewal (applicable between 1st July and 31st December)	£25.00
Photography Workshops	Per day	£12.50
Training Sessions	Per Session	£10.00

- b) Further finance for specific purposes may be raised, by levy, agreed by the Membership at a General Meeting.
- c) Changes to the annual subscriptions and activity fees will be proposed and put to the vote of the membership at the Annual General Meeting of the APG.
- d) Annual subscriptions fall due on 1st January of each year.
- e) Any member, failing to pay the subscription within one month from the due date, after a reminder, from the Membership Manager, in writing, shall cease to be a member of APG
- f) Subscriptions or fees, once paid, are non-refundable.
- g) Should the APG at any time be dissolved, any surplus funds, after meeting all liabilities and legal obligations shall be given to a charity or charities agreed upon by a majority of the remaining Members.
- h) Visitors who are interested in potentially becoming a member of the APG are welcome to attend meetings of the APG, free of charge for up to two meetings, after which they will be asked to apply for membership of the Group.

## 6 MANAGEMENT AND CONTROL

### Core Team:

- a) The management and control of the business and affairs of APG shall be vested in the APG Core Team.
- b) The Core Team will consist of up to eight APG members who will be elected annually by the APG Membership.
- c) An elected member will be required to take on one or more of the following roles (see Appendix 1 for role descriptions),:
- Chair
  - Secretary
  - Treasurer
  - Membership Manager
  - Meetings Manager
  - Outings Manager
  - Training Manager
  - Website and IT Manager
- d) The Chairman and Treasurer must have been a member of the Club for at least 2 years prior to appointment.
- e) The Core Team are empowered to co-opt additional APG members to the Core Team to assist in the design and delivery of Group activities or Special Projects.
- f) The Chairperson and one Core Team member are empowered to call a meeting of the Core Team.
- g) The Core Team shall meet at least once every three calendar months



- h) Core Team members shall be given a minimum of 7 days notice, under normal circumstances, of a Core Team meeting.
- i) The APG Chair will preside at all Core Team meetings, but if he/she is unable to attend, a member of the Core Team will take on the role of Chair.
- j) A minimum of five Core Team members are required at a Core Team meeting to constitute a quorum to conduct business.
- k) Any new expenditure in excess of £30, made on behalf of the Group, must be fully discussed and approved by the Core Team before such purchases are made. Items less than this can be approved by the Chairman, Secretary or Treasurer.
- l) At the discretion of the Core Team, sub-Management Teams may be formed for specific purposes with their own Officers, but the business transacted shall be limited to their area of influence, and all major decisions must be approved by the Core Team.

## 7. ELECTIONS OF CORE TEAM MEMBERS

- a) Notice of the annual election of Core Team officers will be issued 28 days before the AGM.
- b) Members serving on the Core Team must stand down at the end of each year, but may stand for re-election.
- c) Core Team members must be elected at an Annual General Meeting (or an EGM).
- d) Core Team members do not need to be nominated in order to stand for re-election.
- e) Ordinary APG members seeking election to the Core Group must be nominated by one Club Member and seconded by two other Club Members; the nominee must have indicated their willingness to serve.
- f) Completed nomination forms must have been sent to the Secretary at least 18 days before the date of the AGM.
- g) Should the number of members standing for election (retiring members and new nominations) exceed 8 (i.e. the number of Core Group officers), then there shall be an election.
- h) The Returning Officer is nominated by the Core Group to run the election for the Core Group positions. To ensure the process is conducted fairly, the Returning Officer must not be nominated for a position in the election.
- i) The Returning Officer will issue ballot papers to all members at the AGM.
- j) Members standing for election will produce a short Candidate Statement to ensure members can make a well-considered decision.
- k) A Candidate Statement is a short statement from the candidate stating why they feel they should get the job.
- l) All Candidate Statements must be provided to the membership at the same time, to ensure there is not a risk of any candidates being at a disadvantage.
- m) The Returning Officer will collect up and email the Candidate Statements to the members in a document. Alternatively, candidates can each provide a statement verbally in meeting.
- n) At the AGM members will be provided with a ballot paper containing the names of all of the candidates.
- o) At the AGM members are entitled to vote for up to 8 candidates, by placing a cross next to the name of each candidate for whom they wish to vote.
- p) The elected candidates are those members with the most votes.
- q) In the event of a tie for the final position on the Core Team, the returning officer will decide how to choose a winner, which could include tossing a coin or pulling a name out of a hat, or one candidate may resolve the tie by withdrawing from the race.

## 8 GENERAL MEETINGS

### General Meetings:

- a) The APG Chair will preside at all general meetings, but if he/she is unable to attend, a member of the Core Team will take on the role of Chair.
- b) At General Meetings, each member of APG shall be entitled to exercise one vote, provided that their annual subscription has been paid within the due period.



- c) In all matters, the vote of a majority of Members present shall be decisive. In the event of a tie, the Chair shall exercise a casting vote.

**Annual General Meetings (AGM):**

- d) An AGM will be held once in each calendar year, at such time, date and place as may be decided by the Core Team, provided that it is not more than fifteen months after the holding of the preceding AGM.
- e) At least 28 days notice shall be given for all AGMs, accompanied by an Agenda, detailing the business to be discussed and transacted, and any special resolutions proposed.
- f) The business of the Annual General Meeting shall be:
- To receive the Chair's Annual Report.
  - To receive and adopt the Treasurer's Report, the Accounts of the preceding year and budget for the forthcoming year.
  - The election of members to the Core Team.
  - Discussion and voting on proposals from the Core Team and ordinary members.
- g) Any proposal for discussion at an AGM must be submitted to the Secretary at least 14 days before the date of the AGM.

**Extra-ordinary General Meetings (EGM):**

- h) An EGM may be called at any time by the Chair and two members of the Core Team, or by four Ordinary Members.
- i) At least fourteen days notice shall be given for all EGMs, accompanied by an Agenda, detailing the business to be discussed and transacted, and any special resolutions proposed.

## 9 WORKSHOPS

Workshops are extended outings requiring an over-night stay of at least one night, which will allow members to practice their photography skills.

- a) There will normally be 10 places available on each workshop and two Workshop Leaders (experienced APG members). The number of leaders may be reduced where there are less than 10 participants.
- b) Members will pay a Workshop Participant Fee of £12.50 per day for each full day of the workshop.

The Workshop Participant Fee covers the following:

- Planning of itinerary.
  - Identification of accommodation.
  - Publicising workshops.
  - Provision of Workshop Notes.
  - Organisation of activities during the workshop.
  - Guidance and tuition during the workshop.
- c) The Workshop Participant Fee must be paid into the APG bank account before a member can be accepted onto the workshop and be given details of the suggested accommodation and itinerary; non-payment will bar the member from taking part in the workshop.
- d) Should a member be forced to drop out of the workshop having paid the Workshop Participant Fee, the member must advise the Workshop Manager in writing and he/she will request the Treasurer to refund the Participant Fee to the member.
- e) Where there are spaces available, a member may be permitted to bring their partner with them and take part in the daytime activities.



- f) Where a partner is participating in the daily activities during the workshop (regardless of whether they have a camera or not), they will be required to pay the relevant Workshop Participant Fee.

Note for clarification: Any member's partner who only joins the other participants for evening meals will not be required to pay the fee.

- g) The Workshop Participant Fees will be used to cover out of pocket expenses and to recompense the leaders for their time and effort.
- h) Out-of-pocket expenses incurred by a Workshop Leader will typically occur where an additional 'Recce' day is required to be spent at a location to identify/view suitable locations for photoshoots, but may also be claimed by leaders where refreshments are bought for attendees during the workshop (although this should be kept to a minimum).
- i) Examples of expenses that may be claimed include:
- 1. Recce Days:**
    - One night's hotel accommodation, including breakfast.
    - Meals (evening meal and lunch)
    - Car parking.
    - Entrance fees to any locations that will be visited during the workshop.
  - 2. Workshop Days**
    - Refreshments for participants.
    - Other personal expenses that the leaders would not normally expect to incur.
- j) Expenses will not normally be paid for the following:
- Travel to and from the workshop destination.
  - Accommodation, meals, personal refreshments, entrance fees and car parking during the days of the workshop.
- k) When claiming expenses, workshop leaders should submit a schedule showing the expenses incurred, plus associated receipts.
- l) Where the amount of out-of-expenses is less than the total Workshop Participant Fees received, the surplus will remain in the APG account until the end of the calendar year, when the residue amount accrued from Workshop Participant's Fees will be allocated as follows:
1. £100.00 will be carried forward in the APG accounts towards workshops in the following year.
  2. The remainder will be split between the workshop leaders, i.e.:
    - Where two leaders lead all of the workshops in a calendar equally, the amount will be split 50/50 between the leaders.
    - Where the amount of 'leading ' days is not equal, the residue will be split pro rata based on the number of days each leader has participated in the workshops during the year.
- m) If the amount of out-of-pocket expenses is greater than the total amount of organising fees received and any surplus, the Treasurer will pay the leaders from APG funds.

## 10 ALTERATIONS TO THE APG CONSTITUTION

- a) The APG Constitution may be amended by a majority of the members of the Core Team.

## Appendix 1 - APG Core Team Role Profiles

### Core Group Roles

1. Chair
2. Secretary
3. Treasurer
4. Membership Manager
5. Training Manager
6. Meetings Manager
7. Outings Manager
8. Workshop Manager
9. Website and Social Media Manager

### Role Descriptions

#### 1. Chair

- To chair meetings of the Core Group.
- To nominate a Deputy Chair in the event of likely absence.
- To liaise with the Secretary regarding upcoming Core Group meetings in order to produce an agenda.
- To ensure agreed actions are performed and completed in a timely way.
- To lead discussions about the direction of the APG.
- To manage the structure of the Core Group (i.e. roles and responsibilities)
- To manage the relationship with external bodies.
- To issue regular Meeting Updates to the APG members following a meeting.

#### 2. Secretary

- To minute the meetings of the Core Group and issue copies to the Core Group members.
- To schedule Core Group Meetings.
- To prepare and issue agenda papers for the Core Group in collaboration with the Chair.
- To handle all external correspondence and:
  - To hand off correspondence about financial matters to the Treasurer.
  - To hand off correspondence from potential members to the Membership Manager.
  - To hand off correspondence from potential speakers to the Meetings Manager.
  - To hand off correspondence about external exhibitions and events to the Website and IT Manager.

#### 3. Treasurer

- To manage all incoming payments, e.g. Members' subscriptions.
- To manage all outbound payments e.g. to speakers, suppliers, etc.
- To pay cash into the APG bank account.
- To maintain the financial records of the APG, e.g. Income & Expenditure records.
- To present a financial statement to the Core Group and APG membership when required.
- To prepare the annual budget statement.
- To manage changes to the bank signing mandate.

#### 4. Membership Manager

- To manage all correspondence from potential members.
- To maintain a list of all APG members, including emergency contact details.
- To provide the Treasurer with an up-to-date Membership list.
- To prepare name badges for all APG members.
- To formally welcome all new members to the APG.
- To issue thank you emails to all visitors.
- To manage any instances of lapsed subscriptions.



- To manage the number of APG members.
- To manage any issues with regard to any APG member.
- To advise Core Group officers of any content additions/changes/deletions to the Membership list.
- To maintain contact with any members who are not engaging with APG activities.

#### **5. Training Manager**

- To maintain a list of available training courses.
- To identify training needs from APG members.
- To request and co-ordinate preparation of new training materials.
- To agree new training events with the Core Group and the designated trainer.
- To manage the APG Mentoring Programme.
- To schedule and publicise training events.
- To advise the Website and IT Manager of any training content additions/changes/deletions.
- To co-ordinate individual training events:
  - To manage members' training requests.
  - Ensuring the training room is available and ready, or that a Zoom meeting has been set up.
  - Ensuring the supply of refreshments, where required.
  - To manage members' feedback following the training event.

#### **6. Meetings Manager**

- To co-ordinate suggestions for potential meeting content
- To manage a list of potential internal and external speakers for APG meetings and workshops.
- To gather information about potential speakers, e.g. their talks and their charges.
- To agree and maintain the annual/quarterly Meeting Schedule (i.e. speakers/reviews/etc.) with the Core Group.
- To manage the production of the Quarterly Schedules, which will include meetings, training, outings and workshops.
- To share the Quarterly Schedule with the Core Group Members.
- To contact speakers in order to schedule their talk to the APG.
- To advise the Website and IT Manager of upcoming meetings.
- To co-ordinate payment of speakers, via The Treasurer.
- To host the speaker at the meeting or workshop.
- To send out meeting invitations to the APG members prior to a meeting.

#### **7. Outings Manager**

- To co-ordinate suggestions for potential outing destinations.
- To maintain a list of potential outing destinations.
- To advise the Website and IT Manager of any content additions/changes/deletions.
- To present options for outings to the Core Group on a regular basis.
- To identify lead contact point for each outing.
- To co-ordinate agreed outings, including:
  - publicising outings to the members,
  - recording attendees,
  - providing outing details (including, lead contact point) to enable members to attend.

#### **8. Workshop Manager**

- To co-ordinate suggestions for potential workshop destinations.
- To maintain a list of potential workshop destinations.
- To present options for workshop to the Core Group on a regular basis.
- To co-ordinate agreed workshop, including:
  - Identifying locations for shoots
  - Identifying suitable accommodation
  - Arranging discounts at hotel/etc.
  - Publicising workshop,
  - Recording attendees
  - Providing workshop details to members.



## 9. Website and IT Manager

- To manage the APG website, i.e.:
  - To receive requests for changes to the website from Core Group members.
  - To identify new content for the website, including articles, YouTube videos, etc.
  - To update content on the APG Website.
- To notify the Treasurer when hosting/domain payments are required.
- To manage the APG Facebook group, i.e.:
  - Add new members to the APG Facebook group.
  - To add events on the APG Facebook page.
- To update the APG online schedule on Google Calendar.
- To set up meetings on Zoom and communicate information to relevant Core Team members.

## Ad-hoc Roles

Core Group and Ordinary Members may be asked to take on ad-hoc roles at certain points, e.g. to deliver training, co-ordinate a workshop, or take part in a special project (e.g. host the APG meetings, run a critique/review session, co-ordinate an exhibition, buy new equipment).