

ST GEORGE MOTOR BOAT PHOTOGRAPHIC CLUB CONSTITUTION 2017

1. CLUB NAME AND OBJECTS

- a) The Society shall be known as the “St George Motor Boat Photographic Club” and the same hereinafter referred to as the “Photographic Club”.
- b) The aspects of the Photographic Club are:
 - i) the promotion and management of the art of photography;
 - ii) the arrangement of exhibitions and instructional lectures etc; and
 - iii) the arrangement and management of all social activities for and on behalf of the Photographic Club members.

2. ANNUAL GENERAL MEETING

- a) The Annual General Meeting of the Photographic Club shall be held during the month of November in each year.
- b) A notice in writing or by publication in the Photographic Club’s social media of the Annual General Meeting shall be forwarded by the Secretary not later than the 15th day of October to all members. Such notice shall set forth the fact that nominations for all members of the Committee must be in the hands of the Secretary fourteen (14) days prior to the Annual Meeting.
- c) The members of the Committee shall be elected by ballot. Nominations shall be in writing on the prescribed form signed by the proposer and seconder; such nominations to be in the hands of the Secretary fourteen (14) days prior to the date fixed for the Annual General Meeting. Should nominations fall short of the required number such nominees shall be declared elected and other nominations, with the consent of the nominees, may be made at the meeting. The names of all nominees shall be displayed in the Photographic Club’s Facebook page and a printed list will be available at the Annual General Meeting.
- d) We need at least 25 % of all members present at any Annual or Special General Meeting to reach a quorum.

Proceedings at Annual General Meeting

- i) The attendance book to be signed by members in attendance.
- ii) Reading and confirming the Minutes of the previous Annual General Meeting.
- iii) Apologies.
- iv) Correspondence.
- v) Consideration of Annual Report, Financial Statements.
- vi) Election of Executive Officers for the coming year.
- vii) Transaction of any other general business properly brought before the meeting.

Chairperson

The President of the Photographic Club shall take the Chair at any General Meeting. In their absence, the Vice President or in their absence a nominated committee member shall officiate.

3. OFFICE BEARERS

The office bearers of the Photographic Club shall be President, Vice President, Secretary, Treasurer, Audio Visual Manager, Equipment Manager, Events Co-ordinator, Club Liaison Representative, Meet

and Greet, Webmaster and any additional position designated by the Committee as and when the need arises.

4. MANAGEMENT OF PHOTOGRAPHIC CLUB

- i) The management of the Photographic Club shall be vested in a Committee consisting of the President, Vice President, Secretary, Treasurer, Audio Visual Manager, Equipment Manager, Events Co-ordinator, Club Liaison Representative, Meet and Greet.
- ii) The Committee shall meet at least six times per calendar year (emergencies excepted). Dates of each meeting will be listed on the Photographic Club Syllabus. A quorum shall consist of 50% of the Committee plus one committee member. The chair shall be taken in the order of precedence as stated previously in Section 4 subsection i).
The order of business will be:
 - a) apologies;
 - b) reading and confirmation of the minutes of the previous meeting;
 - c) business arising out of the minutes of the previous meeting;
 - d) Treasurer's report;
 - e) Secretary's report including correspondence inwards and outwards;
 - f) reports from Club Liaison Representative and other committee members; and
 - g) general business.
- iii) The Committee shall have the power to decide and act on all matters and business of the Photographic Club.
- iv) At all meetings, the Chairperson will have a casting vote as well as a deliberate vote.
- v) Office bearers, other than the Committee may attend committee meetings but will have no voting rights.
- vi) In the event of a vacancy occurring within the Committee, the Committee, at their discretion, may co-opt another member to fill the vacancy.

5. SPECIAL MEETINGS

- a) Special meetings of the Committee may be convened by:
 - i) the Board of Directors of the St George Motor Boat Club's Club;
 - ii) the President or Secretary of the Photographic Club; or
 - iii) on a requisition, signed by ten (10) members of the Photographic Club; such a requisition to clearly state the purpose of the proposed meeting.
- b) Special General Meetings of all Photographic Club members may be convened by:
 - i) the Board of Directors of the St George Motor Boat Club's Club;
 - ii) the Photographic Club Committee; or
 - iii) on a requisition, signed by ten (10) members of the Photographic Club; such requisition to clearly state the purpose of the proposed meeting.

6. MEETINGS GENERAL

- a) The President of the Photographic Club shall be Chairperson at all meetings. In the event of the President being unable to attend a meeting, the Vice President shall act as Chairperson.
- b) Questions arising at any meeting shall be decided by a majority of votes and in the case of an equality of votes the Chairperson shall have a second or casting vote. Voting shall be by show of hands or ballot if requested by a member.

7. MEMBERSHIP RULES AND FEES

No application for membership of the Photographic Club can be considered unless the applicant is a financial member, or associate member, of the St George Motor Boat Club. Should a member of the Photographic Club become an unfinancial member of the St George Motor Boat Club they shall be automatically excluded from Photographic Club membership.

- a) An Annual Membership fee, set by the Executive Committee, shall be charged, falling due on the first meeting held in the month of January each year and being payable up to a period of two calendar months from that date. Members are to be given one month's notice of any change in fees, such notice to be via email to all members. Previous year's members who have not renewed their membership fee by that date shall be regarded as an unfinancial member and will have forfeited their membership.
- b) All the foregoing subscriptions may be paid directly to the Treasurer in cash/cheque or by direct bank deposit or alternatively, left at the St George Motor Boat Club reception desk in an envelope addressed to the Secretary of the Photographic Club.
- c) All persons exhibiting at the Photographic Club in any social event must be financial members of the Photographic Club.

8. FINANCIAL YEAR

The financial year of the Photographic Club shall commence on the first day of January and terminate on the thirty-first day of the following December.

9. BANKING

- a) All banking for and on behalf of the Photographic Club shall be conducted in accordance with the St George Motor Boat Club's banking policy.
- b) All withdrawals, cheques etc shall be signed by at least two Committee members; the President, Vice President, Secretary or Treasurer.

10. LIFE MEMBERS

- a) A person who has given outstanding service to the Photographic Club for a period of not less than ten (10) years shall be eligible for Life Membership of the Photographic Club. The granting of Life Membership shall be by a 75% vote at an AGM after being nominated by the committee proving the requirements of outstanding service are met.
- b) A Life Member of the Photographic Club may participate in any meeting of the Photographic Club, including Committee meetings, and vote on any matter brought forward. Life members are not members of the Committee unless so elected.

11. MISCONDUCT OF MEMBERS

If any member shall wilfully refuse or neglect to comply with any of the provisions of the Memorandum or articles or By-Laws of the St George Motor Boat Club or By-Laws or Constitution of the St George Motor Boat Photographic Club or be guilty of alleged conduct likely to be injurious to the interests and welfare of the Photographic Club, such member shall forfeit their membership of the Photographic Club unless an explanation for such alleged conduct shall be accepted by the Committee at a meeting convened therefore.

12. LIQUIDATION

In the event of the winding-up of the Photographic Club, after outstanding liabilities are paid for, its cash and other assets will pass to the St George Motor Boat Club for disbursement as directed by the

Board of Directors of the St George Motor Boat Club's Club.

13. LOSS OF PROPERTY

Neither the St George Motor Boat Club nor the Photographic Club will be responsible in any way for damage or loss, to any members equipment, prints or digital imagery whilst taking part in any event connected with the Photographic Club.

14. PROFITS AND INCOME

The profits and income of the Photographic Club shall be applied solely towards the promotion of the objects of the Photographic Club and no part thereof shall be distributed, paid or transferred by way of dividends, bonus, distribution of profits or otherwise to or amongst the members of the Photographic Club provided that nothing herein shall prevent the payment in good faith of remuneration to any member of the Photographic Club for any services actually rendered to the Photographic Club or prevent payment of reasonable interest on monies borrowed from a member of the Photographic Club nor the payment of reasonable and proper rental for premises demised or let by any member to the Photographic Club but so that no member of the Committee of the Photographic Club shall be appointed to any salaried office of the Photographic Club paid by fees and that no remuneration or any other benefit shall be given by the Photographic Club to any member except as repayment of expenses actually paid out by them or for interest or rent as aforesaid.

15. DUTIES OF OFFICIALS

PRESIDENT

Overall organisation and running of the club, to represent the club and lead all activities.

Responsibilities include:

- . Introductions and announcements
- . Welcome visitors by name
- . Expression of thanks
- . Arrange guest speakers and evaluators
- . Act as Chairperson at committee meetings
- . Organise program for the year with the help of the committee
- . Looking out for new members
- . Give a report to the Committee

VICE PRESIDENT

To organise and run the club evenings

Responsibilities include:

- . Welcome guest speakers and evaluator
- . Provide refreshment for guest speakers and evaluator
- . Next in line when president is not available
- . Looking out for new members
- . Give a report to the Committee

SECRETARY

- . Keep a minute book of all proceedings of the Photographic Club, such book to be kept open for the inspection of members at a Committee Meeting at any reasonable time.
- . Present the Annual Report.
- . Attend to all correspondence.
- . Keep a record of all correspondence.
- . Keep a register of members and their addresses in the form of an electronic database or spreadsheet.

TREASURER

- . Keep an account of receipts and disbursements in a book which shall be open for inspection of the Committee always
- . Present the Annual Financial Statements
- . Submit a bank statement and reconciliation at each meeting of the Committee
- . Maintain the Member's Register
- . Receive all monies of the Photographic Club and pay all outgoings which shall be made by cheque/credit card/cash and previously passed by the Committee
- . Issue all receipts for all money received
- . Recording and issuing of approved cheques (co-signed by any assigned signatories)
- . Looking out for new members

AUDIO VISUAL MANAGER

To look after the projector, screen and laptop. If needed, project digital images for presentation and assist evaluators and guest speakers.

Responsibilities include:

- . Collect digital images as required
- . Preparing presentations
- . Assist administrating Facebook page
- . Looking out for new members
- . Give a report to the Committee

EQUIPMENT MANAGER

To maintain all club equipment in good working order.

Responsibilities include:

- . Assure that all required equipment is at hand every meeting
- . Keep up-to-date record of club assets
- . Make sure equipment is safe to use and in good working order
- . Report to committee if equipment needs to be repaired or replaced
- . Ensure security of all equipment (loans not permitted)
- . Looking out for new members
- . Give a report to the Committee

CLUB LIASON REPRESENTATIVE

To liaise with the St George Motor Boat Club on all matters affecting the Photographic Club.

Responsibilities include:

- . Arrange suitable room set up for all meeting nights
- . Represent the interests of the Photographic Club
- . Looking out for new members
- . Give a report to the Committee

MEET AND GREET OFFICER

To welcome visitors and help new members to settle in.

Responsibilities include:

- . Welcome visitors and maintain member and visitors sign-in book
- . Inform the President of the names of any visitors

- . Greet visitors and introduce them to a member who can look after him/her during the evening
- . Direct new members with inquiries to the correct committee member
- . Looking out for new members
- . Give a report to the Committee

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WEBMASTER

To maintain the website and Facebook page.

Responsibilities include:

- . Updating the current program on website and Facebook page
- . Keep website up to date with program and information
- . Implement new ideas for website, keeping it simple and easy to use
- . Looking out for new members
- . Give a report to the Committee

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EVENTS CO-ORDINATOR

To organise club outings.

Responsibilities include:

- . Scouting out place of interest for outings
- . Organising dates for outings sometimes weekends and sometime weekdays
- . Get the information to the webmaster to publish it on the website and Facebook page
- . Email information to all members
- . Looking out for new members
- . Give a report to the Committee

16. LIABILITY OF OFFICERS

Officers of the Photographic Club who may, by authority of the Committee, accept or incur any pecuniary liability on behalf of the Photographic Club, shall be indemnified by the Photographic Club against any personal loss in respect of such liability. Members on joining the Photographic Club agree to Hold Harmless and Indemnify the members of the photographic club.

17. AMENDMENTS OR ALTERATIONS TO THE CONSTITUTION

This Constitution may be amended by a three-fifths majority at an Annual General Meeting or specially convened meeting provided twenty-one (21) days written notice has been given to all members.

18. CONFLICT OF RULES

Where these Rules are silent or conflict; the Rules, By-Laws and Ordinance of the St George Motor Boat Club's Club shall prevail.