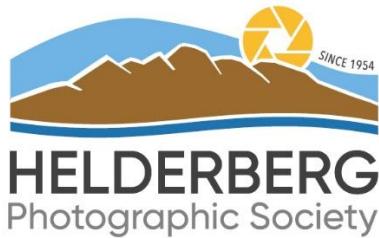


Founded 1954

Member of PSSA



# Helderberg Photographic Society

## Constitution

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## **1 Name**

The name of the society shall be **Helderberg Photographic Society**.

## **2 Object**

The encouragement of photography.

## **3 Membership**

Persons duly elected to the following categories:

### ***3.1 Ordinary Members***

Persons 18 years of age and older.

### ***3.2 Junior Members***

Persons under the age of 18 years.

### ***3.3 Honorary Members***

Persons who have rendered distinguished service to the Society and who have been duly elected to the status of Honorary Member by a majority vote at an Annual General Meeting. They will be entitled to all privileges without paying subscriptions.

### ***3.4 Associate Members***

Spouses of Honorary members.

### ***3.5 Student Members***

Persons who are full time students at an educational institution and who hold valid Student Cards from such institution.

## **4 Visitors**

### ***4.1 Up to Two Visitors***

Members may only bring two visitors to any meeting held by the Society without prior arrangement with the Chairman.

### ***4.2 More Than Two Visitors***

Any member wishing to bring more than two visitors to a meeting should first clear this with the Chairman at least one day prior to the meeting.

#### **4.3 Identification and introduction of Visitors**

Before the start of the meeting the member must identify and introduce the visitors to the Committee Member responsible the PRO function at the meeting.

### **5 Eligibility of Membership**

#### **5.1 Eligibility Criteria**

A person will become eligible for admission to membership of the Society on:

- 5.1.1 Completion of an appropriate admission form,
- 5.1.2 Payment of an admission fee and
- 5.1.3 Payment of the first years subscription as determined by the trustees from time to time.

#### **5.2 Right of Admission**

The right to admit a new member is reserved by the Committee.

#### **5.3 Waiver of Admission Fees**

At the Committees discretion it may waive the admission fee anticipated in 5.1.2 above.

### **6 Discipline**

Disciplinary action will be taken by the Committee at its discretion or on the receipt of a complaint signed by not less than six members, against a member who has allegedly transgressed the Societies roles or ethics him or herself.

Disciplinary action may result in an appropriate sanction being determined by the committee, This may take the form of expulsion from the society.

A member expelled has the right to appeal at a Special or Annual General Meeting where a simple majority vote will be final, the Chairman having a casting vote.

### **7 Meetings**

#### **7.1 The Society shall hold the following meetings:**

##### **7.1.1 Annual General Meeting**

An annual General Meeting during December or January of each year.

##### **7.1.2 Ordinary General Meeting**

Ordinary General Meetings, at the discretion of the Committee.

### **7.1.3 Special General Meetings**

Special General Meetings upon receiving a written request signed by not less than six members in good standing.

### **7.2 Who May Attend Meetings**

Only members who are in good standing with the Society may attend Annual General Meetings, Special General Meetings and Ordinary General Meetings. Each Member in good standing, will be entitled to one vote at such meetings.

### **7.3 Voting at Meetings**

7.3.1 In order to exercise their vote members must attend a meeting in person.

7.3.2 Only members who are in good standing with the Society may vote at a meeting.

7.3.3 Each member entitled to vote at a meeting will have a single vote on any point raised which requires a vote.

7.3.4 Voting at a meeting may be by a show of hands unless there is an objection from the floor where upon a ballot will be held.

7.3.5 All motions will be carried by a simple majority. Should there be a deadlock then the Chairman will have a casting vote.

### **7.4 Notice Of Meetings**

Members shall be given at least seven days written notice of all proposed meetings. Such written notice may be in the form of an electronic mail.

### **7.5 Annual General Meeting Business & Conduct**

7.5.1 The Annual General Meeting shall be held to receive and consider the Chairman's Report and the Society's Financial Statement.

7.5.2 To discuss any other business normally conducted at an Annual General Meeting. The reports and Financial Statement may be distributed with the notice convening the meeting and then may be "taken as read" at the meeting.

7.5.3 The Committee will retire at each AGM and if eligible may offer themselves for reelection.

7.5.4 To elect a minimum of three of the societies members in good standing as committee members for the next year.

### **7.6 Chairman**

The Chairman may serve a maximum of 2 consecutive years, In the Chairman's absence the Vice-Chairman will takeover as Chairman.

## **7.7 Calling Of Special General Meeting**

7.7.1 The Committee will convene a Special General Meeting: Upon receiving a written request, signed by not less than six members in good standing, stating the business to be discussed. At such meeting, which will be held within one month of request, only matters relating to the application may be dealt with.

7.7.2 At the Committees discretion should it determine that an issue should be brought before a Special General Meeting.

## **7.8 Chairman Of Meetings**

The Chairman, or in his absence, the Vice-Chairman shall preside at all meetings.

## **7.9 Right of admission**

Right of admission will be reserved by the Committee.

## **7.10 Rule Disputes & Interpretation**

If any question or dispute should arise at a meeting as to the meaning of any rule, the Chairman shall give a ruling. Any member may object to such a ruling whereupon the ruling shall be submitted to the meeting for a final decision.

# **8 Quorum**

## **8.1 Quorum an Annual General Meeting**

The Quorum for the annual general meeting shall be 25% of the membership in good standing as at the last day of the month preceding the month in which the meeting is to be held.. All matters shall be decided by a simple majority vote of all members present who are entitled to vote

## **8.2 Quorum For A Committee Meeting**

The Quorum for a Committee meeting shall be two committee members, with the Chairman having a casting vote.

## **8.3 Quorum not being Attained**

In the event of a Quorum not being attained at an Annual General or any Special General Meeting, a Special General Meeting shall be called within 6 weeks of the date for which the original meeting was called, at which meeting the business may be decided by simple majority vote.

## **9 The Committee**

### **9.1 Election of Office Bearers**

At the first committee meeting after the Committee they will elect from their number a Chairman, Vice Chairman, a Secretary and a Treasurer.

### **9.2 Management**

The management for the Society shall be vested in a Committee, consisting of the Chairman, Secretary, Treasurer and up to seven other members, all of whom must be in good standing, who shall be elected in that order at the Annual General Meeting on nominations duly proposed and seconded and voted upon by ballot or show of hands. Nominees must be present at the meeting or, if absent, they must signify in writing their willingness to serve on the committee.

### **9.3 Committee Shall Hold Office**

The Committee shall hold office until the next Annual General Meeting and may be eligible for re-election.

### **9.4 Vacancies**

Vacancies occurring during the tenure of the committee will be filled by the appointment by the Committee of a member who will hold office for the unexpired period of the year.

### **9.5 Absentee**

In the event of a Committee member being absent from more than three consecutive committee meetings without leave or valid explanation, he or she shall be replaced as in 8.3 above.

### **9.6 The Chairman**

The Chairman shall preside at all committee meetings. In his absence, he shall preside for the whole period of his absence.

### **9.7 Banking Account**

The Committee shall open a banking account in the name of the Society. Any two of the following members shall have power to withdraw moneys: Chairman, Secretary, and Treasurer. All withdrawals from the bank account will be signed by any two of the elected Committee members together.

## ***9.8 The Committee***

- 9.8.1 The Committee shall have the right to take any action, which, in the opinion of the committee members, appears to be in the interest of the Society, subject to such action being reported to the members at the following meeting.
- 9.8.2 The Committee shall have the discretionary power to deal with any matter not specifically referred to in this constitution.

## ***9.9 Right of Admission***

The Committee will have the right to Reserve Admission to any person attending any meeting that the Society may hold. This right will not apply to any member in good standing with the Society.

## **10 Finance**

10.1.1 Annual subscriptions will be proposed by the Committee and determined by the members at the Societies Annual General Meeting.

### ***10.2 Annual Subscriptions***

10.2.1 All annual subscriptions shall become payable at first meeting held in January of each year.

10.2.2 At its discretion the Committee will have the authority to allow up to a twenty percent discount on subscriptions paid to the Society by the end of March each year,

10.2.3 Members elected after 30 June shall pay sixty percent of the annual subscription as determined that the last Annual General Meeting.

### ***10.3 Subscriptions Not Paid***

A member whose subscription is not paid by 31 August shall cease to be a member. The Committee shall have the right to reinstate a member on receiving a satisfactory explanation and payment of the appropriate level of subscription.

### ***10.4 Entrance Fees***

On joining the Society new members will be required to pay an Entrance fee as determined by the Committee from time to time.

### ***10.5 Funds Received***

All funds received shall be deposited at the earliest possible date to the credit of the banking account of the Society.

### ***10.6 Prior Approval Of The Committee***

Any payment, other than petty payment, shall require the prior approval of the Committee.

### ***10.7 Statement Of Income and Expenditure***

A statement of Income and Expenditure covering each year ending 31 December shall be prepared by the Treasurer and verified by two non-committee members or a qualified auditor.

### ***10.8 Member Resigns or is Expelled***

A member who resigns or is expelled shall have no claims on any funds.

### **10.9 Liability Of Members**

Liability of members shall at all times be limited to the amount of subscriptions due by them as at the date of dissolution of the Society.

### **11 Competitions**

Only Members who have paid their annual subscriptions may enter photographs in the clubs competitions.

### **12 Trophies**

All floating trophies remain the property of the Society and must be returned when requested by the Committee.

### **13 Liquidation Of The Society**

#### **13.1 Liquidation**

The Society shall be liquidated when, at a Special General Meeting, a ballot is taken and not less than two-thirds of the members present vote in favour of the Society being liquidated.

#### **13.2 Liquidator**

The Committee shall act as liquidator.

### **14 Amendment Of The Constitution**

This Constitution may be repealed, amended, or added to in any manner by a resolution of an Annual or Special General Meeting. Any requests for alterations to the constitution must be submitted in writing to the Committee not less than a month before an Annual or Special General Meeting.

