

Melbourne [Derby] Photographic Society
Constitution

1. **Name**

1.1 The society shall be called 'The Melbourne [Derby] Photographic Society' referred to in this constitution as the 'society'.

2. **Objectives**

2.1 The objectives of the society shall be to promote and encourage all levels of photography from beginners to advanced level through education, comradeship and friendship.

3. **Membership**

3.1 Membership shall be open to the public. The officers of the society shall be elected from the membership at the society Annual General Meeting [AGM].

3.2 The following officers shall be appointed

President
Vice-president
Secretary
Treasurer
Competition Secretary
Exhibition Secretary
Programme Secretary
Webmaster & Advertising Secretary

3.3 Such other officers as may be required from time to time be appointed for the conduct of society activities.

3.4 Where appropriate and subject to the appointed officers agreement joint responsibilities may be held by the same elected officer. When this is the case the committee shall consist of a minimum of at least 5 elected officers.

3.5 The total membership of the committee should be a minimum as describe above and no greater than 20% of the total membership at the time of the Annual General Meeting.

4. **Management**

4.1 The committee will consist of at least 5 elected officers as described in 3 above, who shall manage the affairs of the society. The committee shall serve for a 12 month period and will be subject to election at the AGM.

4.2 At meetings of the committee 3 members shall constitute a quorum where the management committee consists of 5 elected officers or 60% where the committee has more than 5 members.

4.3 When a vacancy occurs during the 12 month elected period the committee shall have the authority to appoint an additional member to fill the vacancy. Such an appointment will be subject to formal election at the first available AGM or as a result of calling an extra ordinary meeting of the membership.

4.4 Committee members are required to attend 50% of committee meetings in any fiscal year. Where a committee member fails to attend 50% of the meetings they will be asked to stand down unless there are exceptional circumstances.

5. Fiscal Year

5.1 The society's financial year shall be from the 1st April to the 31st March.

6. Subscription

6.1 The annual subscription shall be decided at the AGM. No member shall be deemed a member until their subscription is paid in full. The Treasurer shall have the discretion to allow members to spread their subscription payment over a reasonable period, which should be no longer than the September to April (8 months). Where this is the case the initial payment will entitle the individual to receive all the benefits of membership, subject to that member honouring the agreement reached with the Treasurer.

6.2 The payment of subscription shall entitle the member to the full benefits of the society from the first meeting in September to the first meeting of the following September [12 months].

6.3 Subscription shall entitle the member to participate in the programme at no additional cost other than those additional programme activities not fully funded by the society, cost of refreshments, raffles, other unfunded activities and any meeting fees which may apply.

6.4 Anyone joining the society as a member during a programme year may be subject to a variance on the full years membership at the discretion of the committee.

7. The Programme

7.1 The committee through the Programme Secretary will provide a schedule of activities. The programme of activities will usually be over a full 12 months.

8. Meetings

8.1 Ordinary meetings [the Programme] shall be held at such time and place and in such a manner as the committee may from time to time determine. Each member shall have the privilege of introducing visitors to ordinary meetings and outings.

8.2 Ordinary meetings [the programme] shall be available to non-members and shall include a wide range of photographic subjects, from practical demonstrations to educational talks.

8.3 Visitors will be asked to pay an admission fee, which shall include entrance to the meeting and refreshments. The admission fee for visitors will be agreed annually at the AGM.

9. AGM

9.1 An Annual General Meeting [AGM] shall be held in April each year to receive the annual reports from the elected officers [as a minimum a President and Treasurers report], to elect the societies officers, provide feedback and to consider any other items of business.

9.2 An AGM shall be held ideally within 12 months of the previous AGM but no longer than 13 months after the previous AGM.

9.3 The quorum for the AGM will be a number not less than the number of committee members plus 20% of the remaining membership number. Decisions taken at the AGM or at any other meeting shall be made by those present, by a show of hands. A simple majority of those voting shall carry. The President shall have a second and casting vote in cases of equality.

9.4 The President shall give at least 21 [Twenty One] days notice of an AGM to all members.

9.5 Any member wishing to stand for election of office to the committee or wishes to be considered by nomination must notify the President & Secretary in writing fourteen days prior to the AGM.

9.6 Members and Committee shall notify the Secretary of any agenda items 2 weeks prior to the AGM.

9.7 The President & Secretary shall be responsible for the circulation of the agenda and associated papers which must include the society's annual accounts. Such agenda and papers shall be available to the members at least 7 [seven] days prior to the AGM and will be available on the Melbourne [Derby] Photographic Society website.

9.8 Decisions made at the Annual General Meeting regarding the running of the society, form the basis of the society's rules. These can only be set aside at a subsequent AGM or EGM. The committee is empowered to set such rules aside on a temporary basis, but on the understanding that the membership are made aware of the variance, and it stays in place only until the next General Meeting.

9.9 Voting; only fully paid members of the Society are entitled to vote or speak at the AGM.

9.10 When a President voluntarily stands down, after their term of office, that they are offered the opportunity to fulfil the post of Vice President, for one committee year. This would then enable continuity during the transition period.

10. Extraordinary General Meeting [EGM] Correcting

10.1 An EGM may be called in writing either by the committee or by a minimum of 20% of fully paid up members. The purpose of the meeting must be provided within the written request.

10.2 Where the appropriate requirements re membership and committee are concerned as described above and an EGM is called to address a significant issue. Such a meeting must be called within one calendar month of the matter being requested.

10.3 The Society President & Secretary will take responsibility for calling such a meeting, preparing papers, agenda and setting a venue within 7 days of the request being received.

10.4 Voting; only fully paid members of the society are entitled to call an EGM and vote at EGM

11. Investment

11.1 All monies at any time belonging to the society and not required for immediate application shall be invested in a low risk account.

12. Amendments

12.1 The constitution may be amended by a two thirds majority of members present at the AGM, subject to the quorum in section 9 being met at the time of the vote. Provided that 7 [seven] days notice of the proposed amendment has been circulated to members.

13. Winding up.

13.1 The society may be dissolved by a two-thirds majority of members voting at an AGM or by calling an Extraordinary General Meeting. Where an Extraordinary General Meeting is called a two thirds majority of members shall be required to dissolve the society.

13.2 If a motion for the dissolution of the society is to be proposed at an AGM, this motion shall be referred to specifically when notice of the meeting is given. In the event of the dissolution of the society, the available funds of the society, together with its equipment shall be transferred to one or more organisations or charitable institutions having objects similar or reasonably similar to those of this society. These organisations or charitable institutions shall be chosen by members and approved by the AGM at which decision to dissolve the society is taken.

14. Review

14.1 This constitution shall be reviewed on a periodic basis no greater than 5 years in duration. The President will be responsible for ensuring this review is conducted.

14.2 This constitution was approved by the members of Melbourne [Derby] Photographic Society at the Annual General Meeting of the Society held on the 14th April 2011.

Signed on behalf of the committee and members of Melbourne [Derby] Photographic Society by the President.

Ian Pettit

Ian Pettit on the 28th day of April in the year 2016.