

ATHERTON & DISTRICT AMATEUR  
PHOTOGRAPHIC SOCIETY

Society's General Rules

Revision 2021.2

# Society's General Rules

## Name

- 1.1 That this Society shall be called The Atherton & District Amateur Photographic Society.

## Place

- 2.1 The Society Headquarters shall be in Atherton.

## Object

- 3.1 The Promotion of the Science and Fine Arts of Photography by the holding of demonstrations and lectures thereon.

## Management

- 4.1 The management of the Society shall be vested in a Committee, whose authority shall in all cases be paramount until overborne by a General Meeting of the Society.
- 4.2 There shall be five Trustees of the Society. Trustees shall be appointed from time to time as necessary, by the Society, at an Annual General Meeting (AGM). They shall be appointed from ordinary or honorary members, who are willing to be so appointed. Trustees shall hold office during their life, or until a resolution removing them from office shall be passed at a General Meeting at which a two thirds majority of the members must be present and the majority vote shall carry.

## Committee

- 5.1 Shall consist of the following:

- |                    |                                     |
|--------------------|-------------------------------------|
| a) President       | g) Syllabus Secretary               |
| b) Chair           | h) Competition Secretary (external) |
| c) Two Vice-Chairs | i) Competition Secretary (internal) |
| d) Secretary       | j) Publicity Officer/ Webmaster     |
| e) Treasurer       | k) Six General Members              |
| f) Archivist       | l) Delegates to L&CPU               |

- 5.2 They shall be elected at the Annual General Meeting and shall hold office for one year but shall be eligible for re-election.

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- 5.3 The Committee shall fill any vacancy of vacancies in their number which may occur during the period between Annual General Meetings.
- 5.4 In case any member of the Committee shall be absent from the meetings of the Committee for three consecutive meetings, such member shall lose their seat unless a reasonable excuse is given, and shall not be eligible for re-election for one year.

## Election of Officers to the Committee

- 6.1 The mode of election of the Committee shall be as follows:

A nomination sheet shall be placed in the Club Rooms at least one month before the Annual General Meeting, on which all nominations shall be entered and shall be removed 24 hours prior to the AGM. Any member may be nominated by two other members who shall have previously obtained the consent of the member so nominated.

## Resignation from Committee

- 7.1 If any member of the Committee resigns they must furnish the Secretary with written notice. Should the resignation be accepted, a successor should be appointed, where possible, at the same meeting at which the resignation was accepted.

## Quorum

- 8.1 The following shall be considered a quorum:
  - At any committee Meeting of the Society, 4 members to be present.

## Treasurer

- 9.1 The Treasurer shall account for all Society Monies and shall discharge all debts payable by the Society out of Society Funds and keep proper records and accounts of all such matters. A statement of the Society Accounts for the past year, signed by the Treasurer and duly audited by an Auditor appointed by the AGM, shall be submitted at the Annual General Meeting, in each year.
- 9.2 The Financial Year shall end on the 31st March in every year.
- 9.3 The Society Funds shall be deposited with a local bank.

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## Secretary

- 10.1 The Secretary shall record the proceedings of the Committee and the AGM; conduct the correspondence, and have custody of all books and documents of the Society appertaining to their office. They shall call all meetings of the Society.

## Meetings

- 11.1 The **Annual General Meeting** shall be held on the first Thursday in May.
- 11.2 The **Society's Meeting** night shall be Thursday at 8:00pm, according to the syllabus published by the Authority of the Committee. In the event of any alteration in the time and place of meeting, members will be notified by the Secretary.
- 11.3 **Special General Meetings** of the Society shall be called by the Secretary when directed by the Committee, or on receipt of a requisition signed by six members of the Society, stating the objective for which the meeting is to be called. Seven days notice at the least, of every such meeting, specifying the business proposed to be transacted, shall be given by the Secretary to every member of the Society, and no other business will be transacted at such a meeting.
- 11.4 The Committee shall hold a meeting once a month on the 3rd Monday. (Holidays Excepted).
- 11.5 The Chair and Secretary shall have power to call a meeting of the Committee at any time they may deem it expedient.
- 11.6 The Society's Deeds shall be deposited in a local Bank.

## Election of Members

- 12.1 Application for membership must be duly proposed and seconded by two members of the Society, and the applicant's membership form shall be kept in a binder provided for that purpose in the Club Room. The Committee will consider the application at the earliest opportunity.

## Honorary Members

- 13.1 At any Annual/ Special General Meeting of the Society, any person may be elected an Honorary Life Member of the Society, and all such Honorary Life Members shall be eligible for any office in the Society.

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## Subscriptions

- 14.1 The Annual Subscription shall be payable in advance at the AGM.
- 14.2 Any member more than six months in arrears with their subscriptions shall be notified, and if more than twelve months thereupon, automatically cease to be a member and their name deleted from the Society records, and shall be compelled to seek re-admission to the Society.

## Introduction of Friends

- 15.1 Members may bring friends to the Society's Meetings and they shall enter their name or names in the Visitors Book.

## Complaints and Suggestions

- 16.1 All complaints and suggestions shall be made in writing, signed by a member or members, and all such complaints or suggestions shall be considered by the Committee at the earliest opportunity.

## Society Property

- 17.1 The property belonging to the Society shall not be used by any member for commercial purposes.

## Dissolution of The Society

- 18.1 In the event of the dissolution of the Society, any funds of property belonging to the Society shall be disposed of at a Special General Meeting called for that purpose, at which a two thirds majority of members must be present and the majority vote shall carry.

## Construction of Rules

- 19.1 All doubts as to the meaning and construction of these rules and any questions not provided for in the rules, shall be referred to the Committee and their decision shall be final.

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## Alteration of Rules

20.1 These rules may be altered at the Annual General Meeting or any Special General Meeting convened for that purpose.

## Effect of the Rules

21.1 These Rules shall, be printed and a copy of them shall be delivered to every member of the Society.

21.2 A copy of these Rules must be displayed in the Club Room.

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## Revision History

- 2018.1 Re-written in electronic format ready for web-publishing.
- 2018.2 (5.1) updated to remove 'Projectionist' role. Approved AGM 2018.
- 2021.1 (5.1) Updated to de-gender committee roles for Chair and Vice-Chair.
- 2021.2 (5.1) Updated to reflect the current Committee positions.

