



# The Rules Governing The Bury St Edmunds Photographic Society

## 1 Title

- 1.2 The Society shall be known as the **BURY ST EDMUNDS PHOTOGRAPHIC SOCIETY** (hereinafter referred to as “The Society”).

## 2 Objective of the Society

- 2.1 To encourage the development of photographic skills and an appreciation of photography.

## 3 Governance of the Society

- 3.1 An Executive Committee selected in accordance with these rules will be responsible for conducting the business of The Society. They may appoint subcommittees to act on their behalf for the organisation of specific events; these shall report to the Executive Committee.
- 3.2 For the purpose of administrating The Society its Financial Year shall run from 1<sup>st</sup> April to the 31<sup>st</sup> March in the following year.

## 4 Membership

- 4.1 Membership of The Society shall be comprised of the following classes of membership:

### 4.1a *Full Membership*

Entitles the member to attend all the weekly events, to enter both Primary and Secondary competitions, and to enter an image or images as the case may be at any exhibition which may be hosted by The Society for that year. Full Members shall be entitled to vote at a General Meeting of the Society.

### 4.1b *Honorary Membership*

Honorary members are classed as full members appointed pursuant to clause 4.5 below, and are exempt from any membership fee. They are entitled to attend all the weekly events, to enter competitions, and to enter images at any exhibition hosted by The Society. Honorary Members shall also be entitled to vote at a General Meeting of the Society.

### 4.1c *Student Members*

Persons who are between the ages of 16 and 21 on 1st September and who are in full time education will be classed as Student Members for that year. Student Members will pay a reduced subscription as agreed at the Annual General Meeting of the Society or otherwise at a Special General Meeting. The student member is entitled to attend all the weekly events, to enter competitions and exhibitions as if they were a full member, but do not have voting rights at a General Meeting of The Society.

### 4.1d *Junior Members*

Persons under the age of 16 years on 1st September will be classed as Junior Members for that year and must have the consent of a parent or guardian before their application will be accepted. Junior Members will be granted free Membership however they must be accompanied by an adult who is responsible for their behaviour. Such adult must be a Full Member. The junior member is entitled to attend all the weekly events, and to enter competitions and exhibitions as if they were a full member but do not have voting rights at a General Meeting of The Society.

### 4.1e *Provisional Membership*

The class of Provisional Membership will only exist when the maximum quota of Full Members has been reached in any one year as determined by the Executive Committee from time to time. Provisional Membership entitles the member to attend all the weekly events and to enter Secondary Competitions but not Primary Competitions and does not entitle voting rights at a General Meeting of The Society.

- 4.1f As soon as a space becomes available from within the class of Full Membership the first amongst the list of paid up Provisional Members held by The Society at the time and who attend the Society's weekly events will automatically be upgraded to Full Membership. Such Provisional Member to be selected from the list of fully paid up Provisional Members in the order according to the date of their initial membership. For the avoidance of any doubt the first Provisional Member on the list at the time will be the first to be allocated Full Membership, and shall thereafter be entitled to all the benefits which accompany a new Full Membership with immediate effect. Upon notification from the Executive Committee of their designation of Full Membership status, the upgraded member shall be required to pay the difference between the membership fee payable as a Full Member and the fee paid as a Provisional Member, unless such additional fee is waived by the Executive Committee. If such additional fee is not paid within three weeks of being upgraded, the member shall lose the status of Provisional Member and be returned to the status of Visitor for the remainder of the season, in which case the allocation to Full Membership will pass to the next Provisional Member from the list as above.
- 4.2 Subject to paragraph 4.3 below, membership to any of the above classes of Members will be granted on the completion of an Application Form and the payment of the relevant subscription to the Honorary Treasurer. Membership must be renewed annually on payment of the subscription due for that year.
- 4.3 The Executive Committee of The Society shall have the right to refuse to accept any application for membership, or to terminate any membership where, in the opinion of a majority of them, such membership is considered to be against the interests of The Society. The Chairperson and Honorary Secretary, acting in agreement, may suspend a member until such time as the Executive Committee next meet to decide whether or not to take action under this section.
- 4.4 The Executive Committee will be responsible for recommending to the members the rate of subscription to be paid annually, and the fee to be charged for casual visitors. This will be presented as a motion at the Annual General Meeting for members approval. The subscription shall be payable in advance of the period to which it relates.
- 4.5 The Executive Committee may, from time to time, recognise exceptional service to the Society by recommending an individual for Honorary Membership. This is to be confirmed by a majority vote of members at the following AGM.

## **5 General Meetings**

- 5.1 An Annual General Meeting shall be held in May of each year. Notification of the date of the Annual General Meeting will be included in the program of events circulated to all members.
- 5.2 A Special General Meeting will be held at the request of at least three members. Such a request must be made in writing to the Honorary Secretary, and must state the motion or motions to be discussed at such Special Meeting. No other business will be discussed at such Special Meeting. The Honorary Secretary must arrange for a Special Meeting to be held within 31 days of receiving the request, and must send written notice of the date, time and place of the meeting, together with the motion or motions for discussion, to all members at least 14 days prior to the date of the Special Meeting. If the Society should cease to have an Honorary Secretary requests for a Special Meeting must be made to the Chairperson.
- 5.3 At Annual General Meetings and Special General Meetings nine members shall constitute a quorum
- 5.4 All motions for discussion must be proposed and seconded by members present at the Meeting. A motion shall become a resolution to be acted upon if more than one half of the votes cast are in favour of it. In the event of an equal number of votes being cast in favour of and against the motion, the Chairperson of the Meeting shall have a Casting Vote.
- 5.5 No alterations, or additions to these rules shall be made except at a General Meeting.

## **6 The Executive Committee**

- 6.1 The Society may appoint a President for such a term of office as it decides. The President may be an ex officio member of the Executive Committee.

- 6.2 At the Annual General Meeting the members will elect an Executive Committee to administer The Society. The Executive Committee shall consist of a Chairperson, Honorary Secretary, Honorary Treasurer, Programme Secretary, Internal Competition Secretary, External Competition Secretary together with at least two and no more than six other members, who shall undertake such other duties as may arise from time to time.
- 6.3 Motions nominating a member for a place on the Executive Committee should be made in writing to the Honorary Secretary before the commencement of the Annual General Meeting. The nominee must indicate a willingness to stand for election. Should a ballot be necessary the Honorary Secretary will issue a voting slip to all members present at the Meeting. The members will appoint two Scrutinisers from those present. The Scrutinisers will collect the completed voting slips and inform the meeting of the result of the ballot.
- 6.4 If there have been no written nominations for a post the Chairperson may accept verbal nominations from the floor.
- 6.5 The Executive Committee will be responsible for selecting a Vice Chairperson from amongst their number.
- 6.6 Should there be a vacancy on the Executive Committee following an Annual General Meeting the Executive Committee may, if the decision is unanimous, co-opt a member of The Society to fill that vacancy. They may not do this more than twice in each year. They shall notify their decision to the members attending the next meeting on The Society's programme of events, and also at the next Annual General Meeting.
- 6.7 At meetings of the Executive Committee Seven shall constitute a quorum. Two of those present must be the Chairperson, Vice Chairperson, Honorary Secretary, or Honorary Treasurer.
- 6.8 The newly elected Committee will take Office at the conclusion of the Annual General Meeting.

## **7 Honorary Treasurer**

- 7.1 The Honorary Treasurer will be responsible for accounting for all monies paid to the Society, and for the payment of all expenses incurred on behalf of The Society. The Honorary Treasurer shall present an account of the income and expenditure for the previous Financial Year to the Annual General Meeting. Each year the Executive Committee shall nominate a member to verify the accounts. That member must verify the accounts at least two weeks prior to the Annual General Meeting.

## **8 Honorary Secretary**

- 8.1 The Honorary Secretary will be responsible for handling correspondence relating to The Society (electronic & written) producing minutes, keeping a master copy of BSEPS rules.

## **9. Programme Secretary.**

- 9.1 The Programme Secretary will be responsible for preparing a programme of events to achieve the objective of The Society, as set out in Rule 2, and to conform to Rule 10.1.

## **10 Competitions**

- 10.1 The Society will conduct a series of competitions amongst members, and where the Executive Committee feel it is suitable, will enter into competitions with other photographic clubs and societies.
- 10.2 The Internal Competition Secretary will be responsible for the administration of The Society's internal competitions. The External Competition Secretary will represent the Society at external competitions.

- 10.3 The Society's internal competitions and rules are attached as Appendix One. If, in the opinion of a majority of the committee, it appears necessary or desirable to amend the Competition Rules at a time other than at a General Meeting they may seek the approval of the members to such a change at one of the advertised meetings. Members to be given 28 days notice that the change will be discussed. No proposed change will apply until approved by a majority of members. Any change made shall only apply until the next General Meeting, when it should be formally put to the members as a proposal to change the competition rules as set out in Appendix One.

## **11 Cessation of The Society**

- 11.1 Should the membership of The Society fall to such a point that the Executive Committee considers that it is impractical to maintain the activities of The Society, a Special General Meeting will be called to discuss a motion to wind up The Society. Those members attending shall form a quorum.
- 11.2 If the motion is carried then its assets shall be vested in the Officers of The Society as Trustees. They shall be responsible for attempting to re-establish a photographic Society or Club in Bury St Edmunds and if successful, shall pass the assets to the new Society or Club. If they are unsuccessful within twelve months of the date of the Special General Meeting when they were appointed, the Trustees shall sell any assets and donate any cash gained, together with any cash they hold in Trust, to a photographic charity or photographic charities of their choice; or The East Anglian Federation of Photographic Societies, or any successor body representing the interests of amateur photographers in the area.

## **12 Temporary Transfer of Duties**

- 12.1 The duties placed by these Rules on the holder of any office may be transferred to a delegated person with the consent of the Chairperson or the Honorary Secretary in order to cover a temporary absence.

## **13 Trophy Retention.**

- 13.1 Perpetual trophies may only be held by full members of the Society. If the winner of a trophy decides not to renew their membership for the following year that trophy must be returned to the Chairperson of the Society, who will hold the trophy on their behalf.

## **14 Major Expenditure**

- 14.1 A major expenditure within the financial year is defined as any expenditure either for a single item or a group of items that exceed 25% of the monetary assets held in the Current Bank Account at the date of the last financial year-end.
- 14.2 A major expenditure will require a majority approval at a General Meeting or Special General meeting as set out in rules 5.3 and 5.4. The amount and reasons for the major expenditure must be notified to members in accordance with the conditions of notice for a General or Special General Meeting.
- 14.3 Major expenditure should exclude expenditure on judges for competitions, lecturers for the program, cost to hire the hall, models for the studio night workshop, EAF subscription and insurance.
- 14.4 Major expenditure should include all other expenditure which is not excluded as in 14.3