

## **Herefordshire Photographic Society Constitution**

1. The Society will be called “Herefordshire Photographic Society”.
2. The objects of the Society shall be to arrange lectures, demonstrations, competitions, visits, and discussions to promote the knowledge, practice and application of photography, and social activities for the benefit and interest of beginners and experienced members.
3. **Officers.**
  - a) The Annual Meeting shall elect 4 Officers of Chair, Secretary, Treasurer and Public Relations Officer, with other roles required from time to time to be undertaken as the Committee sees fit.
  - b) All officers of the society shall be honorary and shall be as follows, President, Chairman, Secretary, Treasurer, Competition Secretary, Programme Secretary and Public Relations Officer.
  - c) Subject to rule 3(a) above, all officers shall be elected annually and be eligible for re-election.
  - d) The Secretary shall keep minutes of all meetings and conduct the correspondence of the Society.
  - e) The Treasurer shall collect all subscriptions and monies owing, after authorisation by the committee, and maintain records of the receipts and payments of the society.
  - f) The Competition Secretary shall receive and accurately record all internal competition entries and results, ensure that judges receive entries at least two weeks prior to each competition and present a report to the Annual General Meeting (AGM).
  - g) The Programme Secretary shall be responsible for arranging the programme of events for the following year.
  - h) The Public Relations Officer shall be responsible for promoting the objects of the Society.
4. **Committee**
  - a) The affairs of the Society shall be managed by a Committee consisting of the Officers listed in 3(a) above, together with other members each of whom shall be either elected annually and be eligible for re-election or co-opted to represent the Society’s needs.
  - b) The affairs of the Society shall be managed by a Committee consisting of the Officers listed in 3(a) above, together with two committee members each of whom shall be elected annually and be eligible for re-election.

- c) The Committee shall be empowered to co-opt any member of the Society until the following AGM.
- d) At Committee meetings, four shall be a quorum.
- e) Admission to the membership of the Society may be subject to confirmation by the Committee.
- f) The Committee shall be empowered to confer at its discretion Honorary or Life membership on any member of the Society who in its opinion has rendered service of special note to the Society over a long period of time, or whose achievements in photography have made a substantial positive contribution to the standing of the Society. During the period of such membership, such members shall not be required to pay an annual subscription. (The Committee shall, exceptionally, have the right to terminate an honorary membership where to do so is in the best interests of the Society).

## **5. Subscriptions**

- a) Annual membership for, adult members, junior members under the age of 18 years, and joint husband and wife membership, shall be as decided from time to time at the AGM or other Special General Meeting (SGM) called in accordance with rule 8.
- b) All subscriptions become due immediately following the AGM and shall cover the period up to and including the AGM of the following year.
- c) Any new member joining the Society after 31<sup>st</sup> January shall, on payment of a full year's subscription at the current rate, remain a member up to and including the AGM of the following year.
- d) Any member (other than honorary or life member) not paying the annual subscription before 30<sup>th</sup> November in the financial year shall, after notification by the Honorary Treasurer, cease to be a member.

## **6. Accounts**

- a) The Society's financial year shall end on 31<sup>st</sup> March.
- b) Accounts shall be produced for each financial year and reported on by the Auditor appointed by the Society. The Auditor need not be qualified as a "registered auditor" within the meaning of the Companies Act 1989.

## **7. Annual General Meeting**

- a) The AGM shall be in April of each year, or as soon as practically possible but no later than at the end of September.
- b) The Committee shall present the audited statement of accounts for the previous financial year and a statement of the Society's progress during the year.

- c) Members will be notified at least two weeks in advance of the advertised date of AGM.

## **8. Changes to the Constitution and Competition Rules**

- a) Competitions and External Competitions shall follow the conditions and principles as described by the Photographic Alliance of Great Britain and modified to specific requirements by the committee when necessary.
- b) The Rules governing Competitions and Critiques shall be published on the website and the Committee will approve changes to Competition rules from time to time as seems fit and in accordance with the needs and desires of the HPS membership as a whole.