



# PRETORIA PHOTOGRAPHIC SOCIETY

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## *CONSTITUTION*

### **1. NAME**

The name of the Society shall be the PRETORIA PHOTOGRAPHIC SOCIETY.

### **2. OBJECTS**

The Society shall have for its aims:

- (a) (a) The association of persons interested in the art, craft and practice of photography;  
and
- (b) (b) The general advancement of photography in all its branches.

### **3. MANAGEMENT**

- (a) The management of the Society shall be vested in a Committee consisting of a minimum of five members and a maximum of eight, of which there shall be a President, a Vice-President, an Immediate Past President, a Treasurer and a minimum of one Ordinary member.
- (b) Committee members shall be elected annually by secret ballot at the Annual General Meeting. In the same election, the positions of Vice-President and President shall be elected by secret ballot.
- (c) After the election of a new President, the Immediate Past President will fulfil the role of that name in the new committee, without election.
- (d) The Committee, during the course of their year of office, shall be empowered to co-opt such additional officers to serve on the Committee as it deems necessary, up to a maximum of five
- (e) The Committee as elected at the Annual General Meeting shall at its first Committee Meeting elect a member of the Committee to the office of Treasurer, and appoint any Committee Member or Volunteer to carry out various duties: Secretary, Competition Secretary, Workshop/lecturers Co-ordinator, Public Relations, Editor and Advertising Officer.
- (f) The Committee shall have the sole management and disposition of the affairs, property and (subject to Section 7) funds of the Society.
- (g) The Office of President, and the Offices of Vice-President, Secretary, Treasurer and any of the Committee Members shall be vacated only by resignation, death or by non-attendance at three consecutive Committee meetings without apologies, and the Committee shall have the power to fill any such vacancy for the remainder of the current year.



- (h) The Vice-President will receive an automatic nomination for the position of President, as it is intended that the post of Vice President is in preparation for the Presidency.
- (i) All members of the Committee shall retire at the end of one year's service and if having indicated their availability to stand for re-election will be required to be proposed and seconded for the Committee
- (j) The same person may not hold the office of President for more than two consecutive years
- (k) No salary or any Honorarium shall be paid to any Office-bearer of the Society
- (l) The Committee shall keep minutes of the proceedings at all its meetings and these shall be approved and signed by the President as is common practice
- (m) The Secretary of the Society shall be responsible for the keeping of these minutes, the minutes of the Annual General Meeting and any Special General Meetings, together with letters or electronic communications received or sent.
- (n) The duties of the Treasurer of the Society are as stated in Section 7, Clause (b).

## 4. MEMBERSHIP

The Membership of the Society shall be as follows:

- (a) Ordinary Members
- (b) Student or Learner Members, who are members under eighteen years of age or still at school or studying full-time
- (c) Honorary Life Members, who may be nominated by the Committee for special services to the Society or to photography in general
- (d) Candidates for membership must complete the Society's application form
- (e) Applications for membership shall be submitted to the Committee for acceptance at their discretion
- (f) Candidates who have been accepted as members of the Society must pay their Annual Subscriptions within three months of acceptance, otherwise they shall be removed forthwith from the membership
- (g) Members of the photographic trade shall be classed as ordinary members and never more than two such members shall be elected to the Committee for the same year
- (h) Each member, upon acceptance, shall be presented with a copy of the Competition Rules and Constitution of the Society by which they should abide.
- (i) All members of the Society in good standing shall have equal voting powers at all meetings of the Society
- (j) Notice of any change of address must be given in writing (which may be by email), otherwise due notice shall be deemed to have been given if material is sent to such member's last known email or postal address.
- (k) All members may introduce visitors to ordinary meetings of the Society. Such visitors must sign the attendance Register, and after attending three meetings as a visitor, are obliged to apply for membership before attending further meetings.
- (l) Any member wishing to resign from the Society must give notice of this to the Secretary and pay any fees etc., due to the Society before such resignation shall take effect.



## 5. SUBSCRIPTIONS

- (a) The Annual Subscriptions to the Society are to be ratified at each Annual General Meeting.
- (b) Subscriptions shall be due on the 1st of July each year and shall be payable in advance to either the Treasurer or Secretary of the Society, who must issue an official receipt
- (c) Members joining the Society after the 1st of January of any year shall be liable to pay only half of the Annual Subscription
- (d) Members whose Subscription is three months in arrear and who fail to pay within one month of notice by the Treasurer shall cease to be members of the Society, at the discretion of the Committee.

## 6. MEETINGS

The following meetings shall constitute the activities of the Society:

- (a) Ordinary Meetings shall take place once a month, except in December, at such time and place as arranged by the Committee and announced in the Society's monthly magazine, newsletter or by e-mail.
- (b) Outings or Workshops shall take place as communicated at Ordinary Meetings or via electronic means.
- (c) The Annual General Meeting shall take place in the month of August of each year, at which meeting the President's report and the Financial Statement shall be submitted, and the Annual Membership Subscriptions shall be ratified. The election of a new Committee shall be held at this meeting.
- (d) Special General Meetings may be convened by the Committee when considered necessary, or upon receipt of a request for such, detailing the reason(s), motions to be tabled etc, signed by at least ten (10) members.
- (e) Special General Meetings shall be called, if at all possible, so as to coincide with an ordinary meeting, and seven days' notice of such Meeting must be given to all members by the Secretary.
- (f) At the Annual General and at any Special General Meeting, 20% of the members of the Society shall constitute a quorum.
- (g) Should a quorum not be present, then the next ordinary meeting will be deemed to be the Annual General Meeting, and the members there present shall form a quorum.
- (h) The Committee shall meet once a month to conduct and discuss the affairs of the Society. At least three (3) members of the Committee shall constitute a quorum.



- (i) A committee member who has given a written or emailed report on all allocated actions and is unable to attend a committee meeting, will be deemed to have been present for the purposes of forming a quorum.
- (j) Any decision of the committee made in a meeting without a quorum of members present, and subsequently ratified by the email vote of at least 4 members, will be deemed to have been approved.
- (k) The President or Vice-President, or in their absence, a member elected by the meeting, may chair an Ordinary meeting.
- (l) Additional informal meetings of the Society or its special interest groups may be arranged as required by members

## **7. FUNDS**

- (a) The Funds of the Society shall be deposited with a local branch of an approved Bank and signing powers shall reside with the Treasurer and additional committee members as specified in a written committee resolution. The signatories to the bank account may, at the discretion of the committee, also have the rights to operate internet banking on behalf of the Society.
- (b) All payments shall be made by the Treasurer and approved of by the Committee.
- (c) Accounts shall be kept of all disbursements and expenditure. Any amounts of more than five hundred rands (R500) must be approved in advance by the Committee.
- (d) The Financial Statement shall be prepared by the Treasurer, verified by the Committee and thereafter presented to the Annual General Meeting for approval.
- (e) Committee members shall keep records and vouchers of any petty disbursements and payments made by them. These payments are to be approved by the President and Treasurer.

## **8. MEMBERS' DATA, INCLUDING IMAGES.**

The Committee shall prepare and maintain a policy regarding the protection of members' data, including images and personal details. This policy shall cover:

- (a) Virus and Malware protection on computers owned by the Pretoria Photographic Society
- (b) Use of images on Pretoria Photographic Society websites and social media.
- (c) Code of Conduct for projection team members and committee
- (d) Use of external software applications
- (e) Limitation of the use of the Society's computers to Society purposes only.

The policy on data protection shall be approved by a show of hands vote at an ordinary meeting.



## **8. CHANGES TO THIS CONSTITUTION**

In the event of any changes, additions or amendments to this Constitution being considered necessary, notice of motion shall be given thereof to Society members by the Secretary in writing, at least seven days prior to:

- (a) an Annual General Meeting; or
- (b) a Special General Meeting called in accordance with Section 6, Clause (d).
- (c) Changes to the constitution must be approved by a majority of the members present and forming a quorum at such a meeting.

## **9. DISSOLUTION OF THE SOCIETY**

If the Society is dissolved for any reason this decision shall be taken at a properly convened and constituted Special or Annual General Meeting. The assets of the Society, following dissolution, shall be disposed of as decided by ballot at such a meeting.