

# ROSS-ON-WYE PHOTOGRAPHIC SOCIETY

## General Club Rules (Revision May 2017)

### (1) Meetings

- a. Unless otherwise specified, the Society shall meet weekly on Wednesday evenings from September to May at a suitable location in or close to Ross-on-Wye, with commencement at 7:30 pm. A normal Society year (September to May) shall consist of approximately 35 meetings.
- b. Attendance at meetings shall be open to all fully paid-up members. Prospective members may also attend meetings but are limited to two such attendances in a given Society year before deciding whether to take out full membership.
- c. Participation in Society competitions, exhibitions, Annual General Meetings and Special General Meetings shall be open only to full Society members.
- d. A full Society member is one who has paid the required membership subscription for the relevant Society year and whose membership has not been withdrawn according to the terms of the Society's Constitution.
- e. Meetings shall comprise a range of themes consistent with the Aims of the Society as defined in the Society's Constitution. Typically these shall include presentations by invited speakers, competitions (both internal and inter-club), member-participation evenings, recorded & circulating portfolios, social evenings and an AGM. Further meetings, outings or training sessions may be arranged on an ad hoc basis.
- f. It is expected that Society members assist at meetings regarding setting up equipment, seating etc, and tidying and clearing up the meeting room afterwards.

### (2) Subscriptions and Attendance fees

- a. Annual subscriptions and attendance fees for a given Society year shall be fixed in advance at the previous year's AGM, as per the Society's Constitution.
- b. Members shall pay the annual subscription by end October of the relevant Society year. Failure to pay by this date shall render the membership lapsed and the member shall no longer have the rights and privileges of Society membership.
- c. Attendance fees are paid by participants attending on the evening, and are intended to offset the costs of room hire and provision of tea & coffee on the evening. It is expected that attendees will volunteer these payments without being requested to do so.

d. New members joining the Society in January or later in a given Society year shall be required to pay 50% of the applicable annual subscription for that year.

### **(3) Annual Exhibition**

a. The Organising Committee shall arrange an annual public exhibition of Society members' photographic works at a suitable location in or near Ross-on-Wye. This should be of approximately 2-3 weeks duration and take place before the start of a new Society year, typically in August.

b. Entries for such exhibition shall be chosen by the submitting member as he or she wishes and accepted without any further selection/rejection process by the Organising Committee. However, any image deemed by the Committee to be unsuitable on the grounds of causing possible offence to the viewing public may be rejected by the Committee.

c. The maximum number of images to be included in the exhibition by any one member shall be decided by the Organising Committee, based on the space available at the exhibition location.

d. Images submitted must be marked in order of priority (1, 2, 3 etc) by the submitting member, so that if more images are submitted than can be accommodated, the organising committee is able to prioritise those images to be included.

e. Entries for the Annual Exhibition shall be in print format, mounted on stiff board of maximum size 50 cm x 40 cm, with the image title and author's name marked on the reverse side.

f. It is expected that members' entries for the Annual Exhibition shall be of as high a quality as possible, since the exhibition is a public show-piece of the Society's photographic output.

### **(4) Selection Panel**

a. On occasions when the Society submits entries for external or interclub exhibitions or competitions, a Selection Panel shall be designated to choose appropriate images for such events.

b. The Selection Panel shall comprise a minimum of three (3) Society members of established photographic standing and experience.

c. The composition of the Selection Panel shall be decided upon by the Organising Committee and made known to the Society's membership.

d. The Selection Panel shall be expected to select objectively the strongest and most appropriate images for the event in question; there should be no bias in their

choices, especially when panel members have entries of their own as candidates for selection.

### **(5) Competitions**

Detailed rules for Society Competitions are circulated separately from these general rules.

### **(6) Roles of the Organising Committee Members.**

#### **ROLE OF THE PRESIDENT**

- a. The President is elected annually. It is the practice to nominate a senior member of the Society, preferably someone who has been an officer of the Society for a number of years.
- b. The President is an ex-officio member of the Organising Committee.
- c. The President has no specific duties but brings to the post the experience and knowledge of some years of activity in photographic society matters and is thus able to give advice to the current committee.
- d. In the event of some serious disruption of the Society's activities and/or failure of the Society's management beyond the capability of the Chairman to correct, the President can take overall charge of the Society's affairs and take measures to restore the Society to normal activity within the Rules.
- e. Should it be found necessary to disband the Society the President can initiate the action within constitution item (9).

## ROLE AND PROFILE OF THE CHAIRMAN

The Elected Chairman should be an individual who is experienced and familiar with society affairs & practices, is well-known to other committee members and to the general membership, and who has strong interpersonal and communication skills.

### **a. Committee Meetings**

Convene meetings as and when felt necessary; specify agenda items and 'chair' all such meetings.

### **b. Society Meetings**

b.1 Produce a roster of members to open, prepare and close the room used for meetings - ensuring that the room is left in a tidy condition and that no Society or member's property has been left behind.

b.2 Ensure that someone, either on a weekly, monthly or yearly basis, has responsibility for the provision of tea, coffee and biscuits at each meeting.

b.3 Take control of each meeting by ensuring a prompt start at 7:30pm.

b.4 Give out any relevant notices at the start of each meeting.

b.5 Introduce and welcome each judge or speaker at each meeting having previously discussed with them our usual arrangements, and more particularly their preferences, regarding duration of meeting, timing of any breaks and questions from members.

b.6 Give, or arrange for another member to give, a vote of thanks to each judge or speaker.

b.7 Delegate another Society member to take over the running of meetings if unable to be present.

### **c. Liaison with other Society Officers outside Committee Meetings**

c.1 Ensure through regular but informal discussions that all committee members of the Society are performing their functions in an efficient and timely manner.

c.2 Keep abreast of the financial position of the Society so that, in particular, a potential deficit in any year can be accommodated by an adjustment in the planning of the following season's income and expenditure.

c.3 Be aware of the state of planning of the following seasons programme and through discussion with the Programme Secretary ensure that a varied programme is produced that will meet the wishes of the Society members as a whole whilst remaining within the expected income. Ensure that the following season's programme is produced and distributed in advance of the start of the season.

c.4 Liaise with the Secretary regarding incoming and outgoing correspondence.

c.5 Liaise with the Competition Secretary regarding the progress of the season's competitions and the success of judges previously booked.

**d. Annual General Meeting**

d.1 Prepare an agenda for the AGM and arrange for the Secretary to distribute this in advance to all paid up members of the Society.

d.2 Chair the AGM

d.3 Prepare and present the Chairman's Report at the AGM

**e. General**

e.1 Formulate and develop ideas for the advancement of the Society and ensure that these are fully discussed by the committee.

**f.** f.1 Ensure that the Society's internet website is maintained accurate, up-to-date and appropriate to current Society requirements, either by delegation of the task or personally.

## ROLE OF THE SECRETARY

- a. The Secretary acts as contact point for all incoming correspondence to the society e.g. from private individuals, other photographic clubs, commercial organisations and the Midland Counties Photographic Federation (MCPF) etc. This correspondence is passed to the appropriate committee member - financial matters to the Treasurer, the rest (usually) to the Chairman.
- b. Handle any replies resulting from the above correspondence in particular informs the MCPF of any changes to the Society's officers following the Annual General Meeting.
- c. Shortly after the close of a season - usually early May - makes the necessary booking arrangements for the following season by advising the custodian of the precise dates that the room will be required.
- d. Ascertains from the booking venue the expected charges for the following year and confirms the acceptability of the charges. If an increase in charges is proposed the Chairman should be consulted before accepting. NB the Chairman will consult with other committee members as deemed necessary.
- e. Prepares minutes of Committee Meetings, the Annual General Meeting and any other meetings of the Society officers.
- f. Distributes the Society's programme for the following season to all members, and potential members, as soon as it is available.
- g. Distributes the Society's programme for the following season to local photographic clubs and societies, typically by electronic messaging.

## ROLE OF THE TREASURER

- a. Collect Annual Subscriptions and issue receipts to members. In November of each year provide committee members with a list of all paid up members of the Society.
- b. Collect Weekly Subscriptions and maintain a list of all attendees at each meeting.
- c. Maintain Bank or Building Society accounts throughout the year.
- d. Pay judges and speakers on the evening of the meeting and obtain signature on the programme card as receipt.
- e. Pay room rental when required.
- f. Make timely payments of MCPF Subscriptions and Insurances when renewal notices are received by the Society Secretary, to avoid any surcharge for late payment.
- g. Pay Society Officers expenses as and when submitted with a receipt or detailed account of expenditure.
- h. Pay claims for refreshment expenses as and when submitted with a receipt.
- i. Maintain a close liaison with the Chairman over the financial position of the Society in particular so that a reasoned proposal concerning the following seasons subscriptions may be presented to the AGM in the light of the programme arranged.
- j. Maintain financial balance, with receipts, and report on current status and projected year end position at committee meetings.
- k. Produce a certified and up-to-date set of accounts and balance sheet to the AGM.

## ROLE OF THE PROGRAMME SECRETARY

- a. Compile and produce an annual programme for the next season of the Society. The programme should aim to achieve a balance among others, of competitions, visiting speakers, recorded lectures and members' evenings
- b. Liaise closely with Chairman, keeping him informed on the progress in preparing an outline programme for the Society's next season. This 'draft' programme should be agreed with the Chairman no later than the beginning of December of the current season.
- c. Agree with the Competition Secretary the dates of the Society's competitions for the following season.
- e. Liaise with the Competition Secretary to avoid any conflicts regarding judges who may also be visiting speakers in the same Society year.
- f. Contact the selected speakers by telephone to ascertain availability on the required dates and if available make a verbal booking.
- g. Confirm all verbal bookings in writing within one week by email or using a hard copy booking form. If by surface mail, enclose a stamped, addressed envelope for the speaker to confirm his/her availability and to advise estimated expenses. Also enclose a map showing location of the Society meetings.
- h. Arrange for Society members to provide 'Member's Evenings' with a particular emphasis on encouraging new contributors.
- i. Maintain a record of bookings of speakers, together with anticipated costs, which should be made available to the Chairman and Treasurer in advance.
- j. Book any PAGB lectures and MCPF portfolio when and where appropriate.
- k. Receive PAGB and MCPF portfolios and forward them to the next club/society immediately following the evenings when they were shown.
- l. Produce a copy of the finally agreed programme for the following season by end June for the following Society year.
- m. Provide a 'Master Copy' of the new programme to the committee and make arrangements for printing and distribution during July/August.



- a. At the start of the season agree with the Programme Secretary the dates of  
i.e. 'open' or 'set subject'.  
may also be visiting speakers in the same Society year.
- c. Endeavouring as far as possible, to avoid having the same judges in consecutive years.
- d. Contact preferred judges by telephone, and make verbal bookings.
- e. Confirm all verbal bookings in writing within one week by email or hard copy booking form. If by surface mail, enclose a stamped, addressed envelope for the judge to confirm his/her availability and advise estimated expenses. Also enclose map showing location of the Society meetings.
- f. Collect entries on the date laid down in the programme, type two lists of entries with prints mixed such that individual entries do not appear as a group. One list should include the name of the photographer and the other not.
- g. Prior to the competition confirm with judge the time-scale for delivery of entries and arrange a convenient time for their delivery. NB The list of entries received by the judge should be the one without the photographer's names.
- h. Record and keep the results of all Society competitions.
- i. Provide details on notice board of the status of the competitions
- j. Compile results at the end of season and produce certificates for competitions and trophy winners.
- k. Produce and present Competition Secretary's report for the AGM.