



## **WEST RAND PHOTOGRAPHIC CLUB**

### **CONSTITUTION**

**(1 December 2020)**

#### **1. Name**

The organisation is called the West Rand Photographic Club, hereinafter referred to as The Club. The Club is a non-profit making organisation

#### **2. Purpose**

1. To promote the knowledge, understanding and appreciation of photography.
2. To improve the standard of photography among its members.
3. To become affiliated to any organisations which may assist in achieving the purposes of the Club.
4. To take any steps which may be necessary or desirable to achieve any other purposes of the Club.
5. To promote personal contact and co-operation amongst photographers and other interested persons.
6. To promote a junior section, where junior photographers can acquire the knowledge, understanding and appreciation of photography.

#### **3. Classes of Membership**

Membership can be one of the following:

- Scholars (members who are enrolled full time at school)
- Ordinary members (members, excluding scholars, who are up to and including 59 years old)
- Elder members (from 60 years onwards)

#### **4. Application for Membership**

An application form will be provided which must be completed and returned to the Committee. The Committee will confirm acceptance or rejection before the next meeting. Subscriptions are payable once acceptance is confirmed, after which the new member may commence taking part in the club's activities.

#### **5. Disciplinary Provisions**

If for any reason whatsoever, the committee is of the opinion that any member is guilty of conduct which is or might be prejudicial to the Club, the committee may take the following steps:

1. Notify the member of such beliefs, and
2. Call upon the member to attend a meeting of the committee at a time, date and place to be indicated in the written notice, to answer the complaint, and

3. Hear any evidence which might be necessary or desirable to investigate the complaint thoroughly, and
4. Discuss all the evidence, or postpone the hearing, make such findings as justified, in private, and
5. Inform the member of such findings, and
6. Take such steps as the committee might deem necessary or desirable, including the expulsion of the member.

#### **6. Fees and Related Matters**

1. At the AGM the committee will determine the membership fees for the following financial period. The fee will come into effect immediately.
2. Membership fees shall be paid within three months of the Annual General Meeting and become due on the first day of August of every year.
3. If any members fails to pay his or her membership fee within said three months as prescribed in clause 6.2. above, membership of such member may be automatically terminated.
4. A member may at any time terminate his or her membership.
5. No fees will be refunded should a person terminate his or her membership.
6. Scholars and Elder Members will be required to pay the joining fee and half the annual subscription of an Ordinary Member.
7. Members who join between 1 August and 28 February will be liable for the joining fee as well as the full years' membership fee. Members who join from 1 March to 31 July will be liable for the joining fee and 50% of the annual membership fee.

#### **7 Control, Powers and Duty of the Committee**

1. The control and management of the Club shall be vested in a committee which shall consist a minimum of three persons and of the following portfolios:
  - a. Chairman: The Chairman shall be the official representative of the Club.
  - b. Vice-Chairman: The duties of the Vice Chairman will include helping the Chairman and standing in as Chairman when he/she is not available.
  - c. Treasurer: the Treasurer will manage the Club's finances.
  - d. Secretary: The Secretary is responsible for administrative tasks, including membership management, receiving and sorting of entries and ensuring that any club- related documentation is up to date.
2. Only members in good standing shall be eligible for election to the committee. For the post of Chairman only members who have served at least (one) year on the committee are eligible for election, unless no member is available.
3. All committee positions, including that of Chairman, must be elected every year in terms of the AGM section below.
4. If any of the posts on the committee become vacant during the course of the year, the Committee may appoint a member in good standing to fill the vacancy until the next AGM.
5. At least two signatures shall be required for all financial matters. The Chairman and Treasurer are hereby appointed in this capacity. If neither of them is available, the Secretary's signature in lieu of the absent appointee shall suffice.

6. The Club committee shall administer the Club's finances; appoint banks, direct the opening of banking accounts for specific purposes; transfer funds from one account to another; close any such accounts; and fix the manner in which such banking accounts shall be operated.

7. The committee shall control and manage all the affairs of the Club. The Committee shall have the power to do everything that is necessary or desirable to control and manage the affairs of the Club.

8. The committee shall maintain a procedural manual that determines the general functioning of the club. The committee has the power to make changes to such procedural manual without the need for a special or annual general meeting

9. The committee shall cause minutes to be kept of all proceedings at meetings of the Committee and General Meetings of members and for such minutes to be delivered to the relevant recipients.

10. The Chairman shall at each Annual General Meeting report of the activities of the Club and the Treasurer shall submit a financial statement for the Club.

11. Proxy and nominations for new committee posts:

A proxy must be a written letter (with signature) or E-mail appointing a member who has the right to vote. The letter needs to be handed to the Chairman before the election.

#### 1. Club Meetings

1. The following club meetings shall be held:
  - a. Annual General Meeting: An Annual General Meeting is to be held in August of which a 21 day minimum written notice must be given. All matters pertaining to the Club may be discussed at an Annual General Meeting. No member may however, discuss his or her personal grievances about any matter thereat. It shall be at the sole discretion of the Chairman to decide whether any matter is or is not a personal grievance. Members may add items to the agenda which must be done in writing 14 days in advance of the meeting and must be addressed to the Chairman.
  - b. Ordinary Monthly Club Meetings: Ordinary monthly club meetings are to be held every 4<sup>th</sup> Tuesday of the month. No meeting will be held in the month of December.
  - c. An Annual Awards Evening is to be held annually in July.
  - d. Special General Meetings: Special General Meetings are to be held if the committee deems such Special General Meeting necessary or desirable, or if a written request, stating reasons, is made by no fewer than thirty three percent of members who are in good standing. A Special General Meeting shall only be held if no less than 14 (fourteen) days' notice in writing has been given to all members by the Committee.
2. A quorum for all club meetings shall be thirty three percent of members who are in good standing and physically present.
3. Nominations for members to be elected onto the committee shall be called for at least 21 days before the AGM and nominations will close seven days before the AGM. If insufficient nominations are received further nominations may be called for and accepted at the meeting.
4. If any member feels aggrieved about any matter pertaining to the club or about any matter affecting his or her membership of the Club, such member shall inform the committee of the grievance.
  - a. The committee shall then examine the grievance and take any steps as it may deem necessary to resolve it.

- b. If such member is thereafter not satisfied with the decision of the committee or with the steps taken by the committee to resolve the issue, such member may call for a Special General Meeting as provided for in Clause 8.1.4.

## **9. Committee Meetings**

- a) The committee shall meet as often as necessary provided that no fewer than six meetings are held annually.
- b) A quorum for all committee meetings shall be three members.
- c) Attendance at committee meetings shall be open to all members of good standing except if under circumstances as detailed in clause 5 (Disciplinary Provisions)

## **10. Notice of Meetings**

- 1. If any Annual General Meeting is held on any day other than on the day of an ordinary club meeting, written notice thereof shall be given to all members not less than 30 (thirty) days before such Annual General Meeting otherwise 21 days' written notice will be given.
- 2. Special General Meetings shall only be held if no less than 14 (fourteen) days' notice in writing has been given to all members by the Committee.

## **11. Amendments to the Constitution**

The Constitution may only be amended at an Annual or Special General Meeting and shall be passed by no less than two thirds of the members present.

No such proposed amendments shall be considered unless 14 (fourteen) days' notice in writing has been given of such proposed General Meeting.

## **12. Dissolution of the Club**

- 1. The Club shall not be dissolved if five or more members in good standing present at any General Meeting, at which the proposed dissolution or disbandment is on the agenda, oppose such proposal.
- 2. If at such meeting fewer than five members are in favour of the continued existence of the Club, a motion for the disbandment of the Club may be passed by the members present at such meeting.
- 3. The assets of the Club shall thereafter be realised by the Committee, the liabilities of the Club shall be met and within three months of such resolution to dissolve having been passed, a Special General Meeting shall be held at which the Committee shall render an account of what it has done regarding the realisation of the assets and the meeting of the liabilities of the Club.
- 4. Any balance in either money or goods which then remain to the credit of The Club shall thereafter be handed to The Photographic Society of South Africa.
- 5. Upon the report having been furnished by the Committee and any remaining assets having been donated to the Photographic Society of South Africa, as provided for in part 13.3 the Club shall be deemed to have been dissolved or disbanded and shall no longer exist.

*The Constitution of the West Rand Photographic Club as amended 23 August 2011.*

*The Constitution of the West Rand Photographic Club as amended at the AGM of 21 August, 2012.*

*The Constitution of the West Rand Photographic Club as amended at the AGM of 27 August 2013.*

*The Constitution of the West Rand Photographic Club as amended at the AGM of 24 October 2020*