

SWARTLAND

FOTOGRAFIEKLUB



CONSTITUTION OF THE SWARTLAND PHOTOGRAPHIC CLUB

1. NAME

1.1 The association is hereby constituted and:

- in Afrikaans will be known as the – Swartland Fotografieklub;
- in English will be known as the – Swartland Photographic Club;

hereinafter referred to as the Club.

2. OBJECTIVES

- 2.1 To facilitate and co-ordinate the activities of the Club in the greater Swartland area.
- 2.2 To promote the hobby, visual art form and interest in photography, locally and nationally.
- 2.3 To arrange events, competitions, workshops and other activities that assist members to develop their competence, skills and art form.
- 2.4 To promote the uptake and development of photography among the youth

3. LEGAL STATUS

3.1 The Club is a voluntary association and cultural body. It is not for profit in nature. It has its own legal personality which is separate from its individual members. The Club shall continue to exist even if the members change. The Club may own property, operate bank accounts, enter into contracts, and sue or be sued in its own name.

4. INDEMNITY

4.1 The Club indemnifies its office bearers and members from personal liability arising out of any acts or omissions performed in good faith on behalf of the Club.

5. MEMBERSHIP AND VOTING RIGHTS

5.1 There shall be four classes of Membership

- 5.1.1 Ordinary Members who shall pay an annual subscription fee prescribed in the By-laws and shall have full voting rights. A graded membership fee structure may exist, as determined by the Administrative Committee;
- 5.1.2 Scholars who shall pay a reduced annual subscription fee prescribed in the By-laws and, on attaining the age of 14, shall have full voting rights;
- 5.1.3 Honorary Life Members. This class of membership may be granted to any person who, in the opinion of the entire Committee, has rendered outstanding service to the Club or to the greater community of photographers. Life Members are exempt from subscription fees but have full voting rights.
- 5.1.4 Country members are members who reside further than 100km from Malmesbury and who cannot attend the club meetings regularly. These members pay the full membership fee per annum as ordinary members. They may attend meetings when they are able to and have full voting rights when attending in person. They may enter the same number of images for club evenings through www.photovaultonline.com but will not receive

"personalised" feedback from judges or committee members. Country members can request any other member to handle their prints and provide them with feedback.

- 5.2 Membership applications shall be considered by the Administrative Committee on receipt of a completed application form from a prospective member. The Administrative Committee has the right to accept or reject the application. On acceptance, the new member shall be required to pay the prescribed subscription fee which will secure their membership.
- 5.3 Dual membership – members may belong to more than one club in any year. However, a member must indicate their principal club for a particular year in writing with renewal of membership. This measure is to determine for which of the clubs the entries of the member are eligible for competitions, e.g. the annual interclub.

6. SUBSCRIPTIONS

- 6.1 The annual subscription fee structure shall be set by the Administrative Committee. (See By-law 1).
- 6.2 All subscriptions shall be due and payable in advance 1st December each year.
- 6.3 The financial and activity year shall run from 1st November to 31st October of the next year.
- 6.4 A member shall be deemed to have resigned from the Club if he/she has not renewed his/her subscription by 28th February i.e. within 90 days of due date.

7. CONDUCT

- 7.1 By accepting membership of the Club, all members agree to and shall abide by the Constitution of the Club and its By-laws as well as the code of ethics of the PSSA to which the Club is affiliated.
- 7.2 The Committee shall have the power to refuse to renew the membership of any person or expel from the club any member whose conduct, in the opinion of at least 75% of the Committee, renders the member unfit to be a member of the Club.

8. VISITORS

- 8.1 Members may invite visitors to attend meetings or members of the public may attend meetings at the discretion of the Chairman.

9. FINANCES

- 9.1 The Committee decides which accounts will best benefit the requirements of the Club and handles accordingly on submission of written proposals.
- 9.2 The Club appoints at least 3 persons, of which the Treasurer should be one, to transact in the name of the club. At least 2 of these authorised signatories sign all financial documents of the Club.

The chairman of the Club is the liaison with the bank and his/her physical address is the domicilium for the Club accounts.

- 9.3 A written statement of Income and Expenditure must be sent to each Committee member at least every three months.

10. ELECTION AND POWERS OF THE CLUB'S COMMITTEES

- 10.1 The Club's affairs shall be administered by a Committee elected by the members in good standing at the Annual General Meeting.

- 10.2 The Committee shall comprise of not less than three members and not more than eight members.
- 10.3 All powers and authorities, including legal duties and obligations and the making of Club By-Laws are vested in the Committee.
- 10.4 The Committee shall consist of a: -
- 10.4.1 Chairman who shall preside at all the Club's meetings.
 - 10.4.2 Represent the Club at the Western Cape Photographic Forum together with one other member of the Club committee or any other club member.
 - 10.4.2 Secretary who will be responsible for:
 - 10.4.2.1 Keeping minutes of all formal meetings of the Club;
 - 10.4.2.2 Ensuring that all correspondence is efficiently handled;
 - 10.4.2.3 Maintaining a register of all Club members;
 - 10.4.2.4 Keeps the points tables and star grading of the members up to date after each monthly competition and publish it regularly in the club newsletter;
 - 10.4.2.5 Arrange judges for club evenings;
 - 10.4.2.6 Liaise with other photographic clubs and societies;
 - 10.4.2.7 The Secretary may annually propose club members to be co-opted on the Committee to assist with general communication and liaison tasks, including but not limited to the club's website, Facebook, Whatsapp, Newsletter (Camerastrap), Refreshments & Welcoming, and Workshops & Outings;
 - 10.4.3 Treasurer who will be responsible for:
 - 10.4.3.1 Keeping the Club Accounts;
 - 10.4.3.2 Preparation of an Income and Expenditure statement monthly and sending these to each member of the Committee; 3-monthly with a short report to the members at a club meeting every three months;
 - 10.4.3.3 Preparing the Accounts for Audit and presenting same at the Club AGM. These Accounts to include a statement of Income and Expenditure, a Balance sheet showing Assets and Liabilities and an Inventory of all equipment and furniture, etc if applicable;
 - 10.4.4 Administrative Committee and Activity Convenors
- 10.5 The posts of Secretary and Treasurer should not be filled by the same person.
- 10.6 The balance of the Committee will comprise Activity Convenors who will be elected by members at the Annual General Meeting and who specifically undertake to manage a particular Activity on a recurring and on-going basis. No expenses for which the Club may be responsible may be incurred by the Activity Convenors without the permission of the Administrative Committee. Additional Activity Convenors may be co-opted during the course of the year by the Committee.
- 10.7 The Chairman, the Secretary and the Treasurer, will make up an Administrative Committee and have the authority to attend to the routine day to day running of the

Club's affairs and settle routine accounts. The Administrative Committee may however increase the size of the sub-Committee by co-opting additional members if this is found to be necessary.

- 10.8 All other matters will be the responsibility of the Committee. The Committee will only meet when a meeting is convened by the Secretary at the request of the Chairman, or by any two members of the Committee. The particular item/s that will be discussed must be quoted to the Secretary so that he may prepare a suitable Agenda in advance of the meeting.
- 10.9 The Committee may elect one of the Committee as Vice Chairman. The Vice Chairman will act as Chairman whenever the Chairman is not present at a Club activity.
- 10.10 Decisions at Administrative Committee and Committee meetings will be by simple majority with the Chairman having an additional casting vote only if the voting is equal. At an Administrative Committee meeting attendance of 2 out of 3 members shall constitute a quorum. At general Committee meetings attendance of at least half the members, elected and co-opted, will constitute a quorum.
- 10.11 An Honorary Auditor who need not necessarily be a qualified Professional Auditor must be elected at the Annual General Meeting. The incumbent's responsibility will be to check the accounts for reasonableness and will not be expected to undertake a full and complete audit of the books. The Hon. Auditor shall not be a member of the Committee.

11. COMMITTEE AND ADMINISTRATIVE COMMITTEE MEETINGS

- 11.1 The purpose of Committee meetings is to organise club competition evenings and other events and ensure the effective running of the Club's activities. For this reason, such meetings need not be formal.
- 11.2 Not less than four formal meetings shall be required annually, one of which should precede the Annual General Meeting.
- 11.3 The Committee must strive for cooperation and consensus building.
- 11.4 Electronic communication such as email and telecommunications may also be used to conduct the meetings and business of the Club and the Committee shall not be obliged to meet in person, except for clause 11.2 above.

12. ANNUAL GENERAL MEETING

- 12.1 The Annual General Meeting will be held together with the November Club meeting of each year.
- 12.2 The quorum at an Annual General Meeting shall be 20% of the total membership eligible to vote at a meeting. If no quorum is present the meeting must be postponed to a date agreed upon by the Committee. At the subsequent meeting only 15% of the members will constitute a quorum.
- 12.3 Notice of an Annual General Meeting must be given at least 14 days prior to the meeting and may be posted in the form of regular correspondence or by electronic mail sent to the address recorded in the Club's database.
- 12.4 The Agenda for the Annual General Meeting must include at least the following: Minutes of previous year's meeting, Report from Administrative Committee, Election of Office Bearers and Activity Convenors, Other Business.
- 12.5 Nominations will only be valid if confirmed by the nominee at the meeting personally or in writing from him in his absence.

- 12.6 Other Business items to be raised by members under Other Business must be conveyed to the Secretary in writing or by electronic mail not less than 7 days before the AGM.
- 12.7 Proxies of non-attending members may be given in writing to other attending members in good standing. Such proxies shall be considered to be eligible to vote and form part of the quorum contemplated in 12.2.

13. SPECIAL GENERAL MEETING

- 13.1 Special General Meetings may be called by the Committee, or, by not fewer than 10 members of the Club by giving a written request to the Secretary giving details of the matter to be discussed.
- 13.2 The date of the meeting shall be the earliest convenient as decided by the Committee but must be within 60 days of receipt by the Secretary of the request to call a meeting.
- 13.3 The Secretary must post written notice to all members at least 14 days before the meeting. Details of the matter/s on the Agenda must be given.
- 13.4 No matter, other than that quoted in the notice may be discussed at the meeting.
- 13.5 The requirements for a quorum and the procedure to be adopted, if there is no quorum, is the same as for an Annual General Meeting.

14. AFFILIATION TO PHOTOGRAPHIC SOCIETY OF SOUTH

- 14.1 The question of affiliation to the PSSA must be discussed at an Annual General Meeting of the Club and any decision in this regard must be made by the majority of members present at the meeting.

15. WINDING UP THE CLUB

- 15.1 Any decision to wind up the Club may only be taken at a Special General Meeting called specifically for that purpose. At such a meeting signed proxies from members shall form part of the quorum.
- 15.2 In the event of the Club being wound up the funds of the Club must be given to an organization/s with similar interests and objectives as the Club, as decided by the members at a special general meeting. Under no circumstances may any of the funds be passed on to members or ex-members.


16. AMENDMENTS TO THE CONSTITUTION

- 16.1 The Constitution may be amended by vote of a majority of members in good standing (50% +1) at either an Annual General Meeting or at a Special General Meeting called for that purpose.

Duly approved at the Annual General Meeting 8 of Dec 2022 in Piketberg and Signed 7th of January 2023 in Piketberg.

Signed:  _____

Cizanne Crous – Chairman

Signed:  _____

Sreen Gouws – Secretary