

Constitution of Ipswich & District Photographic Society

Title and Objects

1. The Society will be known as the "Ipswich & District Photographic Society".
2. The objectives of the Society are to:
 - provide a centre of artistic and technical excellence for photographers in Ipswich and the surrounding area;
 - encourage members to develop their photographic and artistic skills and abilities; and
 - provide a forum for the exchange of information, knowledge, ideas and expertise on photography and photographic art.

Membership

3. The membership of the Society consists of Honorary Life members, Life members, Ordinary members, Junior members and Associate members. All members are required to comply with, and abide by, the Constitution and Rules of the Society.
4. Anyone interested in photography who supports the Society's objectives is eligible for election to membership as an ordinary or junior member.

Ordinary Members

5. Ordinary members must be over 18 years of age, and may vote at Annual or Special General Meetings. They may participate in all Society affairs except where they are specifically excluded by the Constitution or Rules.

Junior Members

6. Junior members must be either under 18 years of age or students still in full-time education. Junior members under the age of 16 must be accompanied by a paid-up Ordinary, Life, or Honorary Life member of the Society who will be responsible for the minor at all times when attending meetings and other functions. Junior members have ordinary membership rights but have no voting rights. On ceasing to be eligible for Junior membership on grounds of age or educational status Junior members may become Ordinary members upon payment of the full subscription at the appropriate renewal date.

Associate Members

7. One close associate of an Honorary Life member or Ordinary member is eligible to become an Associate member. Associate members are allowed to attend all Society meetings and excursions arranged by the Society, but have no voting powers. Associate members may become Ordinary members upon payment of the appropriate increase in subscription.

Membership Applications

8. Applications for Ordinary, Junior or Associate membership must be made in writing on the Society's application form and accompanied by the first year's subscription. The name and details of the prospective member shall be emailed to all Officers and Committee Members. All new memberships must be ratified by a two thirds majority of the Committee

Honorary Life Members

9. The Society may confer Honorary Life membership upon any member who has shown outstanding service to the Society. There may be no more than six such memberships at any one time. Election of an Honorary Life member takes place at an Annual General Meeting after nomination by the Society's Committee. Honorary Life members have the same rights as ordinary members.

Life Members

10. Existing Life members have the same rights as ordinary members. Anyone who has been a member of the Society for 50 years or more, and has paid annual subscriptions, shall become a Life Member in the season following the fiftieth anniversary of their joining the Society for as long as they wish to be a member of the Society.

Subscriptions and Other Fees

11. Subscriptions, other fees and charges are set by the Society's Committee. Subscriptions are payable annually and become due 1st September. The membership of any member

who has not paid their annual subscription by 15 October will lapse. Lapsed members must re-apply for election to membership.

Resignations and Expulsions

12. Members wishing to resign from the Society should notify the Honorary Secretary in writing.
13. Any member who behaves in a manner detrimental to the Society or is offensive to other members may be invited on 14-days notice to attend a meeting of the Society's Committee, in the company of witnesses if so desired, to present his or her case. The Society's Committee may then decide, by a majority of not less than two-thirds of the members present, to expel the member even if the member has failed to attend the meeting to present a case. Any member expelled has the right of appeal to a Special General Meeting called for the purpose. All proceedings of Society's Committee meetings and Special General Meetings under this rule will be privileged and confidential.

Officers

14. The Society's Officer's are the President, Vice-President, Chairman, Vice Chairman, Honorary Secretary and Treasurer.

Management

15. The affairs of the Society will be managed by the Society's Committee which will consist of the officers, six Ordinary, Life or Honorary Life members of the Society, any assistant secretaries and any co-opted members. Six members will form a quorum of the Society's Committee. Minutes will be kept of all the Society's Committee meetings, Special General Meetings and Annual General Meetings.
16. The Society's Committee controls all funds and expenditure of the Society and ensures that all monies are applied in furthering the interests and objects of the Society. The Honorary Treasurer will keep proper accounts, will report on the Society's financial position to the Society's Committee and will arrange for an annual audit of the accounts by the Honorary Auditor. A statement of accounts, balance sheet and report of the audit will be presented to the Annual General Meeting.
17. The Society's Committee has power to:
 - determine the nature, number, frequency and dates of all the meetings and other activities of the Society, and must ensure that relevant details are published and made available to all members
 - organise competitions and make competition rules
 - fill, by co-option, any vacancy that occurs during the year,
 - form sub committees from its own members, or from Ordinary, Life or Honorary Life members of the Society;
 - approve the formation of groups for specific purposes within the Society
 - appoint assistant secretaries as voting members for periods and subject to any qualification
 - manage the affairs of the Society including setting subscriptions, other fees and charges.
 - declare that meetings or parts of meetings are confidential, and
 - make and alter the Rules, exhibition rules and other competition rules. Changes to the Rules which must be made known to the membership upon implementation, and reported to the Annual General Meeting.
 - Increase subscriptions provided there is a two thirds majority of members present in favour
18. Unless otherwise specified in the Constitution of the Society, the Society's Committee may decide any issue by a majority vote of the members present. The President has a casting vote in addition to his or her member's vote.
19. The Society's Committee determines the responsibilities of all officers and assistant secretaries. These responsibilities must be recorded in writing, made available to all office holders, and reviewed as necessary.
20. The Society's Committee will maintain records of all equipment, trophies and other property of the Society, together with the names of members in whose charge the items have been placed. High value items must be insured at the discretion of the Society's

Committee. The Society's Committee must arrange adequate public liability insurance for the Society.

21. The Society's Committee may offer trophies for competition, however all trophies remain the property of the Society. Trophy winners are responsible for returning the relevant items in good condition upon request.
22. All images shown at the Society's meetings should conform to generally accepted current standards of good taste and decency. The Society's Committee may exclude any image it considers do not meet such standards but must follow the Image Acceptability Procedure approved by the Society's Committee and notified to members.

Elections and Appointments

23. The President of the Society is elected by an Annual General Meeting. The Vice-President will be the outgoing President. Both the President and Vice-president may serve for a period not exceeding three consecutive years and may serve more than one period but not consecutively.
24. All other officers and elected members of the Society's Committee are elected at the Annual General Meeting. Nominations from Ordinary, Life and Honorary Life members must be sent to the Honorary Secretary not later than fourteen days before the Annual General Meeting. Prior consent of nominees must be obtained and nominees must be proposed and seconded by Ordinary, Life or Honorary Life members of the Society.
25. All officers, other than the President and Vice-President, will hold office for one year but remain eligible for re-election. The six elected members of the Society's Committee are elected annually.
26. The Honorary Auditor, who is elected annually by the Annual General Meeting, must not be a member of the Society's Committee.

Annual General Meeting

27. The Annual General Meeting of the Society is held during April or May each year. Business transacted at this meeting must include the minutes of the previous Annual General Meeting, the annual report of the Society's Committee, an audited statement of accounts and balance sheet, proposed changes to the Constitution, a report of any changes to the Rules, the reports of delegates, notice of appointment of the President, the election of officers and members of the Society's Committee, and the election of the Honorary Auditor.

Special General Meeting

28. The Honorary Secretary must call a Special General Meeting:
 - on the signed request of at least twenty ordinary members (including Life and Honorary Life members);
 - when requested to do so by the Society's Committee; or
 - when required to deal with the possible expulsion of a member.
29. The business to be transacted at such a meeting must be notified to all members at least seven days prior to the relevant date. Only business appearing in the notice of the meeting will be transacted. A Special General Meeting called for the purposes of an appeal against expulsion requires:
 - a quorum of at least 20% of the membership of the Society; and
 - a majority of not less than two-thirds of the members present to pass any vote taken.

Interpretation and Alteration of Constitution and Rules

30. The Society's Committee will interpret the Constitution and Rules of the Society and resolve any matters for which they do not provide. The Society's Committee's decision is final.
31. Alterations to the Constitution may be effected only at an Annual General Meeting or a Special General Meeting called for the purpose. Proposals for additions or alterations to the Constitution must be submitted in writing to the Honorary Secretary not less than two calendar months before the Annual General Meeting or Special General Meeting called for the purpose. All such proposals must be notified to members in advance of the relevant meeting, and require the agreement of not less than two-thirds of the members present who are entitled to vote.