



## AMERSHAM PHOTOGRAPHIC SOCIETY

### Constitution of the Society

1. The name of the society shall be AMERSHAM PHOTOGRAPHIC SOCIETY
2. The purpose of the Society shall be to hold meetings for discussions, lectures and demonstrations for those interested in photography, and to organize competitions between members and against other similar organizations.
3. Application for membership shall be made upon the prescribed form and accompanied by the subscription due for the class of membership requested. (See Appendix A for membership classes).
4. Membership of the Society is open to everyone of the age of 16 and over. Current Child Protection regulations require a child under the age of 19, or a vulnerable adult under the age of 26, to be accompanied by a parent or nominated adult.
5. The subscriptions due shall be fixed at the Annual General Meeting. The subscription becomes due at the first meeting of the club in the September following the Annual General Meeting. Members joining after 1<sup>st</sup> January shall pay half the appropriate subscription. (See Appendix A for current rates).
6. The affairs of the Society shall be managed by a Committee of office holders and elected at the Annual General Meeting. The Committee shall have the power to co-opt additional members for specific purposes or to fill a vacancy. Seven members shall constitute a quorum. (See Appendix B).
7. After recommendation by the Committee and by vote at a General Meeting, a member shall be invited to become President of the Society. The appointment will be by virtue of appropriate experience and history with APS. The President may attend and contribute to Committee and Sub-Committee meetings but will only have a casting vote to decide an issue when the votes on each side are equal. The President will serve for a period of three years but may be invited to be re-appointed for a further term.
8. All committee members, shall retire annually, but be available for re-election.
9. In recognition of an outstanding contribution to the Society a member or ex-member may be offered honorary membership. This will be confirmed by a General Meeting of the society following a recommendation by the committee
10. An Annual General Meeting, normally chaired by either the President or Chairman, shall be held at the end of the season in May or June of each calendar year to receive the reports of the Chairman and Secretaries, to approve the Accounts, to fix the Subscriptions, to elect the Committee, to elect an Examiner and to elect delegates to represent the Society in connected bodies.

11. The financial year shall run from 1<sup>st</sup> April until the following 31<sup>st</sup> March.
12. A minimum of 14 days' notice shall be given prior to the holding of any General Meeting and also the proposals for an Extraordinary General Meeting.
13. Nomination forms for the committee will be sent out with the calling notice for the AGM, to be returned to the General Secretary at least 48 hours before the AGM. To be valid a nomination requires the names of two sponsors and the signature of acceptance of the nominee. Existing committee members are not required to be nominated and seconded but will be elected at the AGM. A list of the committee members standing for re-election will be sent with the calling notice.
14. An Extraordinary General Meeting can be called by a Committee decision or at the request of not less than 25% of the voting membership of the Society, if made in writing, stating the purpose of the meeting. The secretary shall make arrangements to hold the meeting within 28 days of the decision or the request being received.
15. Alterations to this Constitution may only be made at a General Meeting, if supported by two-thirds of those members present and voting at the meeting.
16. The Secretary shall keep Minutes of all formal Meetings and shall be responsible for conducting the general correspondence of the Society.
17. The Treasurer shall collect all monies due to the Society, settle all accounts and keep a record of all transactions. The Treasurer shall maintain a bank account in the name of the Society, withdrawals from which shall require the signature of two officers of the Society, one of which should normally be the Treasurer or the Chairman.
18. Only members who have paid their subscription may enter a competition of the Society.

## Appendix A - Classes of Membership

There are three classes of membership: Individual, Family and Honorary

The subscription rates are set at the Annual General Meeting. The rates for 2021 - 2022 are:	
Individual	£45
Family (The family rate applies to members whose partners attend the Society meetings on an irregular basis and who do not enter competitions)	£80
Honorary	No subscription

A reimbursement of a subscription will only be made with the agreement of the Chairman and President or Vice Chairman and only in exceptional circumstances.

In June 2021 there were nine Honorary Members: Andrew Bailey, Barbara Baxter, Steve Brabner, Paul Keene, Janet Rudkin, Richard Yerby, John Minter, Vic Attfield and Roger Longdin.

## Appendix B - Officers of The Society

The officers are:

\*President

### **Committee:**

\*Chairman

\*Vice Chairman

\*General Secretary

\*Treasurer

Membership Secretary

Programme Secretary

Judges' Secretary

Print Secretary

Projected Digital Image Secretary

External Competitions Secretary

Membership Communications Secretary

Webmaster

Social Media Secretary

Annual Exhibition Secretary

Outings Secretary

Members' Representative

The following posts are not members of the committee and are elected:

CACC Representative

NW Fed Representative

Amersham & District Community Association representatives

Those officers marked with an asterisk (\*) are mandated to sign cheques. Additionally, one other officer may be authorized by the Committee. In the event that one or more of the positions marked with an asterisk (\*) are not filled, the Committee may appoint alternative officers to sign cheques.

## Document History

Date	Version	Summary of changes	Author
-	-	<i>Previous versions held in APS archive, dating from April 1980</i>	-
28 Sept 2015	10 (draft)	Ref minutes of EGM 28 Sept 2015 for full list of changes. Appendix C removed to new document Regulations.	CR
12 Oct 2015	11	Following Sept 2015 EGM, change to clause 7, to give President a casting vote. Version numbers aligned with file numbers.	CR
19 May 2017	12	Correction: update to Appendix A, list of honorary members, to include those approved at 2015 EGM (R Yerby, J Minter)	CR
1 June 2018	13	Clause 10 updated to allow an AGM to be held at the end of the season in May or June rather than before 31 May. Vic Attfield added as Hon Member. Approved at 2018 AGM.	CR
27 June 2019	14	Increase in annual subscriptions. Replace Publicity Officer with Annual Exhibition Secretary in Appendix B.	CR
10 June 2020	15	Roger Longdin added as Hon Member. Ron Howe (assumed deceased) removed.	CR
30 June 2021	16	Don Baxter (deceased) removed from Hon Members. Membership fees updated.	CR
31 Aug 2022	17	Social Media Secretary added to committee officers. Previously a co-opted role, approved at June 2022 AGM.	CR