



AMERSHAM PHOTOGRAPHIC SOCIETY

Regulations for special interest groups

General

The APS Committee may from time to time agree to the formation of Special Interest Groups ('SIGs'), either as Sub-groups or Affiliates of APS.

SIGs may be open to non-APS members. This can be seen as an opportunity to recruit new members to APS.

Sub-groups:

Sub-groups will be funded from APS subscriptions. They will operate in accordance with the APS Constitution and APS Regulations. Non-APS members may be required to pay an attendance charge.

The leaders of all Sub-groups (who will themselves be paid up or honorary members of APS) will be agreed by the APS Committee. All Sub-group meetings will be led by an APS member.

Affiliates:

Affiliates will levy an attendance charge. This will be at a level determined by the group leader(s) and will cover the room hire and other regular running costs of the Affiliate.

Affiliates will be headed by at least one paid up or honorary member of APS, although meetings may on occasions be led by a non-member who has the relevant expertise.

Financial procedures

Membership / attendance:

A list of attendees / members will be kept by the SIG leaders who will also keep full records of any membership / attendance charges collected.

SIG expenditure:

Sub-group expenditure will be met out of APS subscriptions and any attendance charges paid by non - APS members. Items of equipment or other non-regular expenditure will require the approval of the APS Committee in the first instance.

The costs of running the Affiliates will be met out of any attendance charges raised. Documents will be kept in support of any such expenditure.

From time to time, Affiliates may wish to purchase items of equipment. In the first instance, the cost will be met out of any 'surplus' held by the Affiliate. Where there is insufficient surplus, the APS committee may, at its sole discretion, provide funds to the Affiliate for this purpose, part or all of which may be in the form of a loan to be repaid out of future attendance charges.

Banking of cash held:

Sub-groups will pass to the Treasurer any attendance charges received from non - APS members.

Affiliates will generally retain the funds collected (net of outgoings). Full records of income and expenditure will be kept and will be made available to the APS Treasurer when called for. At their discretion, the Affiliate leader(s) may pass some of the funds to the APS Treasurer for banking (see below).

Room hire:

Room hire for all SIGs will be paid by the APS Treasurer, with costs allocated as appropriate to the relevant SIG. Affiliates will reimburse APS in timely fashion.

Insurance:

All SIGs will be required to hold an appropriate level of Public Liability insurance cover. The APS Committee will advise whether this is included within the overall Insurance arrangements of APS or whether the SIG requires a separate policy. Affiliates will need to arrange and pay for any such separate insurance cover and provide evidence to APS at each renewal that a valid policy is in place.

APS Accounts:

In the event that any funds are banked on behalf of Affiliates (see above), and to the extent that they exceed any costs incurred by APS on behalf of the Affiliate, these will be shown on the APS Balance Sheet as being held for future investment in the specific Affiliate. Any such amounts would not be used for the wider benefit of APS unless either:

- it has been agreed by the Affiliate leader that it represents a permanent surplus;
or
- the Affiliate is discontinued for any reason.

All funds held by the Affiliate leaders (and thus not banked by APS) will be detailed in a note within APS's annual published accounts.

Document History			
Date	Version	Summary of changes	Author
27 Jan 2016	Draft 0.1	First draft presented to APS Committee meeting 64.4. Reviewed by committee and changes suggested.	SW & TK
28 Jan 2016	Draft 0.2	Updated based on committee feedback.	SW
1 Feb 2016	Draft 0.3	Added to Financial Procedures: “A small float may be retained by the sub-group leader to meet incidental running costs as they arise.”	SW
1 Feb 2016	1	Issued as new regulation.	CR
28 Mar 2016	Draft 1.1	Updated to reflect views of PiC group leaders. Special interest group categories now Sub-groups and Affiliates.	SW & CR
13 Apr 2016	Draft 1.2	Updated to reflect views of Mono group leader. Non-APS members of sub-groups may be required to pay an attendance charge.	SW & CR
4 May 2016	2	Version 1.2 Draft approved by APS committee. Issued at Version 2.	SW & CR
9 June 2017		Converted to PDF by MH	