

Constitution of the Southern Photographic Federation

1 NAME

THE SOUTHERN PHOTOGRAPHIC FEDERATION

2 OBJECTIVES

To promote the advancement of photography in all its aspects. To encourage the cooperation between member clubs through participation and hosting of inter-club & federation activities.

3 MEMBERSHIP

(a) Membership of the Federation shall be open to all photographic clubs/societies whose constitution is approved by the Council of the Southern Federation.

(b) Applicants/Member Clubs will provide Council with details of their Chairman, Secretary & Treasurer, and proof of Public Liability Insurance (if not PAGB Liability Insurance) as and when requested. As part of the initial application process to join the SPF, clubs may be asked to provide an audited accounts balance sheet and details of their regular meeting venue.

(c) The council has the right to refuse and suspend membership. In the case of a suspension notice, it must be given in writing to the secretary of the member club/society concerned, which shall have the right of appeal to an Extraordinary General meeting called for that purpose.

(d) The Extraordinary General meeting called to consider an appeal against suspension of a member club/society must be called by the Honorary Secretary upon receipt of a written request signed by the chairman, secretary and a committee member from the member club/society concerned. The appeal will be upheld if the member club/society concerned receives a simple majority in its favour, with the chairperson of the meeting having the casting vote if required.

4 MANAGEMENT.

The management of the Federation (except as otherwise indicated by these rules) shall be the responsibility of a Council consisting of a President, a Vice President, Immediate Past President, Secretary, Treasurer, PAGB Executive member and seven other members, whose roles will be allocated by the Council. The above except the Immediate Past President shall be elected annually by a majority vote at the Annual General Meeting. The Council is empowered to co-opt additional members to serve. Seven council members shall constitute a quorum.

5 REPRESENTATION.

Member clubs are entitled to send two delegates to every meeting; each club shall be entitled to one vote only.

At the AGM, or other meeting a club committee may submit a written vote, via their Chairman/President, in advance of the meeting to the Secretary. A detailed Agenda will be circulated to club secretaries no less than two weeks in advance of the meeting (for the AGM no less than 3 weeks in advance). Where possible discussion notes related to the proposal will also be circulated. A full discussion of the proposal will take place during the meeting, with all clubs in attendance prior to voting. A motion will be carried if a simple majority in its favour, with the chairperson of the meeting having the casting vote if required.

The Council reserves the right to amend any motion after discussion, before voting takes place.

6 SUBSCRIPTIONS.

Each member club shall subscribe annually in accordance with a scale of payment based on the number of club members, the scale of payment shall be decided at each Annual General Meeting. The membership shall be calculated as at the last day of each club's financial year prior to the Federation's Annual General meeting when subscriptions shall become due. Clubs whose subscriptions are still outstanding on the 30th September will be subject to payment of a penalty to be determined by Council, plus their annual subscription. The membership of clubs whose subscriptions are outstanding at the time of 31st October shall be deemed to have lapsed.

7 MEETINGS

There shall be four meetings per year (including the Annual General Meeting) or more often as deemed necessary. The dates of the meetings will be published in advance in the Federation's website. Extraordinary General meetings may be called if deemed necessary by the Council. Member clubs/societies must receive 21 days notice and the specific business for which the meeting has been called.

A club has the right to call an EGM, if they have 10% of the member clubs supporting a motion of no confidence in the Council.

8 ANNUAL GENERAL MEETING

The Annual General Meeting will be incorporated with the May Meeting. The Secretary will ensure the agenda, and any supporting documents for discussion or voting will be circulated no less than three weeks in advance of the meeting.

9 ALTERATIONS

Any proposed alterations to the constitution must be notified to the secretary in writing by March 31st. The motion should be proposed by one club, and seconded by another club. The council may also propose a motion and may call an Extraordinary General Meeting if deemed necessary. A motion will be carried if a simple majority in its favour, with the chairperson of the meeting having the casting vote if required.

10 MINUTES

The Secretary shall be responsible for recording the minutes of Council and Club Representative Meetings. Copies of the minutes of Club Representative Meetings shall be circulated to club secretaries of all member clubs following each meeting; copies of all the previous years' minutes shall be available on the SPF website.

11 ACCOUNTS

A Statement of Income and Expenditure shall be presented at each Annual General Meeting, or any Council meeting at the request of Council members, and the Annual Statement shall be subject to an independent audit.

12 PHOTOGRAPHIC WORK

All Photographic work handled by the Federation will be treated with every care but the Council cannot be held responsible for loss or damage.

13 COPYRIGHT

The copyright of all photographic work, including the constituent parts thereof submitted for competition or exhibition in connection with the Federation must be owned by the photographer.

The Council cannot be held responsible for any breach of copyright in this respect.

14 DISSOLUTION

In the event of the Federation being dissolved, or otherwise ceasing to exist, any assets held following settlement of all liabilities incurred shall be transferred to the Photographic Alliance of Great Britain (PAGB), to be held in trust by them until such time that any new Federation be created for the area (or part of) covered by the previous Federation.

If the Federation is dissolved by calling a Special General Meeting (SGM) then the quorum requirements will not apply.

15 REVIEW

The constitution should be reviewed bi-annually at the Annual General Meeting.

16 NOMINATIONS

Nominations for the SPF Council must be received by the Secretary in writing - duly proposed and seconded – not less than 4 weeks before the date of the AGM. Nomination forms may be downloaded from the website.

The list of nominees must be circulated to all the Club Reps no later than 3 weeks before the date of the AGM. If there are still vacancies by the time of the AGM then volunteers may be sought from those attending.

Where more than one candidate is standing for election for a specific vacancy, there shall be a ballot. Four people shall be sought from those attending the AGM to act as vote counters and scrutineers. (Members of the present Council, the candidates and their immediate family are excluded from the scrutineering process). The candidates may witness the process if they wish, but take no part in it.

Constitution Amendments/Additions: - Clause 4, 6, 7 and 10 - A.G.M. 01-05-03

Clause 14 - A.G.M. 05-05-05

Clause 2, 3, 7, 9, and 15 - E.G.M. 12-02-09

Clause 3, 4, 5, 7, 10, and 16