

The Port Lincoln Camera and Video Club Incorporated

Constitution and Rules

1 ESTABLISHMENT AND DESIGNATION

- (1) The Club is established pursuant to the provisions of the “Associations Incorporation Act, 1985.”)
- (2) The name of the Club shall be the “Port Lincoln Camera and Video Club” (hereinafter called the Club.)

2 OBJECTS

The object of the club is to assist all persons interested in still and video photography and to encourage them to reach a higher standard, to supply lectures, events and demonstrations and to hold such contests as deemed suitable for advancement, to maintain a high social standard among members and to provide for the continuance of same.

3 MEMBERSHIP

- (1) Any person who is nominated and accepted pursuant to Rule 3(6) and who pays the membership subscription pursuant to Rule 4 becomes an Ordinary Member.
- (2) Any person who is nominated and accepted pursuant to Rule 3 (6) and pays the subscription pursuant to Rule 4 becomes as Associate Member.
- (3) An Associate member shall be entitled to all rights and privileges of a Member of the Club, with the following provisos:
 - a. Associate Members will not be allowed to vote upon any matter concerning the management of the Club
 - b. They cannot hold office on the Committee
 - c. They cannot compete in any competition or exhibition held by the Club which is restricted to Ordinary members.
- (4) Honorary membership for the current financial year may be conferred at the discretion of the Committee. An Honorary Member shall have the rights and privileges of an Ordinary Member except they cannot hold office on the Committee and are restricted from voting on business and constitutional matters.
- (5) Honorary Life Membership may, on the Committee’s recommendation, be bestowed upon any Ordinary member in recognition of outstanding service to the Club. An Honorary Life Member shall have all the rights and privileges of an Ordinary Member and shall not be required to pay any subscriptions. Honorary Life Membership may only be bestowed at an Annual General Meeting or Special General Meeting of the Club.

- (6) An application for membership shall be submitted to the Secretary on the form provided, signed by the applicant and one financial member.
 - a) The Committee may accept or reject any application for membership.
- (7) In the event of a Member failing to pay his or her subscriptions within two months of the due date, he or she shall cease to be a Member.
- (8) The Committee reserves the right to cancel the membership of any member whose conduct it deems prejudicial to the best interests of the Club.
 - a) Particulars of the charge shall be communicated to the member at least one month before a meeting of the Committee at which the matter shall be discussed.
 - b) The determination of the Committee shall be communicated in writing to the member and, where the charge is upheld, the membership ceases after 14 days of the notice.
 - c) The member may appeal the expulsion at a General Meeting. Such intention to appeal shall be communicated to either the Secretary or Public Officer of the club within 14 days of the notice being given under 3 (8) (b.)
 - d) In the event of an appeal, the cancellation of membership shall not take effect until the matter is heard at a general meeting. If the charge is upheld by the General Meeting, then expulsion is effective from the date of the General Meeting.
- (9) At all times, the Committee will have a Register of current members.

4 SUBSCRIPTIONS

- (1) The annual subscriptions for all members shall be decided at the Annual General meeting. The subscription year shall be from May 1 to April 30 in the following year.
- (2) The annual subscription shall be payable on May 1 each year.
- (3) A concession of 20% per annum will be available to Ordinary Members who are concession holders, or who are full-time students, on the production of evidence.
- (4) Any Member joining after three, six or 9 months shall pay the member's insurance plus $\frac{3}{4}$, $\frac{1}{2}$ or $\frac{1}{4}$ of the membership fee, as appropriate.
- (5) Any Member who resigns or has their membership cancelled under 3(8,) shall not be entitled to a refund of subscriptions paid.

5 MANAGEMENT

- (1) The affairs of the Club will be managed and controlled by a Committee which, in addition to any powers and controls conferred by this Constitution, has the power to do all such things as are in the Objects of the Constitution and are not, by the Act, required to be done by Members at a General Meeting.
- (2) The management of the Club shall be vested in a ten (10) person Committee consisting of:
 - President
 - Vice President

Immediate Past President

Secretary

Treasurer

And five others

- (3) Nominations for Committee shall be in writing and shall state the name of the Member nominated and shall be signed by two financial members as well as the member nominated.
- (4) Nominations for office shall be lodged at least fourteen (14) days before the Annual General Meeting
- (5) If at the time of the Annual General meeting no candidate, or insufficient candidates, has been nominated for any office, the Chairperson may call for any nominations and proceed thereon as if the nomination had been duly made.
- (6) In the absence of nominations for all office bearers, the Committee may, at its discretion, following sixty (60) days after the Annual General Meeting, authorize combinations of these positions or rotate these duties among Committee Members.
- (7) The Committee shall meet as often as required for the timely management of the affairs of the club, usually on a monthly basis.
- (8) Questions arising at Committee Meetings shall be decided by majority vote. The Chairperson has a deliberative vote and, in the case of a tied vote, also has a casting vote.
- (9) A quorum of Committee shall be 6 members (half plus one of total membership.)
- (10) The Committee shall have the right to co-opt the assistance of any financial member or members.
- (11) Any casual vacancies on the Committee may be filled by an Ordinary Member nominated by the Committee.
- (12) With the exception of the Immediate Past President, the Committee and the Auditor shall be elected annually.
- (13) The Committee shall make, as required, appointment of officers such as Programme Officer, Competition Organizer, Librarian etc, or any other special duty.
- (14) From time to time, the Committee may form a sub-committee for a specific purpose or task and for a specified period. The sub-committee is required to report directly to the Committee.
- (15) A President shall not hold the office of President for more than five (5) consecutive years unless with the majority approval of members present at the Annual General Meeting.
- (16) The Secretary shall not hold office as Secretary for more than five (5) consecutive years unless with the majority approval of members present at the Annual General Meeting.
- (17) The Treasurer shall not hold office as Treasurer for more than five (5) consecutive years unless with the majority approval of members present at the Annual General Meeting.

- (18) Any Ordinary member shall be eligible for election to the Committee if he/she has been financial for at least twelve months of the year preceding the call for

nominations and any member shall be eligible for election as President if s/he has been financial as aforesaid and has served at least one year on Committee.

- (19) If at any time, nominations for any office exceed the required number and voting is required, then two (2) scrutineers shall be called for from the Chair. Scrutineers must not be persons who have nominated for any office of the Club at the current elections.
- (20) If any member of the Committee is absent without leave of the Committee for more than three (3) consecutive meetings, the Committee may declare that the member has vacated office.
- (21) A Committee Member may nominate an Ordinary Member to act as proxy in his/her place. The proxy shall have full voting rights.
- (22) The Secretary shall keep, or cause to be kept, minutes of all proceedings at meetings and those minutes are to be circulated to members prior to the next meeting.
- (23) The Seal Holder shall be the President, Vice President and Secretary with the power to affix the seal whenever the same shall be necessary pursuant to a resolution of the Committee.
- (24) The Secretary shall have custody of the Seal.
- (25) The person appointed as Public Officer for the purpose of incorporation shall hold office until some other person is appointed in his or her place. If the position becomes vacant, the Committee shall within fourteen (14) days appoint another person to fill the vacancy and cause notice thereof to be filed with the Office of Consumer and Business Services, Attorney General's Department.
- (26) Where a Committee Member has been found to have acted in a manner that contravenes the best interests of the Club, then their membership of the Committee can be disqualified by a majority vote of the Committee Members present at a Committee Meeting.
- (27) If for any cause the club shall cease to function, or in the event of dissolution or winding up of the Club, the funds are to be distributed to a charitable organization which prohibits the distribution of property and income to its members by that committee.

6 FINANCE

- (1) For accounting purposes, the financial year of the Club shall commence on March 1st each year and conclude on the last day of February of the following year.
- (2) The Treasurer shall receive all monies on behalf of the Club and pay monies into an account in the name of the Club, at a bank or building society nominated by the Committee. Withdrawals will be authorized by any two (2) of the following: - President, Vice President, Secretary or Treasurer.
- (3) The Treasurer shall present the audited financial statements for the preceding year to the Annual General Meeting in March each year.
- (4) The funds of the Club shall be used to provide for the working expenses of the Club.
- (5) The Secretary shall arrange for the Public Risk and Club property insurance.

7 MEETINGS

- (1) The Annual General Meeting shall be held on the fourth Monday of March each year. The Committee has the power to vary this date in extenuating circumstances.
- (2) At the Annual General Meeting, all offices will be declared vacant and election held for office bearers for the succeeding year.
- (3) Where elections are held, they will be by secret ballot.
- (4) Subject to the Constitution, the Committee may make such regulations as it thinks proper for the summoning and holding of its meetings and for the transaction of its business thereat and it may adjourn or postpone any meeting.
- (5) The Club shall meet regularly, subject to alteration by the Committee.
- (6) The President, Vice President or Immediate Past President shall preside at all meetings of the Club in that order in the absence of one (1) or more of them. In the absence of all three (3), the members shall elect a chairperson Pro Tem.
- (7) The President may call a Special General Meeting or a Special Committee Meeting, as he or she deems necessary. The President shall call a Special General Meeting within twenty one (21) days of receiving a requisition signed by five (5) members of the Club, such requisition to state the object of the meeting. Members shall be advised of the calling of that Special Meeting and the object of that meeting at least fourteen (14) days beforehand.
- (8) At a General Meeting or a Special General Meeting or an Annual General Meeting, twenty (20) percent of financial Club members shall form a quorum and at a meeting of the Committee, six (6) members shall form a quorum.
- (9) Only members who are financial at the time shall be permitted to vote at any meeting of the Club.

8 AFFILIATION

The Club shall have the right to affiliate with any other Camera Club or Photographic Society.

9 AUDITOR.

The Auditor shall not be a Member of the Committee and shall be elected annually at the Annual General Meeting.

10 INTERPRETATION

In the event of any dispute or complaint, the decision of the Committee on the Construction and interpretation of any rule shall be binding on all Members of the Club.

11. CIRCUMSTANCES NOT PROVIDED FOR IN THIS CONSTITUTION.

If any circumstances shall arise as to which this Constitution is silent, or is incapable of taking effect, the Committee shall, subject to any direction given by resolution of a General or Special meeting, have the power to determine what action may be taken.

12 ALTERATION OF THE CONSTITUTION.

This Constitution may not be amended, added to or rescinded, except at the Annual General meeting or at a Special General Meeting called for that purpose. At least one (1) calendar month's notice in writing shall be given to all members stating the proposed amendments, additions or rescissions. No changes shall be effective unless carried by a two-thirds majority of votes of the financial members present at the meeting and voting on the motion.

13 STATUS AND LIABILITY OF MEMBERS.

No Member of the Club shall by virtue of his or her membership have or be deemed to have any estate of interest in the property, funds or assets of the Club, other than to have the right to use such property in the exercising of his or her privileges as a member. Likewise, no member, body or person shall be personally liable for any act or omission on the part of the Club including its Officers, Servants or Workmen. Members of the Club, including the Committee, shall be indemnified from the funds of the Club against damages in verdicts in and costs of any legal proceedings that may be instituted against them or any of them in connection with the exercise of their office or the performance of their duties by reason of membership howsoever arising.

14 INCOME AND PROPERTY

The income and property of the Club shall be applied solely towards the promotion of the objects of the Club and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise, howsoever by way of profit to members or relatives of members of the Club, providing that nothing herein shall prevent the payment in good faith of remuneration to any Officer or Servant of the Club for any service actually rendered to the Club or reasonable or proper rental for the premises let by any member to the Club.

Document endorsed by a Resolution of a General Meeting held on

Mr. Barry Hockaday, [President]