



# PHOTOGRAPHY GROUP OF BUNBURY

## BY-LAWS

### Introduction

Pursuant to rule 23 of the Rules of Association of Photography Group of Bunbury Inc, the following By-laws are made by the Committee for the maintenance of sound practice and the promotion of the interests of the Association.

### 1) Application for Membership

In addition to section 5 (3) Rules of Association, the committee may approve an application for membership via a vote conducted on the club's website committee forum subject to the following conditions;

- a) A majority vote of the committee supports the application. Should a committee member be absent and unavailable to cast their vote within a week (7 days) of the lodgement on the website i.e. overseas; then a majority shall constitute those members of the committee eligible to vote.
- b) Should a majority vote not be received within the seven (7) days from the eligible committee members, then the application for membership shall not proceed and will be reviewed and considered at the next Committee meeting pursuant to Section 5, Rules of Association.
- c) Should a decline vote be recorded by any member of the committee then the application for membership shall not proceed and will be reviewed and considered at the next Committee meeting pursuant to Section 5, Rules of Association.

### 2) Membership Classifications

Member as defined in the Rules of Association

- a. Life Member can be a Member who has given exemplary service, over an aggregate period of not less than 10 years, to the Club and is not required to pay the annual membership subscription, but may retain all the rights and privileges of a Member. Refer to Addendum 1 Guidelines for Life Membership Selection.

- i. Appointment of Life Member

Any Member who fulfils the requirements of paragraph 2(a) as above may be nominated for life membership.

Such a nomination for life membership is to be made in writing by at least two Members of the Club and lodged with the President or Secretary.

The nomination is to be considered and approved or rejected by the Committee at the next Committee meeting; approval for the granting of life membership shall require a majority of the Committee.

The Committee shall notify the nominators in writing of the outcome of any nomination.

- ii. Should the Committee not approve a nomination, the notification shall merely be to this effect and no reason shall be given.
- iii. The decision is to be duly recorded in the minutes.

b. Family Membership

To encourage photography as a hobby for the whole family the club has designated a Family Membership classification. This classification incorporates a family unit with dependent children aged less than 18 years of age.

Those individuals aged less than 18 years of age that are covered under the family membership entitlement will be recognised as a Junior Member and have all rights as a full member.

Normal door fees will apply to all members covered under Family Membership.

c. Junior Member

To encourage photography as a hobby to persons aged less than 18 years of age, the Club has designated an additional membership classification of Junior Member where they are not part of a family membership.

Such an application is to be accompanied by the prescribed subscription fee as set by the Members from time to time at a general meeting.

A Junior Member has all rights as a full member.

### **3) Club Exhibitions and Competitions**

- a. The Club conducts scheduled exhibitions on at least 8 of the monthly Club nights each calendar year
- b. Exhibition categories are print or projected images, unless otherwise notified by the Committee
- c. The Committee will make an exhibition schedule available to members detailing the exhibition category, topic and definition (where necessary). Amendments to categories will be notified on the website and announced the next Club Night.
- d. Only financial members of the Photography Group of Bunbury are eligible to participate in competitions or receive points for exhibited images.
- e. All photography and artwork (post processing) must be wholly the work of the Entrant.

- f. A member may enter up to 2 images in each category (unless otherwise stated).
- g. A photo (print or digital image) can't be entered into more than one category on the same club night.
- h. A print/digital image awarded Gold or Silver, **cannot** be entered in any other future club night exhibition.
- i. Prints are to be registered with the Exhibition Coordinator before 7.10pm on club night.
- j. Digital files for the Projected Images exhibition are to be submitted via the website form no later than 11:59pm on Friday, immediately prior to the Club night on which the images are to be projected, unless otherwise advised.
- k. The Committee or Judge reserves the right to remove images that do not conform to the schedule or the rules.
- l. All entries must be correctly named, sized and titled
- m. For PRINT - the member's name, member number and the title of the print is to be on the back, bottom left hand corner of the mount.
- n. A print must be mat mounted and can be any size up to 40x50cm, including the mount
- o. For PROJECTED IMAGE the file must be named Title Member N<sup>o</sup>\_Month.jpg. The month is stated in numeric format being 01=January.
- p. Digital files should be no wider than 1920 pixels or larger than 1080 pixel in height and should be saved as 'jpeg' (jpg), unless otherwise advised by the committee.

#### 4) IMAGE APPRAISAL

- a. Where possible judges will be organised by the Committee. A judge may award an image with a Gold, Silver or Bronze award.
- b. Judges are asked to use the following as a guide
  - i. Gold Award - a picture that is technically exceptionally strong. In addition, Gold would be awarded to a picture that shows the coming together of high level photographic skills and artistry. The photo has superb visual appeal.
  - ii. Silver Award - the image is of a superior standard and demonstrates high-level craft and skill. With a little fine-tuning or small effort could be Gold.
  - iii. Bronze Award - an image that the judge considers to be above the expected average for a photography club. This picture indicates that the photographer is developing their craft and on the right track. Areas associated with skill and technique need improvement (in camera or in postproduction) e.g. composition, sharpness, technique, print quality...
- c. If a judge has not pre-judged the digital exhibition images or is not in attendance on club night to judge the print exhibition images, those present may vote on entries in Club exhibitions. In such cases Voting Slips will be issued.

Where voting is required, each person may cast 3 votes unless otherwise advised by the Committee. Visitors are eligible to vote on images.

The voting slips will be sorted. Any image given 3 of any Award (Bronze, Silver or Gold) shall be granted an Award.

Where an image receives 3 (or more) different awards member/s who have participated in the WAPF judge's course will nominate the Award for that image, provided it is not their own image or as otherwise agreed by members present on the night.

## 5) END OF YEAR AWARDS

### a) Photographer of the Year

Members accumulate points by participating in exhibitions through out the year. The member with the highest number of points will be recognised at the end of the year as the Photographer of the Year. Those with the next two highest number of points will be awarded 2<sup>nd</sup> and 3<sup>rd</sup> place respectively.

- i. The Exhibition Coordinator shall keep a tally of points awarded each month.
  - 1 point for each image entered
  - 2 points for a Bronze Award
  - 4 points for a Silver Award
  - 6 points for a Gold Award
- ii. In the case where two or more members accumulate an equal number of points for a place, then those members that have tied scores will have the points accumulated for each image entered deducted from their score and the resulting scores will be used to rank those members.
- iii. If the above procedure still results in tied scores, then the remaining members with equal scores will have the total points accumulated for bronze images deducted from their score and the resulting tally will be used to rank those members.
- iv. If the procedure outlined in para iii above still results in two or more members having a tied score, then those members will have the value of their silver awards deducted from their score and the resulting tally will be used to rank those members.
- v. In the case where the above still results with one or more members with equal scores, then the prize value of the contested placing plus subordinate placings equal to the number of tied members will be equally divided and awarded to those members. In any case, the total value of distribution of 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> placings will not be exceeded.

### a) Images of the Year

All awarded images displayed in the Website Gallery will be collated into a colour and mono collection. The collections will be judged to award a Colour and a Mono Image of the Year.

### b) Certificate of Appreciation

The committee will review and award individuals deemed worthy who have contributed to the success of the Club in some way but not able to meet **all** the criteria necessary

to be granted Life Membership. Refer to Addendum 2 Certificate of Appreciation Guidelines.

**6) Attendance Register**

A register is to be maintained of attendance at each Club night.

**7) Payment of Door Entry Fee**

All persons attending are to pay a nominated door fee as set by the Club each year at the AGM.

a) The door fee may be paid in advance for the year on renewal of the membership.

**8) Club Equipment**

a) The Committee shall maintain an inventory of Club equipment, with its custodian noted.

b) Any surplus or outdated equipment may be disposed of at the Committee's discretion.

c) Club equipment can be lent to a third party providing that the Club Member requesting the loan is a member or affiliated with the third party and that the loan is for an event which promotes the art of photography. The Club Member requesting the loan must notify the PGoB Committee that a third party will be using the equipment.

The Club Member will liaise between PGoB and the third party as required and will undertake responsibility for management of the loan. The third party will take responsibility for all repairs or replacement of damaged or lost items.

d) All loans will be at the discretion of the PGoB Committee and must be approved by at least three Committee Members.

e) The following equipment will not be made available for loan;

- i Projector (Epson)
- ii Screen
- iii Laptop

**9) Breaches of Club By-laws**

Any breaches of the Club By-laws may be referred to the Committee for further action and in the event of a serious breach, a Member may be considered for suspension or expulsion in accordance with rule 9 of the Rules of Association.

# Addendum 1

## GUIDELINES FOR LIFE MEMBERSHIP SELECTION

### BACKGROUND

There is a general principle amongst organisations that the granting of Life Membership is a great honour and should not be treated lightly on any one ground but rather on a multitude of accomplishments by the nominee. Life Membership is reserved for those whose contribution goes beyond the ordinary or even excellent for an extended period of time, not just a few years. Life Member can be a Member who has given exemplary service, over an aggregate period of not less than 10 years. That is, Life Membership demands longevity and exemplary service in all facets of the organisation's activities.

### PGoB CONSTITUTIONAL REQUIREMENTS

Granting of Life Membership can only be considered and granted at either an Extraordinary General Meeting or the Annual General Meeting of the Club **after a Committee recommendation** to accept the nomination in accordance with Clause 2a of the Bye Laws.

### GENERAL PROCEDURE

#### SUBMISSION TO COMMITTEE

- Nominations for Life Membership shall be in the hands of the Club Secretary, six (6) weeks prior to the Meeting.
- The nomination proposal to be submitted by a Nominator and a Seconder both of which must be current financial members of the club.
- The Nominator to provide the Secretary with a written submission on the merits of the Nominee to receive Life Membership.
- The Committee will consider the merits of the nomination and on secret ballot will then advise the Nominator in writing of the decision as to whether the nomination will proceed further.
- The decision is to be duly recorded in the minutes.

#### VOTING PROCEDURE

- At the General Meeting the Secretary will read the Nominator's transcript to ordinary members in accordance with the Clause 6.1.6 of the Constitution regarding a quorum.
- There will be no discussion amongst Ordinary Members at the meeting prior to voting.

- Voting by Members will be by secret ballot and neither the Nominee, Nominator nor Secunder are permitted to vote.
- There will be no votes by proxy.
- The ballot papers will be scrutinised by any two committee members and the result announced by the Chair of the Meeting. The announcement will not specify the voting count but be delivered in either the affirmative or negative.
- In the case of a tie, the President will have the casting vote.

## **NOMINATION CRITERIA**

The Nominator's written submission shall detail the Nominee's:

- Length of active membership.
- Multiple Positions held as an office bearer and length of appointment in those positions.
- Specific details of activity in the core business of the club (eg. organising and running a full spectrum of club activities).
- Details of participation to a greater extent than the average member as a regular and consistent volunteer.
- Quality of service.

## **Addendum 2**

### **Certificate of Appreciation Guidelines**

The Certificate of Appreciation is awarded to Photography Group of Bunbury members in recognition of services or tasks performed on behalf of the Association at the club and regional level.

#### **ELIGIBILITY**

Membership of the Photography Group of Bunbury for at least five years, during which time the applicant will have been involved in Photography Group of Bunbury activities for at least two years.

#### **GUIDELINES**

Nominations are made by financial members of the Photography Group of Bunbury. Nominations will be considered annually by the committee and subject to meeting the guidelines and criteria successful nominees will be presented a certificate at the End of Year Awards.

The Photography Group of Bunbury would normally confer no more than three awards in any one year.

#### **CRITERIA**

- Exemplary service to the Photography Group of Bunbury as an office bearer at the club and/or regional level.
- Performance of a service or tasks within the Photography Group of Bunbury which was beneficial to the club, and/or to promoting the objects of the Photography Group of Bunbury as outlined in Section 3 of the Rules of Association.

#### **CERTIFICATE**

The exact wording on a certificate of appreciation can vary in the particulars, but should follow the same basic formula:

1. The Group or Association giving the Certificate (*Photography Group of Bunbury*)
2. Title (*Certificate of Appreciation*)
3. Presentation Wording (*is hereby awarded to, presented to*)
4. Recipient's Name (*James Williams*)
5. Reason (*in recognition of 20 years of outstanding work*)
6. Date (*August 21, 2015*)
7. Signature (*President*)
8. Signer's Title (*President*)



## **Addendum 3**

### **NOMINATION PROCESS FOR COMMITTEE / OFFICE BEARERS**

#### **BACKGROUND**

Section 10 of the Photography Group of Bunbury Rules of Association provide details regarding the Committee of Management.