



MANDURAH PHOTOGRAPHY CLUB INC

CLUB RULES/BY-LAWS

Approved by the Committee of Management 6 February 2019

MANDURAH PHOTOGRAPHY CLUB

CLUB RULES/BY-LAWS - INDEX

Club Rules/By-Laws

- 1 Club Meetings
- 2 Committee of Management
- 3 Non-Official Positions
- 4 Maximum number of members
- 5 Membership
- 6 Equipment Hire/Loan
- 7 Reimbursement for expenses incurred by Committee Members
- 8 Auditing rules
- 9 Image Judging rules
- 10 Roy Whitehead perpetual trophy

Image Judging Rules (001)

- 1 Judging Evenings
- 2 Categories
- 3 Conditions of entry
- 4 Conduct at meetings
- 5 Annual awards competition
- 6 Revision of these rules
- 7 Definitions

Membership

- 1 Introduction
- 2 Classes and types of membership
- 3 Membership fees
- 4 Privileges of membership
- 5 Responsibilities of members
- 6 Membership applications
- 7 Induction and welcoming of new members
- 8 Guest participation
- 9 Ceasing membership
- 10 Membership records
- 11 Communication to members

MANDURAH PHOTOGRAPHY CLUB INC

CLUB RULES/BY-LAWS

1 Club Meetings

1.1 The Club meets on the second Wednesday of each month at the premises of the Lions Club of Mandurah, 95 Park Road, Mandurah.

OR

1.2 at an alternative venue, as determined by the committee and advised to the general membership, not less than two days prior to the meeting.

1.3 The doors of the venue will be opened at 6.30pm for setting up purposes.

1.4 The meeting commences at 7.00pm sharp.

1.5 Submission of printed images for the competition will close at 6.50pm.

1.6 The Committee reserves the right to cancel or postpone a meeting at short notice in the event of unforeseen circumstances

1.7 Digital images shall be submitted each month before 6.00pm of the 2nd Sunday prior to the club night. ie 10 days prior. This is to allow the Judge to review all entries prior to the club night. Submit all digital entries using the Club website.

2 Committee of Management

2.1 A list of the committee members elected at the last Annual General Meeting is available on the Club's website.

3 Non-Official Positions

At the first meeting of the Committee of Management the following will be appointed-

3.1 **Minutes Recorder**-Responsible for keeping minutes of meetings

3.2 **Outings/Workshops**-Responsible for the organisation thereof

3.3 **Fundraising**-Responsible for organising events to raise funds

3.4 **Website**-Responsible for creating and maintaining a web site for communication with club members and the public

3.5 **Publicity**-Responsible to publicise Club news, activities within the Club and upcoming events

3.6 **Facebook**-Responsible for posting information relating to the Club and its activities

- 3.7 **Image Judging**-Responsible for arranging judges for the image judging nights.
- 3.8 **Records**-Responsible for keeping records of the scores on judging nights
- 3.9 **Exhibitions and Inter-club**-Responsible for the presentation of images at these events
- 3.10 **Competition nights prints display**-Responsible for display of the prints on club nights
- 3.11 **Judge the Judge**-Responsible for rating the performance of the Judge
- 3.12 **Newsletter**- responsible for preparing a monthly newsletter to publicise Club news, activities within the Club and upcoming events.
- 3.13 **Property Steward**- responsible to keep an inventory of all Club property, exercise responsibility for the care and maintenance thereof, present a statement of the inventory of the property to the Annual General Meeting.
- 3.14 **WAPF Representative**-responsible to represent the Club at WAPF meetings

4 Maximum number of members

- 4.1 The maximum number of members is to be decided by the Committee as and when required.

5 Membership

- 5.1 Per attached annexure 002

6 Equipment Hire/Loan

- 6.1 Equipment belonging to the Club may be borrowed for a period of two weeks on payment of a deposit of \$50 which will be refunded on return of the equipment in good condition.

7 Reimbursement for expenses incurred by Committee Members

- 7.1 Committee Members may incur expenses on behalf of the Club to a maximum of \$50 without obtaining the approval of the committee. The amount will be refunded to the member on production of a purchase voucher. No expense in excess of \$50 may be incurred without the prior approval of the committee.

8 Auditing rules

- 8.1 An audit will be undertaken if requested by the members in General meeting or if the Committee deems it necessary.

9 Image Judging Rules

- 9.1 Per attached Annexure 001

10 Roy Whitehead Perpetual Trophy

10.1 To be nominated by the members with the Committee making the final decision. Nominations for this trophy are to be someone who has contributed significantly for the greater good of the Club. The trophy will be awarded at the annual awards night.

11 Publication and alteration of By-laws

11.1 The by-laws may be altered by the Committee of Management in accordance with the Rules of Association of the Club.

11.2 A copy of these by-laws shall be kept on display at Club meetings by a nominated committee member.

Approved by the Committee of Management 20 February 2019