

# CONSTITUTION OF TYGERBERG PHOTOGRAPHIC SOCIETY

## 1. NAME

The name of the Society shall be TYGERBERG PHOTOGRAPHIC SOCIETY (TPS)

## 2. AIM

To promote photography and bring together photographers who wish to express their love for photography by taking photographs and by showing, sharing, evaluating and discussing their photographs with friends who share the same interests – those willing to learn more about photography from experts willing to share their knowledge – and those willing to share their expertise with others willing to learn more about photography.

## 3. THE CONSTITUTION

3.1 The CONSTITUTION of the Society can only be amended by;

- 3.1.1 A two-thirds majority of paid up members present at the ANNUAL GENERAL MEETING and only after notice of such changes was given two weeks in advance.
- 3.1.2 A two-thirds majority of paid up members present at the SPECIAL GENERAL MEETING and only after notice of such changes was given two weeks in advance.
- 3.1.3 If a quorum is not present at any of the above meetings, a new meeting will be called within 14 days, where the majority vote of the members present will be accepted.

## 4. MEMBERSHIP

4.1. Anyone who is interested in photography shall be eligible to be elected as an ordinary member of the Society. There shall be no age restriction and no discrimination will be made between professional and amateur members.

### 4.2. Honorary Members

- 4.2.1. Any member who has served the Society for a minimum of 15 years, and have met the following criteria -
  - 4.2.1a Served on the committee
  - 4.2.1b Moved the Society forward through their contribution in terms of leadership, skills development or membership growth - shall be eligible to be elected by the Committee as an Honorary Member.

### 4.3. Election of members

- 4.3.1. Every application for membership shall be made on an Application form supplied by the Committee.
- 4.3.2. The Committee will have the right to accept or reject such application, and upon such acceptance, the new member shall make remittance for the current subscription.
- 4.3.3. The Committee shall have the right to nominate and approve Honorary Members of TPS.
- 4.3.4. Those nominations for Honorary Membership shall then be submitted to the AGM of the Society for ratification.

### 4.4. Membership fees

- 4.4.1. The treasurer shall propose to all members present at the AGM, the fees for the following year.
- 4.4.2. The members present shall ratify the proposed fees at the AGM.
- 4.4.3. Members joining after 1 July will pay a reduced fee for the rest of that year as per the House Rules. Pensioners, fulltime students and scholars qualify for a reduced fee as determined by the committee. Pensioners shall be at least 60 years of age.
- 4.4.4. Honorary Members shall not be called upon to pay membership fees.
- 4.4.5. Membership fees are due at the first meeting of the year in January.
- 4.4.6. Members who have not paid by the March meeting of that year will not be allowed to enter competitions or continue to receive the newsletter until they have paid the fees for the full year.
- 4.4.7. Members, who have not paid their membership fees in full by the end of March, will be moved to the Inactive list until their membership fees are paid in full.

## 5. THE COMMITTEE

- 5.1. The Society shall be governed by a committee who must be elected annually at the AGM.
- 5.2. Members of the Committee shall be elected for a term of one year, or as outlined in the House Rules.
- 5.3. The committee shall govern all assets of the Society.
- 5.4. The Committee shall have the power to terminate or re-instate membership, suspend or expel any member for breach of rules, for unseemly conduct or malcontent.
  - 5.4.1 A member who has thus been expelled shall have no claim to any funds or assets of the society.

- 5.5. The Committee shall have the power to call a SPECIAL GENERAL MEETING.
- 5.6. The committee shall have the power to appoint sub-committees as needed and shall prescribe their duties and functions.
- 5.7. The Committee shall have the power to co-opt members to carry out specific duties as required. Such a member will form part of the committee but will have no voting rights.
- 5.8. The Chairperson shall preside at all meetings. In his or her absence, he/she shall appoint a Chairperson for that meeting.
- 5.9. The Committee shall operate according to THE HOUSE RULES as drawn up by the committee, but in accordance with the constitution.
- 5.10. The committee shall decide on the format of the monthly meetings, and they shall endeavor to appoint at least one evaluator at each meeting.
- 5.11. **Election**
  - 5.11.1 Nominations for the committee can be made before the AGM.
  - 5.11.2 Each nomination must be seconded by another member.
  - 5.11.3. The Committee shall consist of:
    - A Chair person
    - A Secretary
    - A Treasurer
    - Additional 5 to 7 members as required and as laid out in the House Rules.
  - 5.11.4. If the number of nominations does NOT EXCEED the number of Committee members as stated in the House Rules, those nominated shall be deemed to be duly elected.

## **6. POWERS OF THE COMMITTEE**

The Committee shall in the name and on behalf of the Society

- 6.1. Have sole control, management and disposition of the affairs, property and funds of the Society
- 6.2. Receive, administer and apply moneys of the Society
- 6.3. Open and operate banking accounts in the name of the Society
- 6.4. Have the power to buy, sell, let or hire, exchange, transfer, receive by way of donation or otherwise, movable and immovable property, including debentures and stocks and shares, and to invest the funds of the Society in Government or Municipal Stock, banks or like organisations: to vary or realise any such investments and to write up or write down the value of any investment
- 6.5. Have the power to enter into and sign any contracts in the name of the Society and to institute and defend compound or abandon on behalf of the Society, any legal proceedings by or against the Society.
- 6.6. Have the power to deal generally with the movable and immovable property of the Society and to sign and execute and deliver all necessary powers of attorney and other documents required in transacting general business of the Society
- 6.7. Have the power to call a Special Meeting
- 6.8. Have the power to promulgate rules in conformity with the Constitution for the proper control of the affairs of the Society and may alter or add to such rules according to its discretion
- 6.9. Have the power to all such other things as, in its opinion are conducive to the attainment of all or any of the aims of the Society

## **7. FUNDS AND ASSETS**

- 7.1. The financial year of the Society shall run from 1st October to 30th September.
- 7.2. The funds of the Society shall be deposited with a bank approved by the Committee.
- 7.3. The funds of the society shall be used solely for the furtherance of the Society.
- 7.4. All payments shall be authorised by the Committee and ratified at the following committee meeting in the minutes.
- 7.5. The committee shall at no time expend any amount exceeding the available funds of the Society.
- 7.6. All Financial Statements shall be prepared in the prescribed manner prior to each AGM, and within three months be independently reviewed by a suitably qualified accounting professional.

## **8. MEETINGS**

- 8.1. Ordinary monthly meetings shall be held at a time and place approved by the Committee.
- 8.2. The Annual General Meeting shall be held to coincide with the October Monthly Meeting.
- 8.3. Notice of such a meeting shall be served at least fourteen days prior to the meeting.
- 8.4. The AGM shall:
  - 8.4.1. Receive the Annual Report of the Chairperson
  - 8.4.2. Receive the Financial statements
  - 8.4.3. Elect the Committee for the ensuing year.
  - 8.4.4. Ratify Annual Membership Fees.
  - 8.4.5. Transact General Purpose meeting as per Agenda.

- 8.5. Special General Meetings may be held on request of at least Two Thirds of paid-up members.
  - 8.5.1. Special General Meetings may be held on request of at least four members of the committee
- 8.6. Minutes shall be kept of all meetings.
- 8.7. Minutes shall be read and approved at the next meeting of the same kind.

#### **9. COMMITTEE MEETINGS**

- 9.1. The Committee shall hold at least one committee meeting in each of the months January to November.
- 9.2. Any Committee member who, without prior notice, is absent from three consecutive meetings shall cease to be a member of the Committee.
- 9.3. The Committee shall have the power to co-opt members to fill vacancies which may arise on the committee.

#### **10. QUORUM**

- 10.1. At each of the following meetings the quorum shall be as given:
  - 10.1.1. AGM = 30 percent of paid up members
  - 10.1.2. Special General Meeting = 30 percent of paid up members
  - 10.1.3. Committee Meetings = 60 percent of committee members
- 10.2. In the case of the absence of a quorum in the committee meetings, the meeting shall proceed as normal, but the minutes must be ratified at the next meeting.
- 10.3. In the case of the absence of a quorum in an Annual General Meeting or Special General Meeting, the meeting shall be adjourned to a later date determined by the committee. Fourteen days' notice must be served for this meeting. Those present at that meeting shall form the quorum, and any decisions taken at that meeting will be deemed ratified.

#### **11. VOTING**

- 11.1. Every person whose name is included in the Active List of Members shall have the right to vote at all Annual General Meetings or Special General Meetings.
- 11.2. Voting for members of the Committee shall be made by ballot.
- 11.3. All other voting shall be done by the show of hands.
- 11.4. Members whose names are on the Inactive list shall not be eligible to vote at any meeting.

#### **12. WINDING UP OF THE SOCIETY**

- 12.1. The society may be wound up by a resolution of at least 75% of the paid-up members present (or by proxy) at a General Meeting.
- 12.2. In the event of the Society being wound up, the assets of the Society remaining after the satisfaction of all liabilities shall be transferred to a photographic society with which the members decide to amalgamate with, and which society have as its principal objective the association of photographers for the advancement of photography and all the branches of the art and science connected therewith or failing such an amalgamation then in equal shares to all the photographic societies in the Western Cape that participated in the last Interclub competition.