



SOUTHERN COUNTIES PHOTOGRAPHIC FEDERATION

CONSTITUTION

1 NAME

SOUTHERN COUNTIES 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 AFFILIATION

The Federation will maintain affiliation to the Photographic Alliance of Great Britain (PAGB)

4 MEMBERSHIP

(a) Membership of the Federation shall be open to all photographic clubs/societies (Member Clubs) whose constitution is approved by the Council of the Federation and who comply with the PAGB definition of a Club.

Note: if a Member Club changes its Constitution so that it may no longer fully comply with the PAGB Definition, it shall advise the Federation so that the position can be reviewed.

(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 SCPF, clubs may be asked to provide 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 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 must be called by the Secretary of the Federation upon receipt of a written request signed by the chairman, secretary and a committee member from the Member Club concerned. The appeal will be upheld if the Member Club concerned receives a simple majority in its favour, with the Chairperson of the meeting having the casting vote if required.

5 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 up to ten other members, whose roles will be allocated by the Council. The above, except the Immediate Past President, and the PAGB Executive member shall be elected by a majority vote at the Annual General Meeting. The nominee for the PAGB Executive member shall be elected by a majority vote at the AGM, to go forward for potential election by the PAGB. The Council is empowered to co-opt additional members to serve. Seven council members shall constitute a quorum.

6 USE OF ELECTRONIC COMMUNICATION

In the management and operation of the Federation, where there are references in this document to notices, circulation, meetings, attendance etc, use may be made of electronic communication including e-mail and video conferencing as appropriate to circumstances.

7 NOMINATIONS

Nominations for the SCPF 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 Member Clubs 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, or whose names, with their agreement, are put forward at the meeting.

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 scrutinising process). The candidates may witness the process if they wish, but take no part in it.

8 REPRESENTATION.

Member Clubs are entitled to send two delegates to every Club Representatives' or other Federation meeting; each club shall be entitled to one vote only.

A Club committee may submit a motion to the AGM or other meeting, via their Chairperson or President, three weeks in advance of a meeting or four weeks in advance of the AGM. 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 motion will also be circulated. A full discussion of the motion will take place during the meeting, prior to voting. A motion will be carried if a simple majority is 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.

9 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. Member 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.

10 MEETINGS

There shall be three Club Representatives' Meeting meetings per year (one incorporating the Annual General Meeting). The date of the meetings will be published in advance on the Federation's website. Extraordinary General Meetings may be called if deemed necessary by the Council. Member Clubs must receive 21 days' notice and details of 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.

11 ANNUAL GENERAL MEETING

The Annual General Meeting will be incorporated with the first Club Representatives' Meeting in each Financial Year. 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.

12 ALTERATIONS

Any proposed alterations to the Constitution must be notified to the Secretary in writing no later than four weeks before the date of the Annual General Meeting. 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 is in its favour, with the Chairperson of the meeting having the casting vote if required.

13 MINUTES

The Secretary shall be responsible for recording the minutes of Council and Club Representatives' Meetings. Copies of the minutes of Club Representatives' Meetings shall be circulated to Club Secretaries of all Member Clubs following each meeting; copies of all the previous years' Club Representatives' Meetings minutes shall be available on the SCPF website. Minutes of Council meetings will remain confidential within the Council.

14 ACCOUNTS

The Financial Year shall run from 1st April to 31st March following. 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 independent verification.

15 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.

16 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.

17 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 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.

18 CASTING VOTE

In all cases where a casting vote is referred to, the casting vote is in addition to the Chairperson's normal vote as a member.

19 REVIEW

The Constitution shall be reviewed annually at the Annual General Meeting.
Constitution last revised as above at AGM 12TH JULY 2020