



CONSTITUTION – SUPPLEMENTARY ORGANISATION

This constitution comprises two parts:

“**Constitution – Rules**” – is mainly concerned with composition and governance of the Society, it includes provision that this part may only be changed at a General Meeting

“**Constitution – Supplementary Organisation**” – is concerned with the society's activities and the people required to achieve them, items may be changed by the committee subject to communication to and review by members. Arrangements for the following membership year must be presented at the AGM.

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CONSTITUTION – Supplementary Organisation

Items in Supplementary Organisation are not be concerned with the governance of the Society but refer to conduct of its activities.

1. Annual Fees

1.a. Fees payable for one membership year shall be:

- 1.a.a. Full Member – \$60.00
- 1.a.b. Honorary Member – Nil
- 1.a.c. Life Member – Nil.

1.b. Current members can renew their membership for the following year from 1 October of the current year, their membership entitlements shall remain in place until the period of grace for payment expires on the last day of February in the following year. **1.c.** For a new member, full membership fees must be reduced by fifty percent for applications made from 1 July onwards. **1.d.** For new members joining from 1 October onwards, full membership fees are payable which include membership for the remaining months of the current year and the following year.

1.e. Fees payable must be clearly shown on membership application forms.

2. Date for next Annual General Meeting

2.a. The Annual General Meeting must be held on a date In November or December as determined by the Executive Committee. Where practical it should be Held in November

3. Additional Officers, Committee Members or Volunteers

3.a. Different additional appointments may be made by the Committee for each membership year on an as needed and member availability basis.

- 3.a.a. Additional officers and volunteers may or may not be committee members.
- 3.b.** In addition to those nominated for Governance of the Society it is suggested the following committee members and volunteers may be appointed.
 - 3.b.a. Vice President (committee member)**
 - 3.b.a.1. Closest supporter of President
 - 3.b.a.2. Oversees all technical management
 - 3.b.a.3. Maintains contact with technical suppliers Past President (committee member)
 - 3.b.b. Past President (committee member)**
 - 3.b.b.1. Oversees transition to new committee.
 - 3.b.b.2. Mentors new President.
 - 3.b.b.3. Assists in advising new committee and volunteers.
 - 3.b.c. Bookkeeper (committee member or volunteer)**
 - 3.b.c.1. Must report to the Treasurer.
 - 3.b.c.2. Must record all receipts and payments of the Society in a recording system that complies with the requirements shown for Treasurer.
 - 3.b.d. Evaluations and Scheduling Coordinator (committee member or volunteer)**
 - 3.b.d.1. Concerned with Thursday sessions.
 - 3.b.d.2. Arrange evaluations and source judges.
 - 3.b.d.3. Advise booked evaluations to secure digital, IT and session set up involvement.
 - 3.b.d.4. Advise calendar entries.
 - 3.b.d.5. Advise booked evaluations for newsletters.
 - 3.b.e. Presentations and Scheduling Coordinator (committee member or volunteer)**
 - 3.b.e.1. Concerned with Thursday sessions.
 - 3.b.e.2. Arrange presentations and source presenters.
 - 3.b.e.3. Advise booked presentations to secure digital, IT and session set up involvement.
 - 3.b.e.4. Advise calendar entries.
 - 3.b.e.5. Advise booked presentations for newsletters.
 - 3.b.f. Print Coordinator (committee member or volunteer)**
 - 3.b.f.1. Receive and identify print submissions.
 - 3.b.f.2. Arrange print stands at Thursday sessions.
 - 3.b.f.3. Catalogue awards prints.
 - 3.b.f.4. Is custodian of prints held by Society.
 - 3.b.g. Development Coordinator (committee member or volunteer)**
 - 3.b.g.1. Concerned with training, development and evaluation activities.
 - 3.b.g.2. Source mentors for specific print and digital evaluation sessions.
 - 3.b.g.3. Oversee Special Interest Group, Project of Passion and such like activities.
 - 3.b.g.4. Lead discussions on evaluation criteria such as points system, A and B etc.
 - 3.b.h. Media Secretary (committee member or volunteer)**
 - 3.b.h.1. Concerned with the image of our Society to the outside world.
 - 3.b.h.2. Create content for external media and advertising as required.
 - 3.b.h.3. Assist with Facebook issues.
 - 3.b.h.4. Assist with communication to members concerning Society events.
 - 3.b.h.5. Newsletters – create and make available for sending by email and loading on Website.
 - 3.b.i. Media Assist (committee member or volunteer)**
 - 3.b.i.1. Assist in image submissions
 - 3.b.i.2. Advise on evaluation activities and procedures.
 - 3.b.j. Web Assistant (committee member or volunteer)**
 - 3.b.j.1. Assist with website management
 - 3.b.k. Social Coordinator (committee member or volunteer)**
 - 3.b.k.1. Concerned with activities not part of Thursday sessions.
 - 3.b.k.2. Conduct social outings and events.
 - 3.b.k.3. Evaluate incoming information.
 - 3.b.k.4. Manage entries into external competitions (including Head On, FCC Comp etc).
 - 3.b.k.5. Interaction with Meet Up.
 - 3.b.k.6. Advise arrangements made for inclusion in calendar and communication to members.
 - 3.b.l. Member Support (committee member or volunteer)**
 - 3.b.l.1. Liaise with Evaluations and Presentation Coordinators to meet their requirements for sessions.
 - 3.b.l.2. Ensure meeting room is properly arranged before sessions start and packed away afterwards.
 - 3.b.l.3. Respond to members' requests for information and assistance.
 - 3.b.l.4. Engage raffle ticket sellers
 - 3.b.m. Digital and IT Coordinator (committee member or volunteer)**
 - 3.b.m.1. Concerned with technical issues.

- 3.b.m.2. Manage and maintain website.
- 3.b.m.3. Control access to My Photo Club Portal
- 3.b.m.4. Prepare images to be evaluated for projected viewing at sessions.
- 3.b.m.5. Post all evaluation results including My Photo Club output.
- 3.b.m.6. Maintain Website Security.

3.b.n. **Digital and IT Support Officer (volunteer)**

- 3.b.n.1. Concerned with technical issues.
- 3.b.n.2. Provide direct support for Digital and IT Coordinator.
- 3.b.n.3. Set up equipment for Thursday sessions.
- 3.b.n.4. Advise committee on and procure needed equipment.
- 3.b.n.5. Learn coordinator support role for website and portal operations.

3.b.o. **Sports Council Delegate (committee or volunteer)**

- 3.b.o.1. Must be responsible for preparing the Society's reports to the Club's Sports Council.
- 3.b.o.2. Must report Sports Council matters to the Committee.

3.b.p. **Registrar (committee member or volunteer)**

- 3.b.p.1. Must be responsible for carrying out the role of Registrar as shown in Constitution Rules and maintain confidences shown therein.
- 3.b.p.2. This is a non-elected position ideally held by the secretary.
- 3.b.p.3. Must report to the Executive Committee if not held by the Secretary.

4. Committee Meeting Reports

- 4.a. Any reports from committee members and volunteers must be optionally supplied to the Secretary one week prior to a Committee Meeting.
- 4.b. The Secretary must include all reports received for a Committee Meeting in that meeting's agenda.

5. Other Duties for Committee Members (if any)

- 5.a. May be a member of the sub-committee for determining membership matters such as A and B evaluation groups.

6. Activities

- 6.a. In addition to the Society's regular activities the Committee intends to offer involvement in:
 - 6.a.a. Special Interest Groups.
 - 6.a.b. A Merit Program.

7. Evaluations

- 7.a. Must be made of both print and digital submissions by members in A and B groups.
- 7.b. Members shall be included in the B group unless they request to be included in the A group.
- 7.c. Print and digital evaluations must be conducted in the same Session.
- 7.d. Awards must be Acceptance, Credit, Merit and Image of the Night.
- 7.e. Awards must be recorded on the Society's website.

8. Arrangements for Evaluation of Submitted Images

- 8.a. All submissions are made through the My Photo Club portal.
- 8.b. Submissions can only be made if you are a member of both MPC and the St George League's Photographic Society.
- 8.c. Members may select their preference for inclusion in an A or B group.
- 8.d. Once chosen and recorded a member's group remains in place until the end of the current membership year. 8.e. The A Group is designed for members who consider their images worthy of stringent assessment. Judges will review and award points in accordance with a level of excellence accepted by the Federation of Camera Clubs.
- 8.f. The B group invites a more relaxed approach, good photography is subject to a more lenient assessment from the judges who will offer additional guidance and assistance..
- 8.g. The same image, if it was possible to be entered in both groups, would be likely to be awarded more points in the B group.
- 8.h. The competition categories shall be:
 - 8.h.a. Prints – open and set subject
 - 8.h.b. Digital – open and set subject

9. Competition Points

- 9.a. Points Allocation: Please refer to the Club website for point allocation for Digital & Print sections for SET SUBJECT and Open evaluations and is set by the Executive Committee.
- 9.b. Points allocation are determined prior to the commencement of February Evaluation.