PHOTOGRAPHY GROUP OF BUNBURY

By-Laws

Introduction

Pursuant to Rule 23 of the Constitution of the Photography Group of Bunbury Inc. (PGoB), the following By-Laws are made by the Committee for the maintenance of sound practice and the promotion of the interests of the Club.

1 Application for Membership

In addition to Rule 5 (3) of the Constitution, the committee may approve an application for membership via a vote conducted on the club's Facebook/Messenger app 'PGoB Committee Chat Group', 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 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, of the Constitution.

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, of the Constitution.

2 Membership Classifications

Member is as defined in the Constitution are as follows:

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. A life member 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.

Appointment of Life Member

- Any member who fulfils the requirement of paragraph 2a) may be nominated for Life Membership. Such nomination 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 granting Life Membership shall require a majority of the Committee.
- Approval for granting Life Membership shall require a majority of the Committee.
- The Committee shall notify the nominators in writing of the outcome of any nomination.
- Should the Committee not approve a nomination, the notification shall merely be

to this effect and no reason shall be given.
- The decision shall be duly recorded in the minutes of the meeting.

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 or 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 a 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 the rights as a full member.

3 Club Exhibitions and Competitions

a) The Club conducts scheduled exhibitions on at least eight of the monthly club nights each calendar year – usually on the last Thursday of each month.
b) Exhibition categories are Print and/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 MyPhotoClub (MPC) website and announced the next Club Night.
d) Only financial members of the PGoB 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 two images in each category (unless otherwise stated).
g) A photo (print or digital image) cannot be entered into more than one category on the same club night.
h) A print or digital image awarded Gold or Silver, **cannot** be entered in any other future club night exhibition.
i) Digital files for the Projected and Printed topics for monthly exhibition are to be submitted via the MPC website no later than 6:00am on the 15th of each month preceding club night on which the images are to be shown, unless otherwise advised.
j) All entries must be correctly named, sized, and titled.
k) ALL digital files for **Projected** and **Printed** topics must be named as Image Title MPC ID.jpg and uploaded to the relevant collection on the MPC website.
l) 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. They cannot be larger than 1Mb in file size for the MPC website, unless otherwise advised.
m) For **Printed Images** – The member's name and the title of the print are to be on the back, bottom left-hand corner of the mount, unless otherwise advised by the Committee.
n) A print must be mat mounted and can be any size up to 40x50cm, including the mount.
o) Prints are to be ready for display with the Exhibition Coordinator before 7:00pm on club night.
p) The Committee or Judge reserves the right to remove images that do not conform to

the schedule or the rules.

4 Image Appraisal

a) Where possible, judges will be organised by the Committee. A judge may award an image with a Bronze, Silver or Gold award. A judge may also reject an image if it does not meet the definition of the exhibition topic.

b) Judges are asked to use the following as a guide

   i. Gold Award – An image that is technically exceptionally strong. In addition, Gold would be awarded to a photo that shows the coming together of high-level photographic skills and artistry. The photo has a 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 photo 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 post-production) 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 three votes unless otherwise advised by the Committee. Visitors are eligible to vote on images.
   - The voting slips will be sorted. Any image given three of any award (Bronze, Silver or Gold) shall be granted an award.
   - Where an image receives three (or more) different awards, member(s) who have participated in the WAPJA 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 throughout 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 2nd and 3rd places respectively.

   i. The Exhibition Coordinator shall keep a tally of points awarded each month.
      - 1 point for each image entered
      - 3 points for a Bronze Award
      - 5 points for a Silver Award
      - 7 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 paragraph 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 1st, 2nd and 3rd placings will not be exceeded.

b) **Image of the Year** - All awarded images are to be entered into a colour or mono collection by the photographers. The collections will be judged to award a Colour and a Mono Image of the Year.

c) **Consistency Award** – In the case of two or more members accumulating the same number of exhibition entries over the year, the Photographer of the Year countback system will be applied.

d) **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 of attendance is to be maintained at each club night by the Treasurer.

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 Annual General Meeting.

a) The annual door fee charge will be incorporated into the renewal of the membership fees, or as otherwise advised by the Committee.

b) Visitors – Refer to Visitor Policy document.

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) All loans will be at the discretion of the Committee and must be approved by at least three committee members.

d) 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 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.

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

- Projector (Epson)
- Screen
- 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 Constitution.

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 2 (a) of the By-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 Rule 18 (1) 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 Seconder 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 (e.g. 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 Inc. 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 Inc. for at least five years, during which time the applicant will have been involved in Photography Group of Bunbury Inc. activities for at least two years.

Guidelines

Nominations are made by financial members of the Photography Group of Bunbury Inc. 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 Inc. would normally confer no more than three awards in any one year.

Criteria

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

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 Inc.*)
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 (21 *August 2015*)
7. Signature (*President*)
8. Signer's Title (*President*)

Addendum 3

Workshop Attendance Terms and Conditions

Effective as of 1 January 2023

For all person's attending a Club organised workshop, the following conditions will apply:

1. All workshops provided by the Club must be paid in full before the day of the workshop.
2. If the workshop is cancelled by the Club, all participants will be notified immediately and receive a full refund with no further action required.
3. Otherwise, any refund must be requested in writing (email to the secretary).
4. If a Club member, or member of the public, has paid for a workshop and is unable to attend, it is that person's responsibility to find a replacement and notify the Club of the replacements name.
5. If a replacement is found and pays the workshop fee directly to the Club, then a full refund will be provided to the original participant.
6. If a replacement cannot be found, no refund will be provided – unless the absent attendee has notified the Club of:
   - A contagious disease
   - A major personal sickness, injury, or major medical emergency
7. The Club reserves the right to request documentary evidence to support the participant's claim.