

# The Constitution and Official Handbook of the Henderson Photographic Society Incorporated (HPS)

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## GENERAL INFORMATION

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### **HPS Mission**

The object of the Society is to Practice; Promote and Celebrate photography and related activities, where we share our experiences and our passion for photography in a friendly learning environment.

### **Venue**

Kelston Community Centre - Crn. Great North & Awaroa Roads (top of Waikumete Hill) Glendene

### **Correspondence**

Email: [secretary@hendersonphoto.org.nz](mailto:secretary@hendersonphoto.org.nz)

### **Meetings**

The club meets on the 1st and 3rd Wednesday of each month from February to November, the first meeting of the month being a competition night and the second a workshop night.

#### **Competition nights**

This is where members present their work to be critiqued, within their own grade, either by a PSNZ or other invited judge; who will award the image a grade. (See Award points) On a trophy night, the best image is selected from honours images across all grades and that image will be awarded the trophy.

#### **Workshop nights**

Can be anything from learning how to take that 'honours photo' to having a guest speaker.

### **Start Time**

The hall will be open from 7pm and the last images are to be submitted before 7.20pm for a 7.30pm start.

### **Visitors**

Visitors will be most welcome. They will be looked after by a club member on their visit and offered a complimentary supper (tea, coffee & biscuits) Visitors may join the Society anytime, but after their 3rd visit they will be invited to join.

### **Assistance**

Please feel free to ask any committee member should you require assistance with your photography, or if you wish to know more about the society and about joining the committee.

### **Membership**

Membership to the Society is by completing an application form on the club's web site ([hendersonphoto.org.nz](http://hendersonphoto.org.nz)) and by payment of an annual subscription (or a pro-rata proportion). A membership number is then issued, entitling the financial member to enter into monthly competitions, attend club meetings, and have a vote at the AGM.

Membership Structure:

Single membership - 1 Adult

Family Membership - 2 Adult Family Members

Juniors - to the age of 18yrs

PSNZ Membership incurs a discount

**Note:** Once a junior turns 18yrs, they are to start paying their membership, or pro-rata proportion thereof.

**Any member who has not paid their fees will not be allowed to enter the monthly competitions.**

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## RULES AND GUIDELINES FOR PRESENTING IMAGES

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### **Purpose**

The following is a brief outline of the "Rules and Guidelines" that should be considered by members when taking, processing and presenting their images.

### **Eligibility**

To enter the society's monthly competitions a person must be a current financial member.  
(NO IMAGES WILL BE ACCEPTED FROM NON FINANCIAL MEMBERS)

### **Grading**

Members are divided into four grades:

**Juniors** - A student up to 18 years of age. A junior photographer who shows ability can be invited by the grading committee to progress to a higher grade. Juniors will move up to B-Grade automatically upon reaching 18 years of age.

**B-Grade** - All new members (over 18yrs) start at this level unless the grading committee approves a higher grade. To progress from B-grade to A-grade requires the accumulation of 80 Award points (from date of joining or from moving up a grade). In this grade a member should be able to demonstrate the basic camera skills and have a general basic knowledge of photography. A member wishing to remain in B-Grade grade after achieving their award points must apply to the grading committee for a fixed extension of time.

**A-Grade** - Members in this category have a good understanding of photography and are ready to expand their knowledge. A member is invited by the grading committee to progress from A-grade to Salon-grade. The grading committee is looking for the member having an excellent grasp of advanced techniques and be able to present a portfolio of 10 honours' images (their own work) showing diversity.

**Salon** - Having reached the highest level a member must continue to show a constantly high standard of work. It would be expected that a member in this grade would offer their assistance with training other members at workshops.

### **Grading Committee**

The grading committee shall consist of the following: the President (or other committee member) with a minimum of two Salon Grade Members, who can at anytime invite the opinion of another salon member.

The grading committee, using the grading guidelines (above) should assess grade changes for financial members only and do so in a reasonable time-frame. It will be the main committee's responsible to advise the grading committee of any requests for change.

### **Judging**

A guest judge is invited to judge the entries in the monthly competitions. They are to be selected by the judge convener who will advise them of the club's competitions rules and guidelines. The judge may offer constructive comments to improve the image and give the image an award, based upon their opinion and experience. These comments are the personal opinions of the judges and vary from judge to judge. A judge will be asked to judge according to the level of the grade they are viewing and show some latitude in the lower grades, which should be encouraged

by a judge's comments. A judge's decision is final and members may not enter into a discussion before an award is given unless asked to do so by the judge.

## **Awards Level**

**Acceptance** - An image that just fulfills the basic photographic criteria for a reasonable photograph.

**Merit** - An Image that fulfills the basic criteria with additional technical or design components evident.

**Highly Commended** - Is an image with extra dynamics that takes it out of the "Ordinary Category."

**Honours** - Is an exceptionally good image that could well be acceptable at a national exhibition level.

**Passed In** - An image may be 'passed in' by a judge, allowing the author to make changes advised by the Judge and re-present the image at another time.

**Categories:** A judge may 'mark down', 'pass in' or ask the author if they wish to change an entry's classification of 'open grade' or 'set-subject' should they feel that it is incorrect.

## **Entering Images**

Members who wish (not-compulsory) to enter images into the monthly competition can do so in the following two categories, 'Set Subject' and 'Open Grade'.

1. **Set Subject** - Subjects are set either by being an annual trophy subject, (eg: Portraiture) or by being selected by the committee.
2. **Open Grade** - The subject can be anything the author chooses, however entries in this category will only gain award points but will not qualify for set trophy awards.
3. All images (prints, projected and A.V's) entered must be of the author's own work and conform to the rules and guidelines of the Society (set out in this handbook). Once an image has been entered into 'set' or 'open', it cannot be changed unless 'passed in' or at the judge's request.
4. No print or projected image that has already received a club award (eg 'Merit,' 'Highly Commended' etc) shall be re-entered for monthly competition with the exception of the 'Portfolio Competition'. If a judge has 'passed in' an image (not given an award) then that image may be re-entered at a later date.
5. **No. Of Entries** – A member may enter a **MAXIMUM OF TWO IMAGES** per night eg 2 Prints or 2 Projected or 1 Print and 1 Projected image. The entries can be either 2 in 'Set Subject' or 1 in 'Open' and 1 in 'Set Subject' (only 1 'Open' image can be entered per competition). The exception is 'Photo Essay' that has up to a maximum of 6 (visible) images presented as one photo, (eg: 6 in a row or as a montage of images). Within the maximum allowable size.
6. Trade processing of prints will be permitted. The author may seek the help or advice of others, but in all respects (Project Images, Audio Visuals & Prints) the images used and the final entry must be the sole work of the entrant.

7. No member is to advise the judge who the author may be, give comment or call out before or during judging unless invited to do so by the judge.
8. The authors' name will be withheld until after judging of their image, where upon the convener will announce the author and the grade they received, with the exception of a trophy evening where the authors that have received Honours awards are to be withheld until the judge has awarded the overall trophy winner for that category.
9. The conveners, or the committee, reserve the right to refuse an entry that they consider in their discretion to be undesirable, unsuitable, incorrectly programmed or categorized for display.

## **Prints**

1. Prints entered must have the members name, membership number, grade and the subject section (open or set subject) clearly marked on the back of the print.
2. Prints shall be unframed but mounted on firm cardboard up to a maximum size of 50 x 40cm. (approx 19.3/4" X 15.3/4")
3. **PRINT TITLES** – if the author requires a title it must be displayed on the back of the print mount in a legible text. If the title is not easily readable by the Print convener, it will be treated as "Untitled"

**Please Do not take FOOD or DRINK near the print stands or the computer/projection equipment**

## **Projected images**

1. DIGITAL IMAGES must be **jpeg** format. Images can be either emailed to [digital@hendersonphoto.org.nz](mailto:digital@hendersonphoto.org.nz) (refer instructions on our web site) or entered at the club on either a CD/DVD or USB Storage device. The limits for digitally projected images are a maximum of 1620 pixels on the horizontal side and a maximum of 1080 pixels on the vertical side. Please note that these are maximums only and you can resize your images to any dimensions you like within those limits – e.g., 1620 x 1080 pixels for 3:2 landscape format, 1080 x 1080 pixels if you want a square format, etc.
2. DIGITAL IMAGES file names MUST use the following naming system

Your grade code (see below), a title or the words 'Untitled', then your Membership no.  
Incorrectly named images will not be accepted for entry.

01 = Junior Grade Set Subject	02 = Junior Grade Open
03 = B Grade Set Subject	04 = B Grade Open
05 = A Grade Set Subject	06 = A Grade Open
07 = Salon Set Subject	08 = Salon Open
09 = All Grades Portfolio (Portfolio competition only)	

As an example: **03\_church door\_55.jpg**.

(B Grade member entering set subject, image of church door and member no is 55)

## **Award Points**

Points are recorded when a member receives an award given by the judge for an image submitted into a competition. These points are tallied throughout the year and go toward the points required for members to move up a grade. They also go toward trophy awards at the end of the year.

	<b>Prints</b>	<b>Projected</b>
Honours	9 points	8 points
Highly commended	6 points	5 points
Merit	4 points	3 points
Acceptance	2 points	1 point

An extra point is awarded to prints in recognition of the extra effort required in printing and mounting.

### **Ownership & Use Of Images**

1. Submitting images (all formats) to a monthly competition **DOES NOT** constitute permission for the society to display or distribute these images in any way whatsoever. An author will always have full control over their image and will be asked for permission to display their image by the society.
2. It will be the responsibility of the member to COLLECT THEIR OWN prints from the stands and/or their digital media device from the convener at the end of the evening's competition.
3. HPS will make every endeavor to protect images supplied to the society, but the society will not and cannot be held responsible in any way should an image or part there of an image, be damaged, copied, distributed or lost in anyway or form.

Always check the rules and the rights of use for any event you enter and any club or competition to which you submit your images. If you have any doubts at all about the integrity of the club or the event, don't let them get their hands on your images.

**Respect for photographers and artists, starts with respect for the value and ownership of their craft.**

### **HPS Privacy Matters**

HPS follows a policy of strict compliance with the Privacy Act. HPS will not disclose information on members from our membership database other than for normal HPS business.

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## SET SUBJECTS

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### LAND/SEA/CLOUD/WATERSCAPE

Trophies to be awarded are:

**'The Olaf Peterson Trophy for Best Print'** first presented in 1990 by Dave Riddleston in honor of Olaf Peterson (the club's Patron for many years).

**'The Ian Powell Trophy Best Projected Image'**

**Judging:** Landscapes will be judged under the club's normal competition rules for prints and projected images, using the rules & guidelines below. The trophy winners will be selected from the honors images.

A Landscape can be of or may include Land, Sea, Clouds and/or Bodies of Water and landscapes should be a selection or a portion of natural scenery as seen from the viewpoint of the author. Typically, people and animals are not generally shown, unless they are secondary to the view. Natural scenery should dominate the scene for it to be termed a 'Landscape'. A farm building, person, or animal may feature as a focal point, add relevance, or show scale in the scene, as too a road or pathway which may also be used in this way.

(Note: Cities, buildings or man-made structures shown as graphical elements of composition are generally not landscapes and should not be included.)

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### PHOTO JOURNALISM (PJ)

Trophies to be awarded are:

**'The John Miller Trophy for the best photojournalism print'** first presented by John Miller in 1989

**'The Russell Johnson Trophy' for the best photojournalism projected image** first presented by Russell Johnson

**Judging:** Photo Journalism will be judged under the club's normal competition rules for prints and projected images, and selected from the honours images using the rules & guidelines below.

P.J, (as it is often called) refers to images about man's environment that tell a story, such as those seen in the news media. Capturing a moment in time, it's about people and the portrayal of life. They may include contemporary life, illustrative news and human interests. The viewers and the judge should be able to interpret the story being conveyed. A title may be added but should not distract from the story. In this category of photography the technique, composition, and lighting (although important) remain secondary to the story.

The images should have some of the following:

1. Instantly recognizable story.
2. Be of interest to the average viewer.
3. Should show good technique (Focus, exposure etc).
4. Have a good composition appropriate for the subject matter.

## PORTRAIT

Trophies to be awarded are:

**'The Vic Hawke Trophy for the best portrait printed image'** first presented by Vic Hawke.  
**'The Ian James Trophy for the best portrait projected image'** first presented by Ian James in 2001.

**Judging:** Portraiture will be judged under the club's normal competition rules for prints and projected images, using the rules & guidelines below. The trophy winner will be selected from the honours images.

The goal of portrait photography is to capture the likeness of a living person or a small group of people, (eg: a family portrait) and typically shot in a flattering manner. The image of a person (or group) may include a person's pet or animal (eg: cat, dog, horse etc), but not a stand alone image of a domesticated or non-domesticated animal or insects. They can be formal or candid in pose, outside/inside or studio setting. The portrait should relate to the viewer something about the sitter, their character or their way of life, but not an action shot. The image may include surroundings if they tell more about the sitter, such as showing the sitter's profession or hobby, but the subject would normally dominate the picture.

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## PHOTO ESSAY

Trophies to be awarded are:

**Best Photo Essay Print (set)** first presented by Russell Jackson.  
**Best Photo Essay Projected (set).**

**Judging:** Photo Essay will be judged under the club's normal competition rules for prints and projected images, using the rules & guidelines below. The trophy winners will be selected from the honour images.

Photo Essay is a visual story, which can be a set of up to a maximum of six new images which have not been presented before, mounted or projected together as one image. Presentation of the images can be up to the author, and the images can be arranged in a straight line, or as a montage of images. Photo Essay is an open subject competition with no set subjects. Titles are encouraged. But not required (Refer titling).

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## NATURAL HISTORY

### Trophies to be awarded are:

**'The Hosking Cup** - Best Natural History Print' first presented by Rex & Maria Hosking in 1989.

**'The Geoff Moon Trophy** - Best Projected Image' first presented by Mr Geoff Moon (OBE) (Past Patron) in 1995.

**Judging:** Natural History will be judged under the clubs normal competition rules for prints and projected images, using the rules & guidelines below and the trophy winner will be selected from the honours images of the night.

**Natural History Photography** depicts living untamed animals, insects and uncultivated plants in a natural habitat covering the wide diversity of natural phenomena, from insects to icebergs.

Natural forces such as volcanoes, geology, hurricanes, or tidal waves reclaiming the natural environment, will be accepted, as will the presence of scientific bands or tags on wild animals or birds.

Minimal evidence of humans is acceptable for Natural History subjects, should the images of untamed animals, birds or insects be photographed in zoos or wild life sanctuaries, or adapting to an environment modified by humans. Such evidence of human presence should be avoided if at all possible or at least kept to an absolute minimum.

Natural History **excludes** anthropology and archaeology, caged or domesticated pets, images of animals living under any form of **visible** restraint, this is to include, cultivated plants & insects, such as bee or ant farms. Artificially produced plants or animals, mounted specimens or obviously set arrangements, will **not** be eligible.

After satisfying the above requirements, every effort should be made to use the highest level of artistic skill showing natural history photography, and should depict the accurate record of the subject in its natural environment as being the prime factor.

The photographer, in whatever medium used, must have taken the original image and must not alter the actual main subject within the image, the only manipulation permitted is resizing or cropping, lightening/ darkening a distracting background, or lightening/darkening the image as one would have done in a dark room.

No special filters can be applied and any sharpening must appear natural. These restrictions to manipulation or modification of the image reinforce adherence to the concept of maintaining reality in a natural history image.

**Titling:** Correct identification of subject is strongly recommended. The use of the scientific, Maori or native and/or proper common names should be used wherever possible. Cute, humorous or other such titles will **not** be accepted.

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## AUDIO VISUAL (A.V)

Trophies to be awarded are:

**'The Russell Jackson Trophy'** for Images & Sounds Sequence.

**Judging:** AV is an open subject competition (no set subjects) but all other club competition rules and guidelines shall apply. The judge may offer awards in the normal way, (acceptance to honours) and points value will be recorded the same as for prints, the trophy winner will be selected from all the AV's presented.

1. One entry per member in any one year.
  2. There is no restriction on subject matter.
  3. The entry may run for a maximum of five (5) minutes duration. Entries longer than five minutes will be disqualified.
  4. Sound is an important part of any AV and may be mono or stereo, but is not a requirement.
  5. The inclusion of video clips is not accepted.
  6. Movement, panning and zooming, which can be created in some software programs, is permissible.
  7. The entry must be a stand-alone digital production capable of running by clicking on an icon and without the need of additional software, or any other conversion software.
  8. The output must be able to run on a Windows based PC.
  9. The entry is to be submitted on a CD/DVD disc or memory stick (with the authors name on it). The images are to be titled the same as for all digital images. (See Projected images - naming) but to include the exact running time of the AV. Member grade \_ time \_ title \_ Member # .exe
  10. (Example: 05\_4mins 34secs\_Wedding\_55.exe)
  11. All Credits should be declared at the end of the sequence of the AV. This would include the music used, who the music was by and any other relevant information pertaining to the AV But MUST NOT include the author's name anywhere within the AV's programme.
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## PORTFOLIO

Trophies to be awarded are:

**'The Henderson & Districts Agfa Cup for the Champion Projected Image Set'** first presented in 1964.

**'The NG Ritchie Cup for the Champion Print Set'** first presented in 1964.

**'The Burgess Cup for Champion Projected Single Image'** first presented By Bruce Burgess in 1991.

**'The Yvonne Kalman Cup for Champion Print Single Image'** first presented by Yvonne Kalman in 1991

**'The Sadgrove Trophy for Best 'Beginners Entry' Print'** for the best beginners **single print**, to be selected from **all** the entries presented on Portfolio night. (Either from the portfolio set or a singularly entered image) Originally presented in 1974 in honour of the late Did Sadgrove by her husband Wal.

Judging for this award will follow at the conclusion of a supper break and before the Digital Image judging. This award is open to Junior and 'B' grade members only, so they can display their versatility as a photographer and present their best **print** work from the current year. As with portfolio any image that has been previously entered (from the current year only) or a total new image may be entered.

**Judging:** Portfolio is an open subject competition only (no set subjects) with no differences between the grades, (Juniors through to Salon) but all other club competition rules and guidelines shall apply. The judge will give each set of 3 images an award, (ie: honours to acceptance) and normal points recorded. The 'print set' & 'projected set' trophy winners will be selected from the 'honours sets' of entries in each category, and the single image trophies will be selected from **all** the images presented.

(This is an opportunity for the lower graded members to show the Salon grade how it's done)

The purpose of the portfolio is to display the versatility of the photographer by putting together a set of three individual prints **OR** a set of three individually projected images of varying subjects (e.g. landscape, portrait, still-life) An ability to tie the images together though colour, framing, or other means, would be an advantage but not a requirement. The three-image rule still applies, therefore you will **NOT** be able to enter both prints and projected images.

The annual portfolio of prints **OR** projected images must be chosen from the current year's work, not from previous years. Work entered may or may not have been previously entered into a normal club competition. (This shall rely mainly on the honesty of the author in most cases).

**Prints.** Normal competition rules apply for size and naming etc. Members will be responsible for placing their own prints on the stands once these have been written up by the Print Convener, and should be placed in the order in which they are to be viewed.

**Projected images.** Images should be titled and numbered as shown below as there is no grading:

No Grading Number "Member #\_Image No \_title (if any) .jpg"

**(Example: 55\_01\_church door .jpg)**

The image number shows the order in which the author intends their images to be projected, the first one and then the second one.

## OTHER TROPHIES & CERTIFICATES OF ACHIEVEMENT

**Highest total points for prints for the year.** Eligibility is limited to A Grade only. First presented in 1963.

**Highest total points for projected images for the year.** Eligibility is limited to A Grade only. First presented in 1963.

**The Presidents Plate** - Highest total points in prints and projected images combined for the year. Eligibility is limited to Salon Grade only. First presented by Dalton Dean (Clubs first President) in 1963.

**Most improved photographer** throughout the year (Selected by the committee). Eligibility is limited to Junior and B Grade only.

Certificates will be presented to members who attain 5 or more Honours throughout the year.

### **Trophy Holders Responsibilities**

Members who receive an annual trophy award in November (the time they receive it) must return it by the Audio Visual night in October the following year. It will then be the member's responsibility to return the award to the trophy steward at his or her own cost so it can be cleaned and engraved for the next recipient. Should a member move out of Auckland the trophy must be returned prior to the member leaving.

**Cleaning** should only consist of a wipe over with a damp cloth; no cleaning solutions, pastes or abrasives are to be used. (Cups will be professional cleaned once a year). Should a trophy be damaged or lost, the recipient must advise the trophy steward as soon as it is possible.

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## EVENTS THROUGHOUT THE YEAR

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### **Annual General Meeting (AGM)**

The Society's AGM is held each year in March. The purpose of the AGM is to elect a new committee and officers (or re-elect the existing members) who run the society's business and events programme. This is also the time for any financial member to present any submissions to the general meeting. Submissions must be presented to the committee no later than 28 days before an AGM. All submissions will be added to the agenda, discussed and voted upon by the general meeting. (Your big chance to have a say) For further advice, please contact a committee member.

### **The At-home function**

This is a great opportunity to meet invited guests and members from other clubs. A guest speaker is usually invited. The best of our prints, audio-visuals & projected images are displayed. This is an informal evening, which concludes with a light supper provided by the Society's members.

### **Christmas Function**

The club holds its end of year Christmas function late November/early December. Please refer to the program for the date and Venue. Timings and costs will be given closer to the date.

### **PSNZ**

The Photographic Society of New Zealand is an umbrella organization providing a wide range of services to individual members, photographic clubs & societies, of which part of your annual fee goes to fund PSNZ.

#### National Competitions

These are competitions held between all PSNZ Affiliated clubs who wish to submit work. Each club can enter into any of the annual competitions if they so wish. There are 4 interclub competitions in set subjects, which are held at the regional conventions.

#### National Convention

The National Convention and AGM of the PSNZ is held annually between March and May and can be of 3-5 days duration. An affiliated club who hosts this event organizes many activities, guest speakers and photographic events, along with many annual photographic competitions.

#### Regional Convention

The PSNZ Council has divided New Zealand into three regions and in each region a member club from that Region conducts a 'Convention'.

- Northern Region (North of New Plymouth)
- Central Region (New Plymouth to Wellington)
- Southern Region (South Island)

#### PSNZ Honour Awards

The Honours Board has been empowered to recommend to Council the following Honours, which the Council may award in the name of the Society:

1. The Licentiate'ship (LPSNZ).
2. The Associateship (APSNZ).

3. The Fellowship (FPSNZ).
4. The Photographic Society of New Zealand Service Medal.
5. The Honorary Life Membership (Hon PSNZ).
6. The Honorary Fellowship (Hon FPSNZ).

For details on any PSNZ event visit the PSNZ web site ([www.photographic.org.nz](http://www.photographic.org.nz)). As a member of the Henderson Photographic Society you are affiliated to PSNZ and can access the great resources that are available.

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# CONSTITUTION OF THE HENDERSON PHOTOGRAPHIC SOCIETY INCORPORATED

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## 1. **Name**

The name of this organization shall be the **HENDERSON PHOTOGRAPHIC SOCIETY INCORPORATED**. The Society's registered office shall be at the address of the Secretary.

## 2. **Objects**

The objects of the Society shall be the promotion of photography in any or all of its aspects and any other activities related to photography.

## 3. **Membership**

***Members.*** Any person who has been approved by the Executive Committee shall on payment of the Annual Subscription (or part thereof due at the time of membership) become a member. Other dependent members of his/her family may be admitted as members of the Society on payment of such portion of the Annual Subscription as shall be determined by the Executive Committee.

***Junior members.*** Any person under the age of 18, or who is a student not in receipt of wages or salary may be admitted as above to full membership on payment of such portion of the Annual Subscription as may be determined from time to time at the Annual General Meeting.

***Honorary members.*** Any person whom the Society may wish to honour may be elected at a General Meeting as an Honorary Member for a period not exceeding one year providing that he/she have no voting powers nor shall he/she be eligible for competitions.

***Honorary life members.*** Any person who has contributed materially to the welfare and progress of the Society, may, on the recommendation of the Executive Committee be elected at a General Meeting as an Honorary Life Member.

## 4. **Resignation**

Any member may resign by giving notice in writing to the Secretary, but shall continue to be liable for any unpaid subscriptions due at the end of his/her resignation, and after all Society property in his/her possession has been returned. Termination of membership shall operate to relieve outright interest, or title of any member to property, assets and privileges of the Society.

## 5. **Termination Of Membership**

Any member who has failed to pay his/her annual subscription within three calendar months of the beginning of the Financial year and has been advised in writing of this shall then be deemed un-financial and shall cease to be entitled to receive notices of meetings or any other publication of the Society or to attend or vote or exhibit at meetings of the Society. He/she shall be liable for payment of monies due by him/her to the Society, and on payment of these arrears may be re-elected as a member.

## 6. **Expulsion**

Any person whose resignation from the Society is deemed by the Executive Committee to be necessary either for the maintenance of happy relations in the Society, or for the good name of the Society, may be invited in writing to resign, the member may appeal in writing setting out his/her case, whereupon the Executive Committee after deliberation may, on a three quarters majority terminate the membership which shall take effect from that date. There shall be no further enquiry into the matter.

## 7. **Officers**

The Officers of the Society shall be elected at the Annual General Meeting and shall consist of President, Vice-President, Secretary, and Treasurer.

The governing body of this Society for the general guidance of its operations and the transaction of official business shall be the Executive Committee which shall comprise the Officers together with up to three additional elected members (additionally the Immediate Past President may also be a committee member). Nominations for Officers and Executive Committee members shall be called for on the night of the Annual General Meeting.

A member may be elected to any office or to the Executive Committee in his/her absence, provided that written consent is obtained.

Members elected to any office or to the Executive Committee must be in good financial standing in the Society or be Honorary Life Members.

The officers and members of the Executive Committee shall resign annually but are eligible for re-election except that the same person may not hold the same position for more than three consecutive years.

A Patron may also be elected.

### **8. Auditor**

An auditor, who must not be a member of the Committee, shall be appointed annually at the Annual General Meeting. Such person need not be a member of the Society.

### **9. Quorum Of Executive Committee**

One half of the members of the Executive Committee, shall constitute a quorum for any meeting of the Executive Committee, and one third of the membership at any Annual General or Special General Meeting of the Society.

### **10. Duties And Functions Of Executive Committee**

- It shall be the duty and function of the Executive Committee to carry on the routine business and to guide the activities of the Society in such a way as to relieve the members of such responsibilities and so far as possible to eliminate the necessity for transacting business at meetings other than the Annual General Meeting.
- The Executive Committee, through the President, shall keep the members informed of the Society's financial status, business affairs and other undertakings and shall invite such expressions of opinion by the members as may be necessary.
- The Executive Committee shall meet regularly as required at a time agreed upon, or at the call of the President, or at the request of any three members of the Executive Committee.
- The Executive Committee may appoint persons not necessarily members of the Executive to undertake such other duties as may be required.
- Any member of the Executive Committee, except an ex-officio member, failing to attend three consecutive meetings, shall cease to be a member thereof, unless first having obtained leave of absence for a definite period.
- All questions shall be decided on a show of hands, providing that two members can demand a ballot.
- The Executive Committee shall have the power to fill any vacancies arising in its complement until the next Annual General Meeting.



## **11. Duties Of Officers**

- The President shall preside at all meetings of the Society and of the Executive Committee, shall function as ex-officio member of all sub-committees or special committees shall, when properly authorised by the Society or Executive Committee sign all written contracts or obligations of the Society, shall officially represent the Society at meetings of other organisations; shall carry on the duties of office in such a way as to promote the effective operation of the Society; shall present to the Annual General Meeting a full report of all the Society's activities.
- Either the Vice-President or the Immediate Past President shall perform the duties of the President during the absence of the President or during a vacancy in that office; shall perform such other duties as the Society or Executive Committee may direct.
- The Secretary shall conduct the business and correspondence of the Society and shall obey the directions of the Executive Committee in that behalf; shall record in the Minute book all the proceedings of the Executive Committee and of Annual and other special General Meetings of the Society.
- The Treasurer shall receive all monies on behalf of the Society and give receipt (on paper or electronically) for that income, and as soon as reasonably possible lodge all monies so received to the credit of the Society with its bankers; sign all expenditure in conjunction with the President or such other person who may be appointed in that behalf from time to time, after first satisfying himself that all such payments are being regularly and properly made; keep all books as may be necessary, full and correctly to set forth the Society's financial affairs, produce the Society's bank statement sheets, together with a statement of receipts and payouts, at every meeting of the Executive Committee, submit to each Annual General Meeting an audited balance sheet of the assets and liabilities of the Society and a statement of the receipts and payments of the Society.

## **12. Indemnity**

Any officer of the Society acting for the Society with the proper authority for such actions, who incur expense on the Society's behalf, shall be held indemnified against personal expense to the extent of the Society's property and effects.

The property and assets of the Society of every kind are vested in the Society for the use of the Society solely in the furtherance of its objectives, and any profit or surplus arising from the use of such property and assets shall be regarded solely as an increment thereto, and except as provided in the Constitution, no portion of such property or assets or profits or surplus shall be surrendered or paid to any member, or individual either by way of bonus or gratuity or dividend.

Nothing expressed or implied in these rules shall permit the activities of the members to be carried on for the private pecuniary profit of any individual. (1992 AGM – IRD required this addition to retain Non-Profit Status).

## **13. Annual Subscriptions**

The amount of the Annual Subscription shall be determined by the Executive Committee on the recommendation of the Treasurer and will be confirmed at the AGM for the following year. The amount is payable, yearly in advance from the first day of the new financial year of the Society and members are to be paid up in full within the first 2 months of that financial year or before the date of membership of a new member.

In the case of persons joining during the financial year, they shall be liable for such subscription or part thereof for that year as shall be determined by the committee. Any member who resigns from or is expelled from the Society shall not be entitled to any refund of subscription or part thereof.

#### **14. Financial Year**

The financial year shall be from 1st January to 31st December.

#### **15. Meetings**

The ordinary General Meetings of the Society shall be held at such dates as may from time to time be determined by the Committee. The Annual General Meeting shall be held in March of each year for the receipt of reports of the outgoing committee, and the Treasurer's annual statement of accounts, and for the election of the Officers and Executive Committee and Honorary Auditors, and for the transaction of any general business of the Society and of any special business of which due notice has been given. Not less than seven days notice shall be given of the time and place of such Annual General Meeting, but such notice shall be deemed sufficient if it is contained in the annual syllabus of the Society as circulated to members.

A special General Meeting may be called at any time by the Executive Committee, and shall be called by the Secretary or the Treasurer within one month after the receipt of a requisition signed by ten financial members.

#### **16. Voting**

Only members in good financial standing in the Society shall be entitled to vote at any General or Annual General Meeting. All resolutions before General or Annual General Meetings of the Society shall be decided on voices, or a show of hands, and the ruling of the Chairman shall be final unless three members call for a ballot, when each member will then cast his vote either for or against the resolution. Should voting by this method be equal, then the Chairman may exercise a casting vote and a bare majority shall suffice, except where the constitution calls for a greater majority.

#### **17. Alterations To Constitution**

This constitution may be altered, added to, or rescinded by resolution of the members present and entitled to vote at any General Meeting duly convened, provided always that any member desirous of moving any such resolution shall notify the Secretary in writing at least four weeks before the date on which the meeting is to be held, and that the Secretary shall give all members notice in writing for such proposed alteration at least one week in advance, and provided further that such resolution be deemed passed, only if carried by at least three fourths majority of membership present.

#### **18. Winding Up**

A resolution for the winding up of the Society, of which all members shall have at least eight weeks' notice in writing may be brought forward at any Annual General Meeting. Such resolution shall only be carried if supported by a majority of members there present and entitled to vote, and shall further be subject to the confirmation of a subsequent meeting called for that purpose and held not earlier than three months after the date on which the resolution so to be confirmed was passed.

#### **19. Assets**

**Assets.** Assets are to be held by the Officers of the Society only, as needed to perform their duties. The Officers are required to take all due care and responsibility in the use and security

of assets while in their possession. Assets shall be used for the Society's purposes only. Assets shall not be lent, hired or given out to any third party. In the event of equipment being damaged, lost or stolen, the Officers of the Committee must be notified immediately so that appropriate action can be taken. The holders of assets will be required to sign an 'Agreement of Use' form.

**Insurance.** The Society shall 'self-insure' assets to cover damage, loss and theft. This will be by way of retaining a minimum of \$2,500.00 in a savings account. The Society will reimburse any monetary loss in event of a claim against the Officers' insurance company, providing that the Officer has complied with the terms and conditions of the 'Agreement of Use' form.

**Disposal of assets.** If any property remains after the winding up or dissolution of the Society and the settlement of all the Society's debts and liabilities, that property must be given or transferred to another organization that is charitable under New Zealand law and has purposes similar to those of the Society.

## **20. Common Seal**

The society shall have a Common Seal which shall be kept in the custody of the Secretary, and which shall not be affixed to any document or instrument except pursuant to a resolution of the Executive Committee and in the presence of the Secretary and two members of the Committee who shall sign any deed or instrument to which the seal is affixed.

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