

**HOYLAKE PHOTOGRAPHIC SOCIETY**

## CONSTITUTION and RULES

**1. Name**

The organisation is to be known as the Hoylake Photographic Society. Hereafter, it will be referred to as the 'Society' or HPS.

**2. Constitution**

The Society consists of Honorary Life Members, Honorary Annual Members, Ordinary Members and Junior Members.

**3. Objectives**

- The purpose of the Society is to share and promote photography amongst its Members in an informal and welcoming environment.
- To advance the Art and Science of Photography, through the means of shared experience and knowledge.
- To organise, arrange and hold meetings, lectures, outings, exhibitions, competitions and other activities.
- To encourage, assist and facilitate Members who wish to apply for and achieve internationally recognised distinctions and/or merits and to compete locally and nationally both as a Society and as individual Members.

**4. Affiliations**

The Photographic Alliance of Great Britain	(PAGB)
Lancashire and Cheshire Photographic Union	(L&CPU)

**5. Membership**

## i. Honorary Members

The Committee has the power at any time to elect any person as an Honorary Life or Honorary Annual Member. Any person so elected as an Honorary Annual Member will remain an Honorary Annual Member until the next Annual General Meeting following their election when he or she will be eligible for re-election.

An Honorary Life or Honorary Annual Member, will not be required to pay the Annual Subscription, but will be entitled to attend meetings. Honorary Annual Members will have no voting rights.

## ii. Ordinary Members

Any person of 18 years and over who is in sympathy with the *objectives* of the Society is eligible to be an Ordinary Member.

## iii. Junior Members

Any person under 18 years of age who is in sympathy with the *objectives* of the Society is eligible to be a Junior Member. A parent, guardian or adult with specific agreement of the parent/guardian must accompany Members and visitors under the age of 18 years at meetings and other events, to be responsible for their safety at all times.

The status of a Junior Member as such will cease on the 31st Aug next following their 18th Birthday, and he or she will be subject to Rule 7 if desiring to become an Ordinary Member. A Junior Member will not be eligible to serve on the Committee but in all other respects will enjoy the full benefits of an Ordinary Member.

Anyone wishing to become an Ordinary or Junior Member must sign a form giving the required particulars and pass it to the Membership Secretary with the current full subscription.

## Statement of Inclusivity

- The Society recognises that inclusion is about making sure our club reflects the diversity of our local community and we are committed to working towards achieving this.
- The Society wishes to promote a safe, welcoming and respectful culture where everyone feels welcome and accepted. Hoylake Photographic Society has a zero-tolerance approach to discrimination, harassment based on age, gender identity, ability, cultural, ethnic or religious background and we value all for their unique creative contribution.
- The Society will seek to ensure that explicitly gendered language is not used in any of our policies/documents or communications if it is not needed.
- The Society endeavours to ensure our photographic activities consider the individual needs of Members. Where necessary we will make appropriate adaptations and modifications to cater for individual needs.
- If you wish to confidentially report experiences or witnessing of bullying, harassment and discrimination of or by Members please contact in the first instance either the Hon President, Hon Membership Secretary (or another Officer of the club of your choice) in writing, either by email or letter. Please provide as much detail as possible. The Officer of the Society will investigate the matter and refer to a full Committee meeting for the appropriate response in line with the Society Constitution, Section 10.

## 6. Society Season

The Society's season runs from 1<sup>st</sup> September to 31<sup>st</sup> August of the following year. Physical meetings are usually held on a weekly basis throughout the season (except during public holidays) but they can be moved online at the discretion of the Committee.

## 7. Subscriptions

1. The subscription will be determined by the Society at a General Meeting. Subscriptions are due by the 1<sup>st</sup> September.
2. Subscriptions must be paid before submitting any images for competitions.
3. Any Member who has not paid their annual subscription before the 1st October in any year will cease to be a Member, subject to the Committee having discretion in any individual instance to extend this date.
4. Persons who apply for Membership before the 31st December in any year must pay a full year's subscription on joining the Society, however –

Applications received after the 31st December will be entitled to a deduction of 50% of the rate of the current annual subscription.

Applications received after the 28th February will be entitled to a reduction of 75% of the rate of the current annual subscription

## 8. Image submissions

HPS remains committed to the principle that photographs should be the original work of the creator(s), that they own the copyright and that they do not infringe the copyright or other rights of any other party or any laws. Therefore entirely generative images, or images with material elements entirely generated by AI will **not** be permitted.

All prints and digital images remain the property of the photographer.

- i. The Society claims no rights other than the ability to display the prints and images at Society meetings including HPS exhibitions and functions including Inter-Society events and occasionally HPS may choose to upload photographs on to the HPS website.
- ii. HPS may also request to enter your images in competitions to represent the Society e.g., Inter-Club competitions, L&CPU and PSA.
- iii. The Member can choose to withdraw their consent for the Society to use their photos for promotional or competition purposes, by selecting the appropriate section of the Addendum to the Membership application form.

This would not preclude the Member from giving consent to the use of an image or a personal photograph e.g., from an award ceremony, on a one-off basis, again in writing, to the Webmaster/Web administrator and Competition Secretary.

## 9. Resignations

Any Member wishing to resign their Membership of the Society must notify the Membership Secretary in writing.

## 10. Expulsions

The Committee may expel from the Society any Member whose conduct is such that, in the opinion of the Committee, it is injurious to the character of the Society or the interests of the Members. Before a Member is expelled their conduct must be enquired into by the Committee and he or she must be given full opportunity to defend themselves and to justify or explain their conduct. For the purpose of this Rule only, the vote of not less than two-thirds of the whole Committee is necessary, and if such two-thirds are of the opinion that the Member has been guilty of such conduct as aforesaid and that the Member has failed to justify it or explain it satisfactorily, the Committee must call upon the Member to resign and, if they do not resign, must expel the Member.

A Member expelled will forfeit all privileges of Membership and all rights against the Society. Upon the determination of Membership under this Rule the subscription paid for the current year will normally be forfeit, but the Committee may return it wholly or in part at their discretion.

## 11. Cessation of Membership

Any Member will upon ceasing to be a Member, forfeit all right to any claim upon the Society and its property and funds and must return any property or funds belonging to the Society.

## 12. Officers

- i. The Officers of the Society shall consist of the Hon President, Hon Vice President, Hon Treasurer/Membership Secretary, Hon Secretary, Programme/Syllabus Secretary, Competitions Secretary, Webmaster/Website administrator all of whom must be elected each year at the Annual General Meeting to hold office for the ensuing year.
- ii. The Hon President will hold office for one year and will be eligible for re-election to that office for the year subsequent to their year of office but must not normally hold the office for more than two consecutive years. The Hon President retiring at the Annual General Meeting will be Vice-President for the ensuing year.
- iii. At every Annual General Meeting the Committee shall, and any Member with voting rights may, nominate a Member of the Society as President-Elect. This can be deferred so that the Committee can make a nomination at a later date.
- iv. At the Annual General Meeting in every year there shall be elected a President-Elect for the ensuing year whose name must be submitted for election to the office of Hon President at the next Annual General Meeting, subject to the right of any Member with voting rights to nominate another candidate for the office of President.

## 13. Management

The whole management of all the affairs of the Society and the making of Bye-Laws will be vested in the Committee which must have power to make Regulations and Bye-Laws not inconsistent with the Rules. Such Regulations and Bye-Laws must be posted in some conspicuous part of the principal rooms or premises used or occupied by the Society and must be binding on all Members.

## 14. Committee

The Committee may make such appointments, including co-option of additional Members as it may consider necessary or expedient for the efficient working and management of the Society and may delegate any of its powers to Sub-Committees consisting of such Members of the Society as it may decide.

The Committee shall consist of not less than nine Members and shall consist of the roles identified below and up to 4 others designated 'working Members' who shall all be elected at the Annual General Meeting.

The Committee shall have the power to fill any vacancies (including the election of additional officers) during its term of office with the subsequent Committee Membership approval at an SGM within 3 months of appointment (unless the AGM occurs sooner). Any such newly appointed Committee Members shall then remain in role until the next Annual General Meeting.

### Members of the Committee shall cover the roles of:

- The Hon President
- Hon Vice President
- Hon Treasurer/ Membership secretary
- Hon Secretary
- Programme/Syllabus secretary
- Competition Secretary
- Information Officer
- Webmaster/Website administrator

Working Members may include: The President-Elect, Leader of the Wednesday Night Group (WNG).

Five Members of the Committee will constitute a quorum at Committee Meetings. The Committee will have the power to fill any vacancy that may occur including any vacancy among the Officers

and to co-opt additional Members. Co-opted Members will have no voting rights at Committee Meetings.

## 15. Rules

Alteration to the Rules must not be made except at a General Meeting and any such proposed alterations must be notified to Members in writing at least 14 days before the date of such a meeting. The Rules may be altered by a two-thirds majority of the Members present at such a meeting.

## 16. Meetings

- i. The Annual General Meeting of the Society shall be held in the months of April or May each year upon a date to be fixed by the Committee for the following purposes:
- ii. To receive from the Committee a report and statement of accounts for the preceding year.
- iii. To elect the President, President-Elect, other Officers and Committee for the ensuing year.
- iv. To elect Honorary Annual and/or Honorary Life Members.
- v. To appoint an Honorary Auditor or Auditors for the ensuing year, unless the Society's accounts are controlled and monitored by at least three Members; one of whom must be the Honorary Treasurer/Membership Secretary. Debit Account changes, set at a level determined by the Committee shall be automatically alerted to the three responsible Members by the bank. To determine such rates of subscription as the Meeting may see fit for the current financial year.
- vi. To decide upon any proposal or matter and transact any other business relating to the affairs or interests of the Society.

The proposed date of the Annual General Meeting must be published in the Syllabus. At least a 14-day notification of the Annual General meeting, and of the business to be transacted thereat must be given to each Member of the Society, but the accidental or unavoidable omission of proper notification to a Member or Members will not invalidate any business done or resolution passed at such Meeting.

Any Member desiring to propose a Motion, or to nominate Members for election as Officers and/or Committee at a General Meeting must send full written Notice thereof (signed by a Proposer and Secunder) to the address of the Hon Secretary at least 7 days before the next General Meeting, provided that the Chairman of the Meeting will have discretion to accept nomination for election as Officers and/or Committee from the floor.

Voting at all meetings will be by show of hands or by ballot, if necessary, and a majority is necessary for a motion to be passed. At a General Meeting a minimum of 15 attending is required to constitute a quorum.

A Special General Meeting (SGM) may be convened at any time by the Committee, and must be convened promptly giving the Members the required 14 days notification. In addition, any five Ordinary Members may request in writing a SGM stating the purpose for which the Meeting is required.

The Rules which apply to an Annual General Meeting will apply to a Special General Meeting save that the business to be transacted at such a meeting must be confined to the purpose for which the meeting is required.

At all Meetings, in the event of equality of vote, the Chair shall be entitled to a second or casting vote.

## 17. Accounts

The Committee will cause true Accounts to be kept of all monies received and expended by the Society and of its Assets and Liabilities and such Accounts must be closed on 31st March each year. The Hon Treasurer must provide a Financial Report and any recommendations for submission to the Annual General Meeting.

The Society Officers with operational access to the account, must regularly review the account and be able to pay valid invoices in the absence of the Hon Treasurer/Membership secretary. Each officer with banking access must ensure the bank has their current contact details and settings to enable bank communication.

## 18. Use and protection of Members data – GDPR Compliance and HPS Privacy policy

This Privacy Policy applies to information that Hoylake Photographic Society collects about individuals who interact with our organisation. It explains what personal information we collect and how we use it.

The Society will manage such data in compliance with current UK legislation (at the time of writing, the Data Protection Act 2018). By joining the Society, Members implicitly consent to relevant data being ~~mechanically~~ manually and electronically processed by the Society.

A Register of all categories of Members must be kept by the Committee with such particulars and information as the Committee shall decide and when a person has had their name added to this list, they will be a Member of the Society, and entitled to all the privileges of Membership and shall be deemed to have agreed to be bound by these Rules and Regulations made in accordance therewith.

- i. **All personally identifiable data collected by the Society will be kept securely and shared with the following elected Society Committee Members as appropriate to their duties**
  - o The Hon President/ Hon Vice President
  - o Hon Secretary
  - o Hon Treasurer/Membership Secretary
  - o Competitions Secretary
  - o Information Officer
  - o Webmaster/Website administrator

This data shall only be available to these Members for the duration of their term in office, for the express sole purpose of running the Society safely.

The Society utilises physical and electronic media to collect, securely store and process information (including some basic 'personal' information) for the legitimate interests and general running of its photographic and social activities.

Members' data collected shall normally be limited to identity and address details, together with electronic contact information and payment records and any registered elected consents collected.

## ii. How we use your data

We will only use your data in a manner that is appropriate considering the basis on which that data was collected.

For example:

- we may use your personal information to reply to enquiries you send to us;
- handle Memberships or other transactions that you initiate;
- where you have specifically agreed to this, send you communications by email relating to our events and activities which we think may be of interest to you.
- send you links for joining online Society meetings/activities

Where medical or similar sensitive information – known as ‘special category data’ is required for specific activities (such as external events where the information is required for example by the hosts/ activities/accommodation) that data must be individually and separately collected and deleted at the end of the activity.

The Table below is a summary of the collection criteria and how personal data collected is lawfully used

Activity	Data	Category
Enquiring about the activities or Membership of our Society	Name, email, message.	<u>Legitimate interests</u> – it is necessary for us to read and store your message so that we can respond appropriately.
Taking up Membership of the Society	Members’ data collected shall normally be limited to identity and address details, together with electronic contact information and payment records. Also for under 18 years of age – parent/carer name.	<u>Contract</u> – by paying your Membership fees you have entered into a contractual relationship with the Society as set out in this constitution.
Social media and messaging for communications of events & activities	Name, phone number (messaging), social media page/address.	<u>Consent</u> – you have elected to give or withhold your consent when becoming a Member of the Society. See addendum Membership Form
Subscribing to email updates about Society activities and events.	Name, email	<u>Consent</u> – you have elected to give or withhold your consent when becoming a Member of the Society. See addendum Membership Form

All Members have a right to see (and where necessary have corrected) any information collected about them. Members may opt-out of receiving communication via email or similar social media, (Addendum to Membership form). Members’ information shall not be shared with external commercial or non-photographic organisations.

Where information needs to be shared with external photographic organisations – e.g., other photographic societies for competition entries etc. – explicit Member consent is required.

Where the Society hosts an external competition or salon, the entry terms must clearly request the entrants' consent to their data being held and processed by Hoylake Photographic Society.

**iii. When we share your data**

We will only pass your data onto third parties in the following circumstance: where a lawful basis has been shown, the request will be honoured.

**iv. How long we keep your data**

We take the principles of data minimisation and removal seriously and we only ever ask for the minimum amount of data for the associated purpose and delete that data promptly once it is no longer required in line with current legislation.

**v. Data Breach**

In the event of a data breach the Hoylake Photographic Society Committee will investigate the causes, inform individuals affected and provide them with appropriate information and actively seek to prevent further occurrences in the future.

**19. General powers of Committee**

The Committee will have power to do any act or thing in connection with any question or matter concerning the business or affairs of the Society not covered by the Rules, and to settle any disputes in which case the decision of the Committee will be binding upon all Members.

**20. Restriction of use of property**

The premises, property and equipment of the Society must not be used for professional or business purposes except to such extent and in such manner as may from time to time be expressly authorised by the Committee for purposes connected with the interests or activities of the Society.

**21. Personal gain**

No Member shall on any pretence or any manner receive any profit, salary or emoluments from the funds or transactions of the Society.

**22. Winding up**

If at any General Meeting a resolution for the winding up or dissolution of the Society must be passed by a majority of at least two-thirds of the Members present who being entitled to vote do vote then the Society will be wound up or dissolved and if there remains after the satisfaction of all debts and liabilities of the Society any property or funds whatsoever belonging to the Society, such property and funds must be donated to some institution having similar objectives to the Society or to some charitable objective proposed and adopted by the vote of the majority of the Members of the Society at that General Meeting, and the Society will not be under any obligation or liability to return to any Member the unexpired balance of their subscription.



