

Summary of proposed amendments:

1. Changes to Executive positions:
 - a. Addition of a Technical Advisor
 - b. Addition of a Social Publications & Communications Executive
 - c. Addition of up to ten (10) General Executives
 - d. Changes to the role of IT Officer/Website Manager
2. Addition of requirement for any resigning executive to give at least 2 weeks notice
3. Change of Annual General Meeting month from October to May or at least two weeks prior to the end of semester 1

1. NAME

The name of the Society shall be

Sydney University Photographic Society

(Hereinafter referred to as 'the Society')

2. AIMS

2.1 The aims of the Society shall be to:

Promote the practice, knowledge and enjoyment of photography at Sydney University.

2.2 The Society will undertake the following activities to achieve its aims:

- Regular Meetings
- Competitions
- Excursions
- Photographic Activities (e.g. workshops, guest speakers etc.)

The frequency of the activities will be determined by the current executive, except for Society meetings which will be held every two (2) weeks (See 6.1)

This list is not intended to be exhaustive; other activities that promote the aims of the Society are to be encouraged.

3. MEMBERSHIP

3.1 The classes of annual membership shall be (delete the irrelevant clauses):

i) **Ordinary Membership**

All members of the University of Sydney Union shall be eligible for *Ordinary Membership* of the Society. Any *Ordinary Member* shall hold one vote at all meetings and elections of the Society at which they are present.

ii) **Associate Membership**

Persons with current Access Cards of the University of Sydney Union other than those who qualify for *Ordinary Membership* may have *Associate Membership* conferred upon them by an Ordinary Meeting of the Society. *Associate Members* are not eligible to hold Executive positions, vote in elections or vote at meetings of the Society.

iii) **Honorary Membership**

Honorary Membership can be granted to any person by a two-thirds majority vote at a General Meeting. *Honorary Membership* may be terminated by a two-thirds majority vote at a General Meeting. *Honorary Members* are only eligible to hold Executive positions, vote in elections or vote at meetings of the Society if they qualify for *Ordinary Membership* of the Society.

iv) Darkroom Membership
All *Ordinary Members* shall be eligible for *Darkroom Membership* of the Society. Only *Darkroom Members* and Executives shall be granted access to the Darkroom during business hours of the Clubs and Societies Office and within reasonable limits. (Access to the Darkroom is with the exception that *Ordinary Members* may access the Darkroom for the purposes of an event of the Society.)

3.2 Upon payment of a subscription fee, a person shall be deemed an *Ordinary Member* or *Associate Member* of the Society and henceforth be bound by this Constitution.

3.3 The subscription fees for membership shall be:

- i) *Ordinary Membership* \$5
- ii) *Associate Membership* \$10
- ii) *Darkroom Membership* \$20
 - (a) \$10 where an *Ordinary Member* subscribes for *Darkroom Membership* up to a month prior to the Annual General Meeting;
 - (b) *Darkroom Membership* subscription fees shall be reviewed each Semester and be subject to change to reflect relevant Darkroom Expenses. Any changes will be at the discretion of the President, Treasurer and Darkroom Manager.

4. THE EXECUTIVE

4.1 The Society shall have an Executive consisting of:

- i) a President
- ii) a Vice President
- iii) a Treasurer
- iv) a Secretary
- v) an Events Coordinator
- vi) a Publicity and Promotions Manager
- vii) a Technical Advisor
- viii) a Darkroom Manager
- viii) a Social Communications and Website Manager
- ix) a n IT Officer/Website Manager
- x) up to 2 Honorary Executives
- xi) up to 2 Junior Executives
- xii) up to 10 General Executives

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4.2 The Executive shall have power to manage the Society in accordance with the Constitution.

4.3 Attendance of *Executive Members* at Ordinary and General Meetings is obligatory. Any Executive Member who does not attend three consecutive meetings without leave can be dismissed from the Executive by a two-thirds majority vote of those *Ordinary Members* and *Honorary Members* who would otherwise be eligible for *Ordinary Membership* in attendance at an Ordinary Meeting.

5. DUTIES OF EXECUTIVE MEMBERS

5.1 The President shall:

- i) Plan the Society's activities in consultation with the Executive.
- ii) Liaise with the Executive and any Committees formed by the Society.
- iii) Ensure an adequate handover, including any documents and materials, to the following Executive.
- iv) Foster and maintain relationships with relevant external organisations.

5.2 The Vice-President shall:

- i) Deputise for the President.

5.3 The Treasurer shall:

- i) Maintain the Society's finances in accordance with the Treasurer's Handbook produced by the Clubs and Societies Office of the University of Sydney Union.
- ii) Present a report detailing the financial activity and status of the Society when requested.
- iii) Produce budgets and forecasts for events and activities as appropriate.
- iiiiv) Ensure an adequate handover, including any documents and materials, to the following Executive.

5.4 The Secretary shall:

- i) Conduct the correspondence of the Society.
- ii) Book meeting rooms for the Society.
- iii) Keep minutes of the proceedings of all Society meetings.
- iv) Maintain the records and documents of the Society.
- v) Maintain a list of current Members, in accordance with University of Sydney Union Guidelines.
- vi) Maintain the Society's registration with the University of Sydney Union.

5.5 The Events Coordinator shall:

- i) Coordinate events in consultation and collaboration with the Executive.
- ii) Achieve the above by undertaking activities such as:
 - a. Collaborate with the President to assess the feasibility of proposed events and timelines;
 - b. Budget for events with the Treasurer and the Publicity and Promotions Manager where sponsorship is appropriate;
 - c. Arranging venues, catering, audio/visual equipment, seating;
 - d. Preparing and managing invitations for and liaising with external parties such as sponsors and guest speakers in collaboration with the President and Publicity and Promotions Manager;
 - e. Managing general volunteers.
- iii) Not be the sole Executive to plan events and the events schedule.

5.6 The Publicity and Promotions Manager shall:

- i) Manage, create or organise as appropriate, promotional strategies, publications and activities.
- ii) Liaise consistently with the Executive to attain the most relevant information for (i) above.
- iii) Manage a Publicity and Promotions Team to achieve (i) and (ii) above.

5.7 The Publicity and Promotions Team shall undertake activities such as:

- i. Planning and executing promotional strategies;
 - ii. Designing promotional material including sponsorship and media packages;
 - iii. Photographing all events and producing other relevant photographs;
 - iv. Promoting the Society and all events through all relevant media (excluding the Society's website) including social networking websites;
 - v. Sourcing sponsors and relevant external parties in consultation and collaboration with the President.
- b. Current Executives shall determine the size of, and appoint members to the Publicity and Promotions Team.

5.8 The Social Communications & Publications Executive shall:

- i) be in charge of the maintenance of the society's facebook, twitter and all other relevant forms of social media.
- ii) Work with the Publicity & Promotions team to ensure events & updates are published on social media as necessary.
- iii) respond in a timely manner to enquiries made by members and any other parties over social media.

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5.9 The Technical Advisor shall:

- i) be the executive to whom members direct enquiries regarding photography equipment, photography techniques and all other photography related questions.
- ii) ensure that information regarding photography as related to members during workshops, events etc are accurate and true.
- iii) run photography workshops in conjunction with other relevant executives regularly throughout the year, or in accordance with member demand.
- iv) Be of an adequate level of proficiency in photography and photography knowledge to fulfil the above responsibilities.

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5.10 The Darkroom Manager shall:

- i) Maintain the photographic supplies for the Darkroom.
- ii) Liaise with the Treasurer and President before purchasing any necessary Darkroom supplies.
- iii) Maintain a list of current Darkroom Members and update the Clubs and Societies Office of any changes as necessary.
- iv) Ensure that only *Darkroom Members* and Executives have access to the Darkroom with the exception of *Ordinary Members* for the purposes of an event of the Society.

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- v) Ensure that all *Darkroom Members* have equal opportunity to access the Darkroom.
- vi) Ensure that the Darkroom is of an appropriate condition.
- vii) Train *Darkroom Members* in relevant health and safety procedures.
- vii) Liaise with the Clubs and Societies Office where appropriate.

5.11 The IT Officer/Website Manager shall:

- i) Maintain the technical aspects of the website of the Society, including but not limited to renewal of the website, updating sponsor advertisements, etc.
- ii) Assist the relevant executives with updates and changes to be made to the website.

5.12 The General Executive(s) shall:

- i) have been a member for at least one (1) previous semester
- ii) Assist other Executives with the execution of events & tasks when called upon and possible.

5.12 The Honorary Executive(s) shall:

- i) Be a member who has served on the Executive in a previous year.
- ii) Be a mentor to incoming Executives.
- iii) Assist with the running of the Society where possible.
- iv) Not have held a Junior Executive position in the previous year.

5.13 The Junior Executive(s) shall:

- i) Be a first-year student.
- ii) Assist the other Executives where possible to gain experience in the operations of the Society.

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6. ORDINARY MEETINGS

6.1 The Society shall hold an Ordinary Meeting at least once every two (2) weeks during semester (teaching period, Weeks 1-13).

6.2 Ordinary Meetings shall be called by the President, Secretary or Vice-President, or by the Secretary forthwith upon receipt of the written application of at least twenty percent (20%) of the *Ordinary Members* of the Society.

6.3 At least seventy-two (72) hours notice of the time and place of an Ordinary Meeting shall be given in one of the recognised publications of the University of Sydney Union and, if possible, the Society notice board and, if possible, by a mail-out to all members. (A mail-out is understood to include communication by e-mail.)

6.4 The President shall chair Ordinary Meetings. In the absence of the President, another *Executive Member* shall chair the Meeting.

6.5 Quorum at Ordinary Meetings shall be five (5) *Ordinary Members* if the Society's current membership is no greater than seventy (70) *Ordinary Members*, or ten (10) *Ordinary Members* if the Society's membership is greater than seventy (70) *Ordinary Members*. Quorum must include not less than three (3) *Executive Members*.

6.6 The agenda for an Ordinary Meeting shall include:

1. Apologies and leaves of absence
2. Minutes of the previous meeting
3. Correspondence
4. Reports of *Executive Members*
5. General Business

6.7 An Ordinary Meeting of the Society has power to carry motions relating to the affairs of the Society by a simple majority vote of those members present and voting, including:

- i) giving direction to the Executive
- ii) determining the use of the finances and other assets of the Society
- iii) instituting Committees for any purpose of the Society and co-opting Society members onto any Committee
- iv) dismissing *Executive Members* under 4.3 of the Constitution

7. GENERAL MEETINGS

7.1 The Society shall hold General Meetings as required during semester (teaching period, Weeks 1-13).

7.2 The Secretary may at any time, for any worthy purpose, call a General Meeting, and shall do so forthwith upon receipt of the written application of twenty percent (20%) of *Ordinary Members* of the Society stating the purposes for which the meeting is called. The business debated at a General Meeting shall be confined to the purposes named in the notice.

7.3 Except as provided in Clause 9, the Secretary shall give at least seven (7) days notice of the time and place of a General Meeting through one of the recognised publications of the University of Sydney Union and, if possible, the Society notice board and, if possible, by a mail-out to all members. (A mail-out is understood to include communication by e-mail.)

7.4 Quorum at General Meetings shall be the lesser of one-third of the *Ordinary Members* or fifteen (15) *Ordinary Members*. If within thirty minutes from the time appointed for the meeting a quorum is not present, the meeting, if convened upon the requisition of members, shall be dissolved. In any other case, the meeting shall stand adjourned until the same day in the next week, at the same time and place. If, at such an adjourned meeting a quorum is not present, those members who are present shall be a quorum and may transact the business for which the meeting was called. The Secretary shall give fresh notice of such an adjourned meeting.

7.5 The procedure at all meetings shall follow the normal rules of debate.

7.6 The agenda for a General Meeting shall include:

1. Opening and welcome
2. Apologies and leaves of absence
3. Minutes of the previous meeting
4. Business arising from the minutes
5. Correspondence
6. Motions on notice
7. Reports of *Executive Members*.
8. Other reports
9. General business
10. Date of the next meeting

7.7 A General Meeting of the Society has the same powers as an Ordinary Meeting, and may also carry the following motions on notice relating to the affairs of the Society by a two-thirds majority vote of those members present and voting:

- i) granting *Honorary Membership*
- ii) filling vacancies on the Executive
- iii) repealing motions and the effect of motions carried at an Ordinary Meeting
- iv) amending the Constitution
- v) dismissing *Executive Members* for reasons other than that in 4.3 of the Constitution, provided that the *Executive Member* is given reasonable right of reply
- vi) dissolving the Society.

8. ANNUAL GENERAL MEETING

8.1 The Society shall hold an Annual General Meeting annually in the month of May, or at least 2 weeks prior to the end of Semester 1.

8.2 The Annual General Meeting shall be convened for the following purposes:

- i) to receive a report and statement of accounts for the preceding financial period
- ii) to elect an Executive for the ensuing term
- iii) to transact any other business, notice of which shall be duly submitted to the Secretary

8.3 The Secretary shall give at least fourteen (14) days notice of the time and place of the Annual General Meeting in one of the recognised publications of the University of Sydney Union and, if possible, the Society notice board and, if possible, by a mail-out to all members. (A mail-out is understood to include communication by e-mail.)

8.4 The Annual General Meeting shall be held between 9am and 9pm at a place on a campus of the University of Sydney during semester (teaching period, Weeks 1-13). The Annual General Meeting shall be chaired by the President or an *Executive Member* not standing for election to any position.

8.5 Quorum at the Annual General Meeting shall be the lesser of one-third of the *Ordinary Members* or fifteen (15) *Ordinary Members*.

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8.6 The agenda for the Annual General Meeting shall include:

1. Opening and welcome
2. Apologies and leaves of absence
3. Minutes of the previous meeting
4. Business arising from the minutes
5. Correspondence
6. Motions on notice
7. Annual Reports
 - 7.1 President
 - 7.2 Treasurer
 - 7.3 Secretary
 - 7.4 Other Executive Members
8. Election of the Executive
9. General business

9. ELECTIONS

9.1 The Executive shall be elected at the Annual General Meeting in the month of May each year.

9.2 Only *Ordinary Members*, and *Honorary Members* who would otherwise be eligible for *Ordinary Membership*, shall be eligible to be candidates for election or to vote in the election.

9.3 The term of the Executive shall commence immediately following the close of the Annual Election Meeting and conclude at the close of the Annual Election Meeting in the following year.

9.4 The Secretary shall give at least fourteen (14) days notice of the time and place of the annual elections in one of the recognised publications of the University of Sydney Union and, if possible, the Society notice board and, if possible, by a mail-out to all members. (A mail-out is understood to include communication by e-mail.). The notice shall state:

- i) the day on which nominations open, which day shall be at least fourteen (14) days before the day of the elections;
- ii) the day and time on which nominations close, which shall be no later than the time of the meeting at which the elections are to occur;
- iii) the time, date and venue of the election;
- iv) that only *Ordinary Members*, and *Honorary Members* who would otherwise be eligible for *Ordinary Membership*, shall be eligible to be candidates for election or to vote.

9.5 In order to stand for election, nominees must accept nomination.

9.6 Before an election the Executive shall nominate a suitable person, not being a candidate for election, to act as Returning Officer. The Returning Officer shall be charged with the conduct of the election, and may appoint suitable persons, not being candidates for election, as Deputy Returning Officers.

9.7 The Clubs and Societies Programme Coordinator shall serve as Electoral Arbiter and shall receive any appeals against the decisions of the Returning Officer.

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- 9.8 Voting shall be by secret ballot, and shall be First Past the Post, i.e. by simple majority.
- 9.9 The General Body of the Society may, in a General Meeting, elect any *Ordinary Member* of the Society to fill any casual vacancy that may occur in the Executive. (A casual vacancy occurs when an Executive Member is dismissed from the Executive or resigns before the term of office has expired.)

10. ALTERATION TO THE CONSTITUTION

- 10.1 This Constitution may be amended by a two-thirds majority of those *Ordinary Members* and *Honorary Members* who would otherwise be eligible for *Ordinary Membership* in attendance at any General Meeting, provided that:
- i) written notice of proposed changes has been given to the Secretary not less than seven (7) days before such a meeting,
 - ii) the said changes do not contravene University of Sydney or University of Sydney Union guidelines,
 - iii) the Secretary has given notice of those proposed changes to all members through one of the recognized publications of the University of Sydney Union and, if possible, the Society notice board and, if possible, by a mail-out to all members (A mail-out is understood to include communication by e-mail.),
 - iv) a copy of the amended constitution, and minutes of the meeting at which the amendments were made, are presented to the Clubs and Societies Programme Coordinator of the University of Sydney Union within fourteen (14) days of the meeting,
 - v) the amendments are approved by the Clubs and Societies Committee and ratified by the Board of the University of Sydney Union.
- 10.2 Constitutional amendments do not become effective until approved by the Clubs and Societies Committee and ratified by the Board of the University of Sydney Union.

11. PROPERTY AND FINANCES

- 11.1 All property of the Society shall be vested in the Executive, and shall be dealt with in such manner as directed by the Society in an Ordinary Meeting.
- 11.2 The Society shall maintain a bank account.
- 11.3 All payments of the Society shall be by cheque, signed by at least two members of the Executive, one of whom must be the Treasurer.

12. DISSOLUTION

- 12.1 The Society may be dissolved by resolution of a two-thirds majority vote of those members present and voting at a General Meeting. If on the dissolution there remain any monies or property, they shall, with the consent of the Clubs and Societies Office, be transferred to a cultural, charitable or educational organization as the Society in a General Meeting may resolve.

12.2 The Secretary shall give at least fourteen (14) days notice of the time and place of such a General Meeting through one of the recognized publications of the University of Sydney Union and, if possible, the Society notice board and, if possible, by a mail-out to all members. (A mail-out is understood to include communication by e-mail.)

13. INACTIVITY

13.1 The Society shall be deemed inactive after any continuous six month period in which the Society does not hold any events or engage in financial activity. If upon inactivity there remains any monies or properties, the C&S Auditor and the C&S Manager shall become signatories of the Club account and the Clubs and Societies Office shall control such properties and held in trust. After a further six month period, all money will be deposited into a USU-administered trust account, and will be returned to the club should it reform. After a total of eighteen months inactivity, all club funds will be transferred to the USU general account.

14. RECOGNITION

14.1 The Society shall comply with all requirements of the University of Sydney and the University of Sydney Union for recognition as a registered society of the University of Sydney Union.

This Constitution was adopted on the ____ day of _____, 200__.

President's Signature _____

Secretary's Signature _____