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BY-LAWS

of

MOUNT GRAVATT PHOTOGRAPHIC SOCIETY INC.

In these by-laws the Mount Gravatt Photographic Society Inc. is referred to as "the Society".

1. MEMBERSHIP

1.1. Ordinary Membership

Ordinary members shall:

- (i) be eligible to vote at general, special and annual general meetings;
- (ii) be at least eighteen years of age;
- (iii) be eligible to hold office in the Society;
- (iv) be eligible to receive all official Society publications;
- (v) be eligible to participate in competitions conducted by the Society;
- (vi) pay all fees, dues applicable to full membership.

1.2. Associate Membership

Associate members shall:

- (i) be ineligible to vote at general, special and annual general meetings;
- (ii) be ineligible to hold office in the Society;
- (iii) be eligible to receive all official Society publications;
- (iv) be eligible to participate in competitions conducted by the Society;
- (v) be the spouse or child of an ordinary member;
- (vi) be any student or child under the age of eighteen (18);
- (vii) pay all fees, dues applicable to associate membership.

2. APPLICATION FOR MEMBERSHIP

Application for membership shall be made on the prescribed application form and shall be accompanied by the appropriate fee.

Each member shall on acceptance be issued with a copy of the Society's rules and By-Laws.

3. MEMBERSHIP FEES

- (i) All members shall pay a once only joining fee of \$15.00.
- (ii) Annual subscriptions shall be:-
 - (a) **For Ordinary Members:**

Ordinary membership shall be available to all persons over the age of eighteen (18) years who pay the following fees:

 - \$45 per annum for the first ordinary member;
 - \$30 per annum for the spouse of an ordinary member who has already paid the initial \$45 fee; or
 - \$20 per annum if a person is in receipt of Social Security welfare payments.

- (b) **For Associate Members:** \$30.00 per annum. Only one associate membership fee shall be payable for each ordinary member's family, regardless of the number of associate members from that family. If an ordinary member and spouse have already both paid for ordinary membership, then the fee for any child shall be free.
- (iii) New members joining after the 1st April shall pay a pro-rata amount of 1/4 of the fee applicable to their class of membership.
- (iv) All annual subscriptions shall be paid to the Treasurer within two months of the close of the Society's financial year.
If subscriptions are not paid within this time, membership may lapse and a new joining fee may be required at the discretion of the Management Committee.

4. MANAGEMENT COMMITTEE

The Management Committee shall consist of these officers:

Note: as defined in the schedule dictionary of the Associations Incorporation Act 1981 an officer is a member of the Society's management committee or a manager appointed by the management committee for the Society.

- (i) President
- (ii) Vice-President
- (iii) Secretary
- (iv) Treasurer
- (v) Competitions Officer
- (vi) Activities Officer
- (vii) Records Officer
- (viii) Newsletter Editor
- (ix) Committee Member

Committee Members as determined by rule 11(1) in the Society's rules.

A quorum of the Management Committee shall be as determined by rule 15(3).

5. DUTIES OF MANAGEMENT COMMITTEE MEMBERS

In addition to the duties set out in the rules of the Society, these members of the management committee shall have the following specific duties:

refer Associations Incorporation Act 1981 and Associations Incorporated Regulation 1999

5.1 President

- (i) The president shall be the recognised head of the Society and shall sign all documents requiring his/her signature as the official head.
- (ii) The president shall preside at all general, special and annual general meetings and at all management committee meetings and shall preserve order at the same.
- (iii) The president shall sign all minutes of meetings provided the same have been duly confirmed.
- (iv) The president on behalf of the management committee shall prepare and present to the annual general meeting a full written report of the Society's activities for the preceding 12 months.

5.2 Vice-President

In the absence of the president, the vice-president shall act in his/her place with the full powers of president.

5.3 Secretary

- (i) The secretary shall keep full and accurate minutes of all meetings of the Society and the management committee as set out in rule 24.10 of the Society's rules.
- (ii) The secretary shall arrange for notices of meetings to be produced as set forth in the Society's rules.
- (iii) The secretary shall keep an official copy of the Society's rules properly amended.
- (iv) On being requested by any financial member, the secretary shall produce all such books and documents of the Society.
- (v) The secretary shall prepare all necessary forms for submission to the Office of Fair Trading Under the Department of Justice and Attorney General, i.e. copy of audited statement, return of members of the management committee.
- (vi) The secretary shall maintain the membership register set out in Rule 10.

5.4 Treasurer

- (i) The treasurer shall keep all books of account as determined by the management committee.
- (ii) The treasurer shall present a financial statement at each meeting as requested.
- (iii) The treasurer shall present to the annual general meeting a duly audited statement of receipts and expenditure and a balance sheet of the Society's affairs.
- (iv) The treasurer shall maintain the Society's general account and equipment account.
- (v) The treasurer shall maintain a temporary account as may be required from time to time where instructed by the management committee. Eg PSQ or SEQ temporary account.
- (vi) On being requested by any financial member, the treasurer shall produce all such books and documents of the Society.
- (vii) The treasurer shall ensure that all expenses payable by the Society are kept paid up at all times.
- (viii) The treasurer shall prepare and arrange any PAYG forms for the Australian Taxation Office.

5.5 Competitions Officer

- (i) Appoint a judge at least two months in advance.
- (ii) Peruse entries and advise any member whose image may be considered to be out of category or in the incorrect category.
- (iii) Ensure that the Society's club competition entries are made available to the judge as soon as possible after the close of entries.
- (iv) Arrange for return of entries and writing up Merit and Honour cards.
- (v) Forward the results of all competitions to the Records Officer without delay
Note: It shall remain the responsibility of the members to collect their work from the Competitions Officer.
- (vi) Ensure Perpetual Trophies are returned prior to, Small Print Competition, Hunt and Shoot, AGM and Annual Trophy nights.

5.6 Activities Officer

- (i) Arrange the Society's club night programming.
- (ii) Arrange activities such as the Society's outings.

5.7 Records Officer

- (i) Issue member competition numbers and add them to the register of members.
- (ii) Record data for all competitions within and outside the Society and aggregate each member's points.
- (iii) Communicate the results of all competitions to the Newsletter Editor, the Society Facebook page and/or to members by email as appropriate.
- (iv) Ensure the results of all competitions are made available to the President to arrange an announcement at a Society's club night.

Current Competition Data

Data maintained by the Society for the previous 2 years of competition is considered to be current data. This data will be made available to financial members upon request and it is the member's responsibility to ensure the accuracy of this data.

Non Current Competition Data

Competition Data that is over 2 years old will be considered by the Society as being non-current and as such while these records are held for the life of the Society, the Society makes no representation of the accuracy or the fullness of such data. Any request by financial members for non-current information will be made at the discretion of the Management Committee.

5.8 Newsletter Editor

- (i) Organise information and articles for the newsletter "Exposure".
- (ii) Edit and publish the newsletter regularly.

5.9 Committee Member

Assist the management committee in the execution of their duties.

6. DUTIES FOR NON-COMMITTEE APPOINTED POSITIONS

6.1 Projectionist

- (i) Prepare digital competition entries.
- (ii) Setup and use the Society's computers and projection equipment at the Society's club meetings or other activities as required.

6.2 Assistant Treasurer

In the absence of the Treasurer, the Assistant Treasurer shall act in his/her place with the full powers of Treasurer, including taking his/her place on the management committee.

6.3 Competitions Assistant

Assist the Competition Officer in carrying out his/her duties.

6.4 Equipment Coordinator

- (i) Maintain a register of the Society's equipment.
- (ii) Arrange for the safe keeping of the Society's equipment and for production of the necessary equipment required for each meeting as requested.
- (iii) Report all damage, breakages, losses or maintenance required to the management committee so that appropriate action may be taken to maintain the equipment in good working order.
- (iv) Supervise the borrowing of any of the Society's equipment by members, and keep a suitable book recording borrowings and return of equipment.

6.5 Librarian

- (i) Provide access, to the Society's library books etc. at the Society's meetings, for members.
- (ii) Maintain a register of borrowings and return of library items.
- (iii) Ensure that the items in the library are kept in a good state of repair.
- (iv) Ensure new books or videos are given a catalogue number and to update the list of library items accordingly.

6.6 Welcoming Coordinator

- (i) Collect attendance fees and maintain a register of attendees.
- (ii) Make visitors and new members feel at ease and introduce them to members.
- (iii) Provide new members with information on the Society and its activities.
- (iv) Inform the meeting chairperson of visitors present before the meeting opens.

6.7 APS Liaison

- (i) Publicise APS services and activities to members.
- (ii) Promote participation in National and International exhibitions.
- (iii) Promote attendance to APSCONs and the pursuit of APS and FIAP honours.

6.8 PSQ Liaison

- (i) Attend all PSQ committee meetings.
- (ii) Relay to the PSQ the Society's interests.
- (iii) Supply a report to the management committee.
- (iv) Promote attendance to PSQ Conventions.

6.9 Web Site Coordinator

- (i) Ensure that the Society web page is fully operational and that all relevant information regarding the Society's activities is up to date.
- (ii) Arrange for new images to be placed on the site on a regular basis.
- (iii) Maintain and update the site for member's emails.

6.10 Hunt and Shoot Coordinator

Plan and organise the annual Hunt and Shoot event.

6.11 Interest Group Coordinators

- (i) Monochrome Group Coordinator
- (ii) Digital Group Coordinator
- (iii) Developers Group Coordinator
- (iv) National/International Group Coordinator

All of the above coordinators should ensure that members are notified of:

- (i) the location of next meeting;
- (ii) the time of next meeting;
- (iii) what they are required to bring if they attend.

Coordinators are required to:

- (i) develop a program for the year;
- (ii) supply a monthly report to the management committee.

6.12 Activities Assistant

Help arrange activities and coordinate with the Activities Officer as necessary.

6.13 Inter-Club Competitions Coordinator

- (i) Ensure that members are advised of up-and-coming Inter-club competitions in a timely manner.
- (ii) Ensure that the Society's Inter-Club competition entries are made available to the selection panel as soon as possible after the collection of entries.
- (iii) Ensure that the selected entries are made available to the Club organising the competition prior to the close of entries.
- (iv) Arrange for the attendance of a member to represent the Society at the judging and to collect work.
- (v) Forward the results of all competitions to the Records Officer without delay.
- (vi) Ensure that all entries are made available to members for collection.

Note: It shall remain the responsibility of the members to collect their work from the Inter-Club Competitions Coordinator.

7. EQUIPMENT INSURANCE

The Society shall not insure the Society's equipment but shall establish a separate equipment replacement bank account into which the management committee shall deposit such funds each six months or as the management committee shall determine.

8. CONDUCT OF COMPETITIONS

8.1 Monthly Competitions

- (i) Competitions shall be conducted in print and digital image divisions, composed of set and open categories, for each grade of member.
- (ii) Grades shall be A Gold, A (Advanced), AB (Advanced Beginner) and B (Beginner). Sections and their grades are as follows:

Division	Section	Grades
Digital	Projected	A Gold, A, AB, and B
Prints	Mounted Print	A Gold, A and AB
	Small Print	B

- (iii) Grading Procedure
 - (a) New members wishing to enter competitions shall submit 10 representative samples of their work to an appointed panel of judges who will assign an initial grading - B, AB or A grade - based on the submitted images and other relevant factors.
 - (b) Promotion from one grade to a higher grade will be based on:
 - (i) the members performance as determined by average points per submission in print and/or digital competitions over the previous year; and
 - (ii) the management committee's judgement that a member has progressed beyond their current grade.

A member may decline promotion for the first year of qualification.

Members may make an official application to the management committee to have their grading reconsidered.

- (iv) Entries per Month
Images entered per member per monthly competition to number no more than two (2) in each division in the members allocated grade, being one set subject and one open subject.
- (v) Care of Members Entries
All care shall be taken with entries, but no responsibility can be accepted by the Society for any loss or damage during any competition.
It shall remain the responsibility of the members to collect their work from the Competitions Officer.
- (vi) Re-entering Work in Monthly competitions
- An entry may be resubmitted provided it has not been awarded a merit or higher in previous competition.
 - The same OR SIMILAR image cannot be entered on the night in print and digital divisions - if it is so entered, no points will be awarded for one of the divisions.
- (vii) Image Capture
Entries must originate as photographs (image - capture of objects via light sensitivity) made by the entrant on photographic emulsion or acquired with a digital cameras. All images, including digital images, must not incorporate elements produced by anyone else.
- (viii) Merit Award System
All prints and digital images shall be judged in accordance with the Merit Award System, i.e., Accept, Credit, Merit, Honour and Out of Category
- (ix) Print Labelling
All prints shall be marked using the approved methods with the member's allocated competition number, the subject (open or set), and the title. The members name must not appear.
All prints shall have an arrow indicating the top of the print.
- (x) Mounted Prints
May be colour or monochrome
May be processed and/or printed using any method including digital technology or commercial printing. Prints to be labelled correctly.
The maximum size is 50cm x 40 cm (20" x 16") including mount.
Prints must be mounted.
- (xi) Small Prints
May be colour or monochrome
May be processed and/or printed using any method including digital technology or commercial printing. Prints to be labelled correctly.
The minimum unmounted size is 10 cm x 15 cm (4" x 6"). The maximum size is 30 cm x 20 cm (12" x 8").
Small Prints do not have to be mounted.
- (xii) Projected Digital images:
- Each image must have a maximum horizontal dimension 1400 pixels and a maximum vertical dimension of 1050 pixels.
 - Each image file should be in JPEG format and be no greater than 2mb in size.
 - Images must not include a name or text.
 - Entries need to be uploaded via the Society electronic upload system - <http://digitalcomp.mgps.org.au/>

8.2 Other Society Competitions (Annual, Small Print, Hunt and Shoot, etc)

The number of entries per member are set by the rules of each competition.

Members may enter work that has previously been awarded merits or higher in a monthly competition with the exception of the Hunt and Shoot Competition. Entries for the Hunt and Shoot are to be taken on the day of the Hunt and Shoot and in accordance with the Hunt and Shoot rules.

Members shall return perpetual trophies to the Competition Officer two meetings prior to the competition to allow for engraving etc.

8.3 Inter-Club Competitions (PSQ, River City etc)

Members may enter work that has been entered in monthly club competitions with the exception that they may not enter work that has been previously entered into these competitions unless expressly allowed by the rules of that competition.

The number of entries a member may put forward for selection depends on the competition and is set by the selection panel.

A selection panel, nominated by the management committee, shall be responsible for the selection of all Interclub competition digital projected images and prints.

8.4 Points Allocation

All prints and digital images entered in competition within and outside the Society shall be allowed the following points as per Table 1:

Competition	Champion	Honour	1st	2nd	3rd	Merit	Credit	Accept	Entry	Out of Category
Society – Monthly		12				9	6	3		0
Society - December			10							
Society – Interclub *	40		20	16	12	9#			3	
Approved Minor Salon**	25		10	8	6	4#		2	1	
State Salon ***	50		30	24	18	12#		6	1	
National Salon	70		40	32	24	16#		8	1	
International Salon	100		50	40	30	20#		10	1	

Table 1 Competition Points Allocation

* Includes – Metropolitan, PSQ etc.

** Includes - Folios, Ipswich Show, Mt Gravatt Show, Brisbane RNA etc.

*** Includes – SEQ

Includes High Commended where applicable.

The points would be trebled for private entries in audio-visual competitions.

All points are to be cumulative.

8.5 Awards

- (i) **Annual Aggregate Competition Trophies** shall be presented to the members with 1st, 2nd and 3rd highest points in print and digital divisions accumulated in each Grade as part of the Society Monthly Competition as soon as practical after the end of the competition year.
- (ii) **December Competition Trophies** shall be presented to members receiving 1st place in Colour Print, Monochrome Print, Digital Image, Landscape/Seascape, Small Print competitions and most improved B grader at the annual Christmas party. Members shall return perpetual trophies to the Competition Officer by the end of October to allow for engraving, etc.
- (iii) **The Bronze Award** shall be presented to members on obtaining 150 points in the Society's competitions.
- (iv) **The Silver Award** shall be presented to members on obtaining 300 points in the Society's competitions.
- (v) **The Gold Award** shall be presented to members on obtaining 500 points, of which a minimum of 400 points must be earned in the Society's competitions.
- (vi) **The Master Photographer Award** shall be presented to members on obtaining 1000 points, of which a minimum of 500 points must be earned in the Society's competitions.
- (vii) **The Master Photographer Award - First Gold Star** shall be presented to members on obtaining 1500 points, of which a minimum of 750 points must be earned in the Society's competitions.
- (viii) **The Master Photographer Award - Second Gold Star** shall be presented to members on obtaining 2000 points, of which a minimum of 1000 points must be earned in the Society's competitions.
- (ix) **Honour Awards** shall be awarded to members on obtaining a minimum of 2500 points.
- (x) At least 50% of points for all the Society's Awards must be gained in the Society's competitions except where otherwise specified.