

PHOTOGRAPHIC SOCIETY OF QUEENSLAND INC. BY-LAWS, POLICY AND PROCEDURES

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1. *Background*

- a) With a review of the Photographic Society of Queensland Constitution in 2011, it was established that the constitution fell short in providing direction for events within the organisations. Subsequently the Management Committee felt the need to create permanent subcommittees and provide direction for specific activities through the development of By-Laws, supported by policy and procedures adopted by the committee.

2. *Authority*

- a) These By-Laws and Policies will be read in conjunction with and in addition to the Constitution of the Photographic Society of Queensland. In the event that this document appears to counter or contradicts the provisions of the Constitution in any way, the Constitution will be considered the ruling document and any By-Laws or policy will be considered null and void to that situation.
- b) This document will from time to time require additions or amendments to ensure its relevance to future situations. These amendments may be carried out by the Photographic Society of Queensland Management Committee ensuring a minimum of a quorum plus 1 is present at the time of the proposed amendment and the amendment is passed with a two thirds majority.

3. *Incorporation*

- a) The Photographic Society of Queensland Management Committee must ensure that the organisation known as the Photographic Society of Queensland remains incorporated complying with the provisions of the Incorporations Act.

4. *Insurance*

- a) The Photographic Society of Queensland will maintain a "Group Public Liability Policy"
- b) This insurance must cover all affiliated Clubs/Groups & Societies against claims of negligence
- c) Must be to a minimum of \$10,000,000.00 liability cover

5. *Photographic Society of Queensland Website*

- a) PSQ will develop and maintain a website with the address www.psq.org.au
- b) This website will be the major reference for all PSQ information including forms, club information, current & previous newsletters, and changes to this document.
- c) The PSQ Management Committee will include a single member known as "Webmaster" whose responsibility will be to ensure the validity and currency of the information on this website.

6. Affiliation Fees

- a) The Photographic Society of Queensland may levy a fee for membership
- b) Changes to fees and their structure can only be reviewed during an Annual General Meeting or an Emergency Meeting held for that purpose.
- c) Current annual club fees include:
 - I) Standard Affiliation Fee (\$25.00 – 2013) per club per year
 - II) Plus a Per Capita Fee (per Financial Member) – (\$2.00 – 2013 per club member).
 - III) Plus a non-compulsory Public Liability Insurance Levy – (\$6.75 - 2013 per club member).
- d) A Certificate of Currency for this insurance will be supplied if the club chooses to take up the insurance option
- e) Current Annual Private Members fees are set at \$20.50 per annum

7. Event Calendar

- a) PSQ Management Committee will conduct or delegate the event management to a committee or affiliated club a series of annual events
 - I) PSQ Convention - June Long Weekend
 - II) Photographic Society of Queensland Annual Bar-B-Que - First Sunday in November

8. Judges

- a) A sub committee of PSQ Management Committee will be maintained by the name “The Judges Executive”
- b) The Chairperson of the Judges Executive will be elected by the PSQ Accredited Judges and hold a position on the PSQ Management Committee.
- c) Role and responsibility of the Judges Executive is fully detailed in Appendix 1.

9. Judging

- a) Policy – As per Photography Judges’ Manual

10. PSQ Newsletter

- a) A newsletter will be published by the name “Flashes”
- b) Will be distributed in hard copy to all affiliated clubs and electronically to all Private Members and posted on the PSQ website.
- c) Copies will be produced every February, April, June, August and October

11. Photographic Society of Queensland Annual Photographic Competition – Salon of Excellence Qld (SEQ) Competition

- a) The competition is open to all current members of affiliated groups with PSQ
- b) The competition is conducted each year to coincide with the PSQ Convention, if possible.
- c) Entries include Prints, Digital Projected Images and Audio Visual.
- d) Grades to be A Grade (any entrant who is graded A Grade in their Club) and Non A Grade (any entrant who is listed as other than A Grade in their Club e.g. AB Grade, B Grade, etc).
- e) Subjects include People, Open, Nature and Photo Journalism.
- f) Print mat size to be no more than 20 x 16 inches. DPI sizes to be maximum width of 1400 pixels and maximum height of 1050 pixels.
- g) Sections include
 - I) Prints
 - I) People - Monochrome or Colour
 - II) Open - Monochrome
 - III) Open - Colour
 - IV) Nature – Colour
 - V) Photo Journalism - Monochrome
 - II) Digital Projected Images
 - I) People - Monochrome or Colour
 - II) Open - Monochrome
 - III) Open - Colour
 - IV) Nature – Colour
 - V) Photo Journalism - Monochrome
 - III) Audio Visual
 - I) Open – 7 minutes maximum
 - II) Novice – 7 minutes maximum – (Novice is for members who have entered no more than 3 inter-club AV competitions).
 - III) Mini Ten – A presentation of no more than 10 images
- h) A range of medallions, certificates and trophies will be awarded to the winners.
 - I) The following Interclub Perpetual Trophies have been used in previous PSQ competitions and are available in the future:
 - I) The Angus Buchanan Trophy – Awarded to the club gaining the highest overall points score.
 - II) The Mamiya Trophy - The club gaining the highest points score in Large Colour Prints.

- III) The Les Mackay Trophy - The club gaining the highest points score in Large Mono Prints.
 - IV) The Projected Images Trophy - The club gaining the highest aggregate point score.
 - V) The Small Mono Prints Trophy - The club gaining the highest aggregate points score.
 - VI) The Small Colour Prints Trophy - The club gaining the highest aggregate points score.
- II) Individual Perpetual Trophies include:
- I) Chris van de Held Memorial Trophy, donated by the Peninsula Camera Club & awarded to the winning Monochrome Print in the Creative category.
 - II) Joan Robinson Memorial Trophy, donated by the Queensland Camera Group, awarded to the winning Projected Image in the People category.
 - III) Peter Stephensen Memorial Trophy, donated by the Mt Gravatt Photographic Society & awarded to the winning Projected Image in the Creative category.

12. Amendments and Additions to these By-laws

Annual General Meeting – 13th September 2009 - Addition

A formal document be developed by **John Edwards** formalising the agreement between any club running the PSQ Convention and PSQ. This document should clearly state the 50% split of profit between the club and PSQ.

Management Committee Meeting held on 20th February, 2011

That a policy be adopted indicating that if an event is being conducted by a club, for the benefit of club members, the event may be advertised, free of charge, on the PSQ Website, notwithstanding the fact that the event is open to the public. If the event is being run by a club member for personal or commercial benefit then PSQ will not support free advertising of the event. At this stage PSQ will not support space for paid advertisements on the PSQ website.

Management Committee Meeting held 26th June 2011

Bill Smit and Graham Burstow receive PSQ Fellowships.

Management Committee Meeting held on 24th November, 2012 – Addition

PSQ is not to be seen to support individual, groups or professional organisations by promotion and/or advertising through PSQ's contact lists or emails to Clubs. Individual, groups and professional organisations can use Clubs' details from information on the PSQ web-site for their own promotions.

Management Committee Meeting held on 2nd June, 2013 – Addition

PSQ Committee Members have their nomination fees and formal dinner costs at the Annual PSQ Convention be fully subsidized.

Management Committee Meeting held on 8th September, 2012 – Addition

PSQ waive initial costs for new Clubs to encourage the establishment of new clubs and help the Club with their start up costs.

APPENDIX 1

PHOTOGRAPHIC SOCIETY OF QUEENSLAND INC. POLICY DOCUMENT – JUDGES EXECUTIVE ITS ROLE, OPERATION AND RELATIONSHIP TO THE MANAGEMENT COMMITTEE

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History

With the growth in numbers of Queensland Clubs conducting monthly competitions and asking PSQA judges to evaluate their images there is increased responsibility placed on judges. Judge's comments have great influence on Club members and judges should be aware of this.

Authority

The Photographic Society of Queensland Management Committee delegate the day to day business of judges and judging to the Judges Executive. The Chairperson of the Judges Executive is to report to the PSQ Management Committee on a monthly basis.

All activity

1. It will be the responsibility of the Judges Executive to develop and implement By-Laws (Photography Judges' Manual) affecting judges and judging within PSQA's and Understudies responsibilities.
2. Judges Executive hold meetings every second month. At one meeting per annual, preferably the Annual General Meeting, all judges must attend, with travel costs to be met by PSQ.