Photographic Society of Queensland

By-Laws, Policy and Procedures

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EFFECTIVE DATE: 21-06-2026

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 organisation. Subsequently the Management Committee felt the need to create subcommittees as required and provide direction for specific activities through the development of By-Laws, supported by policy and procedures approved 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 will cover all affiliated Clubs/Groups & Societies who wish to take advantage of it against claims of negligence
   c) Must be to a minimum of $20,000,000.00 liability cover.

5. ***Photographic Society of Queensland Website***
   a) PSQ will develop and maintain a website with the address https://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) A General member shall be elected as Web Administrator 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 a Special Meeting held for that purpose.
   c) Current annual club fees include:
      Standard Affiliation Fee - $25.00 per club per year
      Plus, a Per Capita Fee (per Financial Member) – $2.50
      Plus, a non-compulsory Public Liability Insurance Levy – $3.50 per club member.
   d) A Certificate of Currency for this insurance will emailed direct to the club when their completed affiliation form is returned and all fees are paid.
   e) These fees may be reviewed annually at the discretion of the Management committee.

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, the timing of which are to be agreed upon by the PSQ committee and the host club/s, but not including interclub competitions.
      I) PSQ Convention
      II) Photographic Society of Queensland Annual Barbeque
      III) Salon of Excellence Queensland Photographic Competition (SEQ)

8. ***Judges' Executive***

a) A subcommittee of PSQ Management Committee will be maintained by the name the "Judges' Executive"
b) The Chairperson of the Judges' Executive will be nominated by the members of the Judges' Executive and appointed by the PSQ Management Committee.
c) The Chairperson of the Judges Executive will hold a position on the PSQ Management Committee.
d) If a PSQA Accredited Judge wants to become a member of the Judges' Executive, a nomination is to be submitted to the Management Committee for consideration and appointment.
e) The duties of the Judges' Executive are
    I. Follow the objectives of the Constitution.
    II. The Management Committee has decided there will be seven (7) members of the Judges Executive, one of whom will be the Chairperson.
    III. The Judges Executive will manage the nomination of additional Judges to casual vacancies on the Judges Executive and make recommendations for appointment to the Management Committee. Approval for appointments to the Judges Executive will be made by the Management Committee.
    IV. The Judges' Executive will conduct the day to day business of judges and judging according to guidelines of the Management Committee.
    V. It will be the responsibility of the Judges' Executive to develop and implement the Photography Judges' Manual affecting judges and judging within PSQA's and Understudy's responsibilities.
    VI. Guidelines, policy and procedures developed by the Judges Executive will be approved by the Management Committee and recorded within the Photography Judges' Manual.
    VII. The regular events in support of the PSQA Judges managed by the Judges Executive will include Judges Forums.
    VIII. Judges Executive Chairperson will report to the Management Committee at the monthly meeting. Details will include nominations for appointment as USJ, PSQA and receipt and management of Feedback forms.
    IX. Feedback forms will be accepted by the Judges Executive where they are completed by club committees, but not if they are completed by individuals from within Clubs.
    X. Any issues arising from feedback forms from Clubs which refer to the actions, inactions or behaviours of PSQA Judges will be managed by the Judges' Executive.
f) Policy – As per Photography Judges' Manual

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

a) The PSQ will appoint a host club each year to conduct the SEQ. After fees and costs are finalised, the host club will receive 60% of the profits and the PSQ will receive 40% profits from the competition.
b) The competition is open to all current members of groups affiliated with PSQ.
c) The competition is conducted each year to coincide with the PSQ Convention, if possible. Otherwise, it may be held as a standalone or even a purely digital event
d) Entries include Prints and Digital Projected Images
e) Grades to be A Grade (any entrant who is graded A Grade or above in their Club) and Non A Grade (any entrant who is listed as other than A Grade and above in their Club e.g. AB Grade, B Grade, etc).
f) Subjects include People, Open Colour, Open Monochrome, Nature, Scapes and one subject chosen by the host club.
g) It is a condition of entry that images entered in this competition comply with the Australian Photographic Society definitions for Monochrome and Nature.
h) Print mat size to be no more than 20 x 16 inches. DPI sizes to be set by the host club.

SECTIONS MUST INCLUDE

Prints

I) People - Monochrome or Colour
II) Open - Monochrome
III) Open - Colour
IV) Nature - Monochrome or Colour
V) Scapes – Colour
VI) Subject to chosen by the host club.

Digital Projected Images

I) People - Monochrome or Colour
II) Open - Monochrome
III) Open - Colour
IV) Nature - Monochrome or Colour
V) Scapes – Colour
VI) Subject to chosen by the host club.

j) A range of medallions and certificates will be awarded to the winners. Gold Medallions will be awarded to the overall Champion in A Grade and Non-A Grade categories. Four Silver Medallions (two A Grade, two Non-A Grade) are awarded to the Winner of each Category not receiving a Gold Medallion. First, Second and, Third and Acceptances will receive Certificates. It is the responsibility of the host club to send these awards to the winning photographers. Medallions will be provided by the PSQ at cost.

11. ***Website Advertising***

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 and Facebook Page, regardless if the event is open to the public or club members only. 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.

12. PSQ Promotional Support

PSQ is not to be seen to support individuals, groups or professional organisations by promotion and/or advertising through PSQ's contact lists or emails to Clubs. Individuals, groups and professional organisations can use Clubs' details from information on the PSQ web-site for their own promotions. PSQ officially sponsored events excluded e.g. RNA Photographic competition.

13. PSQ Convention

a) Funding, Underwriting, Profit/Loss Sharing

Hosting the convention is initiated by the club and PSQ signing a "PSQ Convention Offer" form.
Once a club has signed off to host the convention and is accepted by PSQ, an upfront "Convention Grant" for $2000 from PSQ will be available. This grant is only repayable if the club fails to host the event. If further funds are required, requests would be considered, and funds offered as a "Forward of Working Capital" loan that is repayable in full.

PSQ will provide all possible assistance to the host club and will appoint a committee member to the host club as a liaison officer. This person will act as an intermediary providing guidance and feedback to the club

Profits or losses generated by the host club will be shared in the following proportions:
Profit: 60% to Club 40% to PSQ
Loss: 40% to Club 60% to PSQ
IE: Income less costs, less Forward of Capital Loan amount = Final Profit or Loss to be divided.

b) PSQ Committee Expenses

PSQ will cover the following costs of a committee member wishing to attend the convention:
1.Return travel costs at a rate per kilometer determined by the committee
2.Full cost of convention tickets including Gala Dinner
These costs are paid for by the person, then claimed back by submitting a "PSQ Management Expense Form".
Costs related to accommodation and those of a partner are NOT claimable.

14. Interclub Competitions

One Gold medallion will be supplied by PSQ for the champion image only. Application to be made in writing with at least 2 months' notice to provide time for the ordering of the medallion and postage to the applying club.

PSQ Bylaws Revision History:

Initial Bylaws Approved:	2012
Bylaws Revised and Approved:	2013
Bylaws Revised and Approved:	31/10/2017
Bylaws Revised and Approved:	04/11/2018
Bylaws Revised August 2019	09/12/2019
Bylaws Revised June 2021	27/06/2021
Bylaws Revised and Approved	17/12/2022
Bylaws Revised and Approved	13/04/2025
Bylaws Revised and Approved	22/03/2026
Bylaws Revised and Approved	21/06/2026