

## **Bylaw 23. Membership and Meetings**

### **INTRODUCTION**

Under the Constitution of the Photographic Society of New Zealand Inc. (PSNZ) the Executive Officers have been given the power to create and set Bylaws that are applicable to the description of specific events, activities, jobs, portfolios and/or publications that fall within the operations of the Society.

### **Objectives of this Bylaw**

This Bylaw is intended to outline membership types, application and resignation or termination processes, annual subscription details, voting rights, membership records and meetings of the membership.

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### **TYPES OF MEMBERSHIP**

Membership consists of two types of members – (i) Individuals, and (ii) Clubs and Societies.

#### **1. Individual Membership**

**Individual** membership of the Society is comprised of the following classes:

- (a) Ordinary members
- (b) Junior members
- (c) Honorary life members
- (d) Honorary fellows
- (e) Honorary members

These classes of members may be resident in New Zealand, or overseas; and are further defined as follows:

##### **a. Ordinary Member**

Any person who has an interest in the art of photography who meets the requirements of and agrees to conform to the Constitution of the Society, including Bylaws and has paid the annual subscription as defined under this Bylaw.

The categories of Ordinary members are (i) Individual, (ii) Double and (iii) Family members.

- **Individual Member:** Any person who has attained the age of 18 years and who subscribes to the Society's purposes.

- **Double Member:** Two individual members living in the same household at the same address.

Double members are entitled to one vote each at any meeting of the Society; but are restricted to one copy of any publication issued by the Society.

- **Family Member:** Three or more individual members living in the same household at the same address irrespective of their relationship.

Family members are restricted to two votes at any meetings of the Society; but are restricted to one copy of any publication issued by the Society. Any Junior Member included as part of a family membership is not able to vote or nominate Executive Officers and Councillors of the Society or serve on Council.

**b. Junior Member**

Any person who is under the age of 18 years and who has an interest in the art of photography, who meets the requirements of and agrees to conform to the Constitution of the Society, including Bylaws and has paid the annual subscription as defined under this Bylaw.

Junior members have the same rights and privileges of ordinary members, except they are not able to vote or nominate Executive Officers and Councillors of the Society or serve on Council.

**c. Honorary Life Member**

Any ordinary member who has rendered a distinguished service to the Society, or to photography, may be granted an Honorary life membership in accordance with the Constitution and Bylaws of the Society.

An Honorary Life Member, and their spouse during the life of the recipient, will not be required to pay an annual subscription, and will enjoy all the rights and privileges of an ordinary member. An Honorary Life Member may also hold office on the Council of the Society.

**d. Honorary Fellows**

Any person, whether resident in New Zealand or overseas, who has rendered distinguished service to the Society or to photography, may be granted Honorary Fellowship in accordance with the Constitution and Bylaws of the Society.

An Honorary Fellowship recipient, and their spouse during the life of the recipient, will not be required to pay an annual subscription, and will enjoy all the rights and privileges of ordinary members. An Honorary Fellow may also hold Office on the Council of the Society.

The number of living Honorary Fellows shall be limited to seven.

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**e. Honorary Members**

Council may wish to extend the privilege of an ordinary membership to any person. Any person who has been bestowed the title of Honorary Membership must meet the requirements of and conform to the Constitution and Bylaws of the Society.

The following may apply to Honorary Membership:

- This may be for a limited period as decided by Council.
- They will not be required to pay an annual subscription.
- Honorary Members will enjoy all the rights and privileges of an ordinary member.

**2. Clubs and Societies**

Any club or society whose aims and objects are compatible with those of the Society, may become an Affiliate to the Society on application and agreeing to conform with the Society's Constitution and associated Bylaws.

Any fee payable shall be agreed by the members at the annual general meeting.

Members of the Affiliated Club or society may enjoy those privileges as determined by Council from time to time and advertised to Affiliated Clubs or Societies.

**APPLICATION FOR MEMBERSHIP**

All applications for membership will follow the processes listed below:

- i. Complete the online application form which is available from the Society's website. Once completed the application form will confirm that the applicant has agreed to accept the Constitution and Bylaws of the Society.
- ii. Membership is deemed to have commenced once payment of the annual subscription, at the appropriate amount for the membership being applied for, has been received by the Treasurer.
  - Payment by bank transfer or credit card to the Society's bank account shall be deemed to have been received on the day recorded in the Database.
- iii. All applications must be notified to and approved by Council before final acceptance as a member of the Society.
  - The Councillor responsible for Membership is responsible for ensuring that applications are notified to Council.
- iv. Council has the right to decline applications. No reason must be given for any membership application being declined.
  - Any subscription paid will be refunded in full, without any deductions to the applicant.

- Any appeal in writing by the declined applicant outlining why the application should be allowed, will be accepted and heard by the Executive Officers, whose decision will be final. No reasons have to be given if the appeal is declined.
- v. On acceptance, new members will receive any documentation suitable for a new member covering the activities of the Society.

## **RESIGNATION OR TERMINATION**

### **1. Resignation**

A member or members wishing to resign from the Society must give notice in writing addressed to the Treasurer or Database-Coordinator of the Society. To be an effective resignation, the following must have been complied with:

- (a) All arrears of subscriptions and any other amounts owing to the Society must be paid.
- (b) No refund of subscription (or part year thereof) will be made.
- (c) On resignation (or termination), a member shall return all property of the Society including records and documents held.
- (d) Once a resignation has been confirmed by Council, the member's previous rights will cease, and the member will have no access to any property, assets or privileges of the Society.

### **2. Termination**

The Council shall have the power to terminate a membership of the Society.

Terminations will be processed as follows:

- (a) Termination will be upon a majority vote of Council at a regular or special meeting of Council.
- (b) Notice of intention to terminate will then be served to the member in writing, and the notice is to state the grounds for termination.
- (c) The member may appeal the grounds for termination by notifying the Secretary of his/her intention to appeal within 10 days of receipt of the termination notice.
- (d) The member's appeal shall be heard at the next regular Council meeting following the meeting of Council at which the termination decision was rendered.
- (e) No reasons shall be advised if the appeal application is declined.

### **3. Unfinancial members**

All types of members (including affiliated clubs) who are unfinancial by reason of not having paid their annual subscription will be deemed to be unfinancial members. Consequently, they will cease to enjoy all the rights and privileges that a fully paid member enjoys.

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Membership may be reinstated at the discretion of Council upon payment of all arrears from the date of the last subscription being due including the amount due for their current subscription year.

## **ANNUAL SUBSCRIPTION**

The annual subscription for all types of members will be set by Council and approved by members at the Annual General Meeting.

The membership year commences from the date that a member joins and pays the annual subscription relevant for the year of joining. This will be known as the anniversary date of joining.

- For the record, all members who joined prior to 1 September 2018 will have an anniversary date of 1 January.

## **MEMBERSHIP NOTICES**

### **1. Renewal of subscription due**

The following subscription notices will be sent to members:

- (a) Approximately 60 days prior to the member's anniversary date, members will receive an advice that their subscription is due for renewal.

The notice will include the amount of subscription due to be paid.

- (b) Approximately 30 days prior to the member's anniversary date, members will be reminded that their subscription remains unpaid, including the amount due.

- (c) On the anniversary date of a member's subscription being due, the member will be sent a notice advising the member that their subscription is now due. This same notice will advise that if the subscription is not paid within 30 days, then membership will be suspended and that all rights and privileges will not be available until the subscription is paid.

### **2. Forfeiture of Membership**

30 days after the anniversary date of a member's subscription being due, an unfinancial member will be advised that their membership has been suspended. They will also be advised that if their subscription remains unpaid at the end of another 30 days, the membership will be cancelled, and the member will be deemed to have forfeited their rights and privileges.

60 days after the anniversary date of a member's subscription being due, and being unpaid, the member will be advised that their membership has been cancelled.

## **MEMBERSHIP RECORDS**

The Society maintains a digital membership database.

1. The listing for each member includes, (but is not limited to):
  - (a) Name
  - (b) Address
  - (c) Email address
  - (d) Awards or Honours
  - (e) Date joined
  - (f) Affiliated Club for NZ Camera distribution (if any)
  - (g) Membership status
  - (h) Subscription expiry date
  
2. The listing for each member includes, (but is not limited to):
  - (a) Club Name
  - (b) Secretary address (for correspondence)
  - (c) Contact details (name, email, phone) for other officers, including the President and Treasurer
  - (d) Details of meeting times and venue/location
  - (e) Number of PSNZ and Non PSNZ members
  - (f) Affiliated fee payment detail

The Database is confidential to members of the Society and is not available to be used for commercial purposes. However, promotional emails may be sent from time to time by the Society on behalf of trade partners and supporters to those members who have elected to receive them.

It is imperative that all members and Affiliated Clubs maintain their records held within the database, particularly email addresses as these are used for communication of information from the Society.

## **MEMBERS VOTING RIGHTS**

1. Each member will be entitled to have one vote on all resolutions put to the members at any general meeting of the membership.
  - (a) An individual member may appoint a proxy to vote on his or her behalf at any meeting of the Society at which the member is entitled to vote.
  - (b) Any member appointing a proxy must notify the Secretary of the Society in writing by electronic means, within seven days prior to any meeting.
    - Proxy appointments must be on the form distributed by the Secretary with meeting documents
  
2. Affiliated clubs and societies will be entitled to one vote for every 10 members, or portion of 10 members, for whom an affiliation fee has been paid in the current year.
  - (c) An affiliated club's voting entitlement may be exercised by one delegate, or number of delegates, up to the full voting entitlement of the affiliated club.
  - (d) Appointed delegates can be any of the following:
    - A member of the appointing club; or
    - A member of any other club that is affiliated to the Society; or

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- An individual member of the Society; or
  - The Chair of the meeting.
3. Any motion, except for a motion to amend the Bylaws or a motion to dissolve the Society, will be deemed to have been carried by receiving a simple majority of votes received from members.
  4. Voting will be by a show of hands by members present and will include any votes by proxies or club delegates where these have been advised to the Secretary of the Society within the prescribed time prior to the general meeting.
  5. Any member present may request a ballot.
    - (a) Where a member requests a ballot, it will be a secret ballot.
    - (b) An impartial person will be selected and agree to act as a scrutineer to count the votes.

## **MEETINGS OF THE MEMBERSHIP**

### **1. General Meetings**

- i. Members will be notified of any general meeting of the Society not less than 14 days in advance of the scheduled date of the meeting.
- ii. Notice of a general meeting will include:
  - (a) The purpose, place, day and time of the meeting
  - (b) A provisional agenda
  - (c) Notices of motions/resolutions to be put before the membership.
- iii. Notice of meeting will be by electronic means to the member's address as noted in the records of the Society.
  - Dated electronic media no less than 14 days in advance of the scheduled meeting will be used to confirm delivery of the material.

### **2. Annual General Meeting**

- i. An Annual General Meeting must be held within six months after the end of the Society's financial year.

The purpose of the meeting will be:

- (a) Approval of the minutes of the previous Annual General Meeting
- (b) Receive the President's Report
- (c) Receive the Treasurer's Report, which shall include presentation of the Annual Performance Report and the auditor's attached review/report
- (d) The appointment of the auditor/reviewer for the next financial year
- (e) Election of President

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- (f) Election of Vice President
  - (g) Election of Council Members
  - (h) Consider and approve the annual subscription for the next financial year
  - (i) Receive any other business considered appropriate to be put before the members at an Annual General Meeting.
- ii. Members will be notified of the Annual General Meeting not less than 42 days in advance of the scheduled date of the meeting.
  - iii. Notice of meeting will be by electronic means to the member's address as noted in the records of the Society.
    - Dated electronic media no less than 42 days in advance of the scheduled meeting will be used to confirm delivery of the material.
  - iv. Quorum at the Annual General Meeting, general meetings or Special Meetings shall be 30 financial members.

### **3. Special Meetings**

- i. Special meetings of the members to consider matters other than those put before the annual general meeting or general meetings shall be called under one of the following two conditions:
  - (a) Where Council deems an issue is of significance to the entire membership and that it requires debate
  - (b) Where members petition Council to call such a meeting
    - A member's petition to Council requires the signature of at least 20 voting financial members and must be served to the Secretary of the Society.
- ii. Members will be notified of any special meeting of the Society not less than 14 days in advance of the scheduled date of the meeting.
- iii. Notice of a special meeting will include:
  - (a) The purpose, place, day and time of the meeting
  - (b) A provisional agenda
  - (c) Notices of motions/resolutions to be put before the membership.
- iv. Notice of meeting will be by electronic means to the member's address as noted in the records of the Society.
  - Dated electronic media no less than 14 days in advance of the scheduled meeting will be used to confirm delivery of the material.

### **4. All meetings**

Quorum at the Annual General Meeting, general meetings or Special Meetings shall be 30 financial members. Any matters not dealt with in the above standing orders shall be



governed by the customary procedures using N E Renton's, the conduct of meetings, Guide for Meetings and Organisations.