

## **Bylaw 8. National Convention**

### **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 outline the processes and jurisdiction given to the subcommittee responsible for organising the National Convention so that they may organise a successful National Convention that meets the educational objectives of the Society – ‘Helping Photographers Grow’.

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- (a) The National Convention shall be held annually and shall be organised and managed by the PSNZ Events subcommittee under the control of the PSNZ Councillor for Events.
  - (b) The PSNZ Events subcommittee shall be assisted by a PSNZ affiliated camera club (Assisting Club) to provide local support prior to and during the convention. The services to be provided by the Assisting Club will be jointly agreed and documented, by the PSNZ Events subcommittee and the club.
  - (c) The Assisting Club will be paid a fee for service.
  - (d) The National Convention shall be conducted at a venue approved by a majority vote at a General Council meeting.
  - (e) After the venue has been approved as provided in Bylaw8 (d) above, and the Assisting Club has accepted the invitation to assist, PSNZ provide the Assisting Club with a Letter of Appointment (the LOA), with specific reference to the applicable:
    - Bylaw(s)
    - National Convention Manual, and
    - Any special instructions or conditions.

These are to be followed by the parties in organising and running the National Convention.

- (f) The National Convention shall be conducted over a period not longer than a week but not less than three days.

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- (g) The Annual General Meeting of the Society shall be held during the National Convention.
- (h) The PSNZ Events subcommittee shall organise the National Convention in accordance with the LOA, and any additional directions of Council conveyed through the Councillor for Events, from time to time during the lead up to the Convention.
- (i) The PSNZ Events subcommittee will consist of:
- PSNZ Councillor for Events.
  - Off-Council event subcommittee (two to four selected persons).
  - Volunteers from the Assisting Club in the geographic location of the event.
- (j) The PSNZ Events subcommittee shall operate a proper accounting system over the duration of its activities. This should utilise an accounting software package rather than be based on spreadsheets. The following are particular requirements to be adhered to:
- PSNZ has established bank accounts for use for the banking for Conventions, and these shall be the only bank accounts used by PSNZ Events subcommittees for PSNZ National Conventions.
  - PSNZ is registered for GST and shall handle all GST matters relating to Conventions.
  - The Convention accounting system shall be run on a GST inclusive basis.
  - The Convention Registration form shall comply with GST legislation and regulations.
- (k) In organising the National Convention, the PSNZ Events subcommittee shall make provision in the programme of the Convention and at the Convention venue, for the formal presentation of the SONY National Exhibition prints and projected images as well as the winning images from the PSNZ Interclub competitions; and the successful Honours portfolios, and any other competitions or events as directed by the Councillor for National Competitions.
- (l) Unless specifically provided for in the LOA, the PSNZ Events subcommittee is not responsible for the organisation of the SONY National Exhibition, but has the right to recommend a suitable club to organise the National Exhibition as provided in Bylaw 11(d). The PSNZ Events subcommittee shall, invite a member of the National Exhibition subcommittee to be a member of the PSNZ Events subcommittee.
- (m) In the event that the PSNZ Events subcommittee proposes to use paid consultants or advisors to assist organise and/or run the Convention, the PSNZ Events subcommittee shall seek the prior approval of Council through the Councillor for Events, providing details of the scope of services to be provided by the consultant/advisor, the associated fees & charges, and details of the consultant/advisor's experience with events similar to the Convention. Any agreements or arrangements between the PSNZ Events subcommittee and such consultant/advisors shall be between these two

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parties and neither PSNZ nor Council shall be a party to such agreements or arrangements.

- (n) The PSNZ Events subcommittee may furnish a detailed request to the PSNZ Treasurer for an advance to fund the start-up costs through the Councillor for Events.
- (o) At least eight (8) months prior to the National Convention, the PSNZ Events subcommittee shall submit a budget package for the convention to Council for approval, through the Councillor for Events. This budget package shall be based on the guidelines and templates set out in the National Convention manual and shall include the following:
- The number of attendees budgeted for the convention.
  - The registration fee structure proposed for the convention. (Note that registration fees for non PSNZ Members are to be set 25% more than the fees for PSNZ Members).
  - A draft of the proposed Convention programme.
  - A budgeted profit and loss statement for the convention, showing all significant items of budgeted income and budgeted expenditure. Unless specifically directed otherwise by the LOA or the Councillor for Events, the convention shall be budgeted on achieving a profit after the inclusion of a prudent contingency provision.
  - Details of any planned grant application to the Bowron Foundation Trust.
  - Details of any contracted partner income.
  - Details of the major sponsors contracted and/or planned for the convention.
  - Details of any paid consultants or advisors to be used by the PSNZ Events subcommittee, with a copy of the Service Agreement established between the PSNZ Events subcommittee and the consultant/advisor.

Details of any pre – and – post Convention events planned by the PSNZ Events subcommittee including details of how these are to be funded.  
(Note: such events are NOT to be considered part of the Convention or included in the Convention budget).

- (p) The Councillor for Events shall submit the budget package to Council for formal approval and acceptance.
- (q) Council shall promptly consider and vote on the proposed budget package, with a majority vote of **all** Councillors being required for approval and acceptance of the budget package. In approving and accepting the budget package, Councillors shall give due consideration to the risks being assumed by the Society, particularly where the budgeted expenditure for the Convention is a high percentage of or exceeds the total annual turnover of the Society.

- (r) Both the PSNZ Events subcommittee and Council shall use their best endeavours to have the budget package approved at least six (6) months prior to the Convention.
- (s) Once approved and accepted by Council, the approved budget for the Convention shall be the reference document for the management and control of the organisation and running of the Convention. In particular, the PSNZ Events subcommittee shall establish and use a cost control system for the Convention based on the approved budget, making monthly reports to the Councillor for Events of costs and commitments to-date, against the approved budget. The Councillor shall in turn make monthly reports to Council.
- (t) In the event that the PSNZ Events subcommittee finds that it is likely that they will not be able to comply with the approved budget, either in terms of likely registrations/income for the Convention or likely costs associated with providing the Convention, the PSNZ Events subcommittee shall submit its proposed revisions to the approved budget to Council, through the Councillor for Events, for approval.
- (u) The Council shall handle any such requests for changes to the approved budget as quickly as possible, following the same procedures used for the original budget package as set out in clauses 8(o) and 8(p) above respectively. Once approved by Council, the revised budget shall become the approved budget and shall be used as the approved budget as specified elsewhere in this Bylaw.
- (v) The PSNZ Events subcommittee shall close out the Convention as quickly as possible after its conclusion.
- (w) Not later than six (6) months after the Convention, the PSNZ Events subcommittee shall submit through the Councillor for Events an audited set of financial statements for the Convention.