



Photographic Society of New Zealand Inc.

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 to outline the processes and jurisdiction given to the organising/host club for the National Convention. The convention organisation is a partnership between the host club and the Society, but it should be remembered that the host club is acting as a representative of the Society. The host organisers will strive to maintain the high standards as set by the Society.

A successful National Convention that meets the educational objectives of the Society – 'Helping Photographers Grow' is the intention and aim.

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- (a) The National Convention shall be held annually and shall be a partnership between the host club and the Society.
 - (b) The PSNZ Events Councillor shall provide assistance to the host club as per the National Convention Manual (updated November 2024).
 - (c) The National Convention shall be conducted at a venue approved by a majority vote at a General Council meeting and confirmed at the Annual General Meeting of the Society prior to the date of the convention.
 - (d) After the venue has been approved as provided in Bylaw8 (c) above, and the host club has accepted the invitation to assist, PSNZ will provide the host club with a Letter of Appointment (the LOA), with specific reference to the services that they are being contracted to fulfil.
 - (e) The National Convention shall be conducted over a period not longer than one week but not less than three days. The inclusion of a weekend is important so that the maximum number of people can attend.

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- (f) In organising the National Convention, the host club shall make provision in the programme of the Convention and at the Convention venue, for the formal presentation of the PSNZ National Exhibition prints and digital images as well as the winning images from the PSNZ Interclub competitions; the successful Honours distinction sets and any other competitions or events as directed by the Councillor responsible for National Competitions.
- (g) The host club is not responsible for the organisation of the PSNZ National Exhibition, but has the right to recommend a suitable club to organise the PSNZ National Exhibition as provided in Bylaw 11(d).
- (h) At least eight (8) months prior to the National Convention, the host club shall submit a budget package for the convention to Council for approval, through the Councillor for Events. This budget package shall include the following:
- The projected 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.
 - The Councillor for Partnerships will provide the amount to be built into the budget for income from industry partner or major sponsors.
 - Details of any pre – and – post convention events planned by the host club 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).
- (i) The Councillor for Events, after consultation with the PSNZ Treasurer shall submit the budget package to Council for formal approval and acceptance.
- (j) 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.
- (k) Both the host club and Council shall use their best endeavours to have the budget package approved at least six (6) months prior to the convention.

- (l) 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.
- (m) The PSNZ Treasurer shall report to Council on the financial position of the convention as part of their normal monthly reporting.
- (n) In the event that the host club 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 host club shall submit its proposed revisions to the approved budget to Council, through the Councillor for Events, for approval.
- (o) 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 (n) above. 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.
- (p) The host club shall close out the convention as quickly as possible after its conclusion, providing a full report to Council within 3 months.
- (q) Any surplus from running the convention shall be divided equally between the host club and PSNZ after all GST implications have been accounted for.
- (r) In the event of a deficit PSNZ will reimburse the host club for any shortfall that has come from lower than budgeted income. It will not reimburse for any losses from expenditure exceeding the approved budget.