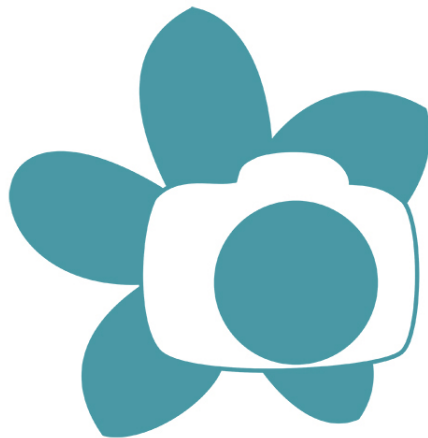

Mackay Camera Group Inc.



Club Handbook.
2024

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Club Officers

President Sue Mayer-Miller 0447 922331
Vice President Deb Ford 0417 795445
Secretary Jennise Carr 0417 199476
Treasurer Heather Atkinson 0437 549370
Member Stacey Nicholas 0418 593598
Member Carol Connolly 0407 680128

Life Member List

Kev McCane (Dec) John Blessas
Lois McCane John Pickup (Dec)
Graham Dixon

Club Meetings

Monthly meetings are held in the 'Sarina Meeting Room', Jubilee Community Centre, Alfred St, Mackay on the first Thursday of the month at 7:00 pm. There is no meeting in January.

Workshops are conducted on the 3rd Thursday of each month at 7:00pm, also in the 'Sarina Meeting Room', Jubilee Community Centre, Alfred St, Mackay.

Annual General Meeting (AGM)

Mackay Camera Group's Annual General Meeting is held just before the monthly meeting on the first Thursday in February each year.

Membership

Club membership is a once-a-year payment. These monies are used for the running of the club throughout the year and to cover public liability insurance. If you wish to enter club competitions, you will need to be a Financial Club Member.

Disability

Members who have a disability will be supported and reasonable adjustments will be made to ensure equal access for participation in the club, including access to information and workshops.

Meeting Preparations

When attending meetings the members must record their name on the Attendance Roll. If this is not done there is no record of attendance and the member will not be covered by the Club Public Liability Insurance.

As with all clubs, assistance is always appreciated in all forms from club members, and clubs would not exist without it.

Help is always appreciated and needed with the setting up of the room for the night proceedings and

packing away after the night has been enjoyed by all in attendance.

Setting up the room may involve arranging tables for workshops and judging and arranging seating for members and visitors.

Lending a helping hand builds camaraderie, appreciation and helps with getting to know other members as well.

Annual Membership

Fees are to be set at the AGM each January

Annual Fees for 2024 are; Single Person - \$55.00 Couple/Family - \$90.00 Junior/Student - \$20.00 Pensioner/Senior (over 60) - \$45

Fees are to be paid at the commencement of the calendar year, and before 28th February.

New members pay on Joining the Club. (Pro rata payment for the remainder of the year after June.)

Membership Fees must be paid in FULL before Club competitions can be entered.

Workshop Fees

Due to increasing risks of litigation, visitors (e.g., anyone NOT a financial member of the Mackay Camera Group) to workshops, will be asked to pay a “temporary” membership and have their name entered in a visitors register for that day.

This amount shall be equal to the PSQ insurance levy per financial member.

This amount will be refunded should that person subsequently become a financial member of the Mackay Camera Group.

Members are not required to pay fees for attending workshops unless additional expenses are incurred in the running of the workshop and the fees are agreed prior to the workshop. Examples of this would be catering, hire of models, venue or equipment.

Public Liability Insurance

The Club’s Public Liability Insurance is paid under the umbrella of PSQ [Photographic Society of Queensland].

This Insurance covers members attending meetings and events organized by the Mackay Camera Group only.

Members attending meetings should always have their attendance recorded.

This means that you **must sign** your name in the Attendance Register at all meetings

All workshops outside of club meetings must be ratified at a general meeting and recorded in the minutes.

The attendance register must be signed at all workshops for you to be covered by insurance.

Members are **NOT COVERED** by this Insurance when on privately organized photography outings. In these cases, you will need your own Insurance cover.

Website

Address- <http://www.mackaycameragroup.com>

Facebook Page

This page is for Camera Club Photos and comment only ...not for putting personal information up for all to see. It can be a great learning tool if used properly.

Club Program

New programs are chosen at the beginning of each year. Members are required to put forward their subject suggestions for discussion. Subjects are listed and all members in attendance are involved in the selection of the new subjects of interest for the year ahead.

Supper

After each Meeting held in the Sarina Room, coffee, tea and milk are supplied by Mackay City Council. Members are on a roster system each month to provide a light supper to share.

Club Competitions

Club Competition GRADES

There are four Grades of Competition: Advanced , Intermediate, Novice and Beginners.

New members can begin in the grade they think is most appropriate for their skill and experience level. If they are unsure which grade to enter, members of the executive can assist .

Members grades are regularly reviewed, so that members can move between grades as appropriate .

Mackay Camera Group Judging Criteria

AWARD LEVELS	JUDGING CRITERIA
GOLD	<p>Images judged to be at this level should be of exceptional quality. Image has strong emotional influence, visual impact or creativity and narrative content. Very interesting subject matter High level of impact to the viewer - (image has wow factor) Very strong use of compositional elements Technically very well handled</p>
SILVER	<p>Images judged to be at this level should be of above average quality Image has some emotional influence, visual impact or creativity and narrative content. Interesting subject matter Medium level of impact to the viewer - (image attracts viewers attention) Technically well handled.</p>
BRONZE	<p>Images judged to be at this level should be of average quality Image shows some aspects of emotion, impact, creativity or story Images may include interesting subject matter. Technically reasonably well handled.</p>
ACCEPTANCE	<p>Images judged at this level should be of acceptable quality Image is acceptable in most respects (technical, content, composition etc) and creates some interest for the viewer. The score could be raised by some small improvements.</p>

Monthly Competition

Monthly competitions are mostly of an Open subject. There are some months that have a themed subject.

Members in all Grades may enter up to 4 digital images, to be uploaded via the link on the club website, by the 10th day of the month. Images for members in Advanced, Intermediate and Novice grades are judged externally by an accredited PSQ judge. Images for members in Beginners Grade are judged by other experienced photographers within our club.

Images must not have the name of the photographer, or date or any watermark on the front of the image. Judges may award one image as Photo of the Month, earning an additional one (1) point, in every grade. Judges also have the discretion to award a second image as photo of the month if they choose.

Points are awarded and totaled toward the yearly trophies.

Trophies

Advanced Grade Champion – for the highest points accumulated throughout the year.

Intermediate Grade Champion - for the highest points accumulated throughout the year.

Novice Champion – for the highest points accumulated throughout the year.

John Pickup memorial trophy for the most improved photographer – for the most significant improvement of a photographer, as determined by the executive.

The Kev McCane Trophy – awarded to the person with the highest overall score and can be in either Advanced Grade or Intermediate Grade.

Judging

If you are selected to judge for the Beginners level, you are asked to do so in a constructive manner. The benefit of having your images judged is to help improve your photography.

It is in everyone's interest that the judge is fair and constructive to help improve the overall standard of the Club.

It is important to listen to the external or internal Judge's comments. A lot can be learnt from this.

It is important to understand that you may not always agree with the Judges' decision or critique, but the Judges' decision is final and should be accepted with good grace.

Members share their images for judging in good faith. It is therefore extremely important that members are respectful of other member's photos and of the judges' comments.

Members need to be aware that images submitted for judging may be published on the club's website and on social media or in the newsletter, and shared with other members.

Scoring Submitted Photographs

How the scores are calculated toward the end of year trophies.

Gold 4 points: Images judged to be this level should be of exceptional quality.

Silver 3 points: Images judged to be this level should be above average quality.

Bronze 2 Points: Images judged to be this level should be of average quality.

Acceptance 1 Point: Images judged at this level should be of acceptable quality.

Photo(s) of the Month additional 1 point:

Workshop Meeting Night

Workshops are held on the third Thursday of the month (except January). This is our learning night, and the club usually has a pre-planned program for the night.

If anyone has a special request of an activity, feel free to talk to the workshop coordinator.

Club Outings/Excursions

Once every month the club organizes a social outing for its members. It is usually a planned destination or event in our local area where there is an opportunity for taking great photographs.

Always open for suggestions from members.

Club Newsletter

Every month the Club puts out a newsletter after the Competition Night

Members with email receive it through email

Members without email may request to receive it by Post

A great deal of information is included in the newsletter including (but not limited to):

- *Competition award winning photos are displayed
- *News of up-and-coming events
- *Helpful information and ideas
- *Entry information for external club competitions that the club receives for distribution

Mackay Show

The Mackay Show is held in June over three (3) days, from the third Tuesday until the third Thursday of June.

Mackay Camera Group Members assist with the organization of the Mackay Show Photography competition entries every year. Club members are encouraged to consider entering this local competition event.

Club AGM [Annual General Meeting]

The club holds its Annual General Meeting on the first Thursday in February at the start of the first general meeting of the year.

It is a very important meeting for the club as it is when Executive Members step down and their positions need to be filled.

In becoming a member of any club, we need to appreciate the hours of work happily donated by those who fill positions within the Executive Committee, that without these a club would not exist for everyone to enjoy the benefits. This area is always a challenge and needs to be shared. There is always help available to those members willing to step in and fill a position they may not be familiar with.

Committee Positions

PRESIDENT

There are two main duties of the President of the Mackay Camera Group (MCG)

The first is to chair the regular meetings of MCG, namely monthly meetings and committee meetings.

The second is to act as a coordinator of MCG members to ensure that tasks required for the successful running of the club are allocated and carried out.

Also, the President, along with the Secretary, Treasurer and the Vice President, are signatories to the MCG bank account and the approval of at least two of these four approved people is required for any payments.

In the task of chairing competition and workshop meetings the President will:

Welcome members (particularly new members).

Make announcements of upcoming events.

Make announcements of general club news.

Make announcements of recent committee meetings and decisions made.

Introduce speakers/presenters/judges.

Announce supper break and/or reconvene meeting after supper break.

Close the meeting at the conclusion of presentations.

In the task of chairing committee meetings, the President will:

(Prior to the meeting)

Prepare the agenda for the meeting.

(During the meeting)

Ensure that a quorum is present.

Facilitate discussion and resolution of items on the agenda (and any extra business).

Close the meeting at the conclusion of business.

The task of coordination is mostly addressed via the committee meetings, but also requires the President to:

Read and respond to correspondence from committee and other club members relating to the operation of the club.

Motivate and inspire all club members to be involved in club activities.

VICE PRESIDENT:

Brief: The Vice-President is responsible for assisting the President in the execution of their duties.

Primary Duties: Assist the President to chair the regular meetings and to fill this role should the President be unable to be present.

Auxiliary Duties: Assist other committee members in the execution of their duties and report to the President the operation of these roles.

SECRETARY:

Brief: Maintain correspondence on behalf of members.

Primary Duties: Minutes: take minutes at monthly meetings and AGM.

Email minutes to committee members.

Circulate copies of the previous AGM prior to the current AGM.

Agenda: list incoming and outgoing mail.

Reports (such as Treasurer's Report): filed for audits.

Collect mail from Post Office Box.

Correspondence: Maintain correspondence as required by committee and archive (some important items kept electronically).

TREASURER:

Brief: It is the Treasurer's role to oversee the club's finances, to prepare the books of account and to report on Income and Expenditure at committee meetings. Annual reports must be prepared for the AGM.

Primary Duties: Attend club meetings and arrange payment of monies to be expended on the night.

Prepare receipts and cheques as needed to record transactions.

Record deposits for income such as subscriptions, club events or any other income earned by the club.

Arrange payment of the club's bills.

Arrange for payment to competition judges or other presenters being paid by the club and make sure that adequate documentation is prepared to establish that a transaction has taken place.

Complete bank reconciliation statements to reconcile the club's records against bank statements.

Prepare Income and Expenditure statements for committee meetings.

Prepare annual Financial Reports for the AGM.

Make the books of account available for the auditor if this is required.

Report to the committee on financial matters.

Register signatures of new signatories with the bank.

ORDINARY MEMBERS:

The primary role of ordinary committee members is to have input into the management of the club and to support the President, Vice President and Secretary in the operation and running of the club. They may also take on additional appointed roles.

Appointed Roles

Newsletter Editor:

Brief: Produces a newsletter each month and emails out to all financial members. Mail a printed copy if requested.

Competition Coordinator & Score Keeper

Brief: Oversees monthly club competitions throughout the year.

Primary Duties: Organize external judges for the Advanced, Intermediate and Novice Grades for competition; and internal judges for the Beginners competition.

Receive electronic images and forward these on to the relevant judge.

Provide a list of monthly judges for the year to members.

Collect competition results each month after judging and prepare images for display at Club meeting. Keep a tally of members' scores.

Workshop/Outings coordinators

Brief: Organizes the workshops and outings.

Primary Duties: Gathers information from members regarding any requested workshops & outings

Invites presenters to run workshops, as required.

Organizes outings with venues/locations as required

Provides a calendar for the year, to be communicated to members.

Financial Member:

Brief: Financial Members are not tied to a particular role but are encouraged to be active and assist where possible.

Photographic Definitions

Explanation of what Photographic terms used mean.

PSQ – Photographic Society of Queensland

SEQ – Salon of Excellence Queensland

APS – Australian Photographic Society

Landscape: A photographic image featuring the natural vista of the land. A tree, buildings or people may be included, but must not dominate.

Seascape: A photographic image where the sea or waves dominate.

Cityscape/Urban: Photographic images may include City, Suburban Country or Industrial landscapes, this includes buildings, freeways and structural objects that impose or make a dramatic impression on the viewer. People may be included in this category, but they must not dominate the image.

Monochrome: Any image containing shades of only one colour. If toning with a particular colour is carried out, it must be over the total photograph – partial toning and /or the addition of one extra colour are not acceptable.

Nature: Nature photography depicts living, untamed animals, birds and uncultivated plants in a natural habitat, geology and the wide diversity of natural phenomena, from insects to icebergs. Photographs of animals, which are domesticated, caged or under any form of restraint, as well as photographs of cultivated plants are not eligible.

NOTE; There are differing definitions pertaining to the “hand of man” depending upon the competition’s organizing body.

Any manipulation or modification to the original Nature image is limited to minor retouching of blemishes and must not alter the content of the original scene.

Open / Pictorial: Any subject that is pleasing to the eye.

Portrait: A photograph of a person or persons that may range from a head shot to a full-length study. This section includes both candid photography and formal portraits.

Creative / Altered Reality: The photographer may apply any artistic creativity or manipulation that they wish to an image. The original image must have been taken by the photographer and the creative work or manipulation must have been carried out by the photographer. Judging will take into account the creative and artistic ideas displayed in the image and the technical skills employed in the creative process.

Macro: Macro photography will mean images taken close up within 50cm or so from the camera. i.e., close-up photography. Classically a macro image is one in which the size of the subject produced either as a print or digital image is greater than life size.

Transport: An image portraying a mode or means of transporting or conveying something from one place to another, for example, a pair of shoes, a railway line, a ship or escalator.

Photo Journalism & Social Documentary: The photographic record of an event that tells a story or social commentary concerned with both human and non-human subject matter. In the interest of credibility, contrived scenes or digital photographic manipulations that alter the truth are not acceptable. Images that have been modified by using software for artistic effect are acceptable. The image should portray a visual impact of an item or occurrence that would be of public interest.

SEQ: [SALON OF EXCELLENCE QUEENSLAND]

This Salon is under the umbrella of **PSQ [Photographic Society of Queensland]** and is run in conjunction with the PSQ Convention. This competition is held every year, and is an individual entry, so each member is responsible for their own entry to the competition. This competition has a small entry fee attached but is well worth the experience.

There are 2 Grades to the competition:

- A Grade
- NON-A Grade

There are set subjects: These same subjects are for Digital images as well as Prints

- People: Monochrome or Colour
- Open: Monochrome
- Open: Colour
- Nature: Colour
- Social Documentary (Monochrome)
- Creative

Full instruction for this competition is available on the SEQ [Salon of Excellence Queensland] website www.salonofexcellencequeensland.com or PSQ website www.psq.org.au/ Do not hesitate to have a look at the site for yourself. Club Members are reminded of this event.

Judging of SEQ

Members can attend the judging of the event. Time, dates and place would be made available on the PSQ website.

Results of the Competition - Announcement, display of the winners and Presentation of awards are made at the PSQ Convention.

PSQ [Photographic Society of Queensland] Convention

This Convention is held once every year, on the Queen's Birthday long weekend. It is hosted each year by a different Camera Club. So is a great opportunity to see new places firsthand with resident members of the area happy to share their surroundings with visitors.

This Convention is a full weekend of Events, Guest Speakers and Workshops. There is so much to be learnt and lots of fun and laughs to be had. Likeminded people from all over Queensland attend this weekend of events and share knowledge and stories and create new friendships.

Once you have been to one of these Conventions you will not want to miss out on another event ever.

For Full information regarding this Convention, it is available on the PSQ website –
<http://www.psq.org.au/>

Closer to the event the Hosting Camera Club will put out their Program and information of what is going to be on offer at the Convention.

Club members will be advised as the event comes closer.

Mackay Camera Club Constitution

Model Rules

1 Interpretation

(1) In these rules—

Act means the *Associations Incorporation Act 1981*.

present—

(a) at a management committee meeting, see rule 23(6); or

(b) at a general meeting, see rule 37(2).

(2) A word or expression that is not defined in these model rules, but is defined in the Act has, if the context permits, the meaning given by the Act.

2 Name

The name of the incorporated association is **MACKAY CAMERA GROUP INC.** (*the association*).

3 Objects

The objects of the association are—

To increase the individuals knowledge of photography and his photographic technique;

To promote fellowship and exchange of ideas;

To make and exhibit all branches of photography;

To foster contests and hold lectures, demonstrations and photographic courses;

To interest people in photography as a hobby and therefore promote the advancement of photography as a science and as art;

To do all such other lawful things as are incidental or conducive to the attainment of the above objects of any of them.

SEE ATTACHED APPENDIX “B”

4 Powers

(1) The association has the powers of an individual.

(2) The association may, for example—

(a) enter into contracts; and

(b) acquire, hold, deal with and dispose of property; and

(c) make charges for services and facilities it supplies; and

(d) do other things necessary or convenient to be done in carrying out its affairs.

(3) The association may take over the funds and other assets and liabilities of the present unincorporated association known as the [*to be completed*] (the *unincorporated association*).

(4) The association may also issue secured and unsecured notes, debentures and debenture stock for the association.

5 Classes of members

- (1) The membership of the association consists of ordinary members, and any of the following classes of members— **SEE ATTACHED APPENDIX “B”**
- (2) The number of ordinary members is unlimited.

6 Automatic membership

A person who, on the day the association is incorporated, was a member of the unincorporated association and who, on or before a day fixed by the management committee, agrees in writing to become a member of the incorporated association, must be admitted by the management committee—

- (a) to the equivalent class of membership of the association as the member held in the unincorporated association; or
- (b) if there is no equivalent class of membership—as an ordinary member.

7 New membership

- (1) An applicant for membership of the association must be proposed by 1 member of the association (the *proposer*) and seconded by another member (the *seconder*).
- (2) An application for membership must be—
 - (a) in writing; and
 - (b) signed by the applicant and the applicants proposer and seconder; and
 - (c) in the form decided by the management committee.

8 Membership fees

- (1) The membership fee for each ordinary membership and for each other class of membership (if any)—
 - (a) is the amount decided by the members from time to time at a general meeting; and
 - (b) is payable when, and in the way, the management committee decides.
- (2) A member of the incorporated association who, before becoming a member, has paid the members annual subscription for membership of the unincorporated association on or before a day fixed by the management committee, is not liable to pay a further amount of annual subscription for the period before the day fixed by the management committee as the day on which the next annual subscription is payable.

9 Admission and rejection of new members

- (1) The management committee must consider an application for membership at the next committee meeting held after it receives—
 - (a) the application for membership; and

-
- (b) the appropriate membership fee for the application.
- (2) The management committee must ensure that, as soon as possible after the person applies to become a member of the association, and before the management committee considers the persons application, the person is advised—
- (a) whether or not the association has public liability insurance; and
 - (b) if the association has public liability insurance—the amount of the insurance.
- (3) The management committee must decide at the meeting whether to accept or reject the application.
- (4) If a majority of the members of the management committee present at the meeting vote to accept the applicant as a member, the applicant must be accepted as a member for the class of membership applied for.
- (5) The secretary of the association must, as soon as practicable after the management committee decides to accept or reject an application, give the applicant a written notice of the decision.

10 When membership ends

- (1) A member may resign from the association by giving a written notice of resignation to the secretary.
- (2) The resignation takes effect at—
- (a) the time the notice is received by the secretary; or
 - (b) if a later time is stated in the notice—the later time.
- (3) The management committee may terminate a member’s membership if the member—
- (a) is convicted of an indictable offence; or
 - (b) does not comply with any of the provisions of these rules; or
 - (c) has membership fees in arrears for at least 2 months; or
 - (d) conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the association.
- (4) Before the management committee terminates a member’s membership, the committee must give the member a full and fair opportunity to show why the membership should not be terminated.
- (5) If, after considering all representations made by the member, the management committee decides to terminate the membership, the secretary of the committee must give the member a written notice of the decision.

11 Appeal against rejection or termination of membership

- (1) A person whose application for membership has been rejected, or whose membership has been terminated, may give the secretary written notice of the persons intention to appeal against the decision.
- (2) A notice of intention to appeal must be given to the secretary within 1 month after the person receives written notice of the decision.
- (3) If the secretary receives a notice of intention to appeal, the secretary must, within 1 month after receiving the notice, call a general meeting to decide the appeal.

12 General meeting to decide appeal

- (1) The general meeting to decide an appeal must be held within 3 months after the secretary receives the notice of intention to appeal.

(2) At the meeting, the applicant must be given a full and fair opportunity to show why the application should not be rejected or the membership should not be terminated.

(3) Also, the management committee and the members of the committee who rejected the application or terminated the membership must be given a full and fair opportunity to show why the application should be rejected or the membership should be terminated.

(4) An appeal must be decided by a majority vote of the members present and eligible to vote at the meeting.

(5) If a person whose application for membership has been rejected does not appeal against the decision within 1 month after receiving written notice of the decision, or the person appeals but the appeal is unsuccessful, the secretary must, as soon as practicable, refund the membership fee paid by the person.

13 Register of members

(1) The management committee must keep a register of members of the association.

(2) The register must include the following particulars for each member—

(a) the full name of the member.

(b) the postal or residential address of the member.

(c) the date of admission as a member.

(d) the date of death or time of resignation of the member.

(e) details about the termination or reinstatement of membership.

(f) any other particulars the management committee or the members at a general meeting decide.

(3) The register must be open for inspection by members of the association at all reasonable times.

(4) A member must contact the secretary to arrange an inspection of the register.

(5) However, the management committee may, on the application of a member of the association, withhold information about the member (other than the member's full name) from the register available for inspection if the management committee has reasonable grounds for believing the disclosure of the information would put the member at risk of harm.

14 Prohibition on use of information on register of members

(1) A member of the association must not—

(a) use information obtained from the register of members of the association to contact, or send material to, another member of the association for the purpose of advertising for political, religious, charitable or commercial purposes; or

(b) disclose information obtained from the register to someone else, knowing that the information is likely to be used to contact, or send material to, another member of the association for the purpose of advertising for political, religious, charitable or commercial purposes.

(2) Subrule (1) does not apply if the use or disclosure of the information is approved by the association.

15 Appointment or election of secretary

(1) The secretary must be an individual residing in Queensland, or in another State but not more than 65km from the Queensland border, who is—

-
- (a) a member of the association elected by the association as secretary; or
 - (b) any of the following persons appointed by the management committee as secretary—
 - (i) a member of the associations management committee.
 - (ii) another member of the association.
 - (iii) another person.
- (2) If the association has not elected an interim officer as secretary for the association before its incorporation, the members of the management committee must ensure a secretary is appointed or elected for the association within 1 month after incorporation.
- (3) If a vacancy happens in the office of secretary, the members of the management committee must ensure a secretary is appointed or elected for the association within 1 month after the vacancy happens.
- (4) If the management committee appoints a person mentioned in subrule (1)(b)(ii) as secretary, other than to fill a casual vacancy on the management committee, the person does not become a member of the management committee.
- (5) However, if the management committee appoints a person mentioned in subrule (1)(b)(ii) as secretary to fill a casual vacancy on the management committee, the person becomes a member of the management committee.
- (6) If the management committee appoints a person mentioned in subrule (1)(b)(iii) as secretary, the person does not become a member of the management committee.
- (7) In this rule— *casual vacancy*, on a management committee, means a vacancy that happens when an elected member of the management committee resigns, dies or otherwise stops holding office.

16 Removal of secretary

- (1) The management committee of the association may at any time remove a person appointed by the committee as the secretary.
- (2) If the management committee removes a secretary who is a person mentioned in rule 15(1)(b)(i), the person remains a member of the management committee.
- (3) If the management committee removes a secretary who is a person mentioned in rule 15(1)(b)(ii) and who has been appointed to a casual vacancy on the management committee under rule 15(5), the person remains a member of the management committee.

17 Functions of secretary

The secretary's functions include, but are not limited to—

- (a) calling meetings of the association, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the president of the association; and
- (b) keeping minutes of each meeting; and
- (c) keeping copies of all correspondence and other documents relating to the association; and
- (d) maintaining the register of members of the association.

18 Membership of management committee

- (1) The management committee of the association consists of a president, treasurer, and any other members the association members elect at a general meeting.

(2) A member of the management committee, other than a secretary appointed by the management committee under rule 15(1)(b)(iii), must be a member of the association.

(3) At each annual general meeting of the association, the members of the management committee must retire from office, but are eligible, on nomination, for re-election.

(4) A member of the association may be appointed to a casual vacancy on the management committee under rule 21.

19 Electing the management committee

(1) A member of the management committee may only be elected as follows—

(a) any 2 members of the association may nominate another member (the *candidate*) to serve as a member of the management committee;

(b) the nomination must be—

(i) in writing; and

(ii) signed by the candidate and the members who nominated him or her; and

(iii) given to the secretary at least 14 days before the annual general meeting at which the election is to be held;

(c) each member of the association present and eligible to vote at the annual general meeting may vote for 1 candidate for each vacant position on the management committee;

(d) if, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.

(2) A person may be a candidate only if the person—

(a) is an adult; and

(b) is not ineligible to be elected as a member under section 61A of the Act.

(3) A list of the candidates names in alphabetical order, with the names of the members who nominated each candidate, must be posted in a conspicuous place in the office or usual place of meeting of the association for at least 7 days immediately preceding the annual general meeting.

(4) If required by the management committee, balloting lists must be prepared containing the names of the candidates in alphabetical order.

(5) The management committee must ensure that, before a candidate is elected as a member of the management committee, the candidate is advised—

(a) whether or not the association has public liability insurance; and

(b) if the association has public liability insurance—the amount of the insurance.

20 Resignation, removal or vacation of office of management committee member

(1) A member of the management committee may resign from the committee by giving written notice of resignation to the secretary.

(2) The resignation takes effect at—

(a) the time the notice is received by the secretary; or

(b) if a later time is stated in the notice—the later time.

-
- (3) A member may be removed from office at a general meeting of the association if a majority of the members present and eligible to vote at the meeting vote in favour of removing the member.
 - (4) Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed from office.
 - (5) A member has no right of appeal against the members removal from office under this rule.
 - (6) A member immediately vacates the office of member in the circumstances mentioned in section 64(2) of the Act.

21 Vacancies on management committee

- (1) If a casual vacancy happens on the management committee, the continuing members of the committee may appoint another member of the association to fill the vacancy until the next annual general meeting.
- (2) The continuing members of the management committee may act despite a casual vacancy on the management committee.
- (3) However, if the number of committee members is less than the number fixed under rule 24(1) as a quorum of the management committee, the continuing members may act only to—
 - (a) increase the number of management committee members to the number required for a quorum; or
 - (b) call a general meeting of the association.

22 Functions of management committee

- (1) Subject to these rules or a resolution of the members of the association carried at a general meeting, the management committee has the general control and management of the administration of the affairs, property and funds of the association.
- (2) The management committee has authority to interpret the meaning of these rules and any matter relating to the association on which the rules are silent, but any interpretation must have regard to the Act, including any regulation made under the Act.

Note—

The Act prevails if the associations rules are inconsistent with the Act—see section 1B of the Act.

- (3) The management committee may exercise the powers of the association—
 - (a) to borrow, raise or secure the payment of amounts in a way the members of the association decide; and
 - (b) to secure the amounts mentioned in paragraph (a) or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the association in any way, including by the issue of debentures (perpetual or otherwise) charged upon the whole or part of the associations property, both present and future; and
 - (c) to purchase, redeem or pay off any securities issued; and
 - (d) to borrow amounts from members and pay interest on the amounts borrowed; and
 - (e) to mortgage or charge the whole or part of its property; and
 - (f) to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the association; and
 - (g) to provide and pay off any securities issued; and
 - (h) to invest in a way the members of the association may from time to time decide.

(4) For subrule (3)(d), the rate of interest must not be more than the current rate being charged for overdrawn accounts on money lent (regardless of the term of the loan) by—

(a) the financial institution for the association; or

(b) if there is more than 1 financial institution for the association—the financial institution nominated by the management committee.

23 Meetings of management committee

(1) Subject to this rule, the management committee may meet and conduct its proceedings as it considers appropriate.

(2) The management committee must meet at least once every 4 months to exercise its functions.

(3) The management committee must decide how a meeting is to be called.

(4) Notice of a meeting is to be given in the way decided by the management committee.

(5) The management committee may hold meetings, or permit a committee member to take part in its meetings, by using any technology that reasonably allows the member to hear and take part in discussions as they happen.

(6) A committee member who participates in the meeting as mentioned in subrule (5) is taken to be present at the meeting.

(7) A question arising at a committee meeting is to be decided by a majority vote of members of the committee present at the meeting and, if the votes are equal, the question is decided in the negative.

(8) A member of the management committee must not vote on a question about a contract or proposed contract with the association if the member has an interest in the contract or proposed contract and, if the member does vote, the members vote must not be counted.

(9) The president is to preside as chairperson at a management committee meeting.

(10) If there is no president or if the president is not present within 10 minutes after the time fixed for a management committee meeting, the members may choose 1 of their number to preside as chairperson at the meeting.

24 Quorum for, and adjournment of, management committee meeting

(1) At a management committee meeting, more than 50% of the members elected to the committee as at the close of the last general meeting of the members form a quorum.

(2) If there is no quorum within 30 minutes after the time fixed for a management committee meeting called on the request of members of the committee, the meeting lapses.

(3) If there is no quorum within 30 minutes after the time fixed for a management committee meeting called other than on the request of the members of the committee—

(a) the meeting is to be adjourned for at least 1 day; and

(b) the members of the management committee who are present are to decide the day, time and place of the adjourned meeting.

(4) If, at an adjourned meeting mentioned in subrule (3), there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

25 Special meeting of management committee

-
- (1) If the secretary receives a written request signed by at least 33% of the members of the management committee, the secretary must call a special meeting of the committee by giving each member of the committee notice of the meeting within 14 days after the secretary receives the request.
 - (2) If the secretary is unable or unwilling to call the special meeting, the president must call the meeting.
 - (3) A request for a special meeting must state—
 - (a) why the special meeting is called; and
 - (b) the business to be conducted at the meeting.
 - (4) A notice of a special meeting must state—
 - (a) the day, time and place of the meeting; and
 - (b) the business to be conducted at the meeting.
 - (5) A special meeting of the management committee must be held within 14 days after notice of the meeting is given to the members of the management committee.

26 Minutes of management committee meetings

- (1) The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each management committee meeting are entered in a minute book.
- (2) To ensure the accuracy of the minutes, the minutes of each management committee meeting must be signed by the chairperson of the meeting, or the chairperson of the next management committee meeting, verifying their accuracy.

27 Appointment of subcommittees

- (1) The management committee may appoint a subcommittee consisting of members of the association considered appropriate by the committee to help with the conduct of the associations operations.
- (2) A member of the subcommittee who is not a member of the management committee is not entitled to vote at a management committee meeting.
- (3) A subcommittee may elect a chairperson of its meetings.
- (4) If a chairperson is not elected, or if the chairperson is not present within 10 minutes after the time fixed for a meeting, the members present may choose 1 of their number to be chairperson of the meeting.
- (5) A subcommittee may meet and adjourn as it considers appropriate.
- (6) A question arising at a subcommittee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative.

28 Acts not affected by defects or disqualifications

- (1) An act performed by the management committee, a subcommittee or a person acting as a member of the management committee is taken to have been validly performed.
- (2) Subrule (1) applies even if the act was performed when—
 - (a) there was a defect in the appointment of a member of the management committee, subcommittee or person acting as a member of the management committee; or

(b) a management committee member, subcommittee member or person acting as a member of the management committee was disqualified from being a member.

29 Resolutions of management committee without meeting

(1) A written resolution signed by each member of the management committee is as valid and effectual as if it had been passed at a committee meeting that was properly called and held.

(2) A resolution mentioned in subrule (1) may consist of several documents in like form, each signed by 1 or more members of the committee.

30 First annual general meeting

The first annual general meeting must be held within 6 months after the end date of the association's first reportable financial year.

31 Subsequent annual general meetings

Each subsequent annual general meeting must be held—

(a) at least once each year; and

(b) within 6 months after the end date of the association's reportable financial year.

32 Business to be conducted at annual general meeting of level 1 incorporated associations and particular level 2 and 3 incorporated associations

(1) This rule applies only if the association is—

(a) a level 1 incorporated association; or

(b) a level 2 incorporated association to which section 59 of the Act applies; or

(c) a level 3 incorporated association to which section 59 of the Act applies.

(2) The following business must be conducted at each annual general meeting of the association—

(a) receiving the association's financial statement, and audit report, for the last reportable financial year;

(b) presenting the financial statement and audit report to the meeting for adoption;

(c) electing members of the management committee;

(d) for a level 1 incorporated association—appointing an auditor or an accountant for the present financial year;

(e) for a level 2 incorporated association, or a level 3 incorporated association, to which section 59 of the Act applies—appointing an auditor, an accountant or an approved person for the present financial year.

33 Business to be conducted at annual general meeting of other level 2 incorporated associations

(1) This rule applies only if the association is a level 2 incorporated association to which section 59A of the Act applies.

-
- (2) The following business must be conducted at each annual general meeting of the association—
- (a) receiving the association's financial statement, and signed statement, for the last reportable financial year;
 - (b) presenting the financial statement and signed statement to the meeting for adoption;
 - (c) electing members of the management committee;
 - (d) appointing an auditor, an accountant or an approved person for the present financial year.

34 Business to be conducted at annual general meeting of other level 3 incorporated associations

- (1) This rule applies only if the association is a level 3 incorporated association to which section 59B of the Act applies.
- (2) The following business must be conducted at each annual general meeting of the association—
- (a) receiving the association's financial statement, and signed statement, for the last reportable financial year;
 - (b) presenting the financial statement and signed statement to the meeting for adoption;
 - (c) electing members of the management committee.

35 Notice of general meeting

- (1) The secretary may call a general meeting of the association.
- (2) The secretary must give at least 14 days notice of the meeting to each member of the association.
- (3) If the secretary is unable or unwilling to call the meeting, the president must call the meeting.
- (4) The management committee may decide the way in which the notice must be given.
- (5) However, notice of the following meetings must be given in writing—
- (a) a meeting called to hear and decide the appeal of a person against the management committee's decision—
 - (i) to reject the person's application for membership of the association; or
 - (ii) to terminate the person's membership of the association;
 - (b) a meeting called to hear and decide a proposed special resolution of the association.
- (6) A notice of a general meeting must state the business to be conducted at the meeting.

36 Quorum for, and adjournment of, general meeting

- (1) The quorum for a general meeting is at least the number of members elected or appointed to the management committee at the close of the association's last general meeting plus 1.
- (2) However, if all members of the association are members of the management committee, the quorum is the total number of members less 1.
- (3) No business may be conducted at a general meeting unless there is a quorum of members when the meeting proceeds to business.
- (4) If there is no quorum within 30 minutes after the time fixed for a general meeting called on the request of members of the management committee or the association, the meeting lapses.

(5) If there is no quorum within 30 minutes after the time fixed for a general meeting called other than on the request of members of the management committee or the association—

(a) the meeting is to be adjourned for at least 7 days; and

(b) the management committee is to decide the day, time and place of the adjourned meeting.

(6) The chairperson may, with the consent of any meeting at which there is a quorum, and must if directed by the meeting, adjourn the meeting from time to time and from place to place.

(7) If a meeting is adjourned under subrule (6), only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.

(8) The secretary is not required to give the members notice of an adjournment or of the business to be conducted at an adjourned meeting unless a meeting is adjourned for at least 30 days.

(9) If a meeting is adjourned for at least 30 days, notice of the adjourned meeting must be given in the same way notice is given for an original meeting.

37 Procedure at general meeting

(1) A member may take part and vote in a general meeting in person, by proxy, by attorney or by using any technology that reasonably allows the member to hear and take part in discussions as they happen.

(2) A member who participates in a meeting as mentioned in subrule (1) is taken to be present at the meeting.

(3) At each general meeting—

(a) the president is to preside as chairperson; and

(b) if there is no president or if the president is not present within 15 minutes after the time fixed for the meeting or is unwilling to act, the members present must elect 1 of their number to be chairperson of the meeting; and

(c) the chairperson must conduct the meeting in a proper and orderly way.

38 Voting at general meeting

(1) At a general meeting, each question, matter or resolution, other than a special resolution, must be decided by a majority of votes of the members present.

(2) Each member present and eligible to vote is entitled to 1 vote only and, if the votes are equal, the chairperson has a casting vote as well as a primary vote.

(3) A member is not entitled to vote at a general meeting if the member's annual subscription is in arrears at the date of the meeting.

(4) The method of voting is to be decided by the management committee.

(5) However, if at least 20% of the members present demand a secret ballot, voting must be by secret ballot.

(6) If a secret ballot is held, the chairperson must appoint 2 members to conduct the secret ballot in the way the chairperson decides.

(7) The result of a secret ballot as declared by the chairperson is taken to be a resolution of the meeting at which the ballot was held.

39 Special general meeting

- (1) The secretary must call a special general meeting by giving each member of the association notice of the meeting within 14 days after—
- (a) being directed to call the meeting by the management committee; or
 - (b) being given a written request signed by—
 - (i) at least 33% of the number of members of the management committee when the request is signed; or
 - (ii) at least the number of ordinary members of the association equal to double the number of members of the association on the management committee when the request is signed plus 1; or
 - (c) being given a written notice of an intention to appeal against the decision of the management committee—
 - (i) to reject an application for membership; or
 - (ii) to terminate a person's membership.
- (2) A request mentioned in subrule (1)(b) must state—
- (a) why the special general meeting is being called; and
 - (b) the business to be conducted at the meeting.
- (3) A special general meeting must be held within 3 months after the secretary—
- (a) is directed to call the meeting by the management committee; or
 - (b) is given the written request mentioned in subrule (1)(b); or
 - (c) is given the written notice of an intention to appeal mentioned in subrule (1)(c).
- (4) If the secretary is unable or unwilling to call the special meeting, the president must call the meeting.

40 Proxies

- (1) An instrument appointing a proxy must be in writing and be in the following or similar form—

MACKAY CAMERA GROUP INC.

I, _____ of ,

Being a member of the association,

appoint _____ of

as my proxy to vote for me on my behalf at the (annual) general meeting of the association, to be held on

the _____ day of _____ 20

and at any adjournment of the meeting.

Signed this _____ day of _____ 20 .

Signature

- (2) The instrument appointing a proxy must—
- (a) if the appointor is an individual—be signed by the appointor or the appointor's attorney properly authorised in writing; or
 - (b) if the appointor is a corporation—
 - (i) be under seal; or

-
- (ii) be signed by a properly authorised officer or attorney of the corporation.
- (3) A proxy may be a member of the association or another person.
- (4) The instrument appointing a proxy is taken to confer authority to demand or join in demanding a secret ballot.
- (5) Each instrument appointing a proxy must be given to the secretary before the start of the meeting or adjourned meeting at which the person named in the instrument proposes to vote.
- (6) Unless otherwise instructed by the appointor, the proxy may vote as the proxy considers appropriate.
- (7) If a member wants a proxy to vote for or against a resolution, the instrument appointing the proxy must be in the following or similar form—

MACKAY CAMERA GROUP INC

I, _____ of,

Being a member of the association,

Appoint _____ of
as my proxy to vote for me on my behalf at the (annual) general meeting of the association, to be held on

the _____ day of _____ 20____
and at any adjournment of the meeting.

Signed this _____ day of _____ 20____ .

Signature

This form is to be used *in favour of/*against [*strike out whichever is not wanted*] the following resolutions—

[*List relevant resolutions*]

41 Minutes of general meetings

- (1) The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each general meeting are entered in a minute book.
- (2) To ensure the accuracy of the minutes—
- (a) the minutes of each general meeting must be signed by the chairperson of the meeting, or the chairperson of the next general meeting, verifying their accuracy; and
 - (b) the minutes of each annual general meeting must be signed by the chairperson of the meeting, or the chairperson of the next meeting of the association that is a general meeting or annual general meeting, verifying their accuracy.
- (3) If asked by a member of the association, the secretary must, within 28 days after the request is made—
- (a) make the minute book for a particular general meeting available for inspection by the member at a mutually agreed time and place; and
 - (b) give the member copies of the minutes of the meeting.
- (4) The association may require the member to pay the reasonable costs of providing copies of the minutes.

42 By-laws

- (1) The management committee may make, amend or repeal by-laws, not inconsistent with these rules, for the internal management of the association.
- (2) A by-law may be set aside by a vote of members at a general meeting of the association.

43 Alteration of rules

- (1) Subject to the Act, these rules may be amended, repealed or added to by a special resolution carried at a general meeting.
- (2) However an amendment, repeal or addition is valid only if it is registered by the chief executive.

44 Common seal

- (1) The management committee must ensure the association has a common seal.
- (2) The common seal must be—
 - (a) kept securely by the management committee; and
 - (b) used only under the authority of the management committee.
- (3) Each instrument to which the seal is attached must be signed by a member of the management committee and countersigned by—
 - (a) the secretary; or
 - (b) another member of the management committee; or
 - (c) someone authorised by the management committee.

45 Funds and accounts

- (1) The funds of the association must be kept in an account in the name of the association in a financial institution decided by the management committee.
- (2) Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the association.
- (3) All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- (4) A payment by the association of \$100 or more must be made by cheque or electronic funds transfer.
- (5) If a payment of \$100 or more is made by cheque, the cheque must be signed by any 2 of the following—
 - (a) the president;
 - (b) the secretary;
 - (c) the treasurer;
 - (d) any 1 of 3 other members of the association who have been authorised by the management committee to sign cheques issued by the association.
- (6) However, 1 of the persons who signs the cheque must be the president, the secretary or the treasurer.
- (7) Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed not negotiable.
- (8) A petty cash account must be kept on the imprest system, and the management committee must decide the amount of petty cash to be kept in the account.

(9) All expenditure must be approved or ratified at a management committee meeting.

46 General financial matters

(1) On behalf of the management committee, the treasurer must, as soon as practicable after the end date of each financial year, ensure a financial statement for its last reportable financial year is prepared.

(2) The income and property of the association must be used solely in promoting the association's objects and exercising the association's powers.

47 Documents

The management committee must ensure the safe custody of books, documents, instruments of title and securities of the association.

48 Financial year

The end date of the association's financial year is **31st of December** in each year.

49 Distribution of surplus assets to another entity

(1) This rule applies if the association—

(a) is wound-up under part 10 of the Act; and

(b) has surplus assets.

(2) The surplus assets must not be distributed among the members of the association.

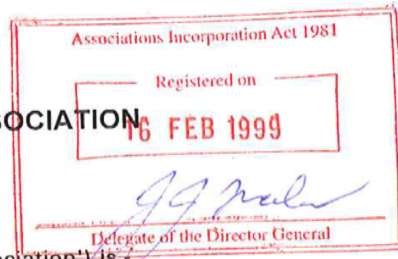
(3) The surplus assets must be given to another entity—

(a) having objects similar to the association's objects; and

(b) the rules of which prohibit the distribution of the entity's income and assets to its members.

(4) In this rule— *surplus assets* see section 92(3) of the Act..

APPENDIX "B"
TO
APPLICATION FOR INCORPORATION OF AN ASSOCIATION



RULE 1 - NAME

The name of the incorporated association (in these rules called 'the association') is

MACKAY CAMERA GROUP INC

Note: Please ensure that the name inserted is identical to the 1st choice listed at 1(b) on the Application for Incorporation of an Association. Include the word "Incorporated" or "Inc." at the end of the name.

RULE 2 - OBJECTS

The objects for which the association is established are -

TO INCREASE THE INDIVIDUALS KNOWLEDGE OF PHOTOGRAPHY AND HIS
PHOTOGRAPHIC TECHNIQUE; TO PROMOTE FELLOWSHIP AND EXCHANGE OF
IDEAS; TO MAKE AND EXHIBIT ALL BRANCHES OF PHOTOGRAPHY;
TO FOSTER CONTESTS AND HOLD LECTURES, DEMONSTRATIONS AND
PHOTOGRAPHIC CAUSES; TO INTEREST MORE PEOPLE IN PHOTOGRAPHY AS
A HOBBY AND THEREFORE PROMOTE THE ADVANCEMENT OF PHOTOGRAPHY
AS A SCIENCE AND AN ART; TO DO ALL SUCH OTHER LAWFUL THINGS
AS ARE INCIDENTAL OR CONDUCTIVE TO THE ATTAINMENT OF THE ABOVE
OBJECTS OF ANY OF THEM.

Note: If there is not enough space in this appendix for the objects, attach additional pages.

RULE 3 - POWERS

(3) The association may take over the funds and other assets and liabilities of the present unincorporated association known as the -

MACKAY CAMERA GROUP

Note: Insert the current name of the unincorporated association. Please ensure that this unincorporated name is the same as the name listed as 1(a) on the Application for Incorporation of an Association.

RULE 3 - FINANCIAL YEAR

The financial year of the association shall close on 31 DECEMBER 1998

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RULE 4 - CLASSES OF MEMBERSHIP

Notes: If the association has classes of membership in addition to "ordinary" members, ALL columns of the table must be completed for each additional class of membership. If the association has a class of membership that provides for persons under 18 years of age, please note that persons under the age of 18 years are not entitled to vote or to hold positions on the association's management committee. These limitations should be reflected in the column headed "Limitations Relating to the Class of Membership".

CLASS OF MEMBERSHIP	IS MEMBERSHIP OF THE CLASS TO BE LIMITED OR UNLIMITED IN NUMBER?	IF THE CLASS OF MEMBERSHIP IS TO BE LIMITED IN NUMBER, HOW?	LIMITATIONS RELATING TO THE CLASS OF MEMBERSHIP	ENTRY REQUIREMENTS FOR CLASS OF MEMBERSHIP
<i>Example only</i>	<i>Limited</i>	<i>There are to be no more than 100 junior members at any time.</i>	<i>1. May not vote. 2. Not eligible for election to management committee positions.</i>	<i>1. Must be under 18 years of age. 2. Must be a registered hockey player.</i>
1. Ordinary	Unlimited	N/A	Nil	<ul style="list-style-type: none"> 1) MUST BE AN AMATEUR PHOTOGRAPHER 2) MUST BE 18 YRS OR OVER
2. PENSIONER	UNLIMITED	N/A	NIL	<ul style="list-style-type: none"> 1) MUST BE AN AMATEUR PHOTOGRAPHER 2) MUST HOLD A CURRENT PENSION CARD
3. JUNIOR	UNLIMITED	N/A	<ul style="list-style-type: none"> 1) MAY NOT VOTE 2) NOT ELIGIBLE FOR ELECTION TO MANAGEMENT COMMITTEE 	<ul style="list-style-type: none"> 1) MUST BE AN AMATEUR PHOTOGRAPHER 2) MUST BE 17 YRS OF AGE OR UNDER
4.				

The matters contained in this Appendix are the insertions to the Model Rules agreed to by special resolution of the association members.

Dated at MURRAY this 22ND day of JANUARY 1999

AMENDED FORM
Doc. No - 0 <u>0205/1758</u>

B. Buhall
(Appointed Person)