

VAPS By-Laws 2007

1. INTERPRETATION

- (1) By-laws are those rules adopted by the Association that can be implemented or negated by the Committee without formal approval of Councillors at a general meeting.
- (2) These rules or regulations are binding upon member Clubs and the Association Committee Members.
- (3) The Committee shall maintain and make available to all Member Clubs a 'Document of Policies' as part of By-Law operations.
- (4) It is the responsibility of the Committee to govern the Association in its best interests.
- (5) These By-Laws should be read in conjunction with the VAPS Constitution (2005)

2. COMMITTEE OF MANAGEMENT

- (1) The officers of the Association shall be:
 - A President
 - A Vice-President
 - A Secretary
 - A Treasurer
 - Not fewer than six (6) other officers
- (2) These officers shall form the Committee of Management of the Association.
- (3) The President may hold office for a maximum period of two consecutive years; all other Officers are eligible for re-election.
- (4) The Immediate Past President may be re-elected to the committee and may hold any portfolio.
- (5) The Committee of Management members shall be assigned portfolios and be guided by these by-laws.

2.1 PRESIDENT

The President of the Association shall:

- (1) Report to the Association's Committee of Management and Councillors.
- (2) In accordance with the Constitution of the Association, act as Chairman at each general meeting or committee meeting and to uphold the Constitution and by-laws of the Association.
- (3) Provide to the committee, the objectives and plans for the year, with the Association's Vision Statement being the basis for such plans and proposals.
- (4) Perform all ceremonial duties and to represent the Association as necessary.

2.2 VICE PRESIDENT

The Vice President of the Association shall:

- (1) Report to the Association's Committee of Management and Councillors.
- (2) In accordance with the Constitution of the Association, act as Chairman at each general meeting or committee meeting in the absence of the President, and uphold the Constitution and by-laws of the Association.
- (3) Provide advice and assistance to the President and Committee as required.
- (4) Assist members of the Association by encouraging the public display of photographic images and their involvement in all levels of photography.

2.3 SECRETARY

The Secretary of the Association shall:

- (1) Keep minutes of the resolutions and proceedings of each general meeting and each Committee meeting in books provided for that purpose together with a record of the names of persons present at Committee meetings.
- (2) Conduct and keep records of all correspondence on behalf of the Association.
- (3) Make available the books referred to in sub-clause 1 for inspection by members.

The Secretary shall be paid a yearly honorarium, the amount of which shall be set at the Annual General Meeting.

2.4 TREASURER

The Treasurer of the Association shall:

- (1) Collect and receive all monies due to the Association and make all payments authorised by the Council and/or the Committee. (This may be done by the Assistant Treasurer)
- (2) Keep correct accounts and books showing the financial affairs of the Association with full details of all income and expenditure connected with the activities of the Association.
- (3) Make available the accounts and books referred to in sub-clause 2 for inspection by members.

3. MEETINGS

- (1) All meetings shall be convened in accordance with the Constitution of the Association.

4. SUB-COMMITTEES

- (1) The Committee of Management may from time to time appoint sub-committees to manage the operations of the Association.
- (2) Sub-committees will comprise a Director and as many members as are required.
- (3) The President shall preside, ex-officio, on all sub-committees; however, he may delegate any member of the committee to preside on sub-committees in his absence.
- (4) The Secretary shall be an ex-officio member of all sub-committees.
- (5) Sub-committees may include, but not be limited to, the following:
 - Convention sub-committee
 - Interclub sub-committee
 - Publications sub-committee
 - Web-site and IT sub-committee
 - Awards sub-committee
 - VAPS National Exhibition sub-committee.

5. ASSOCIATION OPERATIONS

- (1) The Association shall be managed by the Committee in accordance with sound business practices, its Constitution, By-Laws and Policies.
- (2) The Committee shall endeavour to produce a continual forward five year plan that is reviewed annually, and made available to all Member Clubs as required, in detail or in summary, at each annual general meeting.

6. CONVENTION SUB-COMMITTEE

The Committee shall organise and run an annual Convention (or Muster) with the aim of bringing together members of affiliated clubs throughout Victoria to participate in workshops, lectures and exhibitions, and to generally further the aims and objectives of VAPS as set out in the Policies and Information Guide. An Awards Dinner shall be held in conjunction with the Convention.

The Convention sub-committee is in charge of all arrangements of the Annual Convention.

The sub-committee is responsible for arranging venues, selecting lecturers, printing of the convention book, catering and transport.

The sub-committee shall co-ordinate with the Interclub Competition sub-committee for the transport and display of the Interclub entries

7. INTERCLUB COMPETITION SUB-COMMITTEE

The Committee shall organise and run an annual Interclub Competition whose aim is to encourage and improve photography throughout Victoria, and to facilitate the comparison of standards between clubs and members.

The Interclub Competition sub-committee is responsible for the arranging and judging of entries.

The sub-committee shall co-ordinate with the Convention Director for the transport and display of the entries at the convention.

At the close of the convention, the sub-committee is responsible for the return of entries to clubs.

8. PUBLICATIONS SUB-COMMITTEE

The Publications Sub-Committee is responsible for compilation, printing and distribution of the publications of the Association.

9. SERVICE AND OTHER AWARDS

The Association shall acknowledge meritorious service on recommendation to the Committee by sponsors, who must duly complete the relevant application form. Applications must be lodged by the Half Yearly General meeting, in order to be considered for presentation at the Annual Awards Dinner.

9.1 VAPS Service Award (SSVAPS)

- (1) The award of SSVAPS is given for **exceptional** service to photography, the growth of and the advancement of the photographic art, in or through, VAPS Affiliated Camera Clubs in the State of Victoria for a period of not less than twelve (12) years. The award, which is presented at the annual VAPS Convention, consists of a Blue and Gold bar with the VAPS logo attached, an engraved Gold VAPS Medallion and a written citation.
- (2) The nominee must have worked extensively for the improvement of photography in at least one affiliated VAPS Camera Club – all possible details must be given on the application form, as this is the only information used in deciding whether or not the application is to be approved
- (3) Application Criteria

The nominee must have experience in most of the following areas. However in exceptional circumstances, where a nominee has rendered outstanding service to his/her club but does not come within the laid down criteria, the VAPS Committee reserves the right to accept an award nomination.

- **Judging** – at Country / Metropolitan clubs and National or International competitions for a period of at least three years.
- **Lecturing** – at Country / Metropolitan clubs, VAPS and National conventions, commercial activity, or community lecturing over a period of at least three years.

- **Officiating at club level** – as a member of their club, or actively assisting in club programs for at least two years
- **Exhibitions** – assisting at any State / Metropolitan exhibitions that promote photography, for a period of at least three years
- **Teaching** - in Primary, Secondary or other schools or community facility, where it is done in a voluntary capacity, or in camera club courses, or VAPS events, for a period of at least three years.
- **Working** - in any field to promote photography within the community, and/or the membership of camera clubs for a period of at least three years.
- **Officiating at state level** – as a member of the VAPS executive committee for a period of at least two years.

Club members who are certified by their club as having been an active member of the club in excess of 20 years and who meet most of the above conditions will automatically be awarded an SSVAPS.

(4) Award Conditions

- The nominee must be a financial member of a VAPS affiliated club with twelve (12) years of membership in one or more VAPS clubs. During this period of membership the nominee should have been actively involved in the club.
- Each nomination must be sponsored by two members of a VAPS affiliated club OR by two members of the VAPS Committee of Management.
- All nominations are treated as confidential.
- The VAPS Committee of Management will advise sponsors whether nominations are successful or not prior to the Annual Convention. Unsuccessful nominations will be given reasons and may be resubmitted for reconsideration.
- The VAPS Committee of Management reserves the right to change or amend these award conditions or criteria. All clubs will be notified of any changes at the AGM preceding the closing date for nominations.
- The closing date for nominations is the Half Yearly meeting.
- All successful nominees are entitled to use the letters SSVAPS (State Service Victorian Association of Photographic Societies) after their name.

9.2 VAPS Meritorious Service Award

- (1) The VAPS Meritorious Service Award is an honour given by the Camera Club movement in Victoria. It is awarded to those people who have given significant service within their club **OR** to the advancement of the Camera Club movement in Victoria. The award consists of a Red and Gold bar with the VAPS logo attached and is presented at the Annual VAPS Convention, accompanied by a written citation.
- (2) Applications must be lodged by sponsors (generally the nominee's club) at or before the Half Yearly General Meeting, to be considered for presentation at the Annual Convention.

All possible details must be given on the application form, as this is the only information used in deciding whether or not the application is to be approved.

- (3) The nominee should experience in at least three (3) of the five (5) areas listed over a period of not less than five (5) years.
 - **Judging** - Specify the breadth of judging. For example: Country / Metropolitan clubs, National, International competitions. For how long has the individual been judging?
 - **Lecturing** - Specify the breadth of lectures. For example Country / Metropolitan clubs VAPS and National Conventions, Commercial applications, Community Lecturing. What topics does the nominee lecture on?

- **Exhibitions** – List exhibitions, including National and International competitions, where the nominee has displayed their photographs.
- **Working** - List areas where the nominee has given of their time in the development of the camera club movement. Include areas where the nominee has participated in the organising of events, exhibitions or competitions at club and state level for other clubs or the community. List all official positions held by the nominee.
- **Club life** - For how long has the nominee been involved in the camera club movement? List all areas of club life where the nominee has participated.

(4) Award Conditions

- The nominee must be a financial member of a VAPS affiliated club. (This does include life members.)
- The nominee must have had at least ten (10) years of membership, not concurrent, with one or more VAPS affiliated clubs.
- Each nomination must be sponsored by two members of a VAPS affiliated club OR by two members of the VAPS Committee of Management.
- All nominations are treated as confidential.
- The VAPS Committee of Management will advise sponsors whether nominations are successful or not prior to the Annual Convention. Unsuccessful nominations will be given reasons and may be resubmitted for reconsideration.
- The closing date for nominations is the Half Yearly meeting

- (5) The VAPS Committee of Management reserves the right to amend the criteria listed in 3 and 4. All clubs will be notified of any changes at the A G M preceding the closing date for nominations.

9.3 Year Bars

- (1) Year bars are awarded by clubs to members in recognition of their years of active involvement with their club. The Year bars are presented at the Annual Convention and are available after 10, 15, 20, 25, 30, 35, 40, 45 or 50 years.
- (2) Membership does not have to be with the same club, and breaks through ill health and overseas trips are acceptable.
- (3) Concurrent membership of several clubs does not count.
- (4) Each nomination must be sponsored by the relevant club and signed by the club president and secretary.
- (5) The closing date for nominations is the Half Yearly meeting.

9.4 Exhibition awards

- (1) The VAPS Committee of Management will provide medallions to be awarded at National and International exhibitions, on application to the Committee.

10. AFFILIATION FEES

- (1) The Annual Affiliation Fees are due and payable within 60 days of the 1st day of November.
- (2) These fees are for the next calendar year.
- (3) These fees shall be set at the previous Annual General Meeting.