

# Scottish Photographic Federation

(Founded 1903)

## The Constitution and Bye-laws of the Scottish Photographic Federation

- 1.1 The title shall be The Scottish Photographic Federation (S P.F.)
- 1.2 A Society may be affiliated to the SPF only if it is a camera club, photographic society, photographic club or photographic group with a published constitution and published programme of events, united by a common interest in photography, meeting in person for mutual co-operation, education, entertainment or competition solely from a physical location within Scotland.
- 1.3 The objectives of the SPF are to promote co-operation between, and organise activities for the mutual benefit of, Affiliated Societies as well as promoting the general advancement of photography.  
All affiliated Societies shall pay an annual subscription and any additional levy as fixed by the Annual General Meeting (AGM). They shall also pay the Photographic Alliance of Great Britain (PAGB) affiliation fee.  
**All such moneys are due on 1st January of each year.**
- 1.4 All affiliated societies shall, as a condition of their affiliation, supply a contact person's name, address and telephone number to be published in the SPF Directory.
- 1.5 *All personal data obtained by the SPF and used to facilitate the administration of the SPF, its services and events will be handled in compliance with our SPF Data Protection Policy*
- 2.1 The AGM of the Federation shall be held by 1st week in Nov. each year and each Affiliated Society is entitled to be represented by two members as delegates. All members of Affiliated Societies may attend the AGM **but only two delegates may vote.**
- 2.2 Not less than 10 days notice shall be given to the SPF Executive Committee and Secretaries of Affiliated Societies of any General Meeting. This notice of meeting shall include notice of any special business to be discussed thereat. Notwithstanding the failure to give notice of any item of business the President or acting Chairperson may, at their discretion permit to be transacted.
- 2.3 Representatives of 10 Affiliated Societies shall constitute a Quorum at any General Meeting.
- 2.4 A report of the years proceedings by the Secretary and other Office-Bearers, together with an audited statement by the Federation's financial position at the proceeding 31st December, shall be submitted to the AGM.  
An auditor shall be elected at the AGM. No member of the Executive Committee may act as Auditor
- 3.1 An Executive Committee shall be responsible to the AGM for the general administration of the Federation.
- 3.2 The Executive Committee shall consist of:  
President, Senior Vice President, Junior Vice President, General Secretary, Treasurer, Hon Vice President, Area Representatives, Immediate Past President, 14 Ordinary Members
- Ordinary Members will be expected to undertake the other Offices of the Federation and will be appointed to these by the Executive Committee. These may include  
FIAP Liaison Officer; Bulletin Editor; Lecturer and Judges Secretary; Portfolio Secretary; Member of the PAGB Executive Committee; Custodian
- 3.3 The posts of President and Senior Vice President shall be filled respectively by the Senior and Junior Vice Presidents. The Executive Committee may also nominate any or all of its existing members to continue in office. Intimations of nominations received in due time shall be stated in the notice of the AGM.  
In the event of no written nominations for any particular post being received in due time such nominations may be accepted at the AGM.
- 3.4 The President shall hold Office for not more than two consecutive years. In the event of the Presidency becoming vacant between AGM's the post shall be filled by the Senior Vice President who shall be eligible for re-election as President but, in such case, may hold Office of President for not more than three consecutive years. The Immediate Past President remains a full member of the Executive Committee.
- 3.5 Area Representatives shall be nominated to represent such groups or Societies as shall be determined from time to time by the Executive Committee. They shall be nominated by any or all of the societies within that grouping. In the event of more than one nomination being received in due time prior to the AGM the Executive Committee shall organise a ballot of the Societies to be represented.
- 3.6 All Executive Committee members assume Office immediately after election. Except for the President, they are not allowed to vote at Annual or Special General Meetings unless appointed Society delegates. The President or acting Chair shall have a casting vote at all Executive Committee meetings.
- 3.7 Five members shall form a quorum at Executive Committee meetings.
- 3.8 The Executive Committee may fill vacancies at any time subject to confirmation at the next AGM and such members will hold office in the same manner as other members of the Executive Committee. The Executive Committee may also co-opt additional non-voting members.
- 4.1 All money shall be lodged in the bank in the name of The Scottish Photographic Federation and the operations on the Federation's account shall be by the Treasurer. All other documents and bonds shall be signed as the Executive Committee directs from time to time.
- 5.1 The Executive Committee may convene a Special General Meeting (SGM) having the same powers as an AGM.
- 5.2 The Secretary may also call a SOM on receipt of a request to hold such a meeting signed by the Secretaries of not less than 10 Affiliated Societies. Such requests must specify the business to be transacted and the meeting must be held within 28 days of receipt of the request.
- 6.1 Individuals who have made outstanding contributions to the Federation or its Societies or, in very exceptional cases, to individual Societies may be appointed to the Roll of Honour.
- 6.2 Such appointments will be made at the AGM, the recommendation being given by the Executive Committee acting alone or in response to nominations by Affiliated Societies.
- 6.3 The SPF Roll of Honour will be published annually together with the criteria applied by the Executive Committee in approving recommendations. (please note that no person should be informed of his or her nomination to the Roll of Honour) until the Executive Committee has agreed such nomination.
- 7.1 This Constitution shall not be altered except by the vote of the majority of Delegates at an AGM or SGM
- 7.2 The Proposal to amend this Constitution shall be by motion from the Executive Committee or by an Affiliated Society and must be included in the Notice of the AGM or SGM.