



The Northern Ireland Photographic Association

Rules and Constitution 2017

1. The Association shall be called:

THE NORTHERN IRELAND PHOTOGRAPHIC ASSOCIATION

(hereinafter referred to as "The Association")

2. The object of the Association is the advancement of photography in all its aspects.
3. Membership of the Association shall be open to all photographic societies in Northern Ireland whose constitution is approved by the Council of the Association and which have a minimum of fifteen members, or a lesser number if so approved by the Council.
4. Affiliation to the Association shall be open to groups of two or more clubs. Such a group will be known as an 'Affiliated Group' and will be entitled to use the wording 'Affiliated to the Northern Ireland Photographic Association' on group stationery.
5. The following conditions must be fulfilled by an Affiliated Group:
 - a. It must have a constitution approved by the Council of the Association, which must contain a dissolution clause.
 - b. It must maintain Public Liability Insurance at all times.
 - c. It must have a written Child Protection Policy¹.
 - d. It must pay an Affiliation Fee to the Honorary Treasurer of the Association. The time payment is due and the penalty for late payment shall be as set out in rule 35, save that there will be no reductions for new Affiliated Groups.
6. The Council may, at its sole discretion, suspend an Affiliated Group. Any suspended Affiliated Group will have the right of appeal to a General Meeting of the Association and may send two representatives to speak at such a meeting. An appeal will succeed if the suspended group obtains a simple majority in its favour.
7. The Association shall be managed by a Council consisting of the following officers:
 - a. The President
 - b. The Vice-President
 - c. The Honorary Treasurer
 - d. The Honorary Secretary
 - e. The Honorary Assistant Secretary
 - f. The Immediate Past President

¹ Please check the NIPA [Website](#) for possible updates to the child protection policy and/or for a new policy relating to vulnerable adults.

g. The Member on the Executive Committee of the Photographic Alliance of Great Britain

together with the following members:

h. One Council Member appointed by each Member Society

i. The Past Presidents as stipulated in Rule 9

j. The Honorary Life Vice-Presidents

k. Any co-opted members as stipulated in Rule 19.

8. The Officers, Past Presidents, and Honorary Life Vice-Presidents stipulated in Rule 7 may not be appointed as Council Members by Member Societies.
9. All Past-Presidents may attend and speak at all General Meetings of the Association, and for a period of five consecutive years following their term as Immediate Past President may attend, speak, and vote, at all Council Meetings.
10. At Council Meetings a quorum shall consist of thirteen Council Members, which must include at least three officers and at least ten Members who have been appointed to the council by Member Societies.
11. At General Meetings a quorum shall consist of fifty Members, which must include at least fifteen Council Members from Member Societies.
12. The President shall preside at all Meetings. In their absence the Vice-President shall preside. If both are absent the Council Members present shall appoint a chairperson from their number.
13. Each Council Member, except Honorary Life Vice-Presidents, shall have one vote, and the President shall also have a casting vote.
14. Persons being proposed as officers of the Association shall be nominated in writing by the Secretary of a Member Society or a Council Member, not less than thirty days before the date of the Annual General Meeting, provided the nominees have given their prior consent.
15. Each officer of the Association must be a bona-fide member of a Member Society, and is to be elected annually at the Annual General Meeting.
16. At least twenty-one days notice of the venue, date, and agenda of the Annual General Meeting shall be given to the Honorary Secretary of each Member Society and to each Council Member.
17. The Association shall hold an Annual General Meeting between the twenty-first day of March and the twenty-first day of April of each year, at which Council Members and Past Presidents, plus two Representatives from each Member Society should be present to speak and to vote, and at which it shall:
 - a. Receive the Honorary Secretary's Report
 - b. Receive the Honorary Treasurer's Report, and adopt the Accounts, if passed
 - c. Determine the subscription for the incoming year

- d. Elect a President, which office may not be held for more than two consecutive years by any one person.
- e. Elect the other officers stipulated in Rule 7, with the exception of the Member from the Association on the Executive Committee of the Photographic Alliance of Great Britain.
- f. Nominate a Council Member for election to the Executive Committee of the Photographic Alliance of Great Britain at their Annual General Meeting to be held in the year following the Association's Annual General meeting.
- g. Appoint two auditors who must have no involvement of any description in the Association's financial business.
- h. Debate any proposal on the agenda, and subsequently, any proposal arising in the course of the meeting.
- i. Attend to any other necessary business.

18. If an officer resigns, or cannot execute their duties the Council shall have authority to co-opt an officer in their place.

19. The Council shall have authority to:

- a. Determine its own procedure
- b. Make bye-laws
- c. Appoint committees for special duties with powers to be defined at the time of appointment. Members of such committees need neither be Council Members nor members of Member Societies, except that the chairman of each committee must be a Council Member.
- d. Elect societies or Affiliated Groups to the Association, or suspend societies or Affiliated Groups from the Association. In the case of suspension thirty days notice must be given to the Honorary Secretary of the Member Society, or Affiliated Group concerned, which shall have the right of appeal to an Extraordinary General Meeting called for that purpose.
- e. Recommend to the Annual General Meeting the subscription payable to the Association by Member Societies and Affiliated Groups for the succeeding year.
- f. Invite any person to attend and speak at Council Meetings, for such period of time, and with such limitations as may be determined by the Council.
- g. Co-opt not more than two people as Council Members for specified purposes.

20. The President, Honorary Treasurer, Honorary Secretary and Honorary Assistant Secretary, if deputising for the Honorary Secretary, shall have the right to attend all committee meetings.

21. The Council shall meet as often as the affairs of the Association require, on dates fixed by a previous Council Meeting, or on dates fixed by the Honorary Secretary in consultation with the President.

22. The Honorary Secretary shall give at least seven days notice, in writing, of all Council Meetings, to Council Members and the secretaries of Member Societies. The notice should include the agenda for the meeting.
23. Each Council Member appointed by a member Society, as stated in Rule 7, shall subsequently exercise their personal judgment in respect of all Council business with the sole object of furthering the aims of the NIPA as a whole. They shall:
 - a. Attend all meetings as notified by the Honorary Secretary.
 - b. Ensure that a deputy attends the Council in their absence.
 - c. In the case of a Member Society situated more than fifty miles from the venue of the meeting the Member Society concerned may authorise the Honorary Secretary to vote on its behalf but must so inform the Honorary Secretary, in writing, and state the specific business on the agenda on which they may vote.
 - d. Ensure that their Member Society is fully informed of all business transacted by the Council.
24. If a Member wishes to have a proposal put on the agenda for a Council Meeting the Honorary Secretary of the Member Society must so inform the Honorary Secretary of the Association, in writing, at least fourteen days before the appropriate meeting.
25. Any proposal before a Council meeting or General Meeting must receive a seconder at the meeting.
26. All proposals before the Council shall be decided by a simple majority vote except as otherwise stated in these rules.
27. Admission of a Society to the Association or suspension of a Member Society or Affiliated Group from the Association can only be passed if at least two-thirds of those eligible to vote at the meeting are in favour of such admission or suspension.
28. An appeal against any decision by the Council may be made at an Annual General Meeting, or an Extraordinary General Meeting called for that specific purpose.
29. The Honorary Secretary shall:
 - a. Keep the minutes of all Council Meetings and General Meetings.
 - b. Read the minutes of the previous meeting, which, if accepted as a true record, shall be signed by the Chairman.
 - c. Convene all Council Meetings and General Meetings as stated in these rules.
 - d. Prepare a formal report of the Council's activities for the Annual General Meeting.
30. The Honorary Assistant Secretary shall assist the Honorary Secretary as requested by him/her and deputise for the Honorary Secretary if and when necessary.
31. The Honorary Treasurer shall have authority, subject only to the Council's over-riding authority, to conduct all financial transactions on behalf of the Association, except that the Council must give prior consent for any form of investment of funds.

32. The Honorary Treasurer shall:

- a. Receive all monies payable to the Association.
- b. Keep proper accounts, and see that such are kept by the honorary Treasurers of all committees appointed by the Council.
- c. Prepare an annual Income and Expenditure Account and Balance sheet, and see that, where appropriate, these are prepared by the treasurers of all committees appointed by the Council.
- d. See that all accounts are audited.
- e. Prepare audited copies of the main accounts, and those of such committees as the Treasurer may decide, to be issued seven days prior to the Annual General Meeting, or an Extraordinary General Meeting when required, to all members of such a meeting. In the case of society representatives to General meetings two copies shall be sent to the Honorary Secretary of each Member Society who should forward a copy to each of the Society's Representatives to the General Meeting.
- f. Be a signatory to all the Association's bank and investment accounts.

33. The Financial Year shall end on the thirty-first day of December.

34. The funds of the Association shall be deposited in a bank account, or invested as agreed by the Council. Cheques must be signed by one signatory out of three appointed by the Council.

35. The Annual Subscription shall be due on the second day of January in the current year and must be received by the Honorary Treasurer on or before the thirty-first day of January. Member Societies or Affiliated Groups who have not paid by this date will be suspended from membership until the Honorary Treasurer receives the payment due.

36. New Member Societies, or former Member Societies being readmitted to membership after an absence in excess of three years, will pay a reduced membership fee. This reduced fee will be one third of the NIPA fee for the first year of membership and two thirds for the second year of membership.

37. All proposals concerning finance can only be passed if at least two-thirds of the eligible voters present at a meeting vote in favour of the proposal.

38. Alterations or amendments to this Constitution can only be made at an Annual General Meeting or an Extraordinary General Meeting called for that purpose. Such alterations or amendments can only be passed if at least two-thirds of the eligible voters present at the meeting vote in favour of the amendment.

39. At an Extraordinary General Meeting Council Members plus two Representatives from each Member Society should be present to speak and to vote.

40. Member Societies must receive at least twenty-one days notice of an Extraordinary General Meeting, and such notice must state the specific business for which the meeting is called.

41. An Extraordinary General Meeting must be called by the Honorary Secretary upon receipt of a written request for such a meeting signed by the Chairmen, Honorary Secretaries and Council Members from not less than four Member Societies, except as stated in rule 42. Such a request must state the business for which the meeting is being called, and must be received by the Honorary Secretary at least thirty days before the proposed date of the meeting.
42. An Extraordinary General Meeting to consider an appeal against the suspension of a Member Society or Affiliated Group must be called by the Honorary Secretary upon receipt of a written request for such a meeting signed by the Chairman, Honorary Secretary and Council Member from the Member Society or Affiliated Group concerned.
43. At an Extraordinary General Meeting called to consider an appeal against suspension of a Member Society the appeal shall be upheld if the Member Society concerned receives a simple majority in its favour.
44. Any Member Society resigning from the Association must so inform the Honorary Secretary, in writing, and receipt of such a letter of resignation must be acknowledged by the Honorary Secretary.
45. Member Societies will normally be liable for all subscriptions due prior to and on the date of receipt of a letter of resignation.
46. Should the Association be wound up then each Member Society shall contribute equally to defray the winding up costs, including the payment of outstanding creditors. Monies raised through the realisation of assets shall be set against any such debts and winding up costs, and any remaining balance shall be divided equally amongst the Member Societies.
47. The Council shall have authority to appoint, from time to time, Honorary Life Vice- Presidents. Those so appointed shall have the right to attend and speak, but not to vote, at all Council Meetings and General Meetings.
48. The Association will apply and uphold the Child Protection Policy adopted by the thirty-eighth Annual General Meeting, together with any subsequent amendments approved by the Council in order to ensure that the Policy continues to conform to any changes in child protection legislation. Each Member Society must have a written Child Protection Policy and appoint a Child Protection Officer².

Adopted at Annual General Meeting - April 2017

² Please check the NIPA [Website](#) for possible updates to the child protection policy and/or for a new policy relating to vulnerable adults.