

# Constitution of the United Photographic Postfolios of Great Britain (UPP)

## Article

1. The Society shall be called the United Photographic Postfolios of Great Britain (abbreviated title UPP). It shall exist for the circulation of photographic images, and for the mutual photographic advancement of its members. It shall consist of one or more circles, each of which shall preferably have no fewer than ten members.
2. The control of the Society shall be vested in an Executive Council whose decisions shall be final and binding on the members of the Society. The Executive Council shall consist of **eleven** members made up as follows: President, Vice-President, General Secretary, Treasurer, Membership and Folio Circulation Secretary, Publicity Secretary, Editor of The Little Man Journal, Competition Secretaries (2), Stationery Secretary and Webmaster. The President will serve for a maximum of three years and all other Executive Council members shall retire annually but shall be eligible for re-election.

### **The Archivist is to be elected but not as a member of the Council**

3. Nominations for all Executive Council members shall be sent in writing to the General Secretary by any member of the Society.
4. A nomination paper shall be sent to every member not later than two months prior to the date fixed for the Annual General Meeting. The latest date for receiving nominations shall be four weeks prior to the Annual General meeting.
5. All nominees must receive a minimum of three nominations to be declared a candidate for any office and their consent must have been obtained in writing, by the members submitting the nomination.
6. In the event of no nominations being received, and the current members of the Executive Council having expressed willingness to continue in the same capacity, no further action need be taken.
7. When there is more than the requisite number of candidates for any office, a secret ballot shall be held at the Annual General Meeting.
8. All voting papers shall be scrutinized by two scrutinizers appointed by the meeting
9. Any office for which no candidate has been appointed and/or any vacancy which may arise during the year and/or in those circumstances where two offices are held by one person the resultant vacancy may be filled by co-option by a majority of the Executive Council.
10. The Executive Council shall meet at such times as the business of the Society demands. At such meetings **five** shall form a quorum. Voting shall be by a show of hands and the appointed Chair for the meeting shall have a casting vote.
11. The General Secretary shall keep minutes and shall be responsible for preparing reports of the meetings of the Executive Council for circulation to Circle Secretaries and/or publication in the Society Journal. Copies of the minutes shall be sent to all Executive Council members and reports to all Circle Secretaries within one month following the date of the meeting, unless it is within the publication date of the Journal. Circle Secretaries shall circulate the reports to their circle members by including them in the first available portfolio.
12. The Treasurer shall keep proper records of the income and expenditure of the Society's accounts. The examined accounts shall be available at the Annual General Meeting.
13. An Accounts Examiner shall be appointed each year at the Annual General Meeting.
14. In addition to the terms of Article 2 the Executive Council may appoint such other officers or sub-committees as it shall deem necessary for the proper and efficient conduct of the business of the Society but such officers shall not be entitled to vote as Executive Council members.
15. Each circle shall be administered and controlled by a Circle Secretary and a Deputy Circle Secretary.

16. The Annual General Meeting of the Society shall be held during the month of September. At least fourteen days' notice in writing shall be given to members. At such meetings twenty-five members, excluding Executive Council members shall form a quorum. At the written request of no fewer than twenty-five members calling for an Extraordinary General Meeting the President shall instruct the General Secretary to convene such a meeting within a period of four weeks from receiving the notification. At any such meetings twenty-five members, excluding Executive Council members, shall form a quorum. The Executive Council may also convene an Extraordinary General Meeting by giving at least fourteen days' written notice to members. Voting will be by a show of hands of those present at such meeting. The Chairman will have a casting vote.
17. In the event of the closure or winding up of the Society in response to a resolution to this effect voted upon by members at a Special General Meeting convened for the purpose, and attended by at least 15% of the paid up membership at that time, or a properly convened Annual General meeting, any assets funded by a grant or donation from another organization within the previous three years shall be offered back to that organization and disposed of as instructed by that organization. Any other assets shall be sold off and the consequent cash distributed equally amongst all fully paid-up members of the Society at the date of the approved dissolution of the Society.
18. Society events shall be convened at the discretion of the Executive Council and all members shall receive due notice thereof. Members of circles are entitled to organize their own rallies and/or meetings.
19. This Constitution may only be added to or amended by a vote at the Annual General Meeting or an Extraordinary General Meeting of the Society providing the details of the amendments have been notified to all members with the notice for the meeting.
20. An annual subscription at a rate to be decided by the Annual General Meeting shall be due on the first day of October each year and shall be paid direct to the Treasurer of the Society.
21. Members belonging to more than one circle shall pay a reduced annual subscription for each additional circle at a rate to be decided by the Executive Council.
22. Members whose subscriptions are more than three months in arrears, may, after notification to this effect by the Treasurer, be deemed to have forfeited membership of the Society.
23. New members enrolled after the first day of April shall pay one half of the annual subscription for that year.
24. New members may not participate in the activities of the society until their subscription has been paid to the Society.
25. Resigning members wishing to have their entries returned should, within one month of resigning, remit to the Circle Secretary sufficient money to cover the cost of post and packing.
26. If a member resigns from a circle having won a Gold Label before the Circle Secretary submits the circle's entry to the Competition Secretaries then that member's Gold Label award does not qualify for the annual competition.

This Constitution was approved by the necessary majority vote of members and supersedes all previous editions.

By order of the **AGM** dated ...5<sup>th</sup> **September 2015**