



# DAPTO

**CAMERA CLUB**  
THE TEACHING CLUB



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## COMMITTEE DUTIES AND RESPONSIBILITIES

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April 2025



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# The President

## 1.1 Support all Committee Members

- a. Consult with committee members on matters relating to their portfolios and offer support as required. Facilitate the smooth operation of the Club to ensure the Club objectives are met.
- b. Monitor the changing needs of the Club and its performance and make recommendations to ensure that ongoing needs are met.
- c. Co-ordinate and plan direction and strategies for the long term “health” of the Club.
- d. Facilitate actions regarding both short and long-term Club issues.
- e. Ensure club Pre bookings are made for club nights.
- f. All planned events must be authorised by the President before proceeding with said event.

## 1.2 Club Representative

- a. Represent the Club at photographic societies including the Federation of Camera Clubs.
- b. Consult with third parties to promote or represent the best interests of the club (for example: Local Council, Sponsors, etc. as required).

## 1.3 Club (General) Meetings

- a. The President holds the keys to the room where Club Meetings are held so it is imperative that he/she arrives at least 30 minutes early to facilitate getting the room ready for the meeting to begin on time.
- b. Open and close meetings. Introduce guest speakers, presenters, judges, visitors, and new members.
- c. Communicate upcoming activities or special events, and ensure all relevant information is passed on to members.
- d. Hand over the Meeting to the Guest Speaker or visitor.
- e. Promote a harmonious and enjoyable Club environment.

#### **1.4 Committee Meetings**

- a. Organise and chair all committee meetings, at a minimum in January, April, July and October as per the club constitution on a day convenient for the committee members.
- b. Ensure all Committee members are familiar with the requirements of their portfolio. Consult with Committee and delegate “*special tasks*” as required.
- c. Review Club performance and member feedback from recent events.
- d. Follow up on suggestions for improvements on a “*best for club*” basis.
- e. Monitor and follow up on all agreed actions arising from previous meetings.

#### **1.5 Annual General Meeting**

- a. Prepare and read the Presidents Annual Report to all attendees at the AGM.
- b. Once all duties have been completed and all reports have been read by the old committee, The Secretary will declare all positions of the Committee vacant, and a New President will be elected.
- c. Upon election, The President will Chair the remainder of the AGM.
- d. Ensure and help facilitate the smooth transition from the old committee to the new committee.
- e. Manage succession planning by targeting appropriately skilled and competent members to participate on the Committee.

#### **1.6 Special Meeting**

- a. Initiate and chair special meetings as required to manage non-standard Club events that may require Committee and/or Member input.

# Vice President

## 2.1. Deputies for the President

- a. Perform the duties of the President as required. *(This situation may arise on occasions when the President is unavailable due to such things as work Commitments, Illness, away on holidays or personal reasons)*

## 2.2. Club Support

- a. Initiate and make recommendations for the benefit of the club, including its growth, health, and general well-being.
- b. Assist with the co-ordination of events in support of the Club's routine agenda *(for example: photo shoots, judging, workshops, fundraising, technical knowledge, training etc.)*

## 2.3. Club Meetings

- a. Provide Members with on-going guidance and support on matters relating to the Club structure and events. This may include information related to technical or photographic related matters. Where applicable, refer new members to more experienced members for direct support if needed.
- b. Welcome and assist new members into the Club.

## 2.4. Committee Meetings

- a. Attend Meetings and follow up on actions as agreed.
- b. Target fellow members with specialist skills, or external resources and make recommendations that will create added value within the scope of Club activities *(photo shoots, workshops, support, or training etc.)*

# Secretary / Public Officer

## 3.1. Club Representative

- a. Be the official Club “Postal Address” for all incoming communications. This shall include all voice, paper, and digital forms.
- b. Be the “First Point of Contact” on behalf of the Club when communicating or corresponding with various Guest Speakers, Presenters, other Club Secretaries or Persons of interest as it applies to the Club’s agenda.

## 3.2. Club Records

- a. Maintain a Members Register of all Current and Life Members. This should include Basic name and Contact details.
- b. Ensure “The Minutes” from Committee Meetings, The AGM, and Special Meetings are recorded and maintained.
- c. All records should be kept for a minimum of five years.
- d. Ensure all correspondence that is of relevance to the Club is maintained. This includes Historical Information, Contacts, Suppliers, Insurance, etc.
- e. Maintain Records of Incorporation, including the Club Constitution and any amendments.
- f. Submit any amendments of the Constitution to The Department of Fair Trading by the required due dates. *(As of August 2024, this stands at 28 days of an AGM or a “Special Convened Meeting”)*
- g. Maintain and update all club documents like Committee Duties and Responsibilities, Rules of Display, if required and as agreed by the committee.

### **3.3. Club Meetings**

- a. Ensure Guest Speakers have been contacted and arrangements agreed upon (for example, is the service voluntary or is payment of services required), discuss and agree on dates, times, and subject matter etc.
- b. Ensure Members are kept informed of Club-related key issues, news, and upcoming events.
- c. Provide support where needed.
- d. Introduce yourself and help ensure that new members are made to feel welcome and offer direction towards other members if you feel they could also help.

### **3.4. Committee Meetings**

- a. Attend meetings regularly and follow up on actions as previously agreed. If applicable, report on correspondence with third parties on Club-related matters and report on items of interest that impact on the Club.

### **3.5. Duties for a committee meeting and the AGM**

- a. Where practical, send 21 days prior to a committee meeting by email, an invitation to all committee members to have items they wish to discuss, added to the agenda.
- b. The closing date for this invitation is to be 10 days prior to the Committee Meeting.
- c. Collect proposed feedback and build the official agenda.
- d. Ensure that "The Minutes" of all meetings are prepared and signed off by the President.
- e. Send out a copy of the Minutes within seven (7) days following a committee meeting to all committee members.
- f. Any member can apply for a copy of the Minutes and should be supplied within 7 days of application.

### **3.6. Annual General Meeting (AGM)**

- a. Prepare the Agenda for the AGM (*As per the guidelines at Item 3.5*)
- b. In preparation for the AGM the Secretary should send out the committee nomination form and a copy of “Duties and Responsibilities” to all members via email at least 6 weeks before the AGM to enable members to make an informed decision.
- c. Notify all members of the upcoming AGM.
- d. Chair the AGM until the New President is elected.
- e. Prepare an Annual report for the AGM.
- f. Provide Nomination Forms for those interested in applying for Committee positions.
- g. Co-ordinate and collate all incoming reports from other Committee members for distribution at the AGM.

### **3.7. Data Backup Strategy**

- a. Ensure all computer records are backed-up on a regular basis.
- b. If possible, use the Cloud as a backup strategy.
- c. Keep copies of backups on USBs, or External Hard Drives and store them in a safe place.
- d. Keep copies of all up-to-date documentation in the Club Locker.
- e. Seek assistance from other committee members if needed.

### **3.8. Public Officer Duties**

- a. After the AGM, send all necessary documents to the Department of Fair Trading within 28 days. There are monetary penalties if submitted late. Work with The Treasurer to achieve this quickly.

# Treasurer

## 4.1. Financial Records

- a. Maintain a record of all income and expenditure and keep for a minimum of five years.
- b. Keep a record of all receipts (physical and digital). Store safely and produce on request to The President, The Vice President, and The Secretary.
- c. Perform all banking duties as required.
- d. Maintain Bank Account details and reconcile with Club Accounts.
- e. Follow up on all Finance related correspondence such as Insurances, Registrations, Room Hire etc. and ensure all invoices are paid by due dates.
- f. Collaborate closely with other Committee Members and have a clear understanding and working knowledge of what the year ahead may look like for the Club.
- g. Monitor the actual income/expenditure of the Club against the Budget and report any significant variances at Committee Meetings.
- h. Raise any issues of concern immediately with The President.
- i. All cash monies received must be deposited in the Clubs nominated Bank Account within seven days.
- j. Be a signatory to all Club Bank Accounts. (There must always be a minimum of two committee members that are authorised to manage the Clubs Bank Account – The President is the other)
- k. Before making a payment or withdrawal, the Treasurer must inform a member of the executive committee prior to the transaction.

## 4.2. Club Meetings

- a. Collect Membership Fees.
- b. Purchase the Raffle prize.
- c. If applicable, prepare payment for visiting Guests, Judges, Presenters etc. This may be in the form of either Bank Transfers, Cash Payment, or gift. Method of payment should be agreed upon by both parties prior to the Club Meeting.
- d. Assist other Committee members as the need arises.

### **4.3. Committee Meeting**

- a. Attend Committee Meetings regularly and follow up on previously agreed actions.
- b. Report on Finance-related matters.
- c. Raise any issues of concern that have not already been raised previously.
- d. Make recommendations regarding fund-raising activities as applicable.

### **4.4. Memberships**

- a. Keep a complete listing of all members. This should include names, contact details (including address), emails, membership Number and current financial / non-financial status.
- b. Upon renewal of Membership, issue Members with a new Membership Number.
- c. Review membership fees annually and make recommendations to the committee.

### **4.5. Annual General Meeting (AGM)**

- a. Prepare an annual financial report and address all members present at the AGM, the current financial state of the Club and its future immediate prospects.

# Digital Competition Organiser

## 5.1. Photo Competition

- a. Collect and collate all digital images received for the monthly competition and End of Year competition.
- b. For the End of Year competition, collate all entries and send them to the selected “photography judge” for judging prior to the meeting. (Minimum 7 days)
- c. Review images and deem them suitable for family public viewing.
- d. Validate each image to ensure they conform to the current rules of display.
- e. Sort all images into their respective categories. (Monochrome, Color,)
- f. Compile a list of all images for the Competition Secretary. This would include order of display, Image Title, and Members Name.

## 5.2. Club Meeting

- a. Print and hand over image list to the Competition Secretary on Club Meeting night.
- b. Setup and test equipment for image display on the TV for Member viewing.
- c. If applicable, assist other Committee members where possible.
- d. Consult with The Competition secretary and organise “The Set Subjects” for the photo competition of each new year. (Refer to Rules of Display – General Conditions – 3.5 Rules for Set Subject)

# Competition Secretary

## 6.1. Photo Competition Rules and Duties

- a. Ensure Club competition rules are current, relevant, and up to date.
- b. Where applicable, co-ordinate with Guest Judges prior to each competition.
- c. Help Members understand the rules, especially when changes are made.
- d. At Club Meetings, hand out prepared score sheets to Members.
- e. Collect and collate Score sheets after Members have voted.
- f. All monthly results will be sent out via email within 14 days. This will include the members' score for the month as in points won and a running total in points.
- g. Supply each member with their own scores so they can evaluate how they are doing. (*Note: members will only receive their own results and not everyone else's*).
- h. Pass on monthly winners to the Webmaster for publication on the Clubs website. This should be done ASAP after the Club meeting.
- i. Ensure the YTD (Year to Date) competition scoring is always up to date.
- j. At each Committee meeting, print or email a running score listing of all Members in the yearly competition and give it to the Training Officer. This is designed to target certain members who may need a helping hand.
- k. Organize with members to obtain ideas and submissions for set subject.
- l. Set Subject to run bi-monthly starting in February.
- m. The Digital Competition Organizer and the Competition Secretary between them shall organize the set subjects for the competition year ahead. (Refer to Rules of Display – General Conditions – 3.5 Rules for Set Subject)

## 6.2. Annual Awards

- a. Organise and have ready, all awards for the End of Year Competition as per Rules of Display (Rule 11 and 12.)
- b. Order new trophies in September – (10 Trophies – 2 Plaques)
  - i. 1<sup>st</sup>-2<sup>nd</sup>-3<sup>rd</sup> for Colour - 1<sup>st</sup> is larger than 2<sup>nd</sup> and 3<sup>rd</sup>
  - ii. 1<sup>st</sup>-2<sup>nd</sup>-3<sup>rd</sup> for Mono - 1<sup>st</sup> is larger than 2<sup>nd</sup> and 3<sup>rd</sup>
  - iii. People’s Choice.
  - iv. Committee Award.
  - v. Image of the Year Trophy.
  - vi. Image of the Year Plaque.
  - vii. Photographer of the Year Trophy.
  - viii. Photographer of the Year Plaque.
  - ix. Plaques are to be held by the winners but returned in November each year.
- c. Ensure the “Photographer of the Year” and “Image of the Year” plaques are in good order and ready for presentation.
- d. Make arrangements to have “The Photographer of the Year” and “The Image of the Year” plaques engraved immediately after the Awards Night. This could be delegated to another member if needed.
- e. Ask for nominations for the Committee Award recipient from other Committee Members for the October Committee Meeting.
- f. The Committee Award is a discretionary award that may or may not be awarded in any year, for any Club activity or Club photography related activity, and not necessarily based on actual photography. It is for the Committee to recognise the efforts of any ordinary member of the club.
- g. Since the award is a Committee Award, only Committee members can nominate recipients, Committee members are automatically excluded from consideration for the award.
- h. Work closely or seek assistance from other members to help on Awards night.
- i. Work closely with the Promotions Officer in selecting a Judge for the Awards night.
- j. Consult with The Digital Competition Secretary and organise “The Set Subjects” for the competition year ahead, beginning in February of each year.

### 6.3. Award Listing

The guest judge will determine the winners for Best Colour and Mono and three images in each category of Colour and Mono to be awarded either 1st, 2nd, or 3rd by the guest judge.

1. *A small trophy is awarded showing the category, placement and year.*
2. "People's Choice" award as voted by the members on the night.
  1. *A small trophy is awarded showing the category and year.*
3. "Committee Award" is to be determined by the committee in October of each year at the scheduled committee meeting (Important note: Refer to Rule 6.2.f and 6.2.g)
  1. *A small trophy showing category name and year is awarded.*
4. "Photographer of the Year" is determined or based on the total number of points achieved throughout the year, for images entered in the monthly competition for colour, mono and set subject.
  1. *A perpetual trophy together with a smaller trophy showing the category and year is awarded.*
  2. *This smaller trophy is to be slightly larger than that of other categories.*
5. "Image of The Year" is selected by the guest judge from the two images awarded 1st for colour and 1<sup>st</sup> for mono.
  1. *A perpetual trophy together with a smaller trophy showing the category and year is awarded.*
  2. *This smaller trophy is to be slightly larger than that of other categories*
6. Should the judge have difficulty in choosing the "Image of the Year" award between the mono and colour entrants, he/she is allowed to have joint winners, and a separate trophy will be purchased.

# Webmaster

## 7.1. Website

- a. Maintain the structure of the website.
- b. Manage adequate security protocols.
- c. Be the “*Point of Contact*” for all website correspondence. This will include all outside enquiries, Members’ input, Committee Members input etc.
- d. Ensure all website contact details are valid and up to date (Club email address, Contact name, and relevant phone number).
- e. Maintain and keep up to date all specific Club information.
- f. Current syllabus and Fee structure.
- g. Current Committee Members, Titles, and Phone Numbers.
- h. Changes to “Rules of Display” or the “Constitution”.
- i. New Competition rules.
- j. News and/or upcoming events
- k. Publish competition results ASAP once received from the Competition Secretary.
- l. Set up Galleries so that Members can display their images.
- m. Validate all material and deem it safe for family public viewing before publishing.
- n. Encourage Members to participate by supplying articles or links to interesting stories or (YouTube) videos etc.

## 7.2. Technical Support

- a. Provide specialist input where required. For example: Advice on the purchase of new tech-related equipment.
- b. Provide guidance on using new equipment or software.

## 7.3. Committee Meetings

- a. Attend committee meetings and follow up on all actions as agreed.
- b. Report on all issues of concern.
- c. Prepare an Annual Report.

# Promotions Officer / Training Officer

## 8.1. Promotion of the Club and its Members

- a. The Promotions Officer duties will include organizing displays at Shopping Centre's, Community Centre's, Local Fairs, etc.
- b. Solicit Members to help with organized functions on a roster system.
- c. Ensure the well-being of the club by monitoring its general health and to help Members maintain a friendly attitude and good cheer towards one another.
- d. Be aware of each member's skillset and particular knowledge that he or she may possess and use this to help others who may be struggling with a certain skill.
- e. Promote photo shoots and other outings to encourage Members to get out more with their cameras.

## 8.2. Club Meetings

- a. Welcome prospective new members into the club.
- b. Act as the Club Host by introducing yourself to prospective members to ensure they feel welcome.
- c. Distribute brochures, leaflets, literature, and any other handouts as the situation may require. For example: A leaflet advertising the upcoming photo competition at a local show.
- d. Assist other Committee Members where possible.

## 8.3. Committee Meetings

- a. Attend Committee meetings and follow up on all actions as agreed.
- b. Report on any issues of concern and advice on upcoming promotions and events.
- c. Prepare an annual report.

#### **8.4. Club Training**

- a. Organize the subject matter for a lesson or training session. For example: basic camera skills, Landscape or Portrait photography, computer skills, macro, night photography, etc.
- b. Solicit ideas from other members to help with choosing the subject for a lesson.
- c. Collaborate closely with other experienced members to help with lessons and training.
- d. Outline a calendar plan for the current year to hold these lessons and training sessions.
- e. Consult with other members who have specialist knowledge or expertise in certain fields that may help other members advance their own skillset.
- f. If applicable, organise lectures with Guest speakers.

#### **8.5. Annual Awards**

- a. Leading up to the Annual Awards night, work with the Competition secretary and assist where needed.

# Registration Officer and Registration Officer Assistant

## 9.1 Reception / Front of House

- a. This role is specific to the peak pre-meeting rush (say 6.30 – 7.00pm) and end of meeting.
- b. Welcome new and old members to the club.
- c. Manage queries by directing members (new and old) to other committee members that can help.
- d. Manage the Attendance sheet and collect the current entry fee from all members (Life members and Prospective new members are exempt from this fee).
- e. Record visitors' names and basic contact details from prospective new members.
- f. Supply each person with a name tag upon entry.
- g. Assist other Committee Members where possible. For example: Help in selling raffle tickets during the interval.
- h. Pass all monies collected from the Door Fees and raffle to the Treasurer.
- i. Direct any visitors enquiring about Membership or wishing to join to the Treasurer.

# General Section

## 10.1. All Committee Members

- a. It is the duty and responsibility of every committee member to help foster an enjoyable and friendly atmosphere at all Club meetings and functions.
- b. It is our mandate to encourage all members to better themselves.
- c. It is also our duty to lead by example. To be courteous and polite, treat everyone warmly, as equals, and with the utmost respect.
- d. Keep alert for potential behavior by any Member that may have a detrimental impact on the Club as a whole. Try to resolve any potential issues early.
- e. And lastly, keep alert and be aware of new members that may find themselves alone in new surroundings amongst strangers. Help them to feel welcome and encourage all other members to do likewise.

## Other Notes and Comments

### Lost Records

#### Special Note: 29/11/2024

*Late 2023 - All computerised records were lost due to the DCC Laptop becoming inoperable. Current records were retrieved from past and present members of the committee and brought up to date where possible onto a newly purchased Laptop.*

*At the February 2024 Committee meeting it was agreed to formulate a “Data Backup Strategy”. This has been implemented throughout the remainder of 2024 by the current secretary primarily using a personal subscription of “Microsoft 365 - OneDrive” and also on an external hard drive owned by the DCC.*

*This is a work in progress and by no means complete, and I will continue to research and amend all documents whilst I remain Secretary. I have tried to be as accurate as possible in all areas but offer no guarantee.*

*It is of my own volition that I have undertaken this task. There has been no request by any past or present committee member, and it is simply an effort on my part to bring some sort of order to the chaos that I found the books and the computer records to be in.*

*My sincere hope is for those that follow me, who will with care, diligence and integrity, help maintain our books and keep them in good order.*

*Anthony Dobbie*

*30/11/2024*

*Secretary (2024 – 2025)*

# Amendments

## **May - October 2017:**

The First edition of “Duties and Responsibilities of the Committee”

The first editions of Duties and Responsibilities of the Committee became Annexure B of the Constitution

## **16/08/2019: Duties and Responsibilities**

*This document was amended on 16/08/2019 but there are no details as to what was actually amended*

## **11.1 Amendments as passed by committee**

### **17/10/2017: Added to Treasurer**

*Membership cards to be posted out – on Agenda but no documentation stating whether this motion was approved at Committee level*

### **18/10/2018: Added to Treasurer – Financial Records**

*All cash monies received must be deposited in the Clubs nominated Bank Account within seven days.*

### **29/04/2019: Registration Officer**

*Document (Dec-2021) simply states amended 29/04/2019 – No details given.*

### **07/12/2021: Rule 4.1.k**

*Before making a payment or withdrawal, The Treasurer must inform a member of the executive committee prior to the transaction.*

### **07/12/2021: Approval of the club's Trophy structure**

*"Top Shot of the Year" Shield to be replaced with a new plaque and the re-introduction of smaller separate trophies for category winners.*

*All engraving costs are now paid for by the club.*

**Historical Note:** *On the audio recording it is mentioned by Mary Anglesea that the original shield was donated to the camera club by the owner of the Dapto Camera Store many years ago.*

### **09/08/2022: AT AGM**

- *The rule that all members must have a WWC Certificate was rescinded by unanimous vote (12/0)*
- *The proposal for a Twitter account was not passed*
- *Committee agreed to pay for the engraving of End of Year Trophies*

### **21/02/2023: Amendment to Competition Secretary**

**Amendment to 6.1.f:** *Send out competition results within 14 days of club meeting.*

**Rule 6.1.g added:** *Members to receive their own scores only.*

*Note: Moved from 6.2 Annual awards to 6.1 "Photo Competition Rules and Duties" (29/11/2024)*

### **June 2023:**

*That training on a one on one will no longer be allowed. This rule should apply to any members who conduct training. This is to ensure the reputation of those giving up their time in teaching.*

### **05/07/2023: Rule 1.1.e added to President Duties**

*1.1.e Ensure club Pre bookings are made for club nights.*

## **February 2024 – Rule 1.1.f added to President Duties.**

*1.1.f All planned events must be authorised by the President before proceeding with said event.*

## **23/02/2024: Amend Competition Secretary 4.4, 4.5 and 5.1**

### **Rename “Most Improved” award to “Committee Award**

Committee Award is to be determined by the committee at the time i.e. most improved photographer – spirit of photography – most supportive member

## **23/02/2024: Amend Competition Secretary**

Annual Awards – wording Nov to October

## **05/07/2024. Amendment:**

*Committee nominated Norm to check with members on committee availability each year but can be changed by committee*

## **05/07/2024 – Amend Rule 5.2 of the “Digital Organiser” and 6.1.I of “The Competition Secretary “**

*To liaise with each other to organise Set Subjects.*

## **August 2024: Amendment to General Section**

As of 6/6/2023

It was passed by the committee.

That training on a one on one will no longer be allowed. This rule should apply to any members who conduct training. This is to ensure the reputation of those giving up their time in teaching.

***This rule was rescinded as it was found to be un-workable.***

## **29/11/2024: Rule 6.2.f - Annual Awards**

The Committee Award winner shall be determined at the October Committee Meeting by unanimous vote by Committee Members.

*This rule was removed by the current Secretary (Anthony Dobbie) due to it being added in error and the President informed and authority given.*

*There has been no proposal nor vote nor discussion at any committee meeting regarding this topic since the inception of the “Committee Award” in February 2024.*

*I make this note purely for the next amendment only as the vote was not unanimous (6-1 for and against)*

### **29/11/2024 Amendment to Rule 6.2.f and add 6.2.g – Annual Awards and Awards Listing 6.3.3**

*To replace Rule 6.2.f*

*The Committee Award is a discretionary award that may or may not be awarded in any year, for any Club activity or Club photography related activity, and not necessarily be based on actual photography. It is for the Committee to recognise the efforts of any ordinary member of the club.*

**6.2.g added:** *Since the award is a Committee Award, Only Committee members can nominate recipients, the Committee members are automatically excluded from consideration for the award.*

**6.3.3:** *Text Amended to reflect new directives of 6.2.f and 6.2.g*

### **17/01/2025 Amendment to Secretary – Addition to Duties for a committee meeting and the AGM - Rule 3.5**

- a. Where practical, send 21 days prior to a committee meeting by email, an invitation to all committee members to have items they wish to discuss, added to the agenda.
- b. The closing date for this invitation is 10 days before the Committee Meeting.
- c. Collect proposed feedback and build the official agenda.

### **17/01/2025 Amendment to Competition Secretary Rule 6.1.I**

***“Set Subject to run every second month starting in July and to finish in June”  
to “Set Subject to run bi-monthly starting in February”***

### **17/01/2025 Amendment to Digital Competition Organiser Rule 5.2.d**

Amend wording to reflect new introduced rules in Rules of Display 3.5 Set Subject.

**17/01/2025 Amendment to Competition Secretary Rule 6.1.m**

Amend wording to reflect new introduced rules in Rules of Display 3.5 Set Subject.