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Rules

1. THE UNION

The Union shall be called the '**Lancashire and Cheshire Photographic Union**' (hereinafter referred to as the 'Union') and is responsible for the area of the North West of England with boundaries as agreed with the Photographic Alliance of Great Britain, to which body it is a member.

2. MEMBERSHIP

- a. Any society concerned with the science and practice of the art of photography and having a duly constituted committee, shall be eligible for federation to the Union. A society, which normally meets outside the agreed boundaries, will need the permission of the Federation within whose boundaries it normally meets.
- b. Application to be made in writing to the Hon. General Secretary of the Union, for approval by the Executive.
- c. Federated societies shall be entitled to use the sub-title 'Affiliated to the Photographic Alliance of Great Britain through the Lancashire and Cheshire Photographic Union'.
- d. Member societies must have adequate public liability insurance. Societies must arrange their own Public Liability Insurance and provide the L&CPU Hon Treasurer with evidence of their cover on an annual basis.

3. THE OBJECTS OF THE UNION

The objects of the Union shall be to foster and encourage the advancement of the science and practice of the art of photography, to provide means for such to federated societies and to provide means for the mutual benefit and protection of federated societies and to form a link between them and the Photographic Alliance of Great Britain.

The Union further shall: -

- a. Arrange for the circulation of photographic portfolios to its member societies.
- b. Organise or join in organising photographic competitions, exhibitions and meetings.
- c. Present Awards and / or Certificates of Merit when appropriate.
- d. Maintain a panel of judges for competitions and exhibitions.
- e. Maintain a panel of lecturers.



4. EXECUTIVE

The Executive, the members of which shall meet as necessary to conduct the Union's affairs, shall manage the business of the Union.

a. The Executive shall consist of

(i) The Officers of the Union: the President, Hon. General Secretary and Hon. Treasurer.

(ii) The Management Committee shall consist of the 'Officers' together with the Vice President and Immediate Past-President. The duties of the Management Committee shall be to make policy decisions on matters requiring urgent action.

The quorum for a meeting of the Management Committee shall be three and the Hon. General Secretary or President must notify the members of the Management Committee in adequate advance of the meeting.

(iii) The remainder of the Executive Committee shall consist of those who take on specific secretarial roles for the services provided to the member clubs plus other elected members without portfolio to make a total of nineteen members.

b. Each Member of the Executive must be a bona fide member of a federated society.

c. (i) The President and Vice President to be elected by the Executive, from recommendations made by the President and Past Presidents serving on the Executive.

(ii) No one shall be nominated a Vice President unless that person is prepared to accept the office of President at the appropriate Annual General Meeting.

(iii) The President shall serve for a period not exceeding two years and on vacating office shall assume the title 'Immediate Past President'. He shall be an ex-officio member of the Executive for the duration of the period that the succeeding President holds office and shall be designated a 'Past President and Life Member of the Union'.

(iv) The other Officers shall be elected annually at the Annual General Meeting and shall remain in office until the close of the following Annual General Meeting.

(v) The Ordinary Members shall be elected at the Annual General Meeting and shall remain in office until the close of the Annual General Meeting three years after that at which they were elected.

(vi) Members shall be elected to specific secretarial roles at an Executive meeting. These appointments are to be confirmed at the next General Meeting following the appointment.

(vii) The President, Secretary and Treasurer shall not be elected to a specific secretarial role.

(viii) Ordinary members shall not hold more than one specific secretarial role unless there are insufficient members of the Executive to fill all the roles needed.

d. Any federated society may nominate, with the person's prior approval, an eligible member for election for any of the Offices (except that of the President or Vice President), or as an Ordinary Member. Such nomination to be forwarded in writing to the Hon. General Secretary forty two days prior to the Annual General Meeting. The Hon. General Secretary, of the meeting at which the election will take place, will notify all nominees in writing.



- e. In the event of the death, serious illness or resignation of a President, the Vice-President shall be asked to assume office.
- f. The Executive shall meet to fix a date for the Annual General Meeting and make nominations for Officers and Ordinary Members. The names of persons so nominated, together with the names of other nominees received and the date of the Annual General Meeting, shall be circulated to the federated societies not less than twenty eight days before the Annual General Meeting. In the event of no other persons being nominated, the persons nominated by the Executive shall be deemed elected.
- g. If the General Meeting so requires, elections shall be made by secret ballot.

5. BUSINESS

At meetings of the full Executive, half of the number of members currently serving on the Executive Committee with a minimum of six shall form a quorum.

All members shall have one vote except the President who shall have a second or casting vote, should the necessity arise for such a deciding vote to be used.

The Executive shall: -

- a. Determine its own procedure, make by-laws and regulations not inconsistent with the Rules, appoint sub-committees and co-opt additional Officers and Ordinary members as deemed necessary. Any such co-opted persons must be members of Federated Societies.
- b. Appoint members to act as Delegates to the Photographic Alliance of Great Britain.
- c. Be responsible for making plans and drawing up rules relative to annual competitions and events for the succeeding year.
- d. On demand, pay justifiable reasonable expenses to any duly authorised person proceeding on the business of the Union. Travel expenses shall not exceed the rates laid down by the PAGB.
- e. Have authority to pay, and its members shall be entitled to claim, travelling and other reasonable expenses for attendance on L&CPU business.
- f. May nominate long-serving lecturers and judges and others deemed to have rendered distinguished service to the Union for adding to the `Roll of Honour` as Honorary Life Members.
- g. Recommend to a General Meeting the subscriptions required from Federated Societies for the following year.



6. FINANCE

- a. The administrative year of the Union shall coincide with the calendar year.
- b. Federated societies shall pay a subscription at a scale, subject to a minimum amount, to be determined at a General Meeting of the Union.
- c. Subscriptions statements will be generated after the 1st of November each year and are payable in full on admission and shall be due for payment thereafter on the last day of November.
- d. The number of members by which the subscription due from a Federated Society is determined, subject to the minimum fee, shall be the number on the Society's current Annual Return. In the case of a Society, which is not exclusively a photographic society, the number of members on the Annual Return shall be that of the photographic section.
- e. Any Federated Society whose subscription is in arrears at January 1st shall be given notice in writing by the Hon. Treasurer demanding payment thereof, together with the late payment surcharge. If, after receiving such notice, the Society fails, without giving good reason, to pay by 28th January it shall cease to be a Federated Society. Notice to this effect shall be given forthwith to the President, Hon. General Secretary and Hon. Treasurer of such society, or any other officers fulfilling the duties of such, at their email address, private addresses (if known) or otherwise at the last known contact address of the society.
- f. Any such society may apply to be readmitted by the Union Executive.
- g. At the end of each administrative year, before the Annual General Meeting, the accounts of the Union shall be examined by an independent examiner.

7. DELEGATES

- a. Federated Societies shall be entitled to appoint, from their members, delegates in accordance with the following scale:

No. of Members	No. of Delegates	No. of Votes
1-50	1	2
51 – 75	2	3
76-100	3	4
Over 100	4	5

- b. Delegates will be Society representatives at all General Meetings of the Union. Each delegate shall be entitled to one vote. In addition to the above, the Hon. General Secretary of each federated society shall be a delegate ex-officio and be entitled to vote.
- c. The names of the society's secretary and appointed delegates must be registered on the federation management portal. Secretaries and Delegates may be changed or new delegates appointed at any time, but such changes will not be recognised unless updated on the management portal.
- d. Delegates will **not** be recognised if a Federated Society has failed to update the portal.



8. MEETINGS OF THE UNION

- a. All Past President Life Members and Hon. Life Members shall be entitled to receive all communications from the Union and to attend all General or Extraordinary Meetings of the Union.
- b. All members of the Executive, Past President Life Members, Hon. Life Members and all Delegates have one vote each and are entitled to make proposals at any General or Extraordinary Meeting of the Union.
- c. The President shall have a second or casting vote should the necessity arise for such a deciding vote to be used.
- d. Members of Federated Societies who are not delegates shall be entitled to attend any meetings, General or otherwise, of the Union and are permitted to take part in any discussion but are not allowed to vote or make proposals.
- e. The Annual General Meeting shall be held on a Weekend during February/March of each year.
- f. At the Annual General Meeting:
 - (i) A report from each Officer and Section of the Executive on the proceeding year's management of the Union together with the audited accounts for the preceding year shall be presented.
 - (ii) The Officers and such Ordinary Members as necessary for the following year shall be elected.
 - (iii) An independent examiner of the accounts shall be appointed for the year.
- g. The Hon General Secretary shall give notice of General Meetings to each Federated Society at least forty two days in advance of the Meeting. Notices of motion for General Meetings must be lodged with the L&CPU Hon. General Secretary in writing at least twenty eight days before the Meeting. The Hon. General Secretary will then inform the clubs of such notices of motion at least fourteen days before the Meeting.
- h. A General Meeting shall be held at such time and place within the Union area as the Executive may direct and thirty shall form a quorum.
- i. Voting at General Meetings and Extra-Ordinary General Meetings:

Each person entitled to vote at a General Meeting or an Extra-Ordinary General Meeting shall have one vote, the President having a second or Casting vote.

Any voting member of a club may appoint any other member of their club as their proxy, by providing the Honorary General Secretary of the Federation with a completed proxy form before the meeting is formally opened.

Such proxy may vote on any resolution and in the election of Officers and Members of the Executive Committee for the absent member as they consider desirable.



9. EXTRAORDINARY GENERAL MEETINGS

- a. Upon a requisition made in writing, stating the object of the desired meeting signed by not less than six delegates, representing six different federated societies, the Hon. General Secretary of the Union, or other person or persons duly appointed by the Executive, shall convene within forty two days of the receipt thereof, an Extraordinary General Meeting, giving twenty eight days notice to all federated societies.
- b. The business to be transacted at such Extraordinary General Meeting shall be specified in the convening notice and only business so specified shall be transacted at that meeting.

10. PROPERTY

The property of the Union (other than cash in hand or funds at a bank or other such institution which shall be under the control of the Executive of the Union) shall be vested in the Trustees.

11. TRUSTEES

- a. The Trustees of the Union to be elected by a General Meeting and each shall hold office during his or her lifetime except he or she resigns or is removed from office by a resolution of a General Meeting.
- b. The number of Trustees shall not be more than ten nor less than three at any one time.
- c. The Trustees shall deal with the property of the Union as directed by a resolution of a General Meeting.
- d. In the event of dissolution of the Lancashire and Cheshire Photographic Union, the Trustees shall dispose of all of its assets and divide the proceeds amongst the member clubs in proportion to the number of members declared on their last Annual Return.

12. AMENDMENTS TO RULES

These Rules shall not be amended except by a majority of two-thirds of those attending and entitled to vote at an Annual General Meeting or Extraordinary General Meeting. The text of any proposed amendments made by the Executive shall be included with the notice convening the Annual General Meeting or Extraordinary General Meeting. The text of any proposed amendments, from other than the Executive, shall be forwarded in writing to the Hon. General Secretary supported by the signatures of not less than six delegates representing six different federated societies at least forty two days before an Annual General Meeting and shall be circulated with the notice convening the meeting to each federated society.

Trustees of the Union:

Gordon E. Jenkins, John Dougherty and David Thomas.