**WESTERN CAPE PHOTOGRAPHIC FORUM**

**CONSTITUTION**

1. **Name of the Organisation**

The name of the organisation shall be the “Western Cape Photographic Forum“

(“WCPF“ or “Forum“).

1. **Aims and Objectives**
2. Promote photography as an art and hobby in the Western Cape.
3. Improve communication and co-operation between Photography Clubs.
4. Promote communication between photography clubs and the Photographic Society of South Africa (“PSSA“).
5. Ensure that important common needs and other concerns of photography clubs are addressed timeously.
6. Establish a platform where knowledge and experience can be shared.
7. Co-ordinate local photography activities and / or organise such activities when and where appropriate.
8. The PSSA and local photography clubs will retain all their existing functions and responsibilities.
9. The focus will be on playing and facilitating a coordinating role in the Western Cape.
10. **Values**
11. The WCPF and its members are committed to professional conduct and high ethical values in all its activities.
12. We will not discriminate against any person for any reason.
13. The WCPF is committed to perform its activities in a pleasant and relaxed environment in which everybody can be themselves and can realise their photography ideals.
14. The WCPF is committed to maintain a culture of harmony among members.
15. The WCPF is committed to a culture of respect, integrity, care and support among members with appreciation for other members’ unique circumstances as well as for their photography and financial capabilities.
16. The WCPF is committed to create an environment in which members are willing to raise and debate alternative views / solutions / proposals to ensure good and open communication leading to optimal decisions / results.
17. **Membership**
18. All the photography clubs in the Western Cape will be considered to be members of the WCPF, whether they are affiliated with the PSSA or not. The boundaries of the Western Cape, for purposes of the WCPF, are defined as the Atlantic Ocean in the west, Hermanus in the south, Worcester in the east and Vredenburg in the north.
19. Should a new photography club be established outside the defined boundaries and wish to join the WCPF, then the WCPF will reconsider its boundaries.
20. Each photography club may send two representatives to all WCPF meetings, but will have only one vote at such meetings.
21. The WCPF shall be empowered to elect additional ex-officio members for the period until the next Annual General Meeting. Such ex-officio members will have the same rights as other members except that they will not have the right to vote at General Meetings of members. The members of the Executive Committee (“EXCO“) are deemed to be ex-officio members of the WCPF. Other ex-officio members may be elected from among the functionaries who perform designated tasks on behalf of the Forum, relating to, for example: JAP, Interclub, website, salons, Facebook etc. Where an ex-officio member performs more than one task, he/she will only have one vote at Forum meetings.
22. The Executive Committee (“EXCO”) shall have the power to deal with any member or member representative abusing the privileges and / or values of the WCPF and ultimately to terminate membership or request that a representative be replaced, should it be in the best interest of the WCPF. Any member dealt with under this paragraph shall have the right to appeal the EXCO’s decision to a Special General Meeting of members.
23. **Members’ rights**
24. Members have the right to a copy of the WCPF’s constitution.
25. Members have the right to be heard on any matter raised at Forum meetings.
26. Members, through their representatives, have the right to attend Annual General and Special General Meetings and to vote on all matters on the agenda.
27. Members have the right to approach the EXCO regarding any issue concerning the affairs or management of the Forum.
28. Members will be able to use equipment procured by the Forum, but only with the pre-approval thereof by the Chairman.
29. Members may not use the Forum’s facilities or equipment for commercial purposes.
30. Members have the right to resign from the WCPF but only after they have consulted with the Chairman regarding their motivation to do so.
31. **Member subscriptions**

It is not the intention to charge subscriptions or entrance fees for membership to the WCPF. The WCPF will raise funds for its activities from other sources or fundraising activities.

1. **Forum Meetings**
2. Forum meetings will be held every quarter, or more regularly, should the EXCO deem it necessary to do so.
3. The EXCO is responsible for all the arrangements regarding forum meetings.
4. The quorum for all Forum meetings will be the attendance of representatives of at least five clubs.
5. Decisions at Forum meetings will be on the basis of sufficient consensus.
6. The chairman of the Forum may at his discretion or at the request of a club, invite subject experts or other guests to Forum meetings.
7. The regional PSSA director and all other PSSA directors residing in the Western Cape are welcome to attend all Forum meetings as permanent guests and may participate in all discussions.
8. **General Meetings**
9. **Annual General Meetings** of the Forum will be held each year within 6 months of its financial year end at a time and place as the EXCO may decide. At the meeting the chairman’s and treasurer’s reports (including the Annual Financial Statements for the previous year and the annual budget for the next year), as well as the minutes of previous General Meetings, will be presented for approval. Permanent members to EXCO will be elected when vacancies occur. Members may submit motions to the chairman for consideration at the meeting. The chairman to finalise the agenda and the secretary to give at least ten days’ notice of the meeting to all members.
10. **Special General Meetings** of the Forum may be called by the EXCO to consider important matters and shall be called by the committee if a signed request to do so are received from at least five members. The chairman to finalise the agenda and the secretary to give at least ten days’ notice of the meeting to all members.
11. **The quorum** for Annual and Special members’ meetings will be five members present or represented at the meeting. Should a quorum not be present at an Annual General Meeting it will be adjourned to a date to be decided by the chairman. Should a quorum not be present at a Special General Meeting, the meeting will be cancelled.
12. The secretary will prepare minutes of all General Meetings for consideration by the chairman and approval at the next Annual General Meeting. The chairman to sign the approved minutes as proof of its correctness.
13. **Statutory Powers**
14. The WCPF shall be a corporate body separately from its members, capable of suing and being sued in its own name.
15. The activities of the WCPF shall be controlled by an Executive Committee (EXCO) empowered to perform all tasks required to attain its aims and objectives.
16. WCPF shall be permitted to own fixed assets in its own name in support of its aims and objectives.
17. The WCPF shall be permitted to have operational assets and liabilities related to its activities.
18. The WCPF shall be empowered to formally affiliate with other organisations (such as the PSSA) with similar or closely related aims and objectives.
19. **Executive Committee (“ EXCO “)**
20. An EXCO will be elected by members of the WCPF at Annual General Meetings from among member representatives who have attended at least one Forum meeting during the previous year.
21. The elected members of EXCO will serve for a period of two years, and a maximum of two consecutive terms.
22. The EXCO will consist of the following permanent committee members: chairman, treasurer and secretary.
23. The EXCO may co-opt a maximum of three additional committee members who will serve until the next Annual General Meeting.
24. The EXCO will manage all the operational activities of the Forum.
25. The EXCO will have the power to appoint sub-committees when it is desirable to do so and to delegate responsibility for particular duties to such sub-committees.
26. The chairman will determine the date, time and agendas for all EXCO meetings, while the secretary will arrange the meetings and give notice thereof to EXCO members.
27. The chairman may invite subject experts or other guests to attend EXCO meetings.
28. The quorum for all EXCO meetings will be the attendance of more than half of the EXCO members.
29. Decisions at EXCO meetings will be taken on a majority basis. The chairman will not have a casting vote.
30. The secretary will prepare minutes of all EXCO meetings for consideration by the chairman and approval at the next EXCO meeting. The chairman to sign the approved minutes as proof of its correctness.
31. **Annual Program**
32. The activities or functions to be performed in any specific year will be recommended by EXCO and approved by members present at a Forum meeting.
33. All activities will have to be in support of the stated aims and objectives of the WCPF.
34. Examples of such activities may include :
35. Organising the annual Western Cape Interclub competition, including determining the rules that govern the competition and resolving any disputes that may arise.
36. Making recommendations regarding judges and their responsibilities.
37. Providing centralised training, lectures and excursions where appropriate.
38. Organising regional exhibitions.
39. Organising regional salons.
40. Supporting PSSA’s activities.
41. Presenting regional congresses.
42. **Communication**

All formal communication with members and their representatives will be the responsibility of the secretary and may be done via emails, the Forum’s website, the Forum’s Facebook site and newsletters.

1. **Finance**
2. The Forum’s financial year will be from the 1st January until 31st December.
3. The treasurer will be a person with financial experience and the ability to prepare financial accounts as well as to draft a set of annual financial statements.
4. The treasurer will keep account of all monetary transactions and will maintain detailed records thereof until authorised to dispose thereof.
5. The treasurer will prepare annual budgets, financial reports and the Forum’s Annual Financial Statements.
6. The Annual Financial Statements will be reviewed by an independent financial expert and his report thereon will be submitted to EXCO for consideration and thereafter to members at the Annual General Meeting.
7. The Annual Financial Statements and annual budgets will be formally approved by members at the Annual General Meeting~~s~~.
8. All available funds of the Form will be deposited with an approved bank or financial institution.
9. All bank transactions to be approved by the treasurer and any one of the other non-related permanent EXCO members.
10. All deviations from budgets to be pre-approved by EXCO.
11. All long-term liabilities and bank overdrafts to be approved by members.
12. **Special Winding Up Conditions**
13. The sole or principal object of the Forum is to promote photographic related social, training and recreational amenities or facilities for its members in a non-profit manner.
14. Assets : in the event of the Forum being wound up, the assets of the organisation remaining after the satisfaction of all liabilities shall not be be paid or distributed among its members. The members of the Forum to identify an organisation ( which complies with the requirements as set out below ) to which the remaing assets must be transfered.
    * 1. Any other recreational club which has been approved by the Commissioner in terms of section 30A of the Income Tax Act (“Act”);
      2. Any public benefit organisation, contemplated in paragraph (a)(I)of the definition of a “public benefit organisation” in section 30(I) which has been approved in terms of section 30(3) of the Act;
      3. Any institution, board or body which is exempt from tax under the provisions of section 10(1)(cA)(i) of the Act, which has as sole or principal object the carrying on of any public benefit activity; or
      4. The government of the Republic in the national, provincial or local sphere, contemplated in section 10(1)(a) of the Act.
15. **General**

This constitution may be amended by members at an Annual General Meeting or a Special General Meeting with the approval of two-thirds of members present or represented at the meeting.

The constitution above was approved at a Forum meeting held on 21 April 2018. The meeting decided that the constitution be signed on behalf of the founding members by:

…………………………………. …………………………

Nicol Du Toit Date

Chairman

…………………………………. …………………………..

Johan Bester Date

Exco member