

Constitution of the Irish Photographic Federation.

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1. Introduction

- 1.1. The Irish Photographic Federation (also known as the IPF) is the national representative body of photographic clubs, societies and groups in Ireland.
- 1.2. The object of the IPF is the promotion of the art of photography in all its forms.
- 1.3. Membership of the IPF is open to all formally convened photographic clubs, societies and groups in Ireland.
- 1.4. The IPF is administered by an elected council, the National Council.
- 1.5. The Executive of the IPF is elected by the National Council.
- 1.6. The IPF is the national representative affiliate member of Federation Internationale de l'Art Photographique (also known as FIAP) representing Ireland.
- 1.7. Affiliated clubs and its individual members will be subject to the rules of competition or events organised under the auspices of FIAP

2. Definitions

- 2.1 The National Council is the executive committee of the IPF
- 2.2 The executive officers of the IPF shall be the President, the Vice President, the National Secretary and the National Treasurer.
- 2.3 Additional executive positions shall be determined from time to time by the National Council, such positions being appointed on an annual basis, generally at the next meeting of the National Council following an Annual General Meeting.
- 2.4 An "Affiliated Club" or "Affiliated Member" is a photographic club, society or Group that has been admitted to membership of the IPF
- 2.5 In this constitution, the term "club" shall include a society or group.

3. Membership

- 3.1. Affiliated Clubs of the IPF are formally convened photographic clubs, societies or groups as Council may admit to membership
- 3.2. Affiliated Clubs, and their members, shall be subject to the rules and regulations of the IPF, and shall abide by the rules of all competitions and events organised by the IPF, or under its auspices, and the rules of all competitions and events organised under the auspices of FIAP.
- 3.3. Affiliated Clubs, and their members, shall abide by rules of the IPF as decided by Council at an Annual General Meeting or at an Extraordinary General Meeting.

- 3.4. Affiliated Clubs shall pay an annual subscription to the Hon Treasurer at a rate to be decided by Council from time to time, and approved at an Annual General Meeting or Special General Meeting.
- 3.5. Affiliated membership will lapse in the event of non-payment of the annual subscription following the 1st of January each year.
- 3.6. No Affiliated Club will be permitted to participate in IPF events unless its subscription is paid.
- 3.7. It is a condition of membership of the IPF that a club, society or group must lodge a copy of its constitution with the National Secretary
- 3.8. The constitution of an Affiliated Club shall include provision for an Annual General Meeting, for the election of officers, including a Chairperson, Honorary Secretary and Honorary Treasurer.
- 3.9. Affiliated Clubs shall annually submit to the National Secretary the names, addresses and contact details of their executive officers following their club Annual General Meeting
- 3.10. Affiliated Clubs shall annually submit to the National Secretary a copy of the Club's current Public Liability Insurance Certificate following their club Annual General Meeting
- 3.11. Affiliated Clubs shall abide by the rules of the IPF, both as set out in this Constitution and as decided by Council either at an Extraordinary General Meeting or at an Annual General Meeting.
- 3.12. The IPF Audio-Visual Group shall be regarded as a member group within the meaning of 2.4 and 2.5 (Definitions), and shall be subject to the rules of the IPF and its constitution, in like manner as groups coming within the definition.

4. National Council

- 4.1. Council is the executive committee of the IPF.
- 4.2. Council shall not consist of more than twenty five members, or less than fifteen members, duly elected at an Annual General Meeting of the IPF
- 4.3. Membership of Council is through election of members by Affiliated Clubs at an Annual General Meeting.
- 4.4. Elected council members will serve not more than a three year term, after which he/she may stand for re-election, if nominated and seconded as in 4.9 below
- 4.5. For the purpose of continuity, membership of Council will be divided into three sections. Members of each section will commence their three year term simultaneously. Where a newly elected member cannot be included in the section currently beginning a three year term, that member will be included in the section with the next longest term, and his/her term lasting only for the duration of that section.

- 4.6. Where a council member cannot complete his/her term of membership, he/she may be replaced on Council by co-option. That co-opted member will serve the remainder of the term of the council member so replaced, but subject to confirmation of the co-opted member at the next Annual General Meeting.
- 4.7. In addition to council members elected above in 4.3 and 4.6, each Region of the IPF is entitled to one member representing that region, who shall be the Chair or Hon Secretary of that Region.
- 4.8. The quorum for meetings of Council will consist of one half of the current membership of Council plus two. Where membership of Council is currently an odd number, one half will be deemed to be that number raised to the next complete numeral.
- 4.9. Council shall be elected as follows:
- (a) At the Annual General Meeting at which the constitution is adopted, or if adopted at an Extraordinary General Meeting, at the Annual General Meeting next following such adoption, not more than ten candidates for Council shall be elected by simple majority vote by ballot of delegate members present.
 - (b) Candidates shall be nominated by one Affiliated Member and seconded by another Affiliated Member. No candidate shall nominate or second himself/herself.
 - (c) If total nominations to Council do not exceed ten, all candidates shall be deemed elected as outlined in 4.9 (b)
 - (d) In any tied election, a second ballot between the tied parties shall be taken.

5. Officers of the Federation

- 5.1. The executive officers of the IPF will consist of:
President,
National Secretary,
National Treasurer,
Vice-President.
- 5.2. Executive officers will be elected by Council at the next meeting following the Annual General Meeting
- 5.3. Executive officers will not serve a term of more than three consecutive years
- 5.4. Other posts consist of:
FIAP Liaison Officer
Distinctions Secretary
Chair of Distinctions Assessment
Deputy Chair of Distinctions Assessment
Public Relations Officer
- 5.5. Holders of posts in 5.4 above will be elected by Council at the next meeting following the Annual General Meeting.

5.6. Council may appoint other posts from time to time as deemed necessary for the efficient running of the IPF, but subject to confirmation at the next succeeding Annual General Meeting.

5.7. Election of Officers and holders of other posts will be by simple majority vote of Council.

5.8. Should an Officer resign or cannot attend to his/her duties, Council shall co-opt an officer in his/her place

6 Expulsion and Readmission of Expelled Members

6.1. It shall be an offence to bring the IPF into disrepute. Disrepute shall be defined as: "Any act, whether by word or deed, published or otherwise, that has the effect in the considered opinion of Council of tarnishing the reputation of the IPF, or any of its officers, affiliated club, members of an affiliated club or person acting on behalf of the IPF, may be deemed to have brought the IPF into disrepute."

6.2. No member of a club affiliated with the IPF shall, by word, conduct, deed or written statement on paper or by electronic medium, bring the IPF into disrepute.

6.3. Hearing of a complaint

(a) Any complaint as outlined in 6.1 should be submitted in writing to the National Secretary of the IPF. The details of the complaint should be clearly outlined and may be submitted by an affiliated club, a member of an affiliated club or a member of Council.

(b) A complaint regarding the bringing of the IPF into disrepute shall be heard by a committee of five persons appointed by Council at the next meeting of Council following the receipt of such complaint. This group shall be referred to as the Complaints Committee. This committee shall be ad hoc in nature and shall remain extant for the duration of processing a specific complaint.

(c) The Complaints Committee membership may comprise members of Affiliated Clubs not presently serving on Council and/or serving on Council. These persons must not be members of the Affiliated club of the member thereof in question. The Chair of the Complaints Committee shall however be a presently serving member of Council.

(d) Upon receipt of said complaint as in 6.3 (a), the National Secretary will convene a meeting of the Complaints Committee to hear said complaint. The complainant and defendant will be notified in writing and be invited to attend a hearing. Neither the complainant nor the defendant will be allowed legal representation.

(e) The Complaints Committee shall meet in camera for an initial examination of the complaint and its final deliberations.

(f) The Complaints Committee shall notify its decision to the National Secretary, who shall notify in writing such decision to the complainant and defendant, and shall report to the next meeting of Council.

(g) Decisions of the Complaints Committee are final, unless the matter is appealed to Council.

(h) An Appeal as outlined in 6.3(g) should be submitted in writing to the National Secretary within twenty eight days of the date of the Complaints Committee's decision. The Appeal Hearing shall require a full quorum of Council members, but excluding Council members who are on the Complaints Committee other than the Chair of said committee who shall report to Council, but not vote on the matter.

(i) The decision of the Appeal Hearing by Council shall be final, and transmitted in writing to the complainant and appellant by the National Secretary.

6.4 Consequences of finding the IPF being brought into disrepute.

On finding that a complaint of bringing the IPF into disrepute being valid either by the Complaints Committee, or on appeal to Council, Council may impose one or more of the following sanctions:

- (a) The offender shall be excluded from all IPF competitions and events for a period of not less than one year, and less than five years
- (b) The offender shall be excluded from all IPF competitions and events for a period of over five years
- (c) The offender shall be excluded from all IPF competitions and events permanently
- (d) The offender shall not be part of any entry by any affiliated club of the IPF for the duration of the period as set out in 5.4 (a), 5.4 (b), and 5.4 (c)
- (e)** The offender shall be required to surrender any distinctions previously awarded by the IPF.
- (f) During the period of exclusion from IPF competitions and events, the IPF will not ratify any application by the offender for FIAP distinctions.
- (g) Such sanctions as deemed appropriate will be transmitted in writing by the National Secretary to the offender.

7.Meetings

7.1. Annual General Meeting

(a) The IPF shall hold an Annual General Meeting within fifteen calendar months of the preceding Annual General Meeting, and not less than twenty eight day's notice to all Affiliated Club members.

(b) The following business will be conducted at the Annual General Meeting

(i) the adoption and amendment of Standing Orders, if any

(ii) the minutes of the immediately preceding Annual General Meeting and every, if any, unconfirmed general meeting held subsequent thereto during the period intervening

between the two Annual General Meetings shall be read by the National Secretary, or in the absence of such National Secretary, by a person as may be appointed by the presiding Chair. When the meeting confirms the minutes as read, or altered by the meeting, they shall be signed by the presiding Chair and the National Secretary or such person substituting for said Secretary.

(iii) the transactions of the IPF, its condition or state of affairs generally or in any particular way shall be made the subject of a Statement, either written for circulation to the members, or otherwise to the meeting by the President, National Secretary or other person appointed by them, and the meeting may take such action thereon as it may decide provided that no resolution on such Statement shall take precedence over the adoption of the balance sheet.

(iv) the Statement of Account and Balance Sheet as prepared by the Treasurer for the immediately preceding financial year, or period and for such other periods or years in respect of which any audit may have been made and which has not already been submitted to a General Meeting of the IPF and adopted thereat, shall be read or circulated, and if circulated previously amongst members may be taken as read, and if correct shall be adopted.

(v) motions to the Annual General Meeting shall be submitted in writing to the National Secretary not less than fourteen days preceding the date of the Annual General Meeting, such motions being transmitted through Affiliated Club secretaries. Submitted motions shall not be accepted in any other manner.

(vi) for voting purposes, members in attendance shall comprise of one delegate from each Affiliated Club (the members) nominated to speak on the motions and other business relevant to the current Annual General Meeting, and a fellow club member. Both club members shall have an individual vote.

(vii) the election of Council shall be dealt with in accordance with Sections 4.2, 4.3, 4.4, 4.5, 4.6 and 4.7 above.

7.2. Extraordinary General Meetings

The IPF shall hold an Extraordinary General Meeting convened by Council or by one Affiliated Club with the written approval of not less than one third of the Member Clubs of the IPF on notice of not less than twenty eight days. Such notice shall consider any motion that could not be properly dealt with at an ordinary meeting of the IPF, and which is of such urgency as could not wait the holding of the next succeeding Annual General Meeting, and which is not a matter relating to the expulsion, sanctioning or disciplining of a Member.

7.3. Council Meetings

Council meetings shall be held as often as considered necessary by Council, but not less than quarterly. It shall be the responsibility of the National Secretary to notify all Council members of each meeting with not less than fourteen days notice.

7.4. General Regulations

(a) the President for the time being shall be entitled to preside as Chairperson at every meeting of the IPF with the exception of Special General Meetings at which the Chairperson shall be such Affiliated Member as may be appointed by Council, but who shall not be a member of Council.

(b) Business:

(i) no meeting of the IPF shall proceed to business unless a quorum is present within one hour of the time notified for commencement of the meeting, otherwise such meeting, if it is to be considered a General Meeting, shall stand adjourned for a period of fourteen days.

(ii) no business shall be transacted at an adjourned meeting unless it appeared in the original agenda for the meeting.

(iii) nothing in this constitution shall prevent the holding of more than one meeting of the IPF on the same day. However where more than one meeting is to be held on the same date, a Special General Meeting shall be given priority over all other meetings.

(c) Voting:

(i) at all meetings and for all matters other than the election of Council, where the votes are equal, the Chairperson shall have a casting vote.

(ii) all questions to be decided shall in the first instance by a show of hands, unless five members present demand a ballot, in which case a ballot shall be taken.

(iii) every member present and entitled to vote shall have only one vote which shall be cast by the Member's nominated representative.

(iv) no voting by proxy shall be permitted

8.Regions

8.1 The IPF may group its affiliated members into geographical groups such as shall be determined from time to time.

8.2 The chair of each region shall be entitled to have a seat on Council. However, the representative will be excluded from holding the post of an Officer of the IPF whilst representing a region.

8.3 Each region may draw up its own constitution provided that nothing therein shall prevent the operation of any provisions of the constitution of the IPF.

8.4 Each region may require its affiliated clubs to pay an affiliation fee to the region, without prejudice to the obligation of such affiliated clubs to pay affiliation fees to the IPF.

8.5 Regions may, as authorised by Council from time to time, organise qualifying rounds of competitions under the auspices of the IPF.

9. International Affiliation

9.1. Council shall determine such international organisations as would be of benefit to the IPF to be affiliated with, and shall make such annual contribution as may be required to maintain such affiliation.

10 Exhibitions and Competitions

10.1 The IPF shall organise from time to time such competitions and exhibitions as Council shall decide, subject to such rules and conditions as Council shall direct.

10.2 It shall be the duty of the relevant event co-ordinator to oversee the conduct and management of such competitions and exhibitions.

10.3 In all matters relating to breaches of the Rules of such competitions and exhibitions, the decision of council shall be final.

10.4 The IPF shall adopt the rules as defined by FIAP relating to monochrome prints, colour prints and digital images.

11 Data Protection

11.1 The IPF shall adhere to current national Data Protection legislation in all its activities.

11.2 Affiliated Clubs shall adhere to current Data Protection Legislation in all its activities and incorporate provisions for such adherence into their club constitution.

12 Finance

12.1 Council shall operate as determined necessary an account with a Bank as they approve.

12.2 Council shall maintain a balance in the current account of the IPF equal only to the minimum balance required by the IPFs bankers plus such sum necessary to meet outstanding liabilities of the IPF. All other funds of the IPF shall be held on deposit.

12.3 Council shall appoint an auditor being either a Chartered or Certified Accountant

12.4 The Hon Treasurer shall provide all books, accounts and related information to the Auditor deemed necessary for the preparation of annual accounts in sufficient time for the Auditor to have the final accounts available for the next Annual General Meeting.

13 Alteration to the Constitution.

13.1 Nothing in this Constitution may be amended, except on passing of a motion at an Annual General Meeting or at an Extraordinary General Meeting of the IPF by a vote of two thirds of the members present, and voting at such meeting in favour of the motion for amendment.

13.2 Notice of a Motion for Amendment of the Constitution shall be given by the Hon Secretary of the IPF not less than thirty five days before the date of an Annual General Meeting or an Extraordinary General Meeting, and the National Secretary shall thereafter give at least twenty eight days notice of the proposed Motion for Amendment of the Constitution for the members.

John Cuddihy AIPF
President IPF
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