



# The Photographic Society of New Zealand Inc.

## PSNZ BY-LAWS

### By-Law 8. National Convention & National Exhibition

- (a) The National Convention shall be held annually and shall be conducted at a venue and organised by an affiliated club (or a group of clubs) of PSNZ approved by a majority vote at a General Meeting.
- (b) Where two or more clubs jointly undertake the role of organising a Convention either pursuant to clause 8(a) above, or at a later date if circumstances demand, one only of those clubs shall be designated as the lead club for the group and shall be known as the Organising Club in the Letter of Appointment and shall be the club responsible under these By-Laws to PSNZ.
- (c) After the venue and Organising Club have been approved as provided in 8(a) and 8(b) above, the appointment by PSNZ and the Organising Club's acceptance thereof, shall be documented in writing between PSNZ and the Organising Club by a Letter of Appointment (the LOA), with specific reference to the applicable
- By-Law(s), and
  - National Convention Manual, and
  - Any special instructions or conditions.
- that are to be followed by the parties in organising and running the National Convention.
- (d) The National Convention shall be conducted over a period not longer than a week but not less than three days.
- (e) The Annual General Meeting of the Society shall be held during the National Convention.
- (f) The Organising Club shall organise the National Convention in accordance with the LOA, and any additional directions of Council conveyed through the Councillor of National Conventions from time to time during the lead up to the Convention. If the Organising Club proposes to organise or run the Convention in a manner at variance to the provisions of the LOA or Council's directions, all such variations are to be approved in advance by Council.
- (g) The Organising Club will generally establish a Convention Organising Committee (COC), from within its own members, but individuals from outside the Club may be appointed to

the COC by the Club. The Chairperson of the COC must be a senior member of the Organising Club and preferably have been a member of the organising committee for a previous National Convention. While the COC may carry out the detailed organisation of the Convention in liaison with the Councillor of National Conventions, the COC is only an agent of the Organising Club and the Organising Club retains its obligations to PSNZ devolving from the LOA and from this By-Law.

- (h) The Organising Club and its COC shall establish and operate a proper accounting system over the duration of its activities as the Organising Club. This should utilise an accounting software package rather than be based on spreadsheets. The following are particular requirements to be adhered to:
- PSNZ has established bank accounts for use by Organising Clubs for the banking for Conventions, and these shall be the only bank accounts used by Organising Clubs for PSNZ National Conventions.
  - PSNZ is registered for GST and shall handle all GST matters relating to Conventions.
  - The Organising Club Convention accounting system shall be run on a GST inclusive basis.
  - The Convention Registration form shall comply with GST legislation and regulations.
- (i) In organising the National Convention, the Organising Club shall make provision in the programme of the Convention and at the Convention venue, for the formal presentation of the National Exhibition Prints and Projected Images, the Wiltshire Cup Inter-club Projected Image Competition, the Bledisloe Cup Inter-club Print Competition, the successful Honours Sets, the Trans Tasman Entries and any other competitions or events as directed by the Councillor for National Conventions. The convention Organising Club shall make arrangements to allow National Exhibition viewers to vote for their favourite image from the Exhibition. The author of the image receiving the most votes is awarded the 'Kodak Peoples Choice' trophy.
- (j) Unless specifically provided for in the LOA, the Organising Club is not responsible for the organisation of the National Exhibition, but has the right to recommend a suitable club to organise the National Exhibition as provided in By-Law 11(d) The National Convention Organising Club shall, invite a member of the National Exhibition Organising Club to be a member of the National Convention COC.
- (k) In the event that the Organising Club proposes to use paid consultants or advisors to assist organise and/or run the Convention, the Organising Club shall seek the prior approval of Council through the Councillor for National Conventions, providing details of the scope of services to be provided by the consultant/advisor, the associated fees & charges, and details of the consultant/advisor's experience with events similar to the Convention. Any agreements or arrangements between the Organising Club and such consultant/advisors shall be between these two parties and neither PSNZ nor Council shall be a party to such agreements or arrangements.
- (l) At least eight (8) months prior to the Convention, the Organising Club shall submit a budget package for the Convention to Council for approval, through the Councillor for National Conventions. This budget package shall be based on the guidelines and templates set out in the National Convention Manual and shall include the following:

- the number attendees budgeted for the Convention.
  - the registration fee structure proposed for the Convention. (Note that Registration fees for non PSNZ Members are to be set 25% more than the fees for PSNZ Members).
  - a draft of the proposed Convention programme.
  - a budgeted profit and loss statement for the Convention, showing all significant items of budgeted income and budgeted expenditure. Unless specifically directed otherwise by the LOA or the Councillor for National Conventions, the Convention shall be budgeted on achieving a profit after the inclusion of a prudent contingency provision.
  - details of any advance required from PSNZ to fund the startup costs.
  - details of any planned grant application to the Bowron Foundation Trust.
  - details of the major sponsors contracted and/or planned for the Convention.
  - details of any paid consultants or advisors to be used by the Organising Club, with a copy of the Service Agreement established between the Organising Club and the consultant/advisor.
  - details of any pre- and post-Convention events planned by the Organising Club including details of how these are to be funded (note such events are NOT to be considered part of the Convention or included in the Convention budget).
- (m) The Councillor for National Conventions shall promptly review the budget package submitted by the Organising Club, and after obtaining such clarifications and/or changes from the Organising Club as he/she deem are necessary, shall submit the budget package to Council for formal approval and acceptance.
- (n) Council shall promptly consider and vote on the proposed budget package, with a majority vote of **all** Councillors being required for approval and acceptance of the budget package. In approving and accepting the budget package, Councillors shall give due consideration to the risks being assumed by the Society, particularly where the budgeted expenditure for the Convention is a high percentage of, or exceeds the total annual turnover of the Society.
- (o) Both the Organising Club and Council shall use their best endeavors to have the budget package approved at least six (6) months prior to the Convention.
- (p) Once approved and accepted by Council, the approved budget for the Convention shall be the reference document for the management and control of the organisation and running of the Convention. In particular, the Organising Club shall establish and use a cost control system for the Convention based on the approved budget, making monthly reports to the Councillor for National Conventions of costs and commitments to-date, against the approved budget. The Councillor shall in turn make monthly reports to Council.
- (q) In the event that the Organising Club finds that it is likely that they will not be able to comply with the approved budget, either in terms of likely registrations/income for the Convention or likely costs associated with providing the Convention, the Organising Club shall forthwith so advise the Councillor for National Conventions, and shall as rapidly as possible thereafter submit their proposed revisions to the approved budget to Council, through the Councillor for National Conventions, for approval.

- (r) The Councillor for National Conventions and Council shall handle any such requests for changes to the approved budget as quickly as possible, following the same procedures used for the original budget package as set out in clauses 8(l) and 8(m) above respectively. Once approved by Council, the revised budget shall become the approved budget and shall be used as the approved budget as specified elsewhere in this By-Law.
- (s) The Organising Club shall close out the Convention as rapidly as possible on its conclusion, during which time the Club shall continue to submit financial reports to the Councillor for National Conventions as specified under clause 8(o) above. Not later than six (6) months after the Convention, the Organising Club shall submit through the Councillor for National Conventions, an audited set of financial statements for the Convention.
- (t) In the event the Convention realises an overall net profit, this shall be shared equally between PSNZ and the Organising Club, with PSNZ's share of the profit being paid to PSNZ when the audited financial statements for the Convention are supplied to PSNZ.
- (u) In the event the Convention sustains an overall net loss, PSNZ will underwrite only that portion of the overall loss that relates to a lower income from that budgeted in the last approved budget per clauses 8(p) & 8(r) above. In particular, PSNZ **will not** underwrite any portion of the overall loss that relates to overall spending above the total costs approved by Council in the last version of the approved budget per clauses 8(p) & 8(r) above, and such portion of the loss will be to the Organising Club's own account.