

**WELSH PHOTOGRAPHIC FEDERATION / UNDEB FFOTOGRAFFIG CYMRU**  
**Member of the PHOTOGRAPHIC ALLIANCE OF GREAT BRITAIN**

**CONSTITUTION AND RULES (Agreed AGM 2<sup>nd</sup> March 2025)**

**1. TITLE**

The Federation shall be called:

**The Welsh Photographic Federation / Undeb Ffotograffig Cymru**

The Federation may be referred to as 'The WPF'

**2. PURPOSE AND AIMS**

The purpose of the Federation is to promote Welsh Photography throughout Wales. It aims to:

- i. Promote and encourage an interest in photography amongst the societies in Wales.
- ii. Encourage Member Societies to practice photography.
- iii. Ensure that all members of Member Societies are treated equally.
- iv. Be a member Federation of the Photographic Alliance of Great Britain.
- v. Promote annual exhibitions of Photography.
- vi. Encourage members and other invited photographers to apply for distinctions based on photographic merit (such as AWPF).
- vii. Establish and maintain a panel of Presenters and Judges.

**3. MEMBERSHIP**

- i. A Society may be affiliated to the WPF only if it is a camera club, photographic Society, photographic club or photographic group with a published constitution and published programme of events, united by a common interest in photography, meeting for mutual co-operation, education, entertainment or competition.
- ii. All photographic societies, clubs and photographic sections or educational societies shall be eligible for membership, and upon election by the WPF Committee shall be entitled to describe themselves as affiliated to the Photographic Alliance of Great Britain through the WPF.
- iii. All member societies shall have a written constitution and Public Liability Insurance, which shall be made available for review by the WPF Executive Committee. Member societies shall advise the Executive Committee of major changes to their constitutions and public liability insurance cover for the club as soon as possible.
- iv. Societies seeking to join the WPF will be given a copy of this constitution.

**4. SUBSCRIPTION**

- i. All affiliated societies shall pay an annual subscription as fixed by the Annual General Meeting (AGM). All such monies are due on 1<sup>st</sup> January of each year. An annual return of membership shall be made 31<sup>st</sup> December of each year.
- ii. For new Clubs joining the WPF, the annual subscription becomes payable on 1<sup>st</sup> January of the following year.

- iii. Any member society whose subscription is in arrears by 28 February will automatically be excluded from membership.
- iv. The Executive Committee shall have the sole discretion in the event of refunds.
- v. A member society may withdraw from the WPF on giving notice in writing to the Secretary of the WPF but shall remain liable for any outstanding subscription due at the time of receipt of the notice.

## **5. DELEGATES**

The Secretary, or if more than one, the General Secretary of a member society shall be a delegate to General Meetings of the Federation, and in addition societies shall be entitled to appoint further delegates in accordance with the following scale:

- i. 1-12 members - one delegate
- ii. 13-30 members - two delegates
- iii. 31-50 members - three delegates
- iv. 51 or more members - four delegates

The above scale shall be applied based on the number of members reported. It shall be the duty of society/club secretaries to make an annual return of membership as at 31st December of the previous year.

### **5.1 Appointment of Delegates**

Any delegate appointed under this Rule may be appointed in any manner and at such time as the society/club may decide and may be changed as required. No delegate appointed under this Rule shall be entitled to vote at a formal meeting of the Federation unless formal notification of their appointment has been received by the General Secretary of the Federation on or before one week prior to the date of the General Meeting and such notification having been signed by the Chair or Secretary of the society/club. No delegate may represent more than one society/club at any one general meeting.

### **5.2 Substitute Delegates**

Member societies may appoint substitute delegates to take the place of their nominated delegates at a General Meeting of the Federation. Such substitutions shall be made in writing by post or e-mail and received by the General Secretary of the Federation not less than 24 hours before the General Meeting.

Such substitute delegates notified as above shall have full voting rights.

## **6. GENERAL MEETINGS**

General Meetings, (Annual General Meetings or Extraordinary General Meetings), shall be convened not less than fourteen days and not more than twenty-eight days' notice in writing. The General Secretary of the Federation shall inform those persons entitled to attend.

### **6.1 Quorum**

A quorum shall be present at a General Meeting of the Federation before the meeting can proceed and a quorum shall be ten persons, representing at least five member societies.

## **6.2 Venue**

Any General Meeting shall be held where the Executive Committee direct, or failing such direction as the President and General Secretary may decide.

## **6.3 Chairman**

The President shall chair all General Meetings of the Federation. If the President is absent, the Chair shall be taken by the Vice President. If both are absent within fifteen minutes of the start time of the meeting, the delegates should elect a Chair from the attending executive committee members.

## **6.4 Entitlement to Vote**

- i. The only persons entitled to vote at a General Meeting are the delegates and members of the Executive Committee. Exceptionally the chair will be entitled to a casting vote in the event of a tied vote.
- ii. Any member society/club member, is entitled to attend General Meetings of the Federation as an observer.

## **6.5 Advice and Information**

The Chair shall have the sole right to invite any person to attend, and to speak at, any General Meeting so as to seek their advice and/or obtain information. This includes the Auditor.

## **6.6 Passing of resolutions**

All proposals arising at a General Meeting shall be decided by a simple majority. The exception being the alteration of the Constitution, dismissal of an Executive Committee member or dissolving the Federation, which shall require a two-thirds majority.

## **7. ANNUAL GENERAL MEETINGS**

The affairs of the Federation shall be governed by an AGM of the delegates to be held in March of each year. The business of AGM's shall be:

- i. To receive reports from the Executive Committee.
- ii. To receive an Income and Expenditure Account and Balance Sheet in respect of the previous financial year, which shall be certified by the Auditor.
- iii. To elect an Executive Committee, who shall be members of member societies/clubs of the Federation.
- iv. To appoint an Auditor, who may be a professional accountant, or a person experienced in the preparation of annual accounts but not a member of the Executive Committee.
- v. To transact any other competent business, see section 8 Proposals.

## **8. PROPOSALS**

Proposals for consideration by the AGM under Rule 7(v) may be originated by a member society/club or the Executive Committee. Proposals from a member society/club shall be in writing and signed by the Chair and Secretary and be with the General Secretary of the Federation no later than 14 days before the AGM.

## **9. EXTRAORDINARY GENERAL MEETINGS**

An EGM may be convened at any time by the Executive Committee or by delegates from not less than five societies/clubs. Notice must be in writing to the General Secretary of the Federation requesting a meeting and specifying the business to be transacted. Upon receipt of such notice the General Secretary shall within fourteen days of receipt call an EGM in accordance with Rule 6.

## **10. BANK ACCOUNT**

- i. One or more bank or building society accounts shall be opened in the name of the Federation.
- ii. Cheque and Cash withdrawals from such accounts shall be made upon any two of the signatures of the Treasurer and another authorised Committee member(s).
- iii. Internet Banking – there shall be a minimum of 3 authorised signatories, one of which will be the Treasurer.
- iv. The Treasurer is to send monthly statements to all Committee Members.
- v. Such Petty Cash Accounts shall be maintained as shall be directed by the Executive Committee.

## **11. EXECUTIVE COMMITTEE**

The day-to-day general administration of the Federation shall be the responsibility of the Executive committee elected under Rule 7(iii).

### **11.1 Composition**

The Executive Committee shall consist of:

- i. President
- ii. Vice President
- iii. Immediate Past President
- iv. General Secretary
- v. Treasurer
- vi. Not more than ten Ordinary members as elected at the AGM after which the President will propose duties which shall be endorsed by the Executive Committee.

### **11.2 Term of Office**

All members of the Executive Committee shall retire annually on the conclusion of the AGM and shall be eligible for re-election, except that the President may not hold that office continuously for more than two years.

In the event of any Executive Committee Member resigning, they will not be able to stand again until the next AGM whereupon their application to stand will be subject to normal nomination procedures.

Where an Executive member cannot complete their term of membership, they may be replaced on the Committee by Co-option. That Co-opted member will serve the remainder of the term of the committee member so replaced.

### **11.3 Frequency of meetings**

The Executive Committee shall meet not less than four times in each calendar year.

### **11.4 Quorum**

A quorum of five persons or more shall be present at Executive committee meetings before that meeting can proceed. The President will chair at all Executive Committee meetings. If the President is not present the provisions of Rule 6.3 shall be followed.

### **11.5 Duties of Executive**

The Executive Committee shall implement the conditions of Clause 7, Clause 8 and Clause 9 as above, in particular details of nominations and proposals will be communicated by the General Secretary.

Appoint from amongst its members a person to be on the Executive Committee of the Photographic Alliance of Great Britain and also delegates to General Meetings of that body.

Have control of the finances of the Federation, except that the subscription rate shall be endorsed at an AGM.

The Executive Committee will issue, where and when appropriate, Policy Guides and Codes to further inform and remind members of current views, usages and best practice requirements. Many areas which were once considered "common sense" are now subject to more rigorous conditions and interpretation. Such items may include a Duty of Care, Health & Safety regulation, Codes of Conduct, Safeguarding and Privacy Policy by way of example. These documents will be listed as Addenda to the Constitution.

Individual Executive Committee Members may fulfil specific roles for specific periods (normally 12 months from AGM to AGM and at the behest of the President). For example, the Judges and Presenters Secretary who maintains (professional) Judging and Presenting Services for the Member societies. The scope, responsibilities and authority of the position need to be documented and signed off by the incoming officer/secretary.

## **12. CONDUCT OF EXECUTIVE MEMBERS, AFFILIATED SOCIETIES/CLUBS AND SOCIETY/CLUB MEMBERS**

All parties shall be required to act in a respectful and responsible manner in the course of their duties in accordance with the WPF Code of Conduct and associated Dispute Resolution Policy, Duty of Care. (Addenda (i))

## **13. WPF MERITORIOUS SERVICE AWARD**

Awards are for Service – provision or support of activities at the wider Club or Federation level of photographic endeavours.

The WPF recognises service to Photography in Wales (and beyond) by the Award of an Honorary Fellowship of the Welsh Photographic Federation (Hon. FWPF).

Before bestowing an Award, the Executive committee needs to be convinced it is appropriate and this takes the form of a written Citation detailing the service dates and achievements of the proposed recipient. The Citation should be supported with countersignatures from Club and WPF Executive members, Fellows and other responsible individuals having insight into the service and merits of the proposal. If the proposal is successful the Fellowship will be conferred by the President at the earliest suitable occasion and presentation will be made of Certificate and Citation.

All Meritorious Service matters are to be treated as Private & Confidential until made public by the President.

#### **14. DISTINCTIONS**

WPF Photographic Merit Distinctions will consist of a range of graded Distinctions as determined by the Executive committee. At present they consist of:

- a. CWPf (Commendation) In development 2025
- b. AWPf (Associate) Existing
- c. EWPf (Excellence) Next to develop
- d. SWPf (Superior) Future expectation

Certificates will be Awarded to all successful applicants who achieve the required standard.

#### **15. AMENDMENT OF CONSTITUTION**

This Constitution may be altered at any General Meeting by a two-thirds majority of the votes cast, subject to the notice required in Rules 8 and 9.

#### **16. DISSOLVING THE FEDERATION**

Dissolving the Federation must first be discussed at an EGM called under Rule 9. If it is decided to proceed, a resolution must be passed by a two-thirds majority at a further EGM. This further meeting must be convened by sending notification to every member society/club not less than 14 days, not more than 28 days in advance of the meeting. Dissolving the Federation shall then take effect from the day when the resolution is passed and the Executive Committee shall be responsible for the winding-up of the assets and liabilities. Any assets remaining after the discharge of all debts and liabilities, and the collection of any monies owed to the Federation, shall be shared equally amongst the member societies/clubs at the date of the dissolution.

Version: 8.2

Issued by: Pat Hollis

Date of approval: 2<sup>nd</sup> March 2025

Addenda:

- i. Policies, Codes and Guides:
  - Code of Conduct
  - Data Protection