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## **Advance Notice**

## **Annual General Meeting (AGM) of Wellington Photographic Society Inc (WPS)**

The date of the AGM is set for 10 August 2017. In accordance with the WPS constitution (the relevant part is set out below), we will send out a full AGM notice by 1 August. In advance of that, we are calling for any motions members want to put on the agenda as part of the AGM business and for nominations for office holders and WPS Committee members.

Any motion for a change to the WPS Rules must be sent to the Secretary by 10 July.

I attach information on committee roles and a nomination form for office holders and committee members. Completed nominations must reach the Secretary by 27 July.

Hilary Troup

Secretary

Wellington Photographic Society

Email: secretary@wps.org.nz

The WPS constitution requires:

**10     ANNUAL GENERAL MEETING**

10.1 The Annual General Meeting of the Society shall be held after the end of the Society’s financial year at a date, time and place to be fixed by the Committee.

10.2 The business of the Annual General Meeting shall be to:

 (a) Receive from the Committee a Report and Financial Statements for the preceding financial year.

 (b)  Elect the Officers and Committee

 (c)  Set Annual Subscriptions

 (d) Decide if a Financial Review in accordance with the appropriate standards of the New Zealand Institute of Chartered Accountants is required for the forthcoming year and, if required, authorise the Committee to appoint a suitably qualified person to undertake the review.

 (e)  Decide on any motion which may be duly submitted to the meeting.

 (f)  Consider general business.

10.3   Any Member wishing to submit a motion to alter the Rules at the Annual General Meeting shall give notice in writing to the Secretary not later than one month before the Annual General Meeting. Any such motion shall be signed by a proposer and seconder.

10.4   Nominations for Officers and Committee Members shall be submitted in writing to the Secretary not later than two weeks before the date of the Annual General Meeting. Any such nominations shall be signed by the proposer and seconder and shall have the consent of the nominee.

 **12     NOTICE TO BE GIVEN OF MEETINGS**

 At least seven days before the Annual General Meeting or any Special General Meeting, a notice of such meeting and of the business of which notice has been given shall be sent to the last known address of each member.

**Committee of the Wellington Photographic Society Inc**

On 10 August 2017 WPS members at the AGM are to elect the officers of the Society, that is the President, Secretary and Treasurer, and up to five committee members. Committee members take responsibility for different areas of the club’s work.

The current committee is:

Gail Teale – President

Thomas Zink – Treasurer, Membership Secretary. Tom has also been looking after property.

Hilary Troup – Secretary

Julie Brixton - Competitions

Brendon Lang – Webmaster

Kerry Whittaker – Programme

Lesley Moyes – Impact Editor

Shannon Doyle – Marketing/Communications.

At the AGM Gail Teale finishes her two year term and will hand over to a new president. Tom Zink, Hilary Troup and Lesley Moyes are leaving their positions.

With the handover to a new team coming up, the Committee has looked at the roles of committee members and has decided to redefine the role of Membership Secretary. Looking after the membership database and processing the membership fees will be part of the Treasurer role but making new members welcome will be the focus of the Membership Secretary role.

Responsibility for the club’s property will be the part of a Resource Co-ordinator’s role. The club also needs a committee member to co-ordinate the annual exhibition.

Gail Teale is leading the preparation for a new committee. If you would like a role on the committee or want to propose a member for a committee role, please contact Gail Teale at President@wps.org.nz. Gail has the full revised committee position descriptions and is happy to discuss nominations.

The 2017 nomination form is attached below. The form signed by the proposer, seconder and the nominee must reach the Secretary by 27 July 2017.

**Committee of the Wellington Photographic Society Inc**

**NOMINATION FORM 2017**

I/We wish to nominate (insert name of nominee) ................................................

for election to the Committee of the Wellington Photographic Society.

Position candidate is nominated for (committee member/officer):

............................................................................................................................

Signed by ................................................................................... as Nominator, and

by ................................................................................................ as Seconder

I accept the nomination and I am willing to serve on the Committee of the Wellington Photographic Society. I certify that I am not disqualified from being an officer of a charity under section 16(2) of the Charities Act.

Signed by the nominee .......................................................................................

**Disqualifying factors in Section 16(2) of the Charities Act 2005**

To qualify as an officer under the Charities Act, an officer must not be:

* an undischarged bankrupt
* under the age of 16 years
* convicted of a crime involving dishonesty (section 2(1) of the Crimes Act 1961) and sentenced within the last 7 years
* prohibited from being a director or promoter of, or being concerned or taking part in the management of, an incorporated or unincorporated body under the Companies Act 1993, the Securities Act 1978, the Securities Markets Act 1988, or the Takeovers Act 1993
* disqualified by the Charities Commission under section 31(4) of the Charities Act 2005
* subject to a property order made under the Protection of Personal and Property Rights Act 1988, or have their property managed by a trustee corporation under section 32 of that Act (this relates to people who are not fully able to manage their affairs)
* a body corporate that is being wound up, is in liquidation or receivership, or is subject to statutory management under the Corporations (Investigation and Management) Act 1989
* disqualified from being an officer under the rules of the Wellington Photographic Society.