

BELLARINE CAMERA CLUB INCORPORATED CLUB BYLAWS

INTRODUCTION

This document lays out the framework on which the Bellarine Camera Club will function. It does not replace the Incorporated Body Rules but rather they coexist collectively, and the club operation is bound by both documents. This document includes:

- Details of meetings and roles of the committee.
- The document also covers the membership parameters for renewals and expiration/suspension.
- The final section contains the regulations for the publication and alteration of these Bellarine Camera Club Bylaws.
- While a separate document the Competition Rules for the Bellarine Camera Club are to be considered as part of the clubs Bylaws.

DOCUMENT HISTORY

Document Version	Date	Author
Rules place in current format	July 2026	The committee

CLUB MEETINGS

- The Club will meet on the 1st and 3rd Mondays of the month, evening, from and including the 4th Monday in January up to the 1st Monday in December, to further the purposes of the Club as outlined in the Rules of the Bellarine Camera Club Incorporated.
- On meeting nights the Clubrooms will be open by 7.00 p.m., with meetings commencing at 7:30 pm, unless otherwise specified.
- All meetings will be presided over by the Club President or the President's nominee.
- Discussion of items of a political or religious nature will not take place during any Club meetings.
- Under the authority of the Committee of Management, a draft syllabus will be prepared, usually for a 12-month period.
 - The subject matter of weekly meetings will be publicised in advance - usually 2-3 months.
 - Syllabus items will be advertised on the Club website.
- Any other meetings held in the name of the Club, apart from those prescribed above, must have the approval of the Committee of Management.
- Any other meeting held in the name of the Club will be documented within the Club Syllabus and shall be deemed approved by virtue of the Committee of Management approving the Syllabus.
- The Committee of Management can cancel or move the standard club meetings as required. A minimum of 4 weeks' notice must be provided to all members of any changes.

ELECTED OFFICIALS

The Committee of Management (Executive and General Committee Members) are elected/appointed in accordance with the Rules of Bellarine Camera Club Incorporated, and shall serve the best interests of the Club and the Club's Purposes, on behalf of the entire membership.

Duties of elected Officers shall be as follows:

- **President**
 - Be responsible for overall management of the Club with assistance from the committee.
 - Chair committee meetings.
 - Ensure that the development of the Club Syllabus under an appointed Syllabus subcommittee occurs and is kept up to date.
 - Ensure Club website enquiries are properly managed by someone.
 - Host Club nights or delegate a Committee member if necessary.
 - Represent the Club at VAPS meetings and other official occasions or delegate a Committee member if necessary.
 - Present a Report on Club business and activities to the Annual General Meeting.
- **Vice President**
 - Support the President in the execution of their president's duties.
 - Represent the President whenever required.
 - Perform any duties that the Committee properly deems.
- **Secretary**
 - Manage correspondence to and from the Club.
 - Disperse correspondence to members when appropriate.
 - Respond to Club website enquiries.
 - Record minutes of the Annual General Meeting, and monthly Committee meetings and any other relevant activities.
 - Be the Public Officer of the Club.
- **Treasurer**
 - Be responsible for the financial management of the Club.
 - Report to the monthly committee meetings.
 - Collect membership fees and any other monies for special events.
 - Pay invoices and reimbursements.
 - Present a Statement of Accounts and a written Report to the Annual General Meeting.
- **Competition Secretary**
 - Gather and record all entries for monthly and Inter-Club competitions.
 - Ensure that entries comply with competition guidelines. If an entry that does not comply, the competition secretary may, in consultation with a Committee member, refuse to accept it.
 - May request access to metadata or RAW files or negatives if necessary.
 - Appoint and liaise with judges for monthly competitions, and relevant Inter-Club competitions.
 - Keep records of results of all competitions on a database on the Club computer.
 - Present a Report to the Annual General Meeting.

Membership Secretary

- Greet visitors upon arrival to meetings, explain what the Club provides and answer any queries the visitors may have.
 - Upon receiving Membership application, inform committee members for approval.
 - Introduce visitors and new members to other members.
 - Send an email of Welcome to New Members.
 - Issue New Member Booklet, Membership Card and member Number to new members.
 - Ensure New Members Info Book is always up to date.
 - Maintain Membership Register and distribute to relevant committee members.
- **General Committee Members**
 - General Members may be allocated roles or deemed necessary by the Committee which may include:
 - Organising social events
 - Organising exhibitions
 - The number of General committee members will be set and voted on at the AGM.

COMPETITION RULES & COMPETITION GRADINGS

- The committee will ensure that a separate document containing Competition Rules is updated as required and is available to all members via the club's website.
- The competition rules will include items such as
 - Detail of the number, size, presentation, type and naming convention of images that can be entered into competitions.
 - Date of eligibility of images.
 - Grading of members.
 - Annual Awards.

USE OF CLUB LIBRARY

- The borrowing of books from the Club's Library is based on an honour system. Trusting that club members return the books they borrow.

MEMBERSHIPS

- Adult Single – a person over 18 years of age.
- Concession Single – a holder of Aged Pension, Government Seniors card, or Disability Pension, or Unemployed, or a Full-Time Student.

Membership Renewals Timetable:

- 1st June - The first membership renewal notification will be issued.
- 22nd June - A follow-up renewal notice will be issued for members with unpaid dues.
- 12th July - A final renewal notice will be issued for members with unpaid dues.
- 31st July - Final due date.
- 1st August - From this date, any member who has not paid their membership will be considered to be an expired member.

EXPIRED/SUSPENDED MEMBERSHIP

A membership shall cease when:

- A member resigns as per Section 16 and 17 in the Incorporated Body Rules.
- A member is suspended as per Section 12 (4) in the Incorporated Body Rules.

Should a member resign or if a member is suspended after the membership fees have not been paid as documented above, then the following actions shall be taken:

- The respective member(s) shall be removed from all email lists of correspondence of Bellarine Camera Club.
- The respective members shall be removed from all social media accounts of Bellarine Camera Club, such as Facebook.
- The Membership Secretary will ensure all relevant club officers are advised when an individual is no longer a financial member of the club.
- Should any member resign or is suspended for any of the above reasons, it shall be noted in the Committee Meeting Minutes at the next appropriate Bellarine Camera Club Committee Meeting(s).

LIFE MEMBERSHIP

The Bellarine Camera Club on occasion will recognise members that have made an exceptional contribution to the club and designate them as 'Life Members'. To be recognised as a life member, a member must meet certain criteria, and a written nomination application must be submitted for consideration to the Committee of Management.

The written nomination application from a member nominating a member is expected to be submitted toward the end of the club administrative year before the June committee meeting. It is encouraged that interested members discuss their ideas about life membership with the Committee of Management before preparing a nomination application.

Nominations that meet the requirements of the Committee of Management, will be proposed to all members at the subsequent next Annual General Meeting. Some of the criteria that must be met to warrant life membership, include:

- Being a continuous financial member of the club for at least 10 years.
- Being involved in club leadership roles such as being part of the Committee of Management or leading a subcommittee.
- Has contributed to club education initiatives such as presenting and giving seminars to club members.
- And representing the club at public or associated events and to other relevant organisations.

The final deciding factors and criteria that deem life membership, are determined at the discretion of the Committee. Life Member nomination applications are considered on a case-by-case basis. Life members will enjoy free annual club membership.

PUBLICATION AND ALTERATION OF BYLAWS

- The Bylaws may be altered by the Committee, in accordance with the Rules of the Bellarine Camera Club, and shall be reviewed as required.
- A copy of these Bylaws shall be available to members.