

Horsham Photographic Society

Sub-Group Guidelines

With the permission of the HPS committee sub-groups of the main club can be set-up by a group of members to pursue a specific genre of photography such as a specialist subject matter or photographic technique.

Only current members of HPS will be eligible for membership of subgroups although guests may be permitted to attend meetings and field trips.

A sub-group leader will be designated who will act as a liaison to the main committee and be responsible for the running of the sub-group including but not limited to: arranging the calendar, hire of meeting premises, organisation of field trips and financial aspects. These roles may be delegated to other individuals as deemed necessary. The leader will present a roundup of the sub-groups activities at the HPS AGM

The sub-group will comply with HPS rules as laid down in the constitution including arrangements for field trips.

The sub-group will be self-sufficient financially, with costs such as venue hire, speaker costs and activities being covered from within the sub-group e.g. by sub-group membership subscriptions and guest fees. The sub-group's activities will be covered by the HPS insurance provisions subject to compliance with any requirements of those provisions such as recording of attendance at meetings.

A treasurer will be appointed to manage the financial aspects of the subgroup and produce an annual account that is to be audited independently and presented to the committee in time for the HPS AGM.

Interim activity and financial reports may be requested at the regular HPS committee meetings.

The sub-group may hold its own competitions and award prizes, the results of these competitions will not be considered in the overall results of the main club.

Any proposals for a new sub-group shall be made in writing to the HPS committee detailing the subject, the designated leader, estimated size of initial membership, draft meeting plan and financial budget estimates. The committee may consider help with start-up costs if it is deemed appropriate.

Should the sub-group cease to operate for any reason, any assets will revert to the main club.