



CONSTITUTION & RULES

Revised May 2008

The Constitution & Rules

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The Constitution & Rules

(Revised May 2008)

- 1 The name of this Guild shall be *The Guild of Television Cameramen*. This name applies to both male and female Members of the Guild. All references in this Constitution to 'he' should be read as referring to 'he' or 'she'.
- 2 The Guild shall consist of Full Members, Associate Members, Affiliate Members, Fellow Members, Honorary Members, Sponsor Members, Academic Members, Student Members, and Retired Members.
- 3 The aim of the Guild shall be to ensure the professional status of the Television Cameraman (as defined in Appendix A).

MEMBERS

- 4 The Members of the Guild shall be such persons that are already Members of the Guild at the date of these revised rules and such other persons as the Council shall admit to membership at its discretion in accordance with the following definitions:

- a) FULL MEMBERS

Cameramen with at least three years' professional experience in any branch of television.

- b) ASSOCIATE MEMBERS

Cameramen with less than three years' professional experience in any branch of television.

The word 'professional' in these categories refers to cameramen who earn their living working in the television industry.

All non-broadcast applicants must have two existing Guild Members as sponsors to their application for membership.

- c) AFFILIATE MEMBERS

Those who are ineligible for any other category of membership but who, at the discretion of the Council, would further or promote the objectives of the Guild.

- d) FELLOW MEMBERS

Those whom the Guild has decided to honour for their services in promoting the objectives of the Guild.

- e) HONORARY MEMBERS

A grade awarded by Council to non-Members or, in special cases, to Full Members who, in their opinion, have given outstanding service to the Guild.

- f) SPONSOR MEMBERS

Individuals or Organisations not otherwise qualifying for membership who, by virtue of their trade or occupation, are closely connected with or within the television industry.

- g) STUDENT MEMBERS

- (i) Student Members should be attending a course, full or part time, recognised by the Guild as being appropriate.

- (ii) The Guild can, at its discretion, refuse membership under this category without stating any reason whatsoever.

- (iii) The subscription level for Student Members should be 50% of the Full Membership rate, or such other rate, lower than 50%, as the Council shall decide.

- (iv) Membership under this category shall terminate when the course being followed ceases, and reapplication under normal criteria should follow, if continued Guild Membership is desired.

- h) RETIRED MEMBERS

- (i) Existing Full Members may, on reaching the age of 60, apply for their membership to be re-categorised as Retired Member.

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- (ii) The subscription rate for Retired Members shall be equal to that for Associate Members, or such other rate as the Council shall decide.
 - (iii) It shall not be possible to join as a Retired Member.
 - (iv) The Guild can, at its discretion, refuse membership under this category without stating any reason whatsoever.
- i) ACADEMIC MEMBERSHIP
- (i) Membership for a college or establishment of Higher Education whose aims are compatible with the aims of the Guild of Television Cameramen.
 - (ii) The subscription rate shall be set as the Council may decide.
 - (iii) This grade of membership will not have voting rights.
 - (iv) Entitlement under this grade will be determined by Council, and will be reviewed bi-annually.
 - (v) The Council may, at its discretion, refuse membership under this category without stating any reason whatsoever.

The membership of any category or appropriate category is at the discretion of the Guild Council.

- 5** To the best of their ability, every Member shall further the objects, interests and influence of the Guild and shall observe all the Rules of the Guild.
- 6** a) Any Member who shall fail to observe any of the Rules of the Guild (so far as the same may properly be enforceable) shall be excluded from the Guild by a Resolution of a majority of at least two thirds of the Members of the Council present and voting at a Council Meeting at which no less than five Members of the Council shall be present. Such Member shall have seven clear days' notice sent to him of the Council Meeting and he may attend the Meeting and be heard in his defence.
- A Member excluded from the Guild by such Meeting may, within the next seven days after notice of his exclusion, give notice to the Council that he intends to appeal against the decision of the Council at the Annual General Meeting of the Guild.
- b) The General Meeting shall have the power to annul the exclusion, or to annul it subject to the performance of any conditions which the Meeting may think fit to impose.
 - c) A Member so excluded shall have no claim to a return of the money paid by him to the Guild on his entry as a Member thereof, or by way of an annual subscription and shall cease to be a Member of the Guild.
 - d) A Member may resign his membership by notice in writing, addressed to the Council, and such resignation shall take effect at the next following Meeting of the Council.

GENERAL MEETINGS

- 7** The Guild shall hold a General Meeting in every year as its Annual General Meeting at such time and place as may be determined by the Council and shall specify the Meeting as such in the Notices calling it, provided that every such General Meeting shall be held not more than fifteen months after the holding of the last preceding Annual General Meeting.
- 8** All General Meetings other than Annual General Meetings shall be called Extraordinary General Meetings.
- 9** Extraordinary General Meetings may be convened on a Resolution of the Council and shall be convened on the request in writing of any 20 Full Members of the Guild, addressed to the Secretary.
- 10** All grades of membership of the Guild shall be entitled to receive notice of, and to attend and subject to **Rule 18** vote at, General Meetings and, without prejudice to **Rule 22** below, each Member shall have one vote, provided that it shall be open to the Council to create new grades of membership of the Guild with such restrictions as to receive notice of, and to attend and vote at, General Meetings, as it shall, in its discretion, decide.

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NOTICE OF GENERAL MEETINGS

11 Thirty days' notice in writing, at the least, of every Annual General Meeting and of every Meeting convened to pass a Special Resolution and fourteen days' notice in writing, at least, of every other General Meeting (exclusive in every case both of the day on which it is served and of the day for which it is given) specifying the place, the day and the hour of the Meeting and, in the case of Special Business, the general nature of that Business, shall be given in the manner hereinafter mentioned to such persons as are, under these rules, entitled to receive such notices from the Guild.

For the purposes of these Rules, a Special Resolution is a Resolution passed by not less than three quarters of the Members present at any General Meeting of the Guild.

12 The accidental omission to give notice of a Meeting to, or the non-receipt of such a notice by, any person entitled to receive notice thereof, shall not invalidate any Resolution passed or proceeding had at any Meeting.

PROCEEDINGS AT GENERAL MEETINGS

13 All business shall be deemed special that is transacted at an Extraordinary General Meeting and all that is transacted at an Annual General Meeting shall also be special, with the exception of the consideration of the Income and Expenditure Account and Balance Sheet and the Reports of the Treasurer and of the Auditors, the announcement of the result of the postal ballot for the election of the Council and the appointment and the fixing of the remuneration of the Auditors.

14 No business shall be transacted at any General Meeting unless a quorum is present when the Meeting proceeds to business. Save as herein otherwise provided, twenty Full Members personally present shall be a quorum.

15 If, within thirty minutes from the time appointed for the holding of a General Meeting, a quorum is not present, the Meeting, if convened on the requisition of Members, shall be dissolved. In any other case it shall stand adjourned to such a time and place as the Council shall appoint and if, at such adjourned Meeting, a quorum is not present within thirty minutes from the time appointed for holding the Meeting, the Full Members present shall be a quorum.

16 The Chairman of the Guild or, in his absence, the Vice Chairman shall preside as Chairman at every General Meeting. If at any Meeting the Chairman or Vice Chairman shall not be present within fifteen minutes after the time appointed for holding the same, or shall be unwilling to preside, the Full Members present shall choose some Member of the Council or, if no such Member be present or if all the Members of the Council present decline to take the Chair, they shall choose some Full Member of the Guild, who shall be present, to preside.

17 The Chairman may, with the consent of any Meeting at which a quorum is present (and shall, if so directed by the Meeting) adjourn a Meeting from time to time and from place to place, but no business shall be transacted at any adjourned Meeting other than business which might have been transacted at the Meeting from which the adjournment took place. Whenever a Meeting is adjourned for thirty days or more, Notice of the adjourned Meeting shall be given in the same manner as of an original Meeting. Save as aforesaid, the Members shall not be entitled to any notice of an adjournment nor of the business to be transacted at any adjourned Meeting.

VOTING AT GENERAL MEETINGS

18 At any General Meeting, a Resolution put to the vote of the Meeting shall be decided on a show of hands of all Full Members, Associate Members, Retired Members and Fellow Members entitled to vote, unless a poll is before or upon the declaration of the result of the show of hands demanded by the Chairman or by at least three Members present in person; and unless a poll be so demanded, a declaration by the Chairman of the Meeting that a Resolution has been carried, or carried unanimously or carried by a particular majority, or lost, or not carried by a particular majority, and an entry to that effect in the Minute Book of the Guild shall be conclusive proof of the number or proportion of the votes recorded in favour of, or against, the Resolution.

19 Postal votes, if applicable on formal Resolutions, will be included in the final count.

20 If a poll be demanded in manner aforesaid, it shall be taken at such time and place and in such manner as the Chairman of the Meeting shall direct, and the result of the poll shall be deemed to be the Resolution of the Meeting at which the poll was demanded.

21 No poll shall be demanded on the election of a Chairman or on any question of adjournment.

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- 22** In the case of an equality of votes, whether on a show of hands or on a poll, the Chairman of the Meeting shall be entitled to a casting vote.
- 23** The demand of a poll shall not prevent the continuance of a Meeting for the transaction of any business other than the question on which the poll has been demanded.

NATIONAL COUNCIL

- 24** The Council shall consist of a Chairman, two Vice Chairmen, Treasurer, Secretary and other posts as required. The occupants of these positions shall be determined at the Council Meeting following their election at the biennial General Meeting. The positions of Production Manager (Zerb Magazine) and Advertising Organiser (Zerb Magazine) are by Council Appointment and can be held on a permanent basis or until either the Council or the occupant gives due notice of termination. Both positions are filled on a voluntary basis and do not carry a voting right on Council.

The Council shall consist of a maximum of twenty UK based Members, plus such number of overseas based Members as the Council shall decide to appoint subject to the provisions of **Rule 28**.

- 25** Council Members shall be elected biennially by a postal vote of all Full Members, Associate Members, Retired Members and Fellow Members taken at least twenty one clear days before the Annual General Meeting. The Council shall appoint a Panel of Scrutineers to count the votes, and the result of such a ballot shall be announced by the Chief Scrutineer at the Annual General Meeting.
- 26** Council Members shall hold office (subject to the provisions of **Rule 31**) from the date of their election for a period of two years and following the Annual General Meeting they shall be eligible for re-election.
- 27** No person who is not a Member of the Guild, with the exception of the Production Manager (Zerb Magazine) and the Advertising Organiser (Zerb Magazine), as stated in **Rule 24**, shall be qualified to hold Office or membership of the Council.
- 28** Notwithstanding the provision of **Rule 27**, the Guild may elect an Associate Member, a Full Member, a Fellow Member, a Retired Member or a non-Member of the Guild as its Honorary President. The Honorary President shall be an ex officio Member of the Council and of all Committees of the Council but will not qualify to vote at Meetings of the Council.
- 29** The Council may, from time to time and at any time (subject to the provisions of **Rule 24**), co-opt any Member of the Guild as a Member of the Council, either to fill a temporary vacancy amongst the elected Members or by way of addition to the elected Members of the Council.

POWERS OF THE COUNCIL

- 30** The business of the Guild shall be managed by the Council.

DISQUALIFICATION OF COUNCIL MEMBERS

- 31** The Office of a Member of the Council shall be vacated:
- if he (subject to the provisions of **Rules 24** and **28**) ceases to be a Member;
 - if he becomes of unsound mind;
 - if, by notice in writing to the Guild, he resigns his Office;
 - if he fails, without good reason, to attend regular Council Meetings prescribed at the beginning of his turn of Office;
 - if he commits any act which, in the opinion of the majority of the Council Members, brings discredit to the Guild.

PROCEEDINGS OF THE COUNCIL

- 32** The Council shall, unless otherwise determined by a General Meeting, hold at least one Meeting approximately every nine weeks, at venues and dates decided at the commencement of their term of Office with the provision that they may adjourn and otherwise regulate their Meetings as they think fit.

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- 33** A Council Meeting may take place at the appointed time, regardless of the number of Council Members attending, with the proviso that either the Chairman or Vice Chairman is in attendance to maintain the regular business of the Guild. However, should a formal Resolution be forthcoming at a Meeting with less than five Members of the Council in attendance, the Resolution shall be put to a full vote of the Council Members.
- 34** Subject to the provisions of **Rule 33**, questions arising at any Meeting shall be decided by a majority of votes of the Members present. In the case of an equality of votes, the Chairman, or in his absence the Vice Chairman, shall have the casting vote.
- 35** All Meetings of the Council shall be convened by at least one week's notice in writing. With each such notice, the Secretary shall send an Agenda of the business to be discussed at such Meetings. No business shall be transacted at such Meetings which is not mentioned in such Agenda unless, in the opinion of the Chairman of the Meeting, it arises out of any item of business on the Agenda or on the Minutes of the last previous Meeting or is a matter of urgency.
- 36** The Chairman, Vice Chairman or any three Council Members, via the Chairman or Vice Chairman, may request that the Secretary be instructed to summon a Meeting of Council at any time, by a Notice served on Members of the Council.
- 37** If, at any Meeting of the Council, neither the Chairman nor the Vice Chairman be present within five minutes after the time appointed for holding the Meeting and willing to preside, the Members of the Council present may choose one of their number to be Chairman of the Meeting.
- 38** A Meeting of the Council, subject to **Rule 33**, shall be competent to exercise all authorities, powers and discretions by, or under, the Rules of the Guild.
- 39** The Council may delegate any of its powers to Committees consisting of such Members of the Guild as it thinks fit, and any Committee so formed shall, in the execution of powers so delegated, conform with any regulations imposed on it by the Council. The Meetings and proceedings of any such Committee shall be governed by the provisions of these Rules for regulating the Meetings and proceedings of the Council, by so far as applicable and so far as the same shall not be superseded by any regulations made by the Council as aforesaid.
- 40** All acts bona fide done by any Meeting of the Council or any Committee of the Council shall, notwithstanding it be discovered that there was some defect in the appointment or continuance in office of any such Member, or that they or any of them were disqualified, be as valid as if every such person had been duly appointed or had duly continued in office and was qualified to be a Member of the Council.
- 41** The Council shall cause proper Minutes to be made of the proceedings of all Meetings of the Guild, the Council, all Committees of the Council and all business transacted at such Meetings. Such Minutes of any Meeting, if purporting to be signed by the Chairman of such Meetings or by the Chairman of the next succeeding Meeting, shall be sufficient evidence, without further proof, of the facts stated therein.
- 42** A Resolution in writing, signed by a simple majority of the Members for the time being of the Council, who are duly entitled to receive Notice of a Meeting of the Council, or Members of a Committee of the Council who are duly entitled to receive Notice of a Meeting of such Committee shall be as valid and effectual as if it had been passed at a Meeting of the Council or of such Committee, duly convened and constituted.

ACCOUNTS

- 43** The Council shall cause proper Books of Account to be kept with respect to:
- a) all sums of money received and expended by the Guild and the matters in respect of which such receipts and expenditure take place;
 - b) all sales and purchases of goods by the Guild;
 - c) the assets and liabilities of the Guild.
- Proper books shall not be deemed to be kept if they are not kept as such Books of Account as are necessary to give a true and fair view of the state of affairs of the Guild and to explain its transactions.
- 44** The Books of Account shall be kept at the office, or at such other place or places as the Council shall think fit, and shall always be open for inspection to the Members of the Council.

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- 45** The Guild in General Meeting may, from time to time, impose reasonable restrictions as to the time and the manner of the inspection by the Members of the Accounts and Books of the Guild, or any of them and, subject to such restrictions, the Accounts and Books of the Guild shall be open to the inspection of Members at all reasonable times.
- 46** At the Annual General Meeting in every year, the Council shall lay before the Guild a proper Income and Expenditure Account for the period since the last preceding Account, made up to a date not more than four months before such Meeting, together with a proper Balance Sheet made up as at the same date. Such Account and Balance Sheet shall be accompanied by proper Reports of the Treasurer and Auditors, and copies of such Account and Balance Sheet and Reports, and of any other documents required by law, to be annexed or attached thereto or to accompany the same, shall, not less than twenty one clear days before the date of the Meeting, be sent to the Auditors.

AUDIT

- 47** Once every year, at least, the Accounts of the Guild shall be examined and the correctness of the Income and Expenditure Account and Balance Sheet ascertained by one or more properly qualified Auditor or Auditors.

NOTICES

- 48** A Notice may be served by the Guild upon any Member, either personally or by sending it through the post in a prepaid letter addressed to such Member at his registered address, as appearing in the Register of Members.
- 49** The Guild may, by Special Resolution, amend any of the provisions contained in these Rules at a General Meeting.
- 50** All personal information held in the way of computerised records is subject to the Data Protection Act.

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APPENDIX A

Details of the Objectives of the Guild

The objectives of the Guild shall be to foster and improve the art and craft of Television Cameramen for the professional television industry and for that purpose:

- a) to ensure and preserve the professional status of the Television Cameraman and to establish, uphold and advance the standards of qualification, competence and conduct of Television Cameramen;
- b) to advance the aims and objectives of its Members, so far as they relate to the advancement of the art and craft of television camerawork;
- c) to foster relations with the Government and national and international bodies and with the public, and to co-operate with other bodies at all levels of technical and professional competence, whose object and purpose may be related to those of the Guild;
- d) to foster co-operation with Universities and other educational institutions;
- e) to foster co-operation between its Members on matters pertaining to science, art or practice of television;
- f) to acquire by purchase, devise, bequest, donation or otherwise, lands hereditaments of any description and tenure and to accept any gift, endowment or bequest and the office of Trustees and to carry out any trusts attached to such gift, endowment or bequest or attached to such office;
- g) to arrange meetings, lectures and discussions for the examination and consideration of techniques and equipment relating to the use of a television camera;
- h) to consult and correspond with manufacturers producing equipment relating to television cameras;
- i) to produce, print and publish Journals and literature both of a technical and non-technical nature, relating to the profession and equipment used by Television Cameramen;
- j) to do all such lawful things as are identical or conducive to the attainment of that object.

APPENDIX B

Guild Awards

- 1 Scope and intention of the Awards
 - (a) The Guild of Television Cameramen Awards (with the exception of The Mike Baldock Award and the Seal of Approval Award) are intended to recognise excellence and achievement in the practice of camera skills for television.
 - (b) Submissions for Awards must be made by members of the Guild of Television Cameramen and submitted to the Awards Officer.
 - (c) Decision, by a majority vote, on all submissions for Awards will be made by the Council of the Guild of Television Cameramen, or a panel approved by the Council, at a Meeting called at least four weeks prior to the Awards ceremony.
 - (d) No Award will be made in any category if, in the opinion of the Council, or a panel approved by the Council, no suitable nomination of sufficient quality has been received.
- 2 **The award of the Guild of Television Cameramen's Award should be subject to the following criteria:**
 - (a) **Definition of Award:** The Guild of Television Cameramen's Award is awarded to an individual who, in the opinion of the Council, has furthered the cause of the Guild by fostering and improving the art and craft of the professional TV cameraman over many years.
 - (b) The recipient is made an Honorary Member of the Guild, if not already a Fellow of the Guild.
 - (c) There will only be one 'Guild of Television Cameramen's Award' awarded each year.

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- (d) Each nominator must explain in writing the reasons for his or her nomination.
- (e) The nominee for the Award need not be a member of the Guild.

3 The award of the Award for Excellence should be subject to the following criteria:

- (a) **Definition of Award:** An Award for Excellence is awarded to an individual or crew for demonstrating outstanding camera skills on a production made primarily for broadcast shown during the 12 months preceding the closing date for nominations.
- (b) The authenticity of the work nominated must be checked by the Awards Officer.
- (c) Self-nominations will only be accepted at the discretion of the Council.
- (d) Nominations must be accompanied by a video recording containing a short excerpt from the nominated programme. This is viewed by the Council to help them in their deliberations.
- (e) There is no limit to the number of Awards for Excellence awarded in any one year.
- (f) The recipient of an Award for Excellence receives a certificate and/or other suitable trophy as agreed from time-to-time by a vote of Council

4 The award of the Mike Baldock Award should be subject to the following criteria:

- (a) **Definition of the Award:** The Mike Baldock Award is given to a person who is not a member of the Council of the Guild of Television Cameramen and who, in the opinion of the Council, has rendered valuable service to the Guild.
- (b) The nominee for the Mike Baldock Award need not be a member of the Guild of Television Cameramen.
- (c) The form of the Award is decided by the Council but usually constitutes an engraved piece of glassware.
- (d) The award has its own special fund and is given in memory of Mike Baldock, a Thames Television Cameraman who died in 1979.

5 The award of the Seal of Approval should be subject to the following criteria:

- (a) **Definition of Award:** A Seal of Approval is given to a manufacturer for a piece of equipment that, having been nominated by the membership and voted for by Council, has significantly aided cameramen in the advancement of their craft
- (b) Equipment can only be nominated if it has been in production use in the UK for more than twelve months preceding the date of the Awards Nomination deadline.
- (c) Nominations will not be accepted from any member who is connected with the manufacturer concerned
- (d) There is no limit to the number of Seals of Approval awarded in any one year.
- (e) The recipient manufacturer receives a certificate together with the right to display the Seal of Approval on the piece of equipment concerned.

6 The award of a 'Fellowship' should be subject to the following criteria:

- (a) The nominee for 'Fellowship of the Guild of Television Cameramen' is a member of the Guild.
- (b) The majority of the Council, in granting a Fellowship, will have considered the nominee to have served the Guild of Television Cameramen in an exceptional and exemplary manner.
- (c) A Fellow of the Guild of Television Cameramen is entitled to lifetime free membership of The Guild of Television Cameramen.

7 The award of 'Honorary Member' should be subject to the following criteria:

- (a) The nominee for 'Honorary Membership' need not be a member of The Guild of Television Cameramen.
- (b) The Council will grant an Honorary Membership to an individual who, their majority opinion considers, has made a significant contribution to television camerawork or has assisted the Guild to function.
- (c) An Honorary Member of the Guild of Television Cameramen is entitled to lifetime free membership of the Guild of Television Cameramen.