

**SOLIHULL PHOTOGRAPHIC SOCIETY
OPEN EXHIBITION COMMITTEE OPERATING PROCEDURES**

1. Introduction

The Solihull Open Exhibition of British Photography is sponsored by the Solihull Photographic Society (SPS) but all organisation and day to day operation of the Exhibition is delegated to a separate Exhibition Committee under a remit agreed by the Society and detailed in this note.

2. Object of Exhibition

To enhance the standing of SPS in the national photographic community and to provide a Midland venue for the exhibition of outstanding photographic work. Entry will be open to any individual currently resident in the United Kingdom (England, Scotland, Wales and N Ireland) as well as the Channel Islands and the Isle of Man.

3. Composition and role of the Exhibition Committee

- a. It will be chaired by an Exhibition Chairman elected at the SPS AGM. An Exhibition Treasurer will also be elected at the AGM. Other Committee members will be co-opted as required by the Exhibition Chairman but must all be members of the Society unless agreed otherwise by the SPS main Committee. The Current President of the Society is automatically a member of the Exhibition Committee.
- b. The Exhibition Committee will be responsible for organising all arrangements for the Exhibition including venue, judges, entry sections, entry fees, entry invitations, all printing, judging arrangements, acceptance criteria, catalogue production, return of entries and Exhibition finances including the purchase of any equipment or software needed for efficient running, the receipt and banking of entry fees and other income, and the payment of all costs.
- c. The Exhibition Chairman will report at all meetings of the full SPS Committee and a financial statement will be presented at the AGM.

4. Exhibition operation

- a. The Exhibition will be maintained on the BPE list. Additionally, PAGB patronage will be sought each year and the Exhibition will be run under PAGB rules.
- b. PAGB medals will be awarded in all sections. A PAGB bronze medal will be awarded to the best Solihull member's entry in each section (provided a Solihull member has achieved the acceptance standard in that section). Solihull members shall be eligible for PAGB silver and gold medals.

5. Financial management

- a. All Exhibition funds shall be kept in a separate account but managed and subject to the same financial controls as all other SPS accounts.
- b. The Exhibition Treasurer shall be responsible for day to day management of Exhibition finances and ensuring that the Exhibition Committee is regularly briefed on the financial situation.
- c. All activities and material requirements related to the Exhibition shall be funded from Exhibition related income (such as entry fees and ticket sales) including reserves from past years.
- d. Reserves shall be maintained to cover the total cost of the next planned Exhibition. Any losses must be covered by Exhibition reserves and in no circumstances will losses be met from SPS club funds
- e. In the event of a surplus building up over and above that needed to cover the cost of a future Exhibition, Exhibition funds may, if approved by both Exhibition Committee and SPS full Committee, be used to purchase useful equipment for the Society but may not be used to alleviate club subscriptions.

- f. In the event that reserves are deemed insufficient to cover the cost of the next Exhibition, and no sponsor is found to insure against possible loss, the Exhibition will be terminated and funds will revert to the Society where they may be donated to a nominated charity and/or used for purchase of useful equipment for the Society but may not be used for the alleviation of club subscriptions.
- g. In the event that the Exhibition cannot be run, e.g. by reason of insufficient personnel to carry out the necessary exhibition tasks, the Exhibition funds may be held in reserve for one year. If an Exhibition is still not viable after one year then the funds will revert to the Society as above.

6. Data Protection

- a. In managing the Open Exhibition, the Society will comply with the Data Protection Act 1998. It is noted that under the Act, the Society is a data controller exempt from notification.
- b. On behalf of the Society, the Exhibition Chairman collects and holds personal information about entrants to current and previous Exhibitions. This may include name, address, telephone number, e-mail address, payment details, and records of any entries made.
- c. Any entrant wishing to verify the personal information held by the Society should apply to the Exhibition Chairman.
- d. Personal contact details are used solely for the administration of the Exhibition, and are only distributed to Committee members, and to others approved by the Committee, for specific purposes. Any such information should be retained by individuals only for as long as is necessary to complete any specific task and should be deleted from personal storage devices once the task is completed.