

# HAGLEY CAMERA CLUB CONSTITUTION

*Adopted 22<sup>nd</sup> April 2017*

## 1. NAME

- 1.1 The club shall be known as “Hagley Camera Club”.

## 2. PURPOSE

- 2.1 The object of the club shall be the furtherance of Photographic Art and Technique: by exchanging friendly idea’s and mutual assistance amongst members and others, as well as organising and holding lectures, practical demonstrations, members evenings, competitions, technique evenings, exhibitions and outings.

## 3. MEMBERSHIP

- 3.1 Any person showing an interest in photography, and who agrees to abide by this constitution, may apply for regular membership.
- 3.2 The Executive Committee shall have the right to ask for the resignation of, or to expel a member of the club. Any such resignation or expulsion shall be made known to the membership, but the proceedings of any meetings at which the resignation or expulsion was discussed shall remain privileged and confidential. The member concerned shall have right to appeal, to a member of the executive committee, with any further evidence, within 14 days. The expulsion shall be reviewed by the general committee, which may include an in person meeting with the member. The executive committee’s decision will be final and not subject to further appeal.
- 3.3 Any individuals who possess regular membership shall be considered to have the voting rights at an AGM or EGM, be entitled to enter internal club competitions or submit images to external club competition battles.
- 3.4 *Members under the age of 18 are permitted to join as members and attend the majority of sessions; where possible, if content is not suitable for under 18s, prior advice shall be circulated. Under 18’s should be accompanied by a parent or guardian at all times.*

## 4. REGULAR MEETINGS

- 4.1 Regular meetings are normally held weekly, typically taking a break over the Christmas period. These meetings may be held at the usual premises, but occasionally will be held externally, either at other clubs or outings. Meetings will typically start at 8pm, and 8.15pm every first Tuesday, unless otherwise indicated.
- 4.2 Regular meetings will be held at the club premises stated in this constitution, unless indicated otherwise.
- 4.3 The club calendar, containing details of upcoming regular meetings, shall be typically published 6 months at a time, at least 2 months in advance. It will be made available as printed copy, and digital copies via email and website.

## 5. ANNUAL GENERAL MEETING

- 5.1 The A.G.M shall be held on the first meeting to be held in April each year.
- 5.2 All recommendations for action should be sent to the Secretary not less than 3 weeks before the date of the meeting.
- 5.3 Nominations for officers may be submitted in advance or at the A.G.M.
- 5.4 Any business to be discussed at the AGM should be provided to the secretary not less than 2 weeks before the date of the meeting.
- 5.5 A copy of the agenda and a list of propositions shall be handed to, or sent to, all paid-up members not less than 1 week before the date of the meeting.
- 5.6 At the A.G.M, a Quorum may be formed by either twelve paid-up members, six of whom shall not be officers, or three quarters of the membership.
- 5.7 Any propositions submitted for consideration at the A.G.M shall be adopted only with the consent of two-thirds of the members present.

## 6. EXTRAORDINARY GENERAL MEETING

- 6.1 The Secretary shall convene an E.G.M., upon receipt of a written or emailed request for him/her to do so, signed or backed by either six paid-up members, three quarters of the Membership, or a member of the executive committee. Such a request must contain the reason for the meeting.
- 6.2 When such a request has been made, the Secretary shall, within three weeks of receipt of the request convene an E.G.M., and, at least 2 weeks before this date shall hand, or send, to all paid-up members a notice of intent to hold this meeting. A copy of the agenda shall accompany the notice.
- 6.3 At the E.G.M., a Quorum may be formed by twelve paid-up members or three-quarters of the membership. Any proposition shall be adopted only with the consent of two-thirds of the members present.

## 7. EXECUTIVE COMMITTEE

- 7.1 The executive committee officers of the club shall consist of a set of defined roles, which shall be elected at the yearly AGM, and positions will be held until the following AGM, subject to any resignations or expulsions. Expulsion of a committee member can only be finalized by unanimous agreement of the other committee members.
- 7.2 **PRESIDENT** - shall be appointed at AGM, and oversee appointment of the committee.
- 7.3 **CHAIRMAN** – shall oversee the general running of the club, with the assistance of the executive committee:
  - 7.3.1 The chairmain should typically be a club member who has been with the club for two years or more, and have suitable experience, ideally having held a similar position before;
  - 7.3.2 The chairman will initially oversee any disputes between club members, and promote the wellbeing of the club.

- 7.3.3 In absence of any of the appointed roles, either permanent or temporary, the chairman should aim to fulfil these responsibilities, either through carrying them out themselves or via delegation of other committee members.
- 7.4 **VICE CHAIR** – the vice chair shall stand in for the chairman in his absence, carrying out all duties as required, and assist with any and all roles as requested.
- 7.5 **TREASURER** – the treasurer will have responsibility for management of club finances, reporting to the executive committee:
- 7.5.1 The treasurer should typically be a club member who has been with the club for three years or more, and ideally should hold appropriate qualifications or have prior experience of managing club or company funds. *Anyone with a conviction for fraud or theft, whether spent or not, is not eligible.*
  - 7.5.2 The treasurer will manage all incoming monies and outgoing expenses, and have primary ownership of the club bank accounts;
  - 7.5.3 The treasurer will provide account statements to the executive committee monthly.
  - 7.5.4 The treasurers shall manage two accounts – the current account, and the savings account (these may not be officially named as such by the bank but shall be referred to as appropriate).
  - 7.5.5 The treasurer shall have sole responsibility for the current account, and as such is permitted to use online banking to make payments and manage monies (including transferal between accounts). The treasurer shall manage the account to retain a maximum of £500 in this account at any time, and any amounts exceeding this should trigger a transfer to the savings account by the treasurer unless monies have been transferred to the current account for a specific purpose agreed by the executive committee.
  - 7.5.6 The savings account shall remain accessed by *a minimum of two signatories* (typically the treasurer, president or auditor). Any actions with regards to opening or closing new accounts shall be actioned in conjunction *with two additional signatories*.
  - 7.5.7 The club's financial year has been adjusted to run from April to end of March, in line with typical financial years, from 2017.
- 7.6 **PROGRAMME SECRETARY** – the programme secretary will be responsible for compiling the programme of activities for the club, with the advise and assistance of the executive committee.
- 7.7 **COMPETITION SECRETARY** – the competition secretary will be responsible for managing all internal and external competitions, including final selection of entries and running of competitions, defining competition themes and setting rules. The competition secretaries decision is final in all matters pertaining to competitions.
- 7.8 **SECRETARY / PUBLICITY & SOCIAL SECRETARY** – the secretary will manage communications with external bodies and other clubs where necessary, including membership organisations and other clubs and keeping club members updated with club and external news. They shall also maintain a membership list, which should involve verifying member details each year during the renewal phase.
- 7.9 **AUDITOR (Co-opt at AGM)** – to counter sign and validate accounts, within a month of the financial year ending.

7.10 The officers shall retire each year at the A.G.M. with the exception of the President and the Auditor. All other officers may offer themselves for re-election. The Executive Committee shall consist of all the officers of the club. The President shall then oversee appointment of the new committee.

## 8. SUBSCRIPTIONS

- 8.1 The yearly membership subscription shall be determined by the A.G.M, or by Extraordinary General Meeting, and fixed for the following year.
- 8.2 Annual subscriptions are due on the 1st January each year.
- 8.3 Any member, whose subscription remains outstanding at the time of the A.G.M, shall be deemed to have resigned. Any such member may be reinstated upon payment of the full year's subscription, at the discretion of the Committee.
- 8.4 New members who join after 1st of July will be granted a 50% reduction on the annual subscription, whilst those joining after the 1st of November will be granted 100% reduction for that year.
- 8.5 Regular meetings of the club will be subject to an entry fee to cover costs of hiring the hall for the evening. These only apply to meetings at the usual club premises, unless otherwise indicated by a member of the Executive Committee. This entry fee will be determined by the AGM or EGM and fixed for the year.
- 8.6 Prospective members are encouraged to attend up to 3 regular meetings before joining as a member, and as such will be considered guests for their first three meetings, and entry fee's not applicable. Regular member benefits do not apply to prospective members, including (but not limited to) entering competitions or voting rights.
- 8.7 Subscription concessions shall be considered on an individual basis.

## 9. COMMITTEES/DIVISIONS

- 9.1 Additional committees shall be convened at the executive committee's discretion, for specific purposes, e.g. for open days or other events (but not limited to), and may be comprised of any general or special members. These sub-committees shall have an appointed chairperson who shall report back to the executive committee.

## 10. AFFILIATIONS

- 10.1 The club obtains annual membership of The Photographic Alliance of Great Britain (PAGB), a membership organisation that co-ordinates activities for photographic Clubs in England, Scotland, Wales & Northern Ireland (including the Channel Islands and Isle of Man). It does this through 15 geographical Federations.
- 10.2 The club is associated with the Midland Counties Photographic Federation (MCPF). The chief aim of the Federation is to assist Clubs/Societies to provide an adequate programmes of interest and instruction for their members through the judges and lecturers.

10.3 Typically, external competitions or salons that the club or club members may enter comply with rules set by the PAGB.

## 11. DISSOLUTION

11.1 The club shall be dissolved only with the consent of four-fifths of the members present at an E.G.M., called for that purpose. The meeting shall appoint a Liquidator who with the Treasurer will decide on the disposal of the clubs assets.

## 12. CHANGES TO CONSTITUTION

12.1 No changes may be made to this constitution except at an A.G.M or at an E.G.M called for that purpose.

## 13. ADDITIONAL COSTS / ARRANGEMENTS

13.1 Occasionally activities shall be arranged for club members that shall require additional fees over and above the usual meeting rate. These typically will be for external outings, entrance fees, hire of models, food and drink, or other costs; the intention being to cover costs of that specific outing or activity.

13.2 Members attending outdoor sessions arranged by the club do so at their own risk. Reasonable attempts shall be made to arrange locations and visits that are generally accessible to all in terms of cost and access arrangements, although it should be accepted that this shall not necessarily always be the case. The club shall not be held liable for any damage sustained to persons or equipment on these outings.

13.3 Fees shall be published as far in advance as possible for such activities, and as accurately as possible, however due to variable levels of commitment, if fixed prices are not possible, a price range shall be published.

13.4 If a fee has been agreed and a member has committed to attending, and a booking made based on that committal, then a fee may still be due should the member subsequently cancel their attendance.

## 14. CLUB EQUIPMENT

14.1 Equipment may be purchased with club funds to benefit the club and/or its membership, at the discretion of the executive committee.

14.2 Some pieces of equipment are stored at the club facilities, and should be retrieved from, and stored back in its storage location as appropriate.

14.3 Some equipment is typically taken and stored by responsible club members, and they are responsible for its safety in their possession. Responsibility for decisions on who may take the equipment at the end of an evening for safe-keeping until the following week shall lie with the members present.

14.4 Occasionally club members will be permitted, at the discretion of an executive committee member, to borrow equipment for limited periods of time. They are responsible for it's safe

keeping whilst in their possession, and should report any issues to a member of the executive committee.