## HAGLEY CAMERA CLUB CONSTITUTION

Adopted at an EGM on $1^{\text {st }}$ November 2022 and operative from $1^{\text {st }}$ January 2023

## 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 ideas 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 membership.
3.2 The committee shall have the right to accept or reject applications for membership and to ask for the resignation of, or to expel a member of the club. Any such requested resignation or expulsion shall be made known to the membership, but the proceedings of any meetings at which the resignation or expulsion are discussed shall remain privileged and confidential. The member concerned shall have the right to appeal to the President and Chairperson, within 14 days (with any further evidence). Following such appeal, the expulsion shall be reviewed by the Committee, which may include an in-person meeting with the member. The committee's decision will be final and not subject to further appeal.
3.3 All individuals who hold club membership shall have the right to vote at the AGM or an EGM, shall be entitled to enter internal club competitions and submit images to external club competitions.
3.4 Persons under the age of 18 are permitted to join as members and attend most sessions. If content is not suitable for under 18 s , prior advice shall be circulated. Under 18 's shall always be accompanied by a parent or legal guardian.
4. REGULAR MEETINGS
4.1 Regular meetings are normally held weekly, typically taking a break over the Christmas period. These meetings will be held at the club's usual premises, but occasionally will be held externally.

## 5. ANNUAL GENERAL MEETING

5.1 The club year shall run from the 1st April to 31st March of the following year. The A.G.M shall be the first meeting to be held in April each year where possible.
5.2 All proposals or recommendations for action should be sent to the Secretary not less than one week before the date of the meeting. Nominations for officers may be submitted in advance or at the A.G.M.
5.3 A copy of the agenda and a list of propositions shall be handed to or be sent via email to all members not less than two days before the date of the meeting.
5.4 At the A.G.M, a Quorum must be present which shall be formed by no less than $51 \%$ of the paid-up membership.
5.5 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 When petitioned to do so the Chair shall convene an E.G.M. Such petition shall be in the form of a written or emailed request for him/her to do so, signed by at least three members. Such a request must contain the reason for the meeting.
6.2 When such a request has been made, the Secretary shall, within one week convene an E.G.M., and, at least one week before the date of the E.G.M. shall hand, or send via email, to all 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 must be present and shall be formed by $51 \%$ of the paid-up membership. Any proposition shall be adopted only with the consent of two-thirds of the members present.

## 7. COMMITTEE

7.1 The club committee shall consist of the persons holding the defined roles listed in this section, which shall be elected at the yearly AGM, and positions shall be held until the following AGM, subject to any resignations or expulsions. Expulsion of a committee member can only be
finalised by unanimous agreement of the other committee members. Other club members may be co-opted onto the committee for particular matters or for fixed time periods as necessary.
7.2 PRESIDENT - shall be an honorary appointment confirmed at each AGM. The President will oversee appointment of the committee.
7.3 CHAIRPERSON - shall oversee the general running of the club, co-ordinating all activity across all areas with the assistance of the committee. He/she will be an ambassador for the club and keep club members updated with club and external news.
7.3.1 The chairperson should typically be a club member who has been with the club for two years or more and have suitable experience.
7.3.2 The chairperson 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 chairperson should aim to ensure these responsibilities are fulfilled via delegation of other members.
7.4 TREASURER - the treasurer will have responsibility for management of club finances, reporting to the committee:
7.4.1 The treasurer should be a club member who has ideally been with the club for two years or more and have suitable experience and a sound personal and business financial history. The nominee shall be asked to confirm that this is the case prior to taking office.
7.4.2 The treasurer will manage all incoming monies and outgoing expenses and have primary ownership of the club bank accounts.
7.4.3 The treasurer will provide account statements to the committee at their meetings.
7.4.4 The treasurer shall manage two accounts - the current account, and the deposit account. (These may not be officially named as such by the bank but shall be referred to as appropriate).
7.4.5 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 $£ 750$ in this account at any time, and any amounts exceeding this should trigger a transfer to the deposit
account by the treasurer unless monies have been transferred to the current account for a specific purpose agreed by the committee.
7.4.6 The deposit account shall be similarly administered by the treasurer but where any payment exceeds $£ 750$ the treasurer should obtain the approval of the Chairperson or President before proceeding. Any actions with regards to opening or closing new accounts shall be actioned in conjunction with two additional signatories (who are committee members).
7.5 The club's financial year shall run from 1st April to 31st March. The Club President (acting in an independent capacity) shall arrange for an annual financial examination of the accounts to be undertaken by a suitably qualified or experienced person to validate and sign off the accounts, within a month of the financial year end.
7.6 PROGRAMME SECRETARY - the programme secretary will be responsible for compiling the regular programme of activities for the club, with the advice and assistance of the committee. All members should assist in the implementation and delivery of the programme.
7.7 COMPETITION SECRETARY - the competition secretary will be responsible for managing all internal and external competitions, including selection of entries, and running of the competitions, defining competition themes, and setting rules. The competition secretary's decision is final in all matters pertaining to competitions.
7.8 CLUB SECRETARY - the club secretary will generally manage communications with external bodies and other clubs and the membership. The club secretary will hold and keep up to date membership records which should involve verifying member details each year during the renewal phase. The club secretary will compile minutes of AGM, EGM, committee, and other formal meetings recording all decisions taken.
7.9 PUBLICITY \& SOCIAL SECRETARY - will manage the club's social media and website accounts and all other external publicity and promotion for the club. He/she will organise social or similar functions as required by the membership.
7.10 The officers shall retire each year at the A.G.M. except for the President, all other officers may offer themselves for re-election. The President shall then oversee appointment of the new committee.
7.11 Additional sub-committees and/or task groups shall be convened at the chairperson's discretion, for specific purposes, e.g., for (but not limited to), open days or other events and may be comprised of any general or co-opted members. These sub-committees shall have an appointed chairperson who shall report back to the committee.

## 8. SUBSCRIPTIONS

8.1 The annual membership fee shall be determined by the A.G.M, or by an E.G.M. and shall be fixed for the following year. The annual membership fee is due on the 1st January each year.
8.2 Any member, whose membership fee 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 fee, at the discretion of the Committee.
8.3 Members shall also pay a monthly subscription (in addition to the annual membership fee) which shall be determined by the A.G.M, or by an E.G.M. and shall be fixed for the following year. The monthly subscription shall be paid irrespective of attendance or not at club meetings.
8.4 New members who join part way through a year shall pay a pro-rata membership fee and monthly subscriptions for the remaining unexpired months of the year.
8.5 Prospective members are encouraged to attend regular club meetings before joining as a member and as such will be considered guests for their first month's attendance. Fees will not be applicable but membership benefits will not apply to 'prospective members', including (but not limited to) entering competitions or voting rights.
8.6 Subscription concessions shall be considered on an individual basis.

## 9. AFFILIATIONS

9.1 The club subscribes to 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.
9.2 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 programme of interest and instruction for their members through the provision of judges and lecturers.
9.3 Typically, external competitions or salons that the club or club members may enter comply with rules set by the PAGB.

## 10. DISSOLUTION

10.1 The club shall be dissolved only with the consent of $80 \%$ 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 club's assets.

## 11. CHANGES TO THE CONSTITUTION

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

## 12. ADDITIONAL COSTS / ARRANGEMENTS

12.1 Occasionally activities will be arranged for club members that will require additional fees over and above the monthly subscription. 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.
12.2 Members attending specific outing or external activities 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 liable for any damage sustained to persons or personal equipment on these outings.
12.3 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.
12.4 If a fee has been agreed and a member has committed to attending, and a booking made based on that committal, the members fee will still be due should the member subsequently cancel their attendance.

## 13. CLUB EQUIPMENT

13.1 Equipment may be purchased with club funds to benefit the club and/or its members, at the discretion of the committee.
13.2 Some items of equipment are stored at the club facilities, and should be retrieved from, and returned to its storage location as appropriate.
13.3 Some equipment is typically taken and stored by responsible club members, and they are responsible for its safety whilst it is 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 chairperson (or responsible committee member) in his/her absence.
13.4 Club members are permitted, at the discretion of the chairperson or responsible committee member, to borrow equipment for limited periods of time. They are responsible for its safe keeping and usage whilst in their possession and should report any issues to the chairperson or responsible member of the committee upon its return.

