

# Rules of Ampthill & District Camera Club

## Introduction

This document sets out the rules (The Rules) of The Club and should be read in conjunction with The Constitution.

## **1** Definitions

The definitions in The Rules shall have the same meaning as the definitions as in the Constitution and vice versa.

## **2** Membership

- 2.1 The membership of The Club shall be limited to 50 Full Members and 10 Associate Members
- 2.2 The Club shall operate a waiting list for both Full and Associate membership. As Full Membership places become available they will be offered:
  - a. firstly to existing Associate Members and then;
  - b. to the waiting list.
  - c. In both cases those who have been Associate Members and/or on the waiting list for the longest time will be offered places first.
- 2.3 A list of all members shall be maintained by the Membership Secretary
- 2.4 Ceasing to be a member
  - a. Any member wishing to leave The Club shall inform the Membership Secretary in writing (to include email).
  - b. Members may be considered to have left The Club if their Annual Membership Fee has not been paid within the time limits set out in clause 3.1 a.
  - c. Any member who leaves or is deemed to have left will not be entitled to a part or full refund of their Annual Membership Fee
- 2.5 Behaviour and Disrepute
  - a. Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted.
  - b. No Member of any class shall take any action either personally or in the name of The Club which leads to the reputation or integrity of that Member or The Club being called into question. In particular, but without specific limitation, the plagiarism of images will not be tolerated.
  - c. Anyone behaving in the context of a. or b. above, or breaking the Equal Opportunities policy (see Constitution 6.1) may be asked not to attend further meetings or to resign from The Club if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by The Committee, accompanied by a friend, before a final decision is made.

## **3** Subscriptions

- 3.1 Annual Membership Fee
  - a. The Annual Membership Fee for Full and Associate members shall be for sums agreed at the Annual General Meeting (AGM) and is to be paid within 3 weeks of the date of the Annual General Meeting or 1 March of the year of the AGM whichever is the soonest.
  - b. The Annual Membership Fee covers the Club Year
  - c. Any member who had a paid up Annual Membership Fee for the preceding Club Year shall be deemed to be a paid up member in the current Club Year until the due date for payment as specified in rule 3.1 a.
  - d. Any member whose Annual Membership Fee is in arrears shall be deemed a lapsed member and be ineligible to enter competitions
  - e. Subject to the membership number limitations (see 2.1 above) new members may join at any time of the year upon payment of the Annual Membership Fee on a pro-rata monthly basis.
  - f. A concessionary rate of up to 50% shall be available to those who receive benefit and those under 18. Visitors are welcome to any of the meetings. On the fourth attendance, subject to the current membership numbers they shall be encouraged to join and pay the appropriate Annual Membership Fee

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## 3.2 Weekly Meeting Fees

- a. All members attending weekly programmed meetings shall pay a fee agreed at the Annual General Meeting immediately preceding 1 April.
- b. The level of fee for each class of member shall be prominently displayed at each meeting

## 4 Safeguarding

- 4.1 The Club's Safeguarding Policy is set out in Appendix 1 to these Rules

## 5 Complaints

- 5.1 Complaints, which must be in writing (which include email) and delivered to any Executive Officer serving on The Committee, will be dealt with by The Committee and any decisions made are to be in the best interests of The Club.
- 5.2 The decision of The Committee will be final.

## 6 Office Holders and the Committee

- 6.1 The business of The Club will be carried out by The Committee comprising of the Executive Officers.
- 6.2 The Committee shall appoint Club Officers (see 6.12)
- 6.3 On an annual basis, The Committee will select one of its members to undertake the role of the Exhibition Committee Leader who at the direction of The Committee shall be responsible for the smooth running of the annual exhibition.
- 6.4 The Committee at its sole discretion may co-opt additional Full Members
- 6.5 The President is by default an ex officio member of The Committee
- 6.6 No member may hold more than one Executive Officer role and no member may hold more than one Club Officer role concurrently. In the interests of expediency, it may be advantageous for a member to hold both an Executive and Club Officer role at the same time.
- 6.7 In the event of any Officer standing down during the year a replacement may be co-opted by the Committee as an interim.
- 6.8 The Committee will meet as necessary and not less than four times a year.
- 6.9 The Committee will invite two non - office holding Full Members to attend each committee meeting. The selection of such members will be on the basis of a rota established by the Secretary a reasonable time following each AGM. Those so invited may fully participate in the meeting, but may not vote.
- 6.10 The Committee may invite any member or Club Officer (not already an elected member of The Committee) to a meeting of The Committee if their attendance is required or would be beneficial in the context of the business to be discussed.
- 6.11 ***The Executive Officer roles are as follows:***
  - a. Chair, who shall chair both Club and committee meetings
  - b. Secretary, who shall be responsible for the taking of minutes and the distribution of all papers
  - c. Treasurer & Membership Secretary who shall be responsible for maintaining accounts and preparation of an annual budget and also for keeping records of members
  - d. Competition Secretary who shall provide management for all Competitions within The Club in line with the published programme and competition rules of The Club
  - e. Programme Secretary who shall, in conjunction with other Committee members, and taking into account the aims of The Club (Constitution 3) and wishes of the members, plan a varied schedule of meetings, practical sessions and field trips
- 6.12 ***The Club Officer roles are as follows:***
  - a. Webmaster who shall be responsible for maintaining and keeping The Club website up to date
  - b. Photographic Skills Development Officer who shall be responsible for assisting members with the development of their skills.
- 6.13 Any committee member not attending a meeting without apology for three consecutive meetings will be contacted by The Committee and asked if they wish to resign their position.

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## 7 Procedures for Meetings

### 7.1 *Annual General Meeting (AGM)*

- a. The date of the AGM will be published in the Annual Programme and this shall constitute due notice of the meeting.
- b. At least 10 days before the AGM all members will receive by email (or printed copy for any member without email access) the AGM agenda and Reports
- c. Nominations for Executive Officers and President may be proposed and seconded in writing or by email to the Secretary before the meeting, or at the meeting. Each person nominated for a role must have consented for their name to be put forward. All Members will be advised at least 3 weeks before any Annual General Meeting or Extraordinary General Meeting that nominations are open.
- d. All Executive Officers currently serving on The Committee are eligible for re-election. The only exception being The Chairman who may not serve for more than four consecutive years

### 7.2 *At the AGM:*

- a. The Committee will present a report of the work of The Club over the preceding Club Year.
- b. The Committee will present the accounts of The Club for the previous financial year.
- c. The President, The Executive Officers for the next year will be elected.
- d. Any proposals given to the Secretary at least 10 days in advance of the meeting will be discussed.
- e. An examiner/auditor for The Club's finances will be appointed.

### 7.3 *Extraordinary General Meetings*

- a. The meeting will take place within twenty-one days of the request.
- b. All members will be given a minimum of 6 days notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

### 7.4 *Discussion & Voting*

- a. If any meeting is not quorate (Constitution 12.3) the meeting may proceed for the purposes of discussion only but no voting on any pre-advised proposals or any proposals put forward at the meeting itself can take place.
- b. All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.
- c. If at a quorate meeting consensus cannot be reached a vote will be taken by show of hands and a decision will be made by a simple majority of members present. If the number of votes cast on each side are equal, the chair of the meeting shall have an additional casting vote.

## 8 Finances

8.1 The Club's financial year shall run from 1 January to 31 December

8.2 Bank Account & Record Keeping

- a. An account will be maintained on behalf of The Club at a bank agreed by The Committee.
- b. Three cheque signatories will be nominated by The Committee (one to be the Treasurer).
  - i. Any two of these must sign every cheque.
  - ii. The signatories must not be related nor members of the same household.
- c. Records of income and expenditure will be maintained by the Treasurer and a financial statement given to each Committee meeting.
- d. All money raised by or on behalf of The Club is only to be used to further the Aims of The Club as stated in the Constitution (para. 3)

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## 9 Examiner/Auditor

- 9.1 Each year at the AGM a suitably qualified and/or experienced person shall be appointed to examine or audit The Club's financial records.
- 9.2 Such person may not be the spouse of or closely related to the Treasurer and also may not be a currently serving member of The Committee.

## 10 Amendments to the Rules

- 10.1 The Committee may change or amend The Rules at any time by a simple majority vote at any properly convened meeting of The Committee. There will be no casting vote.
- 10.2 Committee members will be given 10 days notice of any meeting at which a proposal to change or amend The Rules is to be tabled
- 10.3 The proposed changes or amendments will be circulated to The Committee by the Secretary at least 7 days prior to the scheduled date of the meeting

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These Rules supersede all previously published Rules and were agreed by The Committee at a meeting held on:-

Date 18 October 2017

Name and position in club Paul Wilson (Chairman)

Signed .....

Name and position in club Helen Castle (Secretary)

Signed .....