

Fowey River Camera Club

CONSTITUTION

1. Name

- i. The official name of the club shall be 'Fowey River Camera Club'.

2. Affiliation

- i. Subject to majority vote at an AGM, or EGM, the club shall be affiliated to the 'Cornwall Photographic Alliance' (CPA), and/or the 'Photographic Alliance of Great Britain' (PAGB) through the 'Western Counties Photographic Federation' (WCPF).

3. Aims

- i. To promote and enjoy photography in all its forms.
- ii. To support and encourage individuals to learn and improve photographic techniques.
- iii. To organise competitions, and non-competitive events, for the enjoyment of all our members.
- iv. To maintain a happy and friendly atmosphere for the benefit of all members.

4. Membership

- i. Membership shall be open to anyone interested in photography and who is over the age of 13, and on paying the prescribed subscription fees.
- ii. Equal opportunities: The club will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.
- iii. Members personal details will remain confidential, and comply with the Data Protection Act 2018.
- iv. There shall be 3 categories of membership:
 - Junior* member: From the age of 13 and up to 18.
*To comply with safeguarding policies for the protection of children under the age of 18 and vulnerable adults, all vulnerable people whether attending as a member or a guest must be accompanied by a parent or guardian who must assume full responsibility for them.
 - Senior member: Aged 18 and over.
 - Life Member: Awarded to those individuals, agreed by majority of membership at AGM, who have given long and/or special service or services to the club.
A Life Member may be entitled to vote, attend all meetings, enter photographic competitions, and shall have other privileges as may be decided upon from time to time by the management committee.

5. Ceasing to be a member

- i. Membership shall cease if the annual subscription is more than 1 month in arrears.
- ii. Any offensive, aggressive, disrespectful, or inappropriate behaviour and/or language will not be permitted.
 - If any inappropriate behaviour or language is displayed, especially towards visiting judges, or vulnerable people, the offending member will be asked by a committee member to leave the meeting, and must leave if asked.
 - Membership will be immediately terminated, without refund of fees, for any member being asked to leave on 3 occasions.
- iii. A member may be expelled from the club by a vote of the majority of the membership at a specifically called EGM. 14 days notice will be given before holding an Expulsion EGM. The reason and duration of the penalty must be determined before the expulsion vote is conducted. An expelled member has the right to appeal, by directing their appeal in writing to the committee, and may rejoin the club only if the majority of the membership vote to permit this.

6. Management

- i. The management of the club shall be by committee, and shall include at least: 'President', 'Secretary' and 'Treasurer'. Other positions can include: 'Competitions Secretary', 'CPA Representative', 'Programme Secretary', 'Webmaster', and 'Committee Members'. Officers of the committee are to be members of the club, and shall be elected at the AGM.
- ii. Responsibilities of the committee officers are:
 - To be carried out in accordance with the Aims of the Club and in accordance with the majority of club members wishes and/or votes.
 - To comply with all legal responsibilities.
 - Detailed on separate 'officers duties' pages: one set per position.
 - Allocation of officers' duties is the responsibility of the committee, and can be changed as necessary.
- iii. Committee meetings:
 - A committee meeting can be held when the majority of committee members are present. Adequate notice will be given to all committee members, and notification can be by email, verbal or letter.
 - Items are carried by majority vote of the committee. Absentee members may vote via email or letter.
- iv. All officers of the committee shall hold office until the next Annual General Meeting to that at which they were elected. Each officer of the committee shall be eligible for re-election.
- v. If, due to unforeseen circumstances, the number of officers on the committee falls to below 3, members can be co-opted onto the committee until the next AGM.

7. Annual General Meetings

- i. The Annual General Meeting shall be held on a date in April, or as stated in the annual Programme.
- ii. The business of the AGM shall be:
 - To receive the Annual Reports, a statement of our compliance with our Data Protection Policy, and Statement of Accounts.
 - To elect officers of the committee.
 - To agree subscription fees for the ensuing season.
 - To consider any other matters which need to be agreed by the Club membership.
- iii. Only paid up members, and Life members, may vote in the affairs of the Club. A motion is carried by majority vote. Absentee members may vote via email or letter.
- iv. Extraordinary General Meetings to be called only by officers of the committee.

An EGM on behalf of the membership shall be called on receipt of a requisition, signed by at least a quarter of the membership, containing details of the matters to be discussed. The EGM is to be held within a calendar month, and at least 7 days notice must be given.
- v. Changes to the Constitution can only be made by majority vote at an AGM, or an EGM. Any proposed changes are to be announced to all the membership prior to the meeting, for individual consideration.

8. Finance

- i. An Annual subscription, to be agreed by the membership at the AGM, shall be due by 30th September, for the ensuing year.
- ii. Members joining after the first day in January shall pay half the Annual subscription.
- iii. Junior members shall pay half the Annual subscription.
- iv. The funds of the club shall be deposited in a local bank as a Business Account. At least 3 officers of the committee (Treasurer and 2 others) to be Authorised Account Signatories (Full Access Users).
- v. Any withdrawals/expenditures are to be agreed first by the majority of officers of the committee, then all payments are to be authorised by two of the Account Signatories, and accounted for.
- vi. True accounts shall be kept of all monies received and expended by the club. An annual examination of the accounts is to be done before the AGM, by a club member who is not a cheque signatory.
- vii. A Statement of Accounts is to be presented at the AGM by the Treasurer.

9. Equipment

- i. President, Secretary and Treasurer (one other committee officer if necessary) shall form an Equipment sub-committee and shall have overall responsibility for the club equipment. They must ensure:
 - Insurances are paid, safe storage of equipment, and equipment is maintained in good working order.
 - All equipment is signed for as necessary, and is safely returned.
 - The disposal of any unwanted equipment is at the discretion of the committee.
- ii. Club equipment may be used by all paid up members for personal not-for-profit use.
 - The club laptop: This may be used by members at club meetings, but may not be borrowed as it is a vital part of our club meetings. It also contains member's personal details, and to keep all our competition photos on. For use by Officers of our committee in accordance with our Data Protection Policy.
 - Any other equipment borrowed must be signed for, and becomes the responsibility of the borrower.
 - Any damages or breakages must be paid for, or replaced, by the borrower.
 - All used inks and photo paper must be paid for by the borrower.
 - All borrowed equipment to be used correctly, stored securely, and returned to the club in the same condition as it was borrowed.
- iii. Individual members may not sell, loan out, give to, or otherwise dispose of, any FRCC club equipment to other people or clubs. Financial re-compensation procedures will be taken against those who do.
- iv. Any member wishing to borrow the club equipment to make a profit, must have this agreed by at least 2 officers of the Equipment sub-committee, sign an agreement, and pay the prescribed fees.
- v. Club equipment may be used by other charity groups, on signing of the Borrowers agreement, and paying the prescribed fee. At least two officers of the Equipment sub-committee must agree to this usage.

10. Health and Safety

- i. The committee shall be responsible for the Health and Safety of the membership and equipment at meetings.
 - To ensure a safe environment for all members and visitors.
 - To pay required insurances, have up-to-date certificates, and comply with policies.
 - Keep a register of attendees, in case of emergency evacuation of premises.
 - To comply with the evacuation procedures of the building.
 - To ensure that the equipment is safe to use, and is used safely.

11. Competitions

- i. Entry of photos into photographic competitions is entirely voluntary.
- ii. Only paid up club members may enter photographic competitions.
- iii. Although every care will be taken of images entrusted to the Club for whatever purpose, neither the Club nor any representatives can accept any responsibility for loss or damage however caused. Therefore all images are submitted to the Club are at the owner's risk.
- iv. Any image which does not comply with the competition rules will be liable to disqualification.
- v. Images and their component parts (all digitally manipulated layers) must be the original work of the entrant. The entrant must be the author and hold copyright, having produced all images and component parts through a photographic process (digital or film camera).
- vi. Club competitions may be divided into Senior (18 yrs and over) and Junior (under 18 yrs) classes.
- vii. The Competitions Secretary will hold full sets of competitions rules, and made available to all members.
- viii. General club competition rules to be printed in the programme.

12. Press

- i. Press releases need to be agreed by at least two officers of the committee.

13. Dissolution

- i. The club may be dissolved;
 - If membership falls to below 6 paid up members.
 - A resolution to this effect is carried by a General Meeting vote.
- ii. 14 days notice must be given of the proposed resolution.
- iii. In the event of the club ceasing to exist, the assets will be disposed of at the discretion of the committee.

Updated: April 27th 2023