



Alba Photographic Society

Constitution

(AGM 2017 Final Version)

Club Name: The name of the Club will be Alba Photographic Society. (Alba P.S.)

Objectives: The objectives of Alba PS shall be the promotion and practice of photography through practical nights, theory nights and social activities.

Meetings: Meetings shall be held from September through to April on a weekly basis or as agreed by the members at the Annual General Meeting (A.G.M).

An A.G.M will be held each year around the end of April. A Special General Meeting may be convened at any time provided the membership is given adequate prior notice.

Decisions about most Society matters will be decided by a **Quorum** of committee members and some matters will be decided by a **Quorum** of the full Alba PS membership. A **Quorum** shall be defined as at least 4 of the Committee members, for Committee meetings, and at least 50% of the active membership for meetings other than Committee meetings. '**Active members**' are those who attend the Society on a regular basis i.e. more than 50% of the time.

At all meetings, when a motion results in a tie, the Chairperson of the meeting shall have the casting vote in addition to any other vote that they have.

Management: The Society shall be managed by an elected committee comprising of a combination of the following Office Bearers: **President, Secretary and Treasurer**, and General Committee Members.

General Committee Members: These will be elected from the membership at each A.G.M to assist in the running of the Society. Committee positions may be combined, provided, that it meets with the acceptance of the membership.

Where possible, each committee member shall hold office for a period of 3 years on a rolling election basis with 1/3 of the Office Bearers and 1/3 of the Committee being elected each year. The President will serve a fixed term of two years. After this period, the President may offer themselves for re-election.

The Committee reserves the right to suspend or withdraw membership of a Society member or Honorary member, if that member :

- 1) Does not pay Society fees in a timely manner.
- 2) Behaves in a manner incompatible with the **Society's Rules and Responsibilities**. (see below)
- 3) Acts in a dishonest manner in relation to Society matters.

- 4) Does not bring matters of dispute to the Committee first, before making comments which subsequently turn out to be false or disreputable towards Alba PS or any of its members.

Finance: The Society shall levy an annual subscription and a meeting fee, as agreed at each A.G.M. The Treasurer shall be obliged to keep all financial records and present an audited statement of the accounts at each A.G.M.

All Society funds shall be held in a bank account with the withdrawals being authorised by the signatures of any two from the following three office bearers:

President and or Secretary and or Treasurer.

The treasurer may carry a cash float of £200 but this may be varied under exceptional circumstances. No persons other than the treasurer and assistant treasurer may hold money on behalf of Alba PS.

In the event of Alba PS disbanding, all monies and equipment remaining after the payment of all debts and liabilities shall be donated to an Organisation of the members' choice.

Auditor: The Society shall appoint an Auditor before each A.G.M., who shall review and verify the Alba PS accounts. The Auditor shall not be a Committee member and may be drawn from outside the Society.

Delegates: At each A.G.M., delegates shall be appointed to represent Alba PS at any local or national organisations. These delegates shall speak for Alba PS and report back to members on the business of each organisations' meetings.

Competitions: Alba PS shall run and participate in competitions that the members feel appropriate. Internal competitions will run in accordance with the Society's Competition Rules. These rules will be ratified every year at the A.G.M.

Alba Photographic Society Rules and Responsibilities: Alba PS will encourage any person to join who is interested in Photography, regardless of ethnic origin, religious beliefs, gender, disability, age or sexual orientation.

Alba PS will do the following:

- 1) Encourage and cultivate attitudes which will give all its members equal respect;
- 2) Make all members aware of its policies;
- 3) Endeavour to make all its members feel comfortable, safe and free from any form of harassment or unwanted attention.
- 4) Produce a program of events that will seek to meet the photographic interests of all its members.

Alba PS members' responsibilities.

Alba PS members will endeavour to do the following:

- 1) Behave towards fellow members in a respectful manner.
- 2) Show willingness to participate in the organized activities.
- 3) Dress appropriately and pay attention to personal grooming.
- 4) Be punctual and pay fees on time.

Honorary membership: This type of membership is bestowed on members who have shown long term and or exceptional commitment to Alba Photographic Society. The decision to nominate a member for this award, would come from the committee, but would need to be ratified at the AGM by a quorum of members.

Honorary members have no voting rights and cannot hold any committee positions.

The formative constitution was adopted at the inaugural meeting of Alba Photographic Society held on the 10th February 2003.

The Constitution was updated at the 2016/2017 A.G.M., on 26th April 2017 at Netherton Community Centre, Wishaw. © 2017 Alba Photographic Society and authored by A. Pollock.