

## **BUNWELL & DISTRICT CAMERA CLUB**

### **CONSTITUTION**

#### **1. Title:**

The Club shall be called the BUNWELL & DISTRICT CAMERA CLUB

#### **2. Aims:**

To promote and encourage an interest in the art and practice of photography in all its forms.

#### **3. Headquarters:**

The Club will hold meetings at Tibenham Community Hall or any other venue that the committee shall determine.

#### **4. Membership:**

Membership will be open to all those over the age of 18 years with an interest in photography.

Under 18's may attend certain club nights if accompanied by a parent or guardian who will take responsibility for them at all times. Permission must be requested from the Chairman prior to attendance.

Casual Membership is available to those who do not want to become full member.

#### **5. Subscriptions:**

Subscriptions will run from 1<sup>st</sup> July in each year.

#### **Full-time Members:-**

who join after 1st July shall pay the subscription fee for club membership on a reducing scale as listed below.

During the period 1<sup>st</sup> July – 30<sup>th</sup> September at 100% of the annual fee

During the period 1<sup>st</sup> October – 31<sup>st</sup> December at 75% of the annual fee

During the period 1<sup>st</sup> January – 31<sup>st</sup> March at 50% of the annual fee

During the period 1<sup>st</sup> April – 30<sup>th</sup> June at 25% of the annual fee.

In addition those joining during the period 1<sup>st</sup> April – 30<sup>th</sup> June would be given the additional option of pre-paying for the following club year at the current membership full year rate plus an amount as follows:

During the period 1<sup>st</sup> – 30<sup>th</sup> April: the current annual fee plus £7.50  
 During the period 1<sup>st</sup> – 31<sup>st</sup> May: the current annual fee plus £5  
 During the period 1<sup>st</sup> – 30<sup>th</sup> June: the current annual fee plus £2.50

### **Casual Members:**

Club meetings where a hall booking is made to be charged @ £3.50 per meeting.

To be payable in advance for a block of 3 meetings during 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> quarters, i.e. £10.50. During 4<sup>th</sup> quarter payment on a meeting by meeting basis, payable at the time.

Casual members can upgrade to full membership at the applicable pro rata rate of the annual fee. No refunds will be made for previous meetings attended.

There is a limit of 5 casual members at any time

Casual members have no voting rights, cannot become committee members, but are eligible to enter club competitions. However, they are not eligible for Photographer of the Year or Photograph of the Year but can be selected for Image of the Evening.

The subscription rates for each category of member shall be agreed by the committee and ratified by the members at the Annual General Meeting.

### **6 .Club Management:**

The day to day running of the Club shall be in the hands of a committee elected annually at the A.G.M. by a majority of the members present comprising:-

#### **Officers -**

Chairman

Vice Chairman

Secretary

Treasurer

There shall also be elected Ordinary Committee members to make up to a maximum number of 7 (seven) members. Plurality of office will be allowed (e.g. Vice Chairman/Competitions Secretary).

Co-option: In the event of a casual vacancy occurring during the year, the Committee shall fill the vacancy by co-option. The

Committee shall also have the power to co-opt additional members for a specific purpose.

The Committee shall meet 6 (six) times a year or more often if necessary.

A quorum for a Committee meeting will be 4 (four).

The Committee will be responsible for the organisation of the Meetings, Competition meetings, Lectures by Club or outside speakers, Print and projected image battles with other Clubs, Outside activities and any other events relative to the good functioning of the Club.

### **7. Annual General Meeting:**

The Club shall hold an Annual General Meeting in the month of June at which audited accounts will be presented. All motions for inclusion in the A.G.M should be sent by letter or email, proposed and seconded, to the Secretary not less than 21 (twenty one) days before the meeting. All members shall receive the Notice and Agenda of the A.G.M. not less than 14 (fourteen) days before its date.

A.G.M. procedure: The A.G.M. shall proceed by accepted Constitutional rules e.g. Apologies for absence, Minutes of the previous A.G.M. read, approved and signed, Matters arising therefrom, Chairman's report, Treasurers report and Adoption of the account, Appointment of Auditor, Elections of Officers and Committee members, Other items on the agenda. The Chairman may offer a period for the discussion of Any other business but this may not be voted on.

All paid up members will have a right to vote

Proposals will be passed by 2/3 (two thirds) of the members present.

A quorum for the AGM will be 1/3 (one third) of the current membership

### **8. Extraordinary General Meeting:**

This may be called by the Secretary at the written request of not less than 5 (five) members or at the request of the Committee.

Members will be given 10 (ten) days notice of this meeting, by letter or email, at which only the matter/s for which it was called may be discussed.

The proposal will be passed by 2/3 (two thirds) of the members present

The quorum for an EGM shall be 1/3 (one third) of the current membership.

**9. Constitution:**

Any changes to the constitution will be put to the members at the AGM, or at an EGM called for the purpose, and agreed by 2/3 (two thirds) of the membership present

**10. Discretionary Powers:**

The Committee shall have the right to terminate the membership of any person who may, by action, word or implication, imperil the harmony within the Club or its good name outside. In such a case the Committee will give their grounds for this action in writing and the member in question will have the right to appeal in writing within 21 (twenty one) days

Any appeal will be put to the membership within one month at an EGM.

The committee will have the power to interpret the rules and deal with all matters not specifically provided for therein.

**11. Finance:**

All monies raised by or on behalf of the Club shall be applied to further the objects of the club and for no other purpose.

The treasurer will maintain a Bank Account in the name of the Club and will keep a proper record of the finances of the Club. All cheques or authorisation will be signed by two of the three named signatories i.e. Treasurer, Chairman, Secretary.

The financial year will run from the 1<sup>st</sup> May to the 30<sup>th</sup> April. The annual accounts will be examined by an independent examiner appointed by the committee or alternatively two ordinary club members after the year ending and will be presented to the members at the AGM.

**12. Dissolution:**

If the Committee by a simple majority decide at any time that on the grounds of expense or otherwise it is necessary or advisable to dissolve the Club, it will call a meeting of all the members giving them at least 21 (twenty one) days notice and stating the terms of the resolution to be proposed at the meeting. If such a decision is confirmed by a simple majority of those present and voting, the minimum being 2/3 (two thirds) of the current membership, at the meeting, the Committee will have the power to dispose of any assets remaining after the satisfaction of any debts and liabilities and the proceeds will be distributed amongst the membership

current as at the final meeting as a pro rata payment based on the length of membership

**13. Use of Club Equipment other than club organised sessions :**

The Committee will ensure that equipment owned by the club is covered against loss or damage by an inclusive "All Risks" insurance policy

For the purposes of meeting the said Equipment insurance, the club will make equipment owned by the club available for hire to members subject to the following conditions

- i) The hirer must sign the club hire agreement and accept the terms and conditions of hire
- ii) Payment of the required hire fee is received by the treasurer
- iii) Club equipment may be hired by a full member of the club after attendance at 6 club meetings following payment of full applicable membership fee (not to include meetings attended as a visitor).
- iv) If a member wishes to hire club equipment during their first year of membership they will need to provide proof of address to a committee member at the time of hire.

Date amended 29/112016

Signed -

Chairman .....

Vice Chairman.....

Treasurer.....