

# Axholme Camera Club

## Club Constitution

### 1. Name and Address.

1.1 The name of the group shall be the Axholme Camera Club.

1.2 The address of the club shall be that of the Chairman or such other address as may be agreed by the committee.

### 2. Aims of the Club

2.1 The aim of the club is to promote photography as a hobby and skill within the Isle of Axholme by any of the following means.

2.1.1 Providing opportunities for members to:

share their interest in photography;

increase their knowledge, skills and creativity;

promote their work in competitions within the club and with other clubs;

share their knowledge and skills with each other in a friendly and supportive environment.

2.1.2 Arranging a programme of lectures, competitions, practical workshops and other activities related to photography in its widest forms;

2.1.3 Holding or participating in exhibitions at events and in public places;

2.1.4 Holding open evenings where members and invited speakers can present their work to a wider community audience;

2.1.5 Offering the services of members to give illustrated talks to groups and societies in the area;

2.1.6 Offering the services of members to take photographic records of community events

### 3. Membership

#### 3.1 Categories of Membership

3.1.1 *Ordinary Membership* will be open to all applicants who do not qualify for another category.

3.1.2 *Junior Membership* will be open to applicants under the age of eighteen years of age.

## **3.2 Membership Subscriptions**

- 3.2.1** All subscriptions shall become due at the first Club meeting of the season.
- 3.2.2** A Club season shall run from 1st September to 31st August of the following year.
- 3.2.3** Any member whose subscription is not paid by 1st October in any year shall be deemed to have resigned.
- 3.2.4** The level of subscriptions for each class may be reviewed annually at the Club's AGM
- 3.2.5** A reduced subscription may be agreed for new members joining after 31<sup>st</sup> December at the discretion of the Treasurer.

## **3.3 Conduct of Members.**

- 3.3.1** The Committee may publish from time to time a Member's Code of Conduct. This must be ratified at the AGM or an Extraordinary General Meeting of the Club.
- 3.3.2** Club members are expected to behave in a manner in keeping with this code, both at meetings of the club, and whenever they attend events where their participation in the club is known.
- 3.3.3** Complaints that members are failing to observe the Code should be made to a committee member in the first instance. If after discussion the committee feel it is warranted, then they may nominate a member to investigate the complaint and report back to them.
- 3.3.4** Where a complaint is upheld then the membership of the individual concerned may be suspended or terminated by the committee.
- 3.3.5** In the event of a member being suspended or terminated they may appeal against this decision and ask to be heard in person at a meeting of the committee. The decision of the committee is then final.

## **4 Club Committee**

- 4.1** The Club shall be administered by an elected Committee consisting of the Officers of the Club, namely: the Chairman, Vice-Chairman, Secretary, Treasurer and not more than seven other Committee members.
- 4.2** The Committee shall have powers to co-opt members of the Club to the Committee for specific duties and to fill any Committee vacancies occurring before the next AGM.
- 4.3** The Committee shall have all necessary powers to provide suitable accommodation for meetings and everything they consider necessary for promoting the interests of the Club and carrying out the Club's activities and functions. At the AGM they shall present a report on the proceedings of the past Club year.
- 4.4** Members of the committee are indemnified by the club in relation to any claims, liabilities and demands and in respect of any acts carried out or purported to be carried out in good faith on behalf of the club.

## **5. Election of Officers and Committee Members**

**5.1** All Officers and Committee members shall be elected at the AGM. They shall retire annually but are be eligible for re-election.

**5.2** Subject to the consent of the nominee, all nominations for election to the Committee shall be proposed by a Club member, seconded by another Club member and delivered to the Secretary not less than seven days before the date of the AGM.

**5.3** The Chairman may, if he thinks it necessary, permit nominations for Committee posts to be made during the meeting.

## **6. Duties of Officers**

### **6.1 Chairman**

**6.1.1** The Chairman shall act as Chairman at all Club meetings and on all occasions, with the one exception of the election of Chairman at the AGM, and shall have a casting vote.

### **6.2 Vice-Chairman**

**6.2.1** In the absence of the Chairman the Vice-Chairman shall take the Chairman's place and have such power for the time being.

### **6.3 Secretary**

**6.3.1** The Secretary shall take the minutes of all business meetings of the Club and deal with its general correspondence.

**6.3.2** The Secretary shall be responsible for updating and keeping club documents.

### **6.4 Treasurer**

**6.4.1** The Treasurer shall receive monies, bank them in the Club's accounts, pay all amounts due as agreed by the Committee and at each Annual General Meeting present a statement of audited accounts for the previous financial year.

**6.4.2** The Treasurer will keep records of all income and expenditure together with all necessary invoices and receipts to enable an audit trail to be followed.

**6.4.3** The Membership Secretary, together with the Treasurer, shall keep a register of the names and addresses of the Club members and shall enter therein the date of receipt of all subscriptions.

### **6.5 Other Roles and Responsibilities**

**6.5.1** Other roles and responsibilities may be distributed to Committee Members as the committee sees fit.

## **7. Banking and Accounts**

**7.1** The Club's Bankers and/or Building Society shall be determined by the Committee. All cheques drawn on the Club's account(s) shall require any two signatures from three or

more signatories authorised by the Committee.

**7.2** Where Internet Banking has been agreed with our bankers, the Committee may authorise the Treasurer (and only the Treasurer) to make payments from the Club's bank account as authorised by another cheque signatory. Authorisation should be in writing but may take the form of an email from a recognised email account.

**7.3** The Club Accounts shall be Audited and signed each year by a person agreed by the committee. The audited accounts shall be presented at the AGM.

## **8. Meetings**

### **8.1 Annual General Meeting**

**8.1.1** The Annual General meeting shall be held not later than 30th June in each year.

**8.1.2** The Secretary shall issue the Agenda of the AGM to each member not less than fourteen days prior to the date of the AGM.

**8.1.3** A quorum shall be 25% of the membership.

### **8.2 Special General Meetings**

**10.2.1** On the written request of not less than ten members, or at the instigation of the Committee, the Secretary shall call a Special General Meeting.

**10.2.2** At least seven days' notice of an SGM shall be given in writing to all members, stating the purpose of the meeting.

**10.2.3** A quorum shall be 30% of the membership.

### **8.3 Committee Meetings**

**8.3.1** A meeting of the Committee shall be convened at the discretion of either the Secretary, the Chairman, or three members of the Committee.

**8.3.2** The quorum for a meeting of the Committee shall be five, to include a Minimum of 2 Officers.

**8.3.3** Four days' notice of the meeting shall be given except when a quorum of the Committee is present and agrees otherwise.

### **8.4 Ordinary Club Meetings**

Meetings of the Club shall be held on Tuesday or Wednesday evenings during the Club season and/or at any other time as determined by the Committee.

## **9. Child Protection**

Members are required to familiarise themselves with, and abide by, the Club's Child Protection Policy.

## **10. Alteration of the Constitution of The Club**

**10.1** No alteration of these Rules shall be made except at an Annual General Meeting or Special General Meeting.

**10.2** Any proposed alterations must reach the Secretary in writing not less than fourteen days before the AGM or SGM.

**10.3** The Secretary shall provide written notice of the proposals to each member not less than twenty one days prior to the meeting.

## **11. Dissolution**

**11.1** A motion for the dissolution of the club may be submitted to the committee three months before the Annual General Meeting or in accordance with the rules governing an Extraordinary General Meeting.

**11.2** The motion shall be passed if it receives two-thirds of the votes cast by the members of the club present at the meeting.

**11.3** If and when such a motion shall have been passed, so much of the assets of the club shall be realised as may be necessary to discharge all liabilities of the club. Any remaining assets shall be transferred to some similar community organisation in the area or to some charitable organisation that the committee shall select

## **12. Interpretation**

The Committee shall resolve any disputes regarding the interpretation of these rules and any matters not specifically covered by these rules.