|  |  |
| --- | --- |
|  | Manningtree & District Photographic Society |
| **Constitution** | |
| **Name** | The Society will be called “Manningtree & District Photographic Society” | |
| **Objectives of the Society** | To promote and foster the development of all photographic endeavour amongst and between members, including by:   * maintenance of a friendly, positive atmosphere for the benefit of all members. * encouraging visits by individuals and groups to and from clubs and associations with similar interests. * organising varied competitive and non-competitive events for the participation and enjoyment of all members. * providing suitable facilities for meeting in-person or interaction via electronic communication. | |
| **Affiliation** | In pursuit of its Objectives, the Society shall be a member of the East Anglican Federation of Photographic Societies (EAF) and, through the EAF, affiliated to the Photographic Alliance of Great Britain (PAGB). | |
| **Management of the Society** | The Committee Members will manage the affairs of the Society on behalf of the members. A quorum, consisting of four members of the Committee with at least two Officers of the Society being part of the quorum, will be required to execute the business of the Society.  The Officers of the Society shall comprise:   * Chairperson * Vice-Chairperson * Secretary * Treasurer   In addition to the Officers the Committee can include:   * Programme Secretary * Competition Secretary - Prints * Competition Secretary - DPIs * Web Site Manager * Public Relations Manager * Officers with or without portfolio as and when required * Ex-Officio Members as required to conduct business   All Officers shall be elected or re-elected at the Annual General Meeting. Individuals may serve more than one role concurrently.  The Officers and Committee Members of the Society will normally serve for a maximum of three years in the same role. However, in the absence of nominations from those present and eligible to vote at the AGM and providing the incumbent is willing to continue in office, the term can be extended.  The Committee will meet at least four times per year to discuss actions, monitor progress to date and consider future developments. All Committee meetings will be recorded in the minutes. | |
| **Membership** | The Society is open to individuals who want to improve their knowledge, skills and enjoyment of the art of photography and who agree to support the Objectives of the Society.  There are three levels of Membership:   * Adult Members:   Pay full subscription   * Adult Members spouses/partners   Pay 50% of the full subscription   * Student / Junior Members (under 18):   Pay 50% of the full subscription  Membership subscriptions are payable by 1st September each year.  Application for Membership should be made on the Membership Application Form which is available from the Secretary.  Membership of the club implies an undertaking to comply with and abide by the rules and Constitution of the club.  The Annual Subscription and any other charges will be determined at the Annual General Meeting.  The Committee shall have the power, after due consideration, to terminate membership. | |
| **Other Membership** | Upon recommendation by the Committee, Honorary Membership may be granted to any Member for their exceptional contribution to the club activities over a lengthy period. The award of Honorary membership requires the support of a majority of the current members at an AGM. Honorary members may participate in all club functions.  A parent or guardian must accompany Junior Members at all club activities, excepting that Junior Members who are at least 16 and have provided a parent or guardian’s written approval, may attend regularly scheduled meetings alone. | |
| **Insurance** | The club shall maintain Public Liability and Trustee Indemnity Insurance through the PAGB. | |
| **Finances** | The Society is a non-profit making organisation and any surplus income or gains shall be reinvested in the Society. Surpluses or assets cannot be given to members or third-parties, except in case of Dissolution of the Society.  All Society monies will be paid into an account held in the name of the Society. Such finances will be used exclusively for the purposes of the Society.  The Society Treasurer will be responsible for the finances of the Society.  The financial year shall end on the 31st March each year and the Treasurer shall present to the Annual General Meeting a financial statement of the preceding year’s transactions, any matters outstanding, projected expenses for the coming financial year and any financial recommendations.  The accounts of the Society as at 31st March each year will be subject to examination by a person other than the Treasurer.  The Society shall require only one signatory to transact business on the Society’s bank account and on cheques drawn on that account. The Committee shall authorise three signatories for the Society’s bank account, one of who shall be the Treasurer. However, all expenditure will be confirmed by prior review by a Committee member other than the signatory.  Any extraordinary payments, (such as purchase of gifts or ex-gratia payments) must be approved by four members of the Committee including two officers and may not exceed £100.00. | |
| **Annual General Meeting** | The AGM of the Society shall be the last formal meeting of the Society’s season and normally held in May each year.  Twenty-one days’ notice must be given to all members of any Annual General Meeting with full particulars of the business to be transacted.  The business shall include as a minimum:   * Minutes of the previous AGM * Annual report of the Officers and Committee members * Statements of Accounts and Balance Sheet * Election of Officers, Committee Members and a person to review the accounts of the Society * Any other business   All nominations and propositions for Annual General Meetings of the Society are required to be with the Secretary 21 days before the date of the meeting. (A waiver to the 21 days may be granted if 75% of the Members agree)  Each proposition requires two members of the Society as proposer and seconder. | |
| **Special General Meeting** | A Special General Meeting may be called at any time by the Committee upon receipt of a written request signed by at least 25% of the membership.  Twenty-one days’ notice must be given to all members of any Special General Meeting with full particulars of the business to be transacted.  No business other than that appearing on the notice of the meeting shall be transacted. | |
| **Amendments to the Constitution** | Amendments to the Constitution shall be made at the Annual General meeting, or at a Special General Meeting convened specifically for this purpose.  Notices of any proposed amendment shall be given in writing to the Secretary at least fourteen days before the meeting. | |
| **Dissolution of the Society** | The Society may be dissolved only by the consent of 75% of the members present at a Special General Meeting called for that purpose, giving members not less than four weeks’ notice.  Such a meeting will appoint a competent person as a Liquidator who will be authorised to decide on the disposal of the Society funds and assets. | |
| **Other Matters** | The Committee will develop and maintain a Data Protection Policy in accordance with current legislation and good practice. This will be reviewed every 5 years.  Any matter not covered by this Constitution will first be resolved by the Committee and then, where necessary, be put to the Members for their decision. | |

This Constitution is amended and approved at the Annual General Meeting held:

25 May 2023



Chairperson Secretary