

# **Saltash and District Camera Club Constitution**

(Revision May 2023 AGM)

## **1. Name**

- a. The organisation shall be known as Saltash & District Camera Club thereafter referred to as S&DCC or the Club, and shall be affiliated to the Photo Alliance of Great Britain (PAGB) through the Western Counties Photographic Federation (WCPF).
- b. The registered office of the Club shall be Hon Secretary's residence.

## **2. Objectives**

- a. To promote the continuous association of members for the purpose of fostering, maintaining and improving interest in the art of photography.
- b. To further Photographic Art and Digital Imaging Techniques among members by the exchange of ideas and mutual assistance, as well as the organising and holding of lectures, discussions, competitions, demonstrations, exhibitions and events.

## **3. Officers/Committee**

- a. The Officers of the Club shall consist of Chair, Vice Chair, Hon General Secretary, Hon Competition Secretary, Hon Programme Secretary and Hon Treasurer.
- b. The affairs of the Club shall be managed by the Officers of the Club and Committee members made up from nominated members, elected annually by a majority show of hands at the AGM.
- c. The Chair or Vice Chair shall preside at meetings or in the absence of both an Officer chosen by those present.
- d. The Hon Secretary shall keep minutes of each Club meeting as well as conducting the correspondence of the Club.
- e. The Hon Treasurer shall collect all subscriptions and monies owing and shall settle Club liabilities. At the close of each financial year a statement shall be drawn up by the Hon Treasurer and audited by an elected auditor. The statement will be presented to the members at the AGM.
- f. Specific Officer or Committee member responsibilities may be shared by more than one individual if so elected at the AGM.
- g. The Committee shall have the authorisation to fill any vacancies that may occur in the Committee or appoint a new auditor if necessary between AGMs, or to co-opt additional members should the need arise.

## **4. Membership**

- a. Membership shall be open to all persons who are interested in photography and is subject to approval of the Committee.
- b. Membership of the Club implies agreement to all the Club Rules and Constitution.
- c. Members and visitors under 16 years of age must be accompanied at all meetings and other events by a parent or guardian, or an adult with the specific agreement of the parent/guardian, who shall have responsibility for their safety and welfare at all times.
- d. A member may be expelled from the Club by a majority vote of members at a special meeting convened for the purpose.
- e. Potential new members shall be allowed to attend three meetings to decide whether or not they wish to join. They shall then be asked to complete a Membership Form and pay the appropriate membership subscription before attending further meetings. If we have arranged for a speaker at any of the three meetings attended then a small charge of £5 may be levied which will be reimbursed on the taking out of full membership.
- f. Visitors: Members are at liberty to introduce visitors to any of the general meetings of the club, but the Committee shall have the authority to refuse admission or limit the number of such visitors.
- g. Honorary Life Membership: In exceptional circumstances the Committee can decide to award Honorary Life Membership to a member for recognition and appreciation for long term active club membership. Any member awarded Honorary Life Membership will no longer have to pay club subscriptions.

## **5. Meetings**

### **Annual General Meetings**

a. The Annual General Meeting shall be held not later than the last Monday in June. In very exceptional circumstances (e.g. a global pandemic) the Committee can vote to postpone the meeting to a later date or defer the meeting until the due date of the next AGM.

b. Items on the Agenda shall include:

Minutes of the last AGM (which need not be read out but shall be sent to members with the notice calling for the AGM)

Matters arising from the minutes

Chair's Report

Treasurer's Report, including the audited accounts for the year

Honorary Secretary's Report

Proposed rule changes

Elections of Officers, and Auditor

Any other Business (to be submitted to Hon Secretary at least 5 days prior to AGM)

### **Extraordinary General Meeting.**

An Extraordinary General Meeting (EGM) may be called at any time (within the Club season) by the Committee or at the written request of at least five full members and sent to the Hon Secretary at least 14 days prior to the proposed meeting

These meetings are to discuss any resolutions to change the Club Rules, or for the discussion of any urgent matters that need resolving.

No business shall be discussed at such meetings other than that stated on the notice calling for the meeting.

### **Committee Meetings**

a. Committee meetings will be held as required.

## **6. Finance**

### **Funds:**

a. Funds shall be used solely for furthering the objectives of the Club, as defined by or sanctioned by the Committee.

### **Subscriptions:**

a. Subscriptions may be paid in one payment at the commencement of the new season's programme in September or in two stages the first (larger) payment in September and the balance by the end of January.

b. The amount of the annual subscription shall be determined at the AGM, subject to review, if necessary, by an EGM.

c. Members joining after 1 February will be accepted at one half of the annual subscription.

### **Financial Year:**

a. The Club's financial year will commence on 1 April and shall end on 31 March.

b. The accounts of the Club shall be audited annually by one auditor, who shall be selected by members of the Club at the AGM. A copy of the audited financial statement, made up to the Club's year-end, shall be made available for members, and distributed for discussion at the AGM.

## **7. Dissolution of Club**

a. The Club can only be wound up at an AGM or EGM if two-thirds of the members present vote in favour of a winding up motion.

b. The Committee and members shall decide the disposal of any assets remaining after the satisfaction of all debts and liabilities of the Club. If agreement on asset disposal can't be reached then any remaining assets shall be passed to an organisation that has similar objectives to the Club - eg WCPF.

## **8. Byelaws**

### **Premises:**

a. Members shall conform to any laws, rules or regulations applied to any premises the Committee has hired on behalf of the Club and for the purpose of holding any official functions.

## **9. Club Constitution**

- a. In the case of any matters of dispute or those not provided for in these rules/ constitution, or there are any doubts or disagreements as to the rules/constitution interpretation, the decision of the Committee shall prevail.
- b. Ignorance of the rules/constitution shall not be accepted as an excuse for any breach thereof.

## **10. Data Protection**

- a. In accordance with the Data Protection Act 2018 the Club will make sure that Members' personal data is:
  - used fairly, lawfully and transparently
  - used for specified, explicit purposes
  - used in a way that is adequate, relevant and limited to only what is necessary
  - accurate and, where necessary, kept up to date
  - kept for no longer than is necessary
  - handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage
- b. The Club will act in accordance with Members' rights under the Data Protection Act 2018.

End of Saltash & District Camera Club Constitution.