

BUNGAY CAMERA CLUB CONSTITUTION

1. Name

The name of the club is Bungay Camera Club, referred to in this constitution as The Club.

2. Objectives And Mission Statement

The objectives of The Club shall be the advancement of its members' skills, enjoyment, knowledge and interest in still and movie photography through a varied programme of regular meetings, competitions and presentations.

3. Membership

- a. Membership shall be open to all persons over the age of 16 upon payment of the appropriate subscription. Approval of the Committee shall not be required.
- b. Should any person under the age of 16 wish to become a member or attend an event organised by The Club they will be required to bring an adult chaperone of their choice who must be present throughout the meeting or event. The chaperone is not a member of The Club (unless already a member of The Club in their own right), does not pay a subscription and cannot actively participate in The Club's activities.
- c. The Committee has the power to terminate the membership of any member in circumstances which they decide justifies such action. In the event of termination of membership, the Committee may agree a discretionary refund of all or part of any membership subscription paid for the year in question.

4. Equal Opportunities

- a. The Club requires that no person whether a member, potential member or visitor to The Club shall be discriminated against on the grounds of race, colour, nationality, culture, religion, gender, marital status, class, sexual orientation, age, size, ability or any other condition which cannot be justified for the reasons of the safe and effective running of The Club.
- b. All Club members have a responsibility to oppose discriminatory behaviour and to promote equality of opportunity and to report any infringements to the Committee.

5. Management Of The Club - The Committee

- a. The affairs of The Club shall be managed by a Committee comprising The Chair, Vice-Chair, Secretary, Treasurer, Competitions Secretary, Publicity Officer and up to three other members.
- b. To serve on the Committee a member must be proposed and seconded by Club members and sign a statement consenting to the nomination. Nominations for election to the committee shall be notified to the Secretary in writing not less than 21 days before the next AGM. When required a vote shall be taken at the AGM, with the Chair having a casting vote, if necessary.
- c. Five persons, one of whom shall be The Chair, Vice-Chair or secretary, shall constitute a quorum.
- d. The committee shall meet as often as is considered necessary for the proper management of The Club's affairs. Any questions arising at such a meeting shall be determined by a majority of votes, with the Chair having a casting vote, if necessary.
- e. The Chair, or if they are not present the Vice-Chair, shall be The Chair of every meeting. If neither are present the members of the Committee present at the meeting shall choose a Chair for that meeting from those members present.
- f. In the absence of the Secretary, the members of the Committee present at the meeting shall choose a Secretary for that meeting from those members present.

- g. The Committee shall have the power to co-opt a member, or members, of The Club for a specifically defined purpose. The membership of such co-opted member(s) shall cease upon completion of the specified purpose.
- h. The Committee shall have the power to co-opt a member to membership of the Committee to fill a casual vacancy. Such member will retain their membership of the Committee until the next AGM.
- i. The Committee shall ensure that adequate Public Liability Insurance is purchased to protect The Club, its Committee and its Members.
- j. The Committee shall have power to approve expenditure up to £600 on any one item or £1000 in any one year.
- k. For proposed expenditure more than £600 on any one item or £1000 in any one year the matter shall be put to an AGM or an EGM shall be called in accordance with the procedures set out in paragraph 12 of these rules.
- l. Before each AGM the Committee shall consider the financial position of The Club and formulate proposals for the rates of membership subscriptions for the following year. Such proposals shall be submitted for the approval of the membership at the AGM.
- m. The Committee shall have the authority of The Club to maintain accounts in the name of The Club with a bank or a building society.
- n. The Committee are authorised by The Club to operate the accounts they hold against the signatures of any two Committee members.
- o. The Committee are authorised to set up and administer an internet website in the name of The Club to promote the activities, interests and wellbeing of The Club and to provide a service to members by way of links to other reputable sites. The Committee and the Webmaster who administers the site have authority to decide its content and format.
- p. Committee membership period
 - i. The maximum term of continuous service for a committee member is four years.
 - ii. The minimum period that a member must wait before re-election to the committee is one year.
 - iii. In exceptional circumstances a Committee member may serve a further year. This requires a motion to be passed at the AGM.

6. Management Of The Club - The Secretary

The secretary shall:

- a. Receive and bring to the attention of the Committee all matters required to be considered by them.
- b. Convene the AGM and any EGM of The Club.
- c. Receive nominations, motions or proposals intended for consideration at the AGM or any EGM.
- d. Prepare Agendas for all Committee meetings, the AGM and any EGM members.
- e. Record the proceedings and decisions of the Committee and of every AGM or EGM.

7. Management Of The Club - The Treasurer

The Treasurer shall:

- a. Collect all sums properly due to The Club and make all payments properly due by The Club.
- b. Maintain adequate books of account and records which will show at any time the financial position of The Club and its assets and liabilities.
- c. Operate The Club's accounts with the bank or building society in accordance with the mandates given to the account holders.
- d. Ensure that funds not immediately required are deployed to The Club's best advantage.
- e. Arrange for the books, records and vouchers to be made available to the Auditor.

- f. Prepare annually an income and expenditure account and a balance sheet and shall present these at the AGM for the approval of members. Such accounts and balance sheet shall include thereon the report of the auditor.

8. Financial Year

The financial year shall end on the last day of October.

9. Subscriptions

- a. The rate of subscription shall be determined annually at the AGM by a vote of members present.
- b. Subscriptions shall be payable on the first meeting in January each year.
- c. Members who have not paid their subscriptions by the end of March or within three months of joining The Club will cease to be members.
- d. New members joining The Club in January will pay the full subscription for that year; those joining from February to October will pay a proportion of the annual subscription for that year, as assessed by the Treasurer and those joining in November or December will pay no subscription for that year.
- e. Potential new members may attend up to two Club meetings free before joining The Club; except the AGM and meetings open to the public.

10. Disciplinary and Complaints Policy

- a. All those associated with The Club are required to conduct themselves appropriately and in accordance with all Club rules and procedures. This applies to everyone – Members, Junior Members, responsible adults for Junior Members, Committee Members, visitors to The Club and volunteers representing The Club.
- b. Members are required to be polite, courteous and respectful at all times and in all matters relating to The Club, its members and anyone associated with The Club.
- c. All complaints should be submitted in writing to The Club Chair or Secretary.
- d. The Club Committee will meet to consider complaints within thirty days of a complaint being received. The Committee has the power to take appropriate action, including the termination of membership.
- e. The outcome of a disciplinary Committee meeting will be notified in writing within ten days of the meeting to:
 - The person(s) who made the complaint;
 - The person(s) against whom the complaint was made.
- f. There is a right of appeal to the Committee following the announcement. Such appeal must be made in writing to The Club Chair or Secretary within ninety days of the original complaint being made.

11. Notice Of Meetings

- a. For the AGM the inclusion of the date in the annual printed programme and an announcement at an ordinary Club meeting one month prior shall be sufficient notice.
- b. For any Extraordinary General Meeting the notice shall be given to all members in writing which can include personal delivery, Royal Mail or E-Mail.

12. Annual General Meeting (AGM)

- a. The AGM shall be held no later than 31st December each year.
- b. Motions for inclusion on the Agenda shall be notified to the Secretary in writing, not less than 21 days before the AGM and circulated to all members not less than 14 days before the AGM. A vote of the members present will decide if a motion is accepted by The Club, with the Chair having a casting vote, if necessary.
- c. The agenda for each AGM shall provide for a report on the workings of the Committee, presentation of the Annual Accounts and the report of the Auditor, proposing the rate of annual subscription, election of Committee Members, appointment of an Auditor and a statement of motions received.

- d. Discussion of matters not included within the Agenda may take place at the discretion of The Chair of the AGM, but no vote may be taken on such matters.

13. Extraordinary General Meetings (EGM)

- a. An EGM of members of The Club may be convened at any time by the Committee giving at least 21 days notice. Such notice must state the purpose for which the EGM is called and include any formal motions to be put to the meeting.
- b. An EGM shall be convened within 21 days if the Secretary receives a written request for such a meeting from the members. Such request must state the purpose for which the EGM is called, include any formal motions to be put to the meeting and be signed by not less than one third of Club members. The notice convening the EGM shall specify the nature of the business to be transacted and only such business shall be transacted.

14. Provisions For Annual And Extraordinary General Meetings

- a. The Chair, or if they are not present the Vice-Chair, or if they are not present a member of the Committee nominated for the purpose by the Committee shall be The Chair of every AGM or EGM of members.
- b. At any General Meeting one third of the membership shall constitute a quorum.
- c. If a vote is required at any general meeting each member present shall have one vote. In case of equality of votes The Chair of the meeting shall have a second vote.

14. Auditor

- a. An Auditor shall be appointed at each AGM, who shall hold office until the next AGM.
- b. The Auditor shall have access to all accounting books, records and vouchers of The Club and shall be entitled to seek all the information and explanations which are needed in order to express a view on the accounts as prepared by the Treasurer. The report of the Auditor shall be addressed to the members and shall appear on the accounts presented to the AGM.

15. Dissolution Of The Club

- a. If the Committee by a simple majority decides at any time that it is necessary or advisable to dissolve The Club it shall call a meeting of all its members following the procedures laid down for an EGM **or AGM**. The purpose of the meeting shall be stated and not less than 21 days notice shall be given. A two thirds majority of those present and voting shall be required for a dissolution resolution to be passed.
- b.
 - i. The Club dissolution shall be managed by the Chair, Secretary and Treasurer, with support from other Committee members;
 - ii. All assets owned by The Club (laptop, projector, screen etc.) shall be offered to The Club's members via an auction and monies added to The Club's funds;
 - iii. Any unsold assets shall be offered to charities, other clubs, the EAF, or disposed of appropriately.

The Committee shall arrange for:-

- iv. All The Club's dues and liabilities to be settled;
- v. All remaining funds to be divided equally between The Club's members who were fully paid up on the date that dissolution was agreed;
- vi. The cancellation of all The Club's bookings - hall, judges, other guests etc;
- vii. The cancellation of The Club's membership of the EAF and of any other organisations to which The Club may belong;
- viii. The cancellation of The Club's insurance policies and the closure of its bank account(s);
- ix. The storage for an appropriate duration of The Club's documents and records as may be legally required;

- x. The destruction of all other documents and records of The Club.

16. Competition Rules

The Club shall have a separate set of competition rules governing all competitions run within The Club. These competition rules form part of the General Rules of The Club and are administered by the Committee. Any new rules or amendment to existing rules may only be introduced through an AGM or EGM following the correct AGM or EGM procedures.

17. Amendments To The Club Rules

The rules of The Club may be amended only at an AGM or EGM providing prior notice of the proposed changes have been given in accordance with the rules and timescales of those meetings.

18. Ownership of image copyright

- a. By the act of submitting images for inclusion on The Club website or in Competitions run by The Club or which The Club supports, members confirm their ownership of the Copyright of such material. Ownership of the Copyright remains with the submitting Club member.
- b. The Club accepts no liability for the infringement of copyright caused by a member knowingly or otherwise submitting an image for a competition or publication via any medium including print and online. The Club accepts no responsibility for any infringement of a member's copyright resulting from the member submitting an image for a competition or publication via any medium including print and online.

19. General

All members of The Club shall be entitled to a copy of the rules without charge.