

Chesham Camera Club Constitution

Revised February 1999
Recreated (OCR) 28-November 2004
Amended May 2005
Amended May 2006

Effective from Annual General Meeting, April 2000

- 1) **Name** - The Name of the Club shall be the '**Chesham Camera Club**'.
- 2) **Objects** - The Objects of the Club shall be to promote the study and practice of photography for the mutual benefit of members and the general public.
- 3) **Financial Year** - The Financial Year of the Club shall be from 1 April to 31 March in the following year.
- 4) **Annual General Meeting** - The Annual General Meeting shall be held in April or May each year at which the Report of the Chairman and the Treasurer's Annual Statement of Accounts for the preceding Financial Year ended 31 March shall be presented.
- 5) **Notice of Annual General Meeting** - Members must be given least 21 days notice of the date of an Annual General meeting.
- 6) **Annual General Meeting Quorum** - Attendance of not less than 25% of the paid up members shall constitute a quorum.
- 7) **Committee Nominations** - Nominations for election to the Committee shall be in writing and include the names of the proposer and seconder, together with the nominee's written acceptance of his/her nomination
- 8) **Time Limit for Nominations to the Committee** - Nominations must be sent to the Secretary not less than 21 days before the date of the Annual General Meeting. All nominations must be publicised on the Club Notice Board 15 days before the Annual General Meeting.
- 9) **Election of Committee** - The Members of the Committee shall be elected by the members at an Annual General Meeting, to serve for a term of one year, which shall be from the end of the Meeting at which they are elected to the end of the next Annual General Meeting. A casual vacancy may be

filled by election by the Committee, such elected member to serve to the end of the next Annual General Meeting.

10) **Committee Constitution** - The Committee shall consist of ten members -

1) Four Officers:

- ? Chairman
- ? Vice-Chairman
- ? Secretary
- ? Treasurer

and

2) Six Ordinary members:

- ? Program Secretary
- ? Competitions Secretary
- ? Exhibitions Secretary
- ? Membership Secretary
- ? Information Technology Coordinator
- ? Without Portfolio

11) **Ballot for Committee Membership** - If there are more nominations to stand as committee members than there are designated appointments the Chairman of the Annual General Meeting shall appoint two tellers who shall supervise the ballot of members. Such tellers may not be Committee members or prospective Committee Members.

12) **Re-election of a Committee Member** - A Committee Member is eligible for re-election each year

13) A **president** may be elected by the members at an Annual General Meeting to serve for a term of one year, which shall be from the end of the Meeting at which they are elected to the end of the next Annual General Meeting.

14) **Nominations for the office of president** shall be in writing and include the names of the proposer and seconder, together with the nominee's written acceptance. Such nominations must be sent to the secretary not less than 21 days before the date of the Annual General Meeting and published on the Club Notice board 15 days before the Annual General meeting.

15) A President may, if invited to do so by the Chairman, attend Committee Meetings but shall have no voting rights.

16) **Special General Meetings** - These may be called:

- ? at any time by the Secretary at the direction of the Committee

- ? by the Secretary at the written request of not less than 25% of the ordinary (non-committee) members of the Club. The request must state the object of such Special Meeting, which must be held within 21 days of receiving the request
- 17) **Notice of Special General Meeting** - At least 7 days Notice of any Special General Meeting must be given to members in writing, stating the object of such Special General Meeting.
 - 18) **Business at a Special General Meeting** - No business other than that specified in the notice may be discussed at a special general meeting
 - 19) **Special General Meeting Quorum.**
 - ? when the Meeting is called by the Committee a quorum is attendance of not less than 10% of the paid up members of the club
 - ? when called under rule 16 a quorum is attendance of not less than 50% of the paid up members of the Club.
 - 20) **Committee Meetings** the committee shall meet whenever deemed necessary by the Chairman, Vice-Chairman or Secretary, subject to the requirement to meet within 14 days of the holding of the annual general meeting
 - 21) **Committee Meeting Quorum** - Attendance by 5 Committee Members, including at least one Officer, shall constitute a quorum for a Committee Meeting.
 - 22) The club chairman shall chair all meetings, including the Annual General Meeting. In the absence of the Chairman the Vice-Chairman shall chair all meetings In the event both are absent, an Officer of the Club shall be elected by those present at the Meeting to take the chair.
 - 23) **Voting** - At any meeting where a vote is taken, in the event of a tie, the Chairman of that Meeting shall have a casting vote.
 - 24) **Committee Duties** - the Club shall be managed by the Committee, which is empowered to institute such regulations it considers necessary for the proper running of the Club.
 - 25) **Sub-Committees** - The Committee may appoint from amongst its members and other Club members those to participate in a Subcommittee deemed necessary to deal with a particular subject or activity. The Committee shall depute to such Sub-Committee whatever powers or authorities may be necessary. The chairman and Secretary Of the club shall be ex-officio Members of any Sub-Committee.
A Sub-Committee shall circulate copies of Reports and/or Minutes of its proceedings to all Committee Members.
A subcommittee may not incur any expense without the prior authorisation of the Committee.

- 26) **Co-option** - The Committee may co-opt further Member(s) to serve for a specific purpose if required. Such co-opted Committee Member(s) shall have full voting rights in any Committee decision relating to his or her role.
- 27) **Consultation** - the Committee is empowered to invite any person or persons to committee and Sub Committee meetings for consultation purposes. Such person(s) shall have no voting rights.
- 28) **Conduct of members** - It is implicit as a condition of membership that members undertake to comply with and abide by these Rules And such amendments as shall be approved by a properly constituted General meeting
- 29) **Membership of the club** shall be open to any adult (except unaccompanied minors) interested in photography or digital imaging, on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- 30) **Expulsion or Suspension of a Member** - If, in the view of the Committee a member is guilty of conduct contrary to the interests of the club, he or she may be expelled or suspended from membership the Club. No member may be expelled or suspended without first being requested to appear before the Committee to explain his or her conduct.
- 31) **Application for readmission** - An expelled or suspended member has the right to apply for re-admission to the Club.
- 32) **Annual Membership Subscriptions** - The subscriptions payable by members shall be agreed by the Committee, before the start of the club year
- ? The annual subscription shall be paid in advance and is payable not later than 1st October each year.
 - ? Subscriptions for new members joining during the year may be reduced pro rata at the discretion of the Membership secretary.
 - ? The committee may introduce concessionary rates of membership as it sees fit. Concessionary members shall have full voting rights
- 33) **Life Membership** - The Committee may confer honorary Life Membership. Such member shall enjoy all the normal benefits of membership save that he or she shall have no voting rights.
- 34) **Alteration to the Rules** - No Rule may be rescinded, altered or introduced without the approval of the members at an Annual General Meeting
- 35) **Proposals to change the Rules** - Any proposal to alter the Rules must published in writing not less than 21 Days before an Annual General Meeting indicating the names of the proposer and seconder

- 36) **Amendment to Proposals to change the Rules** Any amendment to a proposal to change the Rules must be published in writing not less than 14 days before the Annual General Meeting, indicating the names of the proposer and seconder.
- 37) **Interpretation of the Rules** - The Committee's interpretation of the Rules of the Club shall be final and binding.
- 38) **Finance** - The Treasurer shall maintain proper records of all monies received and paid, prepare a Financial Statement of income and Expenditure at the end of the Financial Year and, during the year, periodic statements showing the financial position, for the information of the Committee.
- 39) **Auditor** - An Auditor shall be appointed at the Annual General Meeting who shall have access to and audit the financial records of the Club and the Financial Statement for the ensuing Financial Year. The Auditor may not be a Member of the Committee and need not be a member of the Club.
- 40) **Expenditure** - No expenditure may be incurred or order placed in excess of £200 for any one item without the prior approval of the Committee.
- 41) **Property** - All property wholly or partly purchased by the Club, or donated to it, shall remain the property of the Club. All such property shall be adequately insured and be under the absolute control of the committee
- 42) **Ownership of Trophies** - All Trophies, whether purchased in total or part by the Club, or donated to it, shall remain the property of the Club in perpetuity. All such Trophies shall be deemed to be under the control of the Committee. A Trophy winner, who, for the time being holds a Trophy, has a duty to safeguard it.
- 43) **Liability** - The Club accepts no liability for any loss or damage to the property of members or visitors nor for any injury sustained by members or visitors during its Meetings or other Club organised activities.
- 44) **Winding up of the Club** - In the event of the Club ceasing its activities and being wound-up, after the settlement of all outstanding financial liabilities any surplus funds remaining and club property shall be distributed as agreed at a Special General meeting called for that purpose. Under no circumstances may any surplus funds or equipment be distributed to Officers or members of the Club, either individually or collectively.