



Chichester Camera Club

Patron: The Right Worshipful Mayor of Chichester

CONSTITUTION APRIL 2015

1 Name

The club shall be called the Chichester Camera Club, (the Club).

2 Affiliations

The Club is affiliated to the Photographic Alliance of Great Britain (PAGB) through its membership of the Southern Counties Photographic Federation. (SCPF).

3 Objectives

The objectives of the Club are to: -

- 3.1 Bring together people interested in any branch of photography.
- 3.2 Encourage and support interest in and the practice of photography amongst its members and in the wider community through the Club's Annual Programme, its exhibitions and activities.

4 Membership

- 4.1 Membership is open to any person aged 18 and over without discrimination on grounds of gender, ethnicity, nationality, disability, sexual orientation, religion, beliefs or photographic ability.
- 4.2 Membership is renewable annually by payment of the relevant subscription which is due by the first meeting of the Club season. Any member who fails to pay by the 15th September will cease to be a member. Should such a member decide they wish to re-join, their place on the waiting list may be decided by the Management Committee (the Committee) depending on the circumstances.
- 4.3 New members joining after the start of the season will have their subscription reduced on a pro-rata basis.
- 4.4 It is a condition of membership that members agree to abide by the Club's constitution.
- 4.5 The Committee may suspend or demand the resignation of a member who does not abide by the Club rules or whose actions, in the opinion of the Committee, damage the Club's reputation. Such member may present their case, supported by a witness, at the next or specially convened Committee meeting, to be held after a period of not less than 14 days' notice provided to the member. He or she can appeal against the decision, with such appeal being heard at an Extraordinary General Meeting (EGM) and decided by a simple majority of votes of those present.
- 4.6 Exceptionally, membership for individuals on the waiting list may be fast-tracked at the discretion of the Committee but only where the person's skills would bring particular benefit to the Club.

5 Management

- 5.1 **Management Committee:** The Club is managed by a Committee that is responsible and accountable for all activities undertaken on behalf of the Club and its affairs. The Committee is elected by the membership and comprises the four officers (that is the Chair, Vice Chair, Treasurer and Secretary), no less than two committee members, and no less than five post-holders (see 5.1.2 below), the identities and functions of which may from time to time be decided by the Committee. All members of the Committee have a vote when a vote is required.
 - 5.1.1 Officers and committee members are elected by simple majority at the Annual General Meeting (AGM) for a period of two years to take office within six weeks of the AGM, with the exception of the outgoing Chair who hosts the Annual Exhibition. Elections for the Chair, Vice

Chair and one committee member take place in one year and for the Secretary, Treasurer and other committee member(s) in alternate years.

5.1.2 Post-holders organise the Club's activities (see 5.3 below) and are each responsible for specific tasks and/or projects. They are elected by simple majority at the AGM, and may be re-elected annually. A minimum of five post-holders will serve on the Committee, and will be identified and elected to the Committee at the AGM.

5.1.3 The responsibilities of all officers, committee members and post-holders are set out in role guidance, which is published to the membership.

5.1.4 Any member of the Committee may be removed from their post by a simple majority vote of the members at an AGM, following a seconded proposal stating the grounds for removal, or a properly convened EGM (see 6.3 below).

5.2 **Mid-Term Committee Changes:** In the event of the loss of the Chair in mid-term through whatever cause, the Vice Chair will assume the position of Chair, to serve until the next relevant election (as 5.1 above). In the event of the loss of any other member(s) of the Committee, the remaining members may co-opt a replacement from within their number or the Club members until the next AGM, to serve until the next relevant election.

5.3 **Post-holders' Roles:**

5.3.1 The post-holders include, but are not limited to: -

The Programme Secretaries for the approaching and following year (and are therefore elected for a two-year period)

Membership Secretary

Publicity Secretary

Competition Secretaries (PDI, Print and Enprint)

Annual Exhibition Secretary (who will serve until AFTER the following year's exhibition)

Selection Committee Chair and up to five other members of the Selection Committee

Southern Counties Photographic Federation Representative

Regnum Crouch Representative

Sussex Photographic Federation Representative

External Exhibition Secretary

There is no limit on the period any such post may be held, subject to re-election each year; any post may be shared by two Club members.

5.3.2 Post-holders who are not Committee members may be invited to attend Committee meetings and may vote but only on an issue specific to their particular role and responsibilities. Any shared post-holder role confers only one such vote.

5.4 **Co-option:** The Committee may co-opt to its number in order to draw on necessary expertise or skills. A co-opted member may vote but only on an issue specific to their particular role and responsibilities.

5.5 **Working Parties:** The Committee may also establish working parties or task groups to carry out time-limited and specific tasks.

5.6 **Special Interest Groups:** The Committee will support the establishment and continuity of special interest groups and activities, such as, but not limited to, the North Mundham Exhibition, the Digital, Print, Portrait, RPS, PAGB, AV and Monochrome Groups as the needs or desires of the membership arise. The Leaders of such groups carried out in the Club's name or to which the Club makes a financial contribution, will liaise with the Committee to enable information exchange and the assessment of the value to the Club and the viability of the activities.

5.7 **Powers:** In furtherance of the objectives, but not otherwise, the Committee may exercise the power to: -

5.7.1 Invite and receive contributions, subscriptions and raise funds where appropriate, to finance the work of the Club, and to open bank accounts to manage such funds.

5.7.2 Work with groups of a similar nature and exchange information, advice and knowledge with them.

5.7.3 Publicise and promote the work of the Club and organise meetings, training courses, events or seminars.

5.7.4 Set the annual membership subscription rate, refreshment charges, special group charges and any other occasional or recurring charges necessary to the prudent financial management of the Club.

5.7.5 Enforce rules to regulate the affairs of the Club, including competitions. These rules are binding on all members and will be displayed on the members' area of the Club's website. Any suggested changes to rules will be presented to the AGM, by a duly made and seconded proposal and subject to a majority vote in favour.

5.7.6 Take any lawful action necessary to achieve the objectives of the Club.

5.8 **Life Members and Vice Presidents:** The Club may appoint Life Members and Vice Presidents from amongst its own members or from outside by a seconded proposal to the Committee, which if approved by the Committee, will be announced at the opening of the Annual Exhibition. Such appointments carry no membership fee requirement and will not confer a seat on the Committee.

5.9 **Presidents:** The Club may elect a President either from amongst its own members or from outside by a seconded proposal to the Committee, which if approved by the Committee, will be put to the membership at the following AGM or especially convened EGM. Such appointments carry no membership fee requirement and will not confer a seat on the Committee.

6 Meetings

6.1 **The Committee** will meet at least four times a year to discuss actions, monitor progress to date, and to consider future developments.

6.1.1 All meetings will be minuted and the agreed minutes of the meetings, excluding any confidential matters, will be made available on the members' area of the Club's website within four weeks of the subsequent Committee at which they are approved.

6.1.2 Voting will be by show of hands, or exceptionally by secret ballot at the discretion of the Chair, on a simple majority with the Chair, or designated deputy in the absence of the Chair, holding a casting vote in addition to their personal vote.

6.1.3 The Chair or a designated deputy in the absence of the Chair will chair all meetings.

6.1.4 The quorum at a Committee meeting will be six members.

6.2 **The Annual General Meeting (AGM)** will be held by the Club each year during the month of May.

6.2.1 Proposals for inclusion in the AGM's Agenda, together with seconded nominations for the Committee and post-holders must be submitted to the Secretary in writing, not later than 21 days before the advertised date of the AGM, duly signed by both proposer and seconder.

6.2.2 The Agenda and the minutes of the previous AGM will be made available to all members not later than 14 days prior to the AGM.

6.2.3 The annual accounts for the year ending 31st March immediately prior to the AGM together with the proposed budget for the forthcoming financial year showing expected income and expenditure will also be made available to members not later than 14 days prior to the AGM.

6.2.4 The members will nominate a Club member to act with a member of the Committee other than the Treasurer to inspect the annual account in preparation for the AGM.

6.2.5 Voting will be by show of hands on a simple majority basis, except when there is more than one nomination for Club officers, posts, President or Vice President(s), in which case there will be a secret ballot. In the case of a tied vote, the Chair or the Chair's designated deputy in the absence of the Chair will cast the final vote.

6.2.6 The quorum at an AGM will be 35% of the Club's registered membership.

6.3 **An Extraordinary General Meeting (EGM)** will be convened by the Secretary if requested in writing by at least five club members, stating the purpose of such meeting, or may be convened by the Committee to undertake specific business.

6.3.1 The EGM must be convened within 28 days of a request, to consider the matter raised.

6.3.2 Members must be given not less than 14 days' notice and the agenda for such a meeting.

6.3.3 The quorum at an EGM will be 35% of the registered membership.

7 Finance and Assets

7.1 **Income & Expenditure:** Club funds and assets must be managed by the Committee through the Treasurer.

7.1.1 The funds of the Club shall be applied solely to the stated objectives.

7.1.2 Members of the Club shall not receive payment for their services, except for the reimbursement of legitimate expenses incurred in its work.

7.1.3 Bank accounts shall be opened in the name of the Club and any cheques relating to the bank accounts shall be signed by at least two unrelated Officers; that is, Chairman, Chair, Treasurer and Secretary.

7.1.4 Online banking may be carried out by the Treasurer on behalf of the Club within the limits set by the Committee.

7.1.5 The Club's accounting year will run from 1st April to the 31st March.

7.1.6 The Treasurer is accountable for ensuring funds are used only as directed by the Committee and that the Club stays within the agreed annual budget.

7.1.7 Official accounts will be maintained, and will be examined annually by the Club member nominated at the AGM and another Committee member selected by the Committee.

7.1.8 The Club will maintain reasonable Public Liability Insurance Cover, as advised by the Treasurer and decided by the Committee annually. The insurance policy will be shown on the members' area of the Club website.

7.2 **Assets:** Club property may only be used by members or other organisations outside of Club meetings with the express written consent of an Officer of the Committee. Loss or damage to such property not covered by the Club's insurance including any Excess will be the responsibility of the member who *or the organisation that* has borrowed the property.

8 Dissolution of the Club

8.1 A resolution to wind up the Club shall be put to an EGM convened for the purpose, and must be approved by a vote in favour of not less than 60% of those present.

8.2 The Chair's badge of office shall be offered to Chichester City Council for exhibiting in the Assembly Rooms, Chichester, or other such appropriate venue.

8.3 If after the discharge of all Club liabilities there are funds remaining, these funds and any other assets shall be donated to one or more local charities determined by the Committee.

9 Safety Issues

9.1 The Committee will ensure that the Club complies with the Health and Safety requirements of any venues used by the Club.

9.2 Club activities are undertaken at members and/or visitors own risk, and members and visitors are required to exercise responsibility for their own health and safety.

9.3 The Club is not responsible for any loss or damage to the personal property of members and/or visitors.

10 Constitution

10.1 The Committee will review the Constitution annually and alterations or additions shall be presented by a duly made and seconded proposal at the AGM, or EGM convened for that purpose, and approved by a simple majority of members present at such a meeting.

10.2 Any such agreed changes will be recorded in an amended Constitution within four weeks of the AGM and published to members.