



CONSTITUTION AND RULES OF SEDGEMOOR CAMERA CLUB

Objective

To encourage the enjoyment of photography. There will be a particular emphasis on developing and establishing links within our local community.

Membership & Subscriptions

- Full membership - one adult (aged 18+) £20
- Joint membership - two adults (aged 18+) living at the same address £30
- Youth membership – one youth (12 to 17, & always accompanied by a responsible adult) £10

Potential new members will be allowed two free consecutive visits but this will exclude any special events such as those that include guest speakers or models. New members joining after 1st of March will pay half of the full year's membership.

The club meets on Wednesdays, starting at 7.30pm and ending at 10.00pm, with a charge of £2.50 per night. The club season will start in September, when the annual subscription is paid, and will continue until end of June. Events may be put on, outside of the normal programme, and different times and charges may apply.

Accounting Year

This runs until the end of May.

Management of the Club

The club will be run by a committee made up of elected members, appointed either at the annual AGM or by an EGM. It must have a minimum of two members covering the roles of chairman, secretary and treasurer. Additional committee members will also be elected at the AGM, or by an EGM, to fulfil roles that are defined by the committee. Only elected committee members can vote at committee meetings, with the chairman having a casting vote. The term for all elected positions is completed at the subsequent AGM. There will be other roles, acknowledged within the club, that do not carry voting rights. Occasionally, general members may be asked to assist the committee at a meeting. Members can request to observe a meeting. In the event of extreme unforeseen circumstances, the committee can overrule the constitution, if all available committee members are in agreement and feel it is in the club's best interest. The quorum needed to vote on, and carry forward, proposals at committee meetings will be the minimum number needed to be over half of the total current vote-carrying elected committee members.

Essential Roles

The Chairman - The chairman has to ensure that the day-to-day running of the club is carried out in a professional manner; that club activities are conducted in a safe environment; that any conditions or regulations imposed on it are met; and, that the viability of the club is not put at risk. He/she will ensure that committee meetings are held regularly and recorded correctly. The chairman, as the main key holder for the club house is responsible for the opening of the club house and the locking up procedure at the end of each meeting. He/she is the main contact for the landlord and any other external agencies.

The Secretary - The secretary must ensure that the minutes of committee meetings are recorded accurately and will prepare and circulate any official documents on behalf of the members of the committee. He/she will hold all official documents, providing copies to the chairman.

The Treasurer - The treasurer is responsible for accurately recording and monitoring payments both into and out of the Club bank and will provide updates at each committee meeting. He/she will produce a draft set of accounts in accordance with normal accounting and legal requirements.

Additional Roles

Additional committee members will have roles that may vary according to the demands at that time, determined by the sitting committee. The roles for the additional elected committee members (and therefore carrying voting rights) from the season 2016-17 will be:

- **Vice Chairman**
- **Liaison Officer**
- **Webmaster**
- **Programme Secretary**

The roles for other members (non-committee, non-voting) from the season 2016-17 will be:

- **Digital Officer**
- **Images Secretary**
- **Catering Manager**
- **Publicity Officer**

Annual & Extraordinary General Meetings (AGM / EGM)

The **AGM** will be held on the second from last meeting of each year's programme. A book for recording committee member nominations, and proposals relating to changes in the constitution or general running of the club will be made available six weeks prior to the date of the AGM. All nominations and proposals require a proposer, and seconder. The book will be closed 14 days in advance of the AGM, when no additional nominations or proposals may be made. The agenda, and the list of nominees for committee positions will then be published 14 days in advance of the AGM.

An **EGM** can be called by the committee, or, by a group of at least 16 members, who submit in writing their request to the committee. The earliest an EGM can be called is 14 days and the agenda will be published no later than 7 days in advance. In the event that the EGM includes proposals, the proposal book will be opened at the time the EGM is approved and the membership will be made aware of its availability from that date. This allows a minimum of 7 days availability before it is then closed in time for publication in the agenda 7 days in advance of the EGM.

Only members who attend the AGM / EGM are eligible to vote.

The agenda for the AGM will be:

- The minutes of the previous AGM will be made available.
- The annual report from the chairman will be presented.
- A statement of accounts, and a balance sheet will be provided by the treasurer.
- The election of committee members will take place in the order, Secretary, Chairman, Treasurer, followed by other declared positions, and the appointment of auditors.
- Proposals to changes to the constitution, or the general running of the club, will be considered.
- Any other business Concerns & Complaints.

Concerns and Complaints

The liaison officer is the first point of contact to the committee for all concerns and complaints. There are many ways of doing this, either in person, or online, or by the suggestion box. Records will be kept of such communications, along with the committee's response to them. Personal issues will be treated sensitively and with appropriate discretion.

Conduct

When on club related activities, its members, and visitors must not engage in any form of discrimination, and consideration must be shown, and legal requirements met, for people of all abilities and ages. All should behave in a way that will not reflect badly on the club or affect its smooth running. Anyone showing inappropriate behavior will be informed and asked not to repeat the action. Should this warning not be heeded, then a formal request will be made by one of the committee members, which will be recorded and witnessed. Further breaches will be dealt with in-committee, attended by the member(s) involved. In such cases, the committee has the power to ban for a fixed period of time, or expel, at their discretion. The committee decision can be overturned, if over 50% of the membership request it, in signed individual statements.

Data Protection

Personal information will be kept securely, and not passed onto any third party without their written consent. This will include the use of digital images. The information is for the use of the members of the committee and will be used to communicate to members when needed. If any member objects to this, then the committee must be informed in writing.

Liability

The club's insurance covers personal liability at the club house, and on club events. The club shall not be liable for any loss or damage to members' property.

Dissolution

An EGM will be called and the approval of over 75% of present members is required. The club's assets will be offered at a member's auction, the remnants being offered followed by a public auction. Then creditors and the member's maximum liability of 25p will be paid. Any spare assets will be disposed of in a charitable way.

This constitution was agreed by the membership at an EGM on 31st August, 2016.

Chairman's Signature; Tim Grimes:

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