

CASTON CAMERA CLUB

CONSTITUTION

1 TITLE

- 1.1 The Club shall be called Caston Camera Club, hereafter to be referred to as “the Club” and shall be affiliated to such other organisations as deemed appropriate by the Club Committee.

2 AIMS & OBJECTIVES

- 2.1 To foster and promote the pastime of photography at all levels, providing opportunities for recreation, training, outside visits and competition for our members.

3 MEMBERSHIP

- 3.1 Notwithstanding notes shown in 3.1.1 below, membership of the Club shall be open to any person over the age of 18 completing a membership application form and paying the relevant subscription/joining fee as determined at the Annual General Meeting of the Club Members

- 3.1.1 The committee may refuse membership if in their opinion an applicant:
- 3.1.1.1 Will cause the membership to exceed the maximum number as agreed by the committee or
 - 3.1.1.2 Is likely to bring about a conflict of interest or
 - 3.1.1.3 Is likely to behave in a disruptive nature or
 - 3.1.1.4 Is likely to bring the club into disrepute

- 3.2 The following classes of membership are available.

- 3.2.1 Full Member – pays annual fee
- 3.2.2 Temporary Visitor Member – pays reduced fee for individual meetings:

4 OFFICERS

- 4.1 The Officers of the Club shall be as follows:

- 4.1.1 Chairperson
- 4.1.2 Vice Chairperson
- 4.1.3 Secretary
- 4.1.4 Treasurer
- 4.1.5 Assistant Treasurer

- 4.2 The Officers of the Club shall have the power to appoint an honorary non-executive president should they wish to do so.

COMMITTEE MEMBERS

- 5.1 Committee Members shall be elected at the Annual General Meeting of the Club, from, and by, the Full Members of the Club.
- 5.2 The size of the committee will be a minimum of six elected members**
- 5.3 Committee Members are elected for a period of one year or until the next Annual General Meeting.
- 5.4 The Members of the Club shall be able to nominate and vote upon the appointment of Chairman via a secret nomination of member to be put forward for the Chairman's position given in confidence to the Club Secretary. A shortlist to be compiled from the nominations by the Club Secretary who will then liaise with the current Chairman who, will then contact candidates to ascertain whether they are interested in the post. The Membership will then be able to vote for the shortlist candidates to democratically elect a new Chairman. The Committee members will elect the remaining position of the required Officers of the Club as listed in 4.1
- 5.5 The affairs of the Club shall be controlled by the elected Committee comprising the Officers of the Club and a number of other Members elected from, and by, the Full Members of the Club. Such number, if any, to be decided by the Committee. The Committee shall meet at agreed intervals and not less than four times per year. It may appoint club members to serve on sub-committees to support elected committee members in the discharge of their roles and responsibilities.
- 5.6 The roles, responsibilities and duties of the Committee shall be:
- 5.6.1 To ensure the club is fulfilling its aims and Objectives as at 2.1 above
- 5.6.2 To manage the affairs of the Club on behalf of the Members.
- 5.6.3 To keep accurate accounts of the membership and finances of the Club through the Secretary and Treasurer. These should be available for reasonable inspection by Members and should be audited and presented at the Annual General Meeting.
- 5.6.4 To co-opt additional members to the Committee as the Committee feels necessary. Co-opted members shall not be entitled to a vote on the Committee, unless they have been co-opted to replace a member who has died or has resigned. They shall hold office until the next Annual General Meeting or until the task for which they were co-opted has been completed.
- 5.6.5 To make decisions on the basis of a simple majority vote. In the case of equal votes, the Chairperson shall be entitled to an additional casting vote.
- 5.7 Detailed roles, responsibilities and duties of the committee are contained in Annex A of this Constitution

FINANCIAL

6.1 The membership year will run from April 1st until March 31st and the membership fee will be due as at April 1st. See 7.2.6 below

6.1.1 A Member who has not paid his membership fee within 30 days following two reminders may at the discretion of the Committee be deemed to have resigned.

The financial year of the club will run from April 1st to March 31st to match in with the Inland Revenue accounting year.

6.2 The Club shall maintain a bank current account which will require any two Officers as listed in 4.1 above to sign Club cheques.

6.3 Exception: where two Officers are related then one of those officers will be excluded from having cheque signing authority.

- 6.3 The club's PayPal account will be managed by the Club Treasurer supported by a nominated committee member.
- 6.4 The club's PayPal account will be included in the annual accounts presented at 5.6.3.

7 ANNUAL GENERAL MEETINGS

- 7.1 The Annual General Meeting of the Club shall be held not later than the end of April each year. Twenty-Eight clear days notice shall be given to Members of the Annual General Meeting as displayed on the club web site's Programme Page or by announcement at the previous monthly meeting or by email. Members must advise the Secretary in writing of any business to be moved at the Annual General Meeting at least 21 days before a meeting. The Secretary shall circulate or give notice of the agenda for the meeting to Members not less than 7 days before the meeting.
- 7.2 The business of the Annual General Meeting shall be to:
 - 7.2.1 Confirm the minutes of the previous Annual General Meeting and any other General Meetings.
 - 7.2.2 Present the accounts
 - 7.2.3 Present the annual report by the Treasurer.
 - 7.2.4 Agree an auditor as recommended by the Committee.
 - 7.2.5 Elect members of the Committee.
 - 7.2.6 Agree Club subscription rates.
 - 7.2.7 Transact such other business received in writing by the Secretary in accordance with 7.1 above and is on the Agenda
 - 7.2.8 Such other business except business for which an Extraordinary General Meeting is required (e.g. expulsion, dissolution or changes to the constitution) as by common consent of the meeting the Chairperson in his/her discretion admits.
- 7.3 Nomination of candidates for election of **the committee** shall be made in writing to the Secretary at least 14 days in advance of the Annual General Meeting. **In exceptional circumstances new nominations can be requested and accepted at the committee's discretion, club members will be advised thereafter.** Nominations can only be made by Full Members and must be seconded by a further two Full Members. Candidates must be prepared to serve on the committee until the following AGM. Committee members wishing to stand down must, unless in exceptional circumstances, give at least 2 months' notice **to the committee, and the membership shall be informed as soon as possible.**
 - 7.3.1 To avoid any conflict of interest, any Full Member who is a camera club committee member elsewhere, will not be permitted to stand for election while they continue to hold that position. (The term camera club is intended to include all organisations and societies involved in imaging and/or with Aims & Objectives similar to our own.)
 - 7.3.2 This should not apply to members who wish to volunteer to join a sub committee
 - 7.3.3 Should a member of the Committee subsequently commence serving as a Committee Member elsewhere, as described in 7.3.1 above, then that would be considered a conflict of interest and their resignation would be asked for failing which a vote will be taken to determine if they should remain on the committee. They may of course remain within the club subject to section 9 below.

- 7.4 At all **AGM's** the chair will be taken by the Chairperson, or, in their absence, by the Vice Chairperson or in their absence by a deputy appointed by Full Members attending the meeting.
- 7.5 Decisions made at an Annual General Meeting shall be by a simple majority of votes from those Full Members attending the meeting. In the event of equal votes, the Chairperson shall be entitled to an additional casting vote or alternatively in his/her discretion he/she may direct a secret ballot.
- 7.6 A quorum for an Annual General Meeting shall be the number of Full Members present at the meeting and voting but must include two Officers of the Club being any two as listed in 4.1 above.
- 7.7 Each Full Member of the Club shall be entitled to one vote on any separate issue at Annual General Meetings.

8 EXTRAORDINARY GENERAL MEETING

- 8.1 Extraordinary General Meetings may be convened by the Committee or on receipt by the Secretary of a request in writing from not less than five Full Members of the Club. At least 21 days notice of the meeting shall be given.

9 UNACCEPTABLE BEHAVIOUR

- 9.1 A member who is found by vote carried at an Extraordinary General Meeting called in accordance with clause 8.1 to have behaved in a manner likely to bring the club into disrepute or cause substantial prejudice to it may be expelled from the club. Provided that:-
- a) The resolution is carried by 4/5ths of those attending and voting.
 - b) This is the only business at the meeting.
 - c) Before putting the motion to the vote the member shall have a full opportunity to address the meeting

There will be no independent appeal however the Committee will issue a written warning laying down the specific behaviour problem that must be amended if resignation of the member is not to be insisted upon. Any further unacceptable behaviour within a 12 month period will be considered sufficient to warrant expulsion. Any membership fee paid for the year will be returned pro rata.

10 ALTERATIONS TO THE CONSTITUTION

- 10.1 Any proposed alterations to the Club Constitution may only be considered at an Annual or Extraordinary General Meeting, convened with the required written notice of the proposal and called in accordance with 8.1 above.
- 10.2 Any alteration or amendment must be proposed by a Full Member of the Club in writing and seconded by another Full Member. Such alterations shall be passed if supported by not less than two thirds of those Full Members present at the meeting and voting, and it will be deemed that such members present represent a quorum. An abstention shall be recorded but shall not count as a vote.

11 DISSOLUTION

- 11.1 A resolution for the dissolution of the club may be called for at any meeting by any Full member of the club provided it is seconded by a minimum of two other members of whom both must be Officers of the club as shown in 4.1 above.
- 11.2 Once such resolution is called for, the secretary of the club shall convene an Extraordinary General Meeting to be held not less than one month thereafter to discuss and vote on the resolution.

- 11.3 If at that Extraordinary General Meeting, the resolution is carried by at least two thirds of the Full Members present at the meeting and voting the Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club. Abstentions shall be recorded but shall not count as a vote.
- 11.4 After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the Full Members of the Club, but shall be donated to charity, namely Macmillan Nurses or such other charity as selected by the Committee.

12 MATTERS NOT COVERED

On all matters where the Constitution is silent, the elected Committee will have the authority to decide the action to be taken.

Caston Camera Club

Roles and Responsibilities of the Committee

The purpose of this document is to outline the roles and responsibilities of each of the members of the Caston Camera Club Committee. The activities identified should not be seen as exhaustive but as a general guideline. The Committee will deal with specific or one-off tasks, as necessary.

Chairman

The responsibilities of the Chairman are:

- To facilitate all club meetings. This involves opening and closing the meeting, ensuring that the meeting runs to schedule and relating information, as required, to the membership. When lecturers are present at a meeting, this also involves introducing the lecturer and arranging for them to be thanked at the end of the evening.
- To facilitate and chair all Committee meetings. This involves setting the agenda to the meetings, ensuring that the meeting runs to schedule, that the Committee stays on agenda and that all members have a chance to air their views. Where required, the Chairman shall also act as final decision maker.
- To set the agenda for, and to chair, the club's AGM.
- To support the other Committee members, as required, and to ensure that all actions are addressed in good time to ensure the smooth running of the club.
- To ensure that the best interests of the club and the membership are addressed at all times. • To be a secondary signatory to the club account (as long as the Chairman is not related to the Treasurer or Secretary).

Vice Chairman

The responsibilities of the Vice Chairman are:

- To preside over all meetings in the absence of the Chairman, and to assist the Chairman and other Committee members in all activities of the Club.
- To promote club events through all appropriate media.
- To be the main point of contact within the club regarding the liaison with the press or other advertising/marketing mediums.
- To raise awareness of the club in the local community.
- To identify to the committee, opportunities to advertise or market the club.
- To work with all the other Committee members, where necessary, regarding the provision of articles and information for the purpose of advertising the club or promoting club activities.

Treasurer

The responsibilities of the Treasurer are:

- To collect all membership fees (including guest fees), and to pay all expenses, within agreed timescales
- To ensure that the Membership Secretary has details of all members subscription status.

- To maintain an accurate and auditable record of all club income and expenditure (petty cash and bank account) and to liaise with the appointed independent accounts auditor to ensure that all records are fully audited prior to the AGM.
- To be the main point of contact with regards to matters associated with club finances.
- To be the prime signatory to the club account
- To be the sole point of contact when booking meeting venues.

Club Secretary

The responsibilities of the Secretary are:

- To be the main point of contact for the club for information and enquiries and to respond to these enquiries in good time in order to maintain the good reputation of the club. Where enquiries are from possible new members, to pass their contact details to the Membership Secretary in good time for the Membership Secretary to respond appropriately in order to promote a good view of the club.
- To co-ordinate the distribution of information to all club members (via e-mail and post where appropriate)
- To act as main point of contact for members of the Committee to send out information to the club members.
- To liaise with the Chairman on club matters arising, to undertake to write and maintain a full record of all formal Committee activities and forward Committee calling notices and agendas as required.
- To record and distribute minutes and agenda for the AGM. Roles and Responsibilities of the Committee

Programme Secretary

The responsibilities of the Programme Secretary are:

- To undertake to plan a varied and balanced programme to meet the needs of the membership (in conjunction with the Committee).
- To liaise with the Competition Secretary to ensure that all club competitions, including judges and closing dates where appropriate, have been included in the programme
- To ensure that the appropriate speakers/presenters are booked in good time to ensure a successful programme.
- To establish the requirements of the speakers/presenters in good time prior to at the meeting so that their needs can be addressed and to confirm attendance
- To ensure that contingency plans for the programme are in place
- To liaise with the Treasurer to ensure that the presenters fees are agreed and noted prior to attendance
- To brief the Chairman, as appropriate, prior to the start of a club meeting when a speaker/presenter is in attendance.
- To apprise the membership of changes in the programme, as necessary, and to provide programme details, as and when requested
- To liaise with the web site manager to ensure that the master programme is held on the web site and is current and complete.

Competition Secretary

The responsibilities of the Competition Secretaries are:

- To agree an equitable distribution of responsibility for individual competitions.
- To liaise with the Programme Secretary to ensure that appropriate judges are booked in line with the club and interclub competitions identified in the programme.
- To maintain a record of all pictures submitted to competitions.

- To ensure that all submitted pictures are properly identified and recorded prior to delivery to the judge and to undertake that delivery (where necessary).
- To maintain a list of all competitions requiring club entry during the year, the entry dates and the criteria, and to apprise the Committee in good time for picture selection and submittal.
- To brief the Chairman, as appropriate, prior to the start of a club meeting when a judge is in attendance.
- To liaise with the competition judges to ensure that all scores are accurately recorded and to maintain a record of these throughout the year.
- To liaise with the web site manager to ensure that all competition details (club, interclub and other) are available on the web site.
- To liaise with the web site manager to provide all details of club and individual successes in order to recognise individuals and promote the club.

Membership Secretary

The responsibilities of the Membership Secretary are:

- To maintain a full and accurate list of club members and their details and to ensure that this data is held securely. Member's private details may not be shared with third parties without their prior consent.
- To respond to possible members, either from direct contact or via the club Secretary, appropriately and in good time in order to promote a good view of the club.
- To maintain a 'Welcome Pack' for new members or those who have shown an interest in the club.
- To make all new members to the club welcome.
- To ensure that all members are aware of the club constitution and the rules and guidelines of the club competitions and to ensure that these are updated appropriately.
- To liaise with the Treasurer regarding attendance details and to maintain a link to those people who have not been to the club for a number of meetings
- To liaise with the web site manager to ensure that the constitution and the rules and guidelines of the club competitions are current and available on the web site.
- To liaise with the Treasurer to ensure that all membership fees are paid by members within agreed timescales work.

General Responsibilities – Caston Camera Club Committee

All members of the Committee shall undertake the following activities as required:

- To represent and maintain the good name of the club at all times.
- To be involved in all club decision making processes and to abide by the consensus decision for the good of the club.
- To network at all events in order to provide the club with new contacts.
- To be accountable for club equipment and to provide appropriate storage for the same.
- To support the Vice Chairman in providing articles and information for the purpose of advertising and promoting either a specific activity or the club in general.

Exhibitions

In the event of an exhibition being organised the role of the Exhibition Secretary is:

- To organise and set-up member's print exhibitions during the season at times agreed with the Programme Secretary.
- To assist, where appropriate, in organising and setting-up external exhibitions of club member's photographs