

GOSFORTH CAMERA CLUB

APRIL 2019

CLUB CONSTITUTION

1. Club Name

- 1.1. The club will be called 'Gosforth Camera Club'. It may be referred to as 'the Club' in this document
- 1.2. This name and accompanying logo in the prescribed style will appear on all official letters, documents, advertising and promotional literature as well as exhibition and competition material issued by 'the club'.
- 1.3. The name style or logo may not be modified or otherwise altered unless by full agreement at a General Meeting of the club members.
- 1.4. The name style or logo may not be used for any purpose not authorised by the President and committee of Gosforth Camera Club

2. Aims and Objective of Gosforth Camera Club

- 2.1. Gosforth Camera Club is a non-profit, non-political, non-religious group.
- 2.2. The overall aim of Gosforth Camera Club is to provide a friendly and supportive forum for adults interested in photography.
- 2.3. This will be achieved by formal weekly meetings usually September through to May each year (the club season). The formal meetings will be held wherever possible at the same venue and advertised on the Gosforth Camera Club website. Ad-hoc informal get-togethers will usually occur each Tuesday during May to August.
- 2.4. The formal meetings will comprise talks, competitions, demonstrations and practical events to advance the skills and knowledge of the members as well as social occasions.
- 2.5. All of the club's activities and actions must occur within the law of the land and the rules which are laid down by the Northern Counties Photographic Federation. We will conduct our events in a friendly, safe and trustworthy environment.

3. Membership of Gosforth Camera Club

- 3.1. Membership is available to people over the age of 18 years of age who have an interest in photography.
- 3.2. Juniors over 16 years of age may attend as guests if accompanied at every meeting by a parent or guardian who is a member.
- 3.3. The committee reserve the right to refuse membership to any applicant whom they determine may disrupt the harmonious smooth-running of the club.

- 3.4. Any person interested in becoming a member may attend up to three meetings of the club as a guest without obligation to apply for membership but the meeting fee will still apply. If it is close to the end of the season, this may be extended at the discretion of the Treasurer.
- 3.5. Members being admitted after January will pay 50% of the annual subscription for the remainder of their first season.
- 3.6. All membership fees must be paid during September of each season.
- 3.7. Competitions or exhibitions may not be entered until membership fees are paid up-to-date. A valid membership number must be shown on all entries.
- 3.8. A member in arrears for two annual subscriptions shall be deemed to have resigned from the club.
- 3.9. A current residential address, email address and telephone number is required by the Membership secretary and must be kept up to date by the member. The club will maintain a list of member's information including that relating to competitions which will be used to inform the membership of activities but will not be passed outside of the committee.

4. Management of Gosforth Camera Club

- 4.1. Management of the affairs of Gosforth Camera Club will be vested in a committee which operates on behalf of and for the benefit of the members in order to uphold the club constitution and ensure the smooth running of the club. The committee is adopted by a vote of ordinary club members at the club's AGM and shall consist of a minimum of six officers all of whom have a vote on the committee:-
 - 4.1.1. President, Secretary, Treasurer, Programme Secretary, Internal and External Competition Secretaries. These officers will be deemed to be the Officers of Gosforth Camera Club.
 - 4.1.2. In addition, up to six members may be duly elected by the club members at an AGM to join the committee in the roles of Vice President, Membership secretary, Outings secretary, Publicity Officer and two people to 'shadow' the role of any officer with a view to subsequently taking over their role. These committee members also have a vote on the committee
- 4.2. No committee member will be appointed without a specific role.
- 4.3. The immediate past President will be invited to join the committee for one year as an ex-officio (non-voting) advisor.
- 4.4. In the event of the President not being able to attend a meeting of any type, the Vice President will automatically assume the President's role. If neither is available for a normal club-night, then either the Immediate Past President or a substitute requested by the President will be chosen. If neither the President nor Vice President is available for a committee meeting then the meeting date will be rearranged.
- 4.5. Five members of the committee at least two of which are designated as officers and one is the President or Vice President will provide a quorum to enable a meeting of the committee to proceed.

- 4.6. The Committee is empowered to elect appropriate sub-committees as and when necessary but these sub-committees shall have no voting rights and must only report back to the main committee.
- 4.7. The President has a 'steering' role with a casting vote but has no right to act singularly on any matter without the approval of at least two other officers of the committee. The President must inform the remainder of the committee of the action which has been taken at the soonest opportunity. Neither the President or the committee have the power to alter the constitution without agreement of the members by a vote at a General Meeting
- 4.8. Committee members and officers will initially be appointed to serve two years. Committee members and officers may continue in post beyond two years subject to ratification through a vote at an Annual General Meeting.
- 4.9. The exception to rule 4.8 is the President's role. The President must stand-down after two years and may not be re-elected for at least one year after their last appointment ends.
- 4.10. Voting slips for positions on the committee or items to be ratified should be issued two weeks prior to the AGM and no additional proposals allowed after that time
- 4.11. If any committee member or officer stands-down before their term of office expires, the President may appoint a stand-in from within the committee but a re-election must be held at the soonest opportunity after the appointment either at the AGM if it is imminent or by calling an Extraordinary General Meeting.
- 4.12. If an emergency were to occur which is not provided for in the rules, the President, with the backing of at least two other Officers of the committee, shall act appropriately and immediately to deal with the situation. The remainder of the committee and the general membership being notified as soon as possible thereafter.
- 4.13. If, in the opinion of the majority of voting committee members, a committee member is NOT fulfilling their role or is causing detriment of the club, they can be asked by the President to stand-down immediately and a replacement member appointed from within the committee.
- 4.14. The President will, by way of either a written or verbal announcement, keep the members informed of any vote, action or communiqué which the committee have undertaken or received on behalf of the members.
- 4.15. A published programme of events will be made available to the members at the beginning of the season. This programme will also advise the members of the names and position of the officers and committee and closing dates for competitions.

5. Finances

- 5.1. The finances of the Club will be vested in the authority of the elected Treasurer who will maintain a bank account at a bank known to and agreed by the committee and keep records reporting briefly at each committee meeting.
- 5.2. The financial year will end on 31st March each year following which the Treasurer will present the accounts for that year to the person appointed as the 'Club' auditor. The audited accounts will be submitted in writing to members with an explanation of the activity of the finances at the Annual General Meeting.

- 5.3. The Treasurer will control income and expenditure and have control of the 'club' cheque or current account relying on at least one other authorised signatory to approve payments.
- 5.4. Apart from annual payments and agreed running costs, all purchases and payments must be at the discretion of the majority of committee members. Items incurring a cost in excess of £500 must be approved by a majority at a General Meeting.
- 5.5. An agreed amount of money will be ring-fenced for the replacement of equipment crucial to the running of the club.
- 5.6. Subscriptions shall be paid upon admission to membership and thereafter by the end of September each year. The cost of membership will be determined at each Annual General Meeting. The subscription shall consist of two elements:
 - 5.6.1. An annual subscription recommended by the Treasurer based upon the clubs financial situation and outgoings for the season.
 - 5.6.2. A meeting fee based upon the running of the evening meetings.

6. The Administrative Year and Annual General Meeting

- 6.1. The Administrative Year is from May to April the following year. The Annual General Meeting will be held during April or early May when all paid-up members will be able to submit items in time to be included in the agenda and vote in the election of the committee and other matters requiring a vote.
- 6.2. Paid-up members are entitled to vote by written proxy. A signed proxy vote must be shown at the meeting otherwise the vote will not be valid.
- 6.3. The cut-off date for individual members and the committee to add items to the agenda or apply for a proxy vote will be two week before the AGM.
- 6.4. Decisions of any General Meeting shall be determined by the majority of votes cast by eligible members present and those voting by proxy.
- 6.5. In the event of an equal vote the person in the chair shall have a casting or additional vote.
- 6.6. A Special or Extraordinary General Meeting shall be called
 - 6.6.1. When the committee deem this necessary
 - 6.6.2. When requested in writing to the club Secretary stating the matter to be discussed and signed by at least twelve members.
- 6.7. Where an Extraordinary General Meeting has been approved, it will be held as near to a three week time limit as is possible. The Secretary shall give at least seven days' notice of an EGM by electronic or other convenient and accepted communication stating the matter to be discussed.

7. Assets of Gosforth Camera Club

- 7.1. The club have and will in the future acquire equipment for use at club meetings. The safe use of the equipment is vested in the committee and it will be retained within the clubrooms in a secure locked cupboard. It is the responsibility of the committee on behalf of the members to ensure that the equipment is returned and secured after use.
- 7.2. With the express knowledge and approval of the committee, equipment may be used at another location provided that direct responsibility for the safekeeping and immediate return of the equipment has been vested in either a committee member or is under the jurisdiction of a club member who has been specifically approved by the committee. The asset will, at all times, remain the property of the club.
- 7.3. If the committee decide that the running of the club is no longer tenable, an EGM will be called and the members asked to vote for or against the winding up of the club. If the club is to be closed, all debts and liabilities shall be discharged forthwith.
- 7.4. All assets remaining will be sold firstly to existing members then past members then the general public. Any remaining assets will be given free of charge to similar 'not for profit' organisations as approved by the members. Any remaining capital following the sale of assets will be disposed of as advised by a vote of remaining members.

8. Membership Conduct

- 8.1. The committee are charged with the smooth-running of Gosforth Camera Club in a friendly, law-abiding and amicable atmosphere and to provide a safe and trustworthy environment for our members. To attain this objective we require the members to act in a responsible and friendly manner towards other members and the public in general.
- 8.2. In submitting work for competitions, exhibitions or for display in any way connected with the club including the website, members must abide by the rules laid down for such entries and the work must be that of the member and contain within the work the member's club number as identification.
- 8.3. Members must not, under any circumstances, plagiarise other photographers work. If a member is accused of plagiarism they will come under the disciplinary procedure laid out in section 9 of this constitution.
- 8.4. Members must abide by the laws of the land as they relate to photography in private and public areas, health and safety and any other area which can be influenced by photography or image storage and manipulation. Failure to do so will invoke disciplinary procedures described in section 9 of this constitution.

9. Disciplinary Measures and Removal from Membership

- 9.1. The first approach towards anyone thought to be causing minor disruption to the smooth-running of the club will be for two committee members to discuss the incident directly with the member. The hope is that this discussion will resolve the problem. Failure to reach agreement will invoke a committee meeting at which the member may attend with one other person and put forward their point of view. The democratically appointed committee will decide the outcome and that decision is final.

- 9.2. The committee shall have the power to expel any member whose conduct, in the committee's opinion, will render their membership untenable. The member in question will be given seven days' notice by letter or by email, electronic or other convenient and accepted communication, stating the complaint and requesting the member attend a meeting of the committee to be held on a suitable date and time convenient to both parties but within a reasonable time frame.
- 9.3. No member will be expelled without first having the opportunity of appearing at a properly held meeting to discuss the problem and at least two thirds of the committee in favour of the result. The committee decision, however, is final.
- 9.4. If the member fails to attend such a meeting they will still have to abide by the decision made in their absence.
- 9.5. All club members whether on the committee or not will be covered by these procedures.

10. Grievance Procedure

- 10.1. In the event that a member has a grievance against another member, the committee or the actions of the committee, the club or its officers, they may make a request to the club Secretary for a meeting with the committee.
- 10.2. Any member may pass to the club Secretary a written request signed by twelve bona fide members stating the grievance and requesting a General Meeting.

11. Data Protection Policy

- 11.1 The club has a data protection policy which is available in full on the club's website.
(Added to constitution in April 2019)

End - April 2019