



MATLOCK CAMERA CLUB CONSTITUTION

1. TITLE

- a) The organisation shall be called “Matlock Camera Club” hereafter referred to as the Camera Club.

2. AIMS

- a) The aims of the Camera Club are to help members improve and get more out of their photography and to share ideas and exchange knowledge with each other, to promote an interest in all aspects of photography by means of meetings, lectures, competitions, exhibitions, discussions, outings, social and other appropriate activities.

3. MEMBERSHIP

- a) Any member of the public over the age of 18 is eligible to join the Camera Club
- b) All meetings of the Camera Club, with the exception of Committee meetings, shall be open to paid-up members.
- c) Young Persons up to 18 years of age may be admitted to a meeting of the Camera Club free of charge, but must comply with the club’s Vulnerable Persons Policy.
- d) Members who are considered vulnerable, should refer to the Club’s Vulnerable Persons Policy.

4. MEMBERSHIP FEES AND SUBSCRIPTIONS

- a) Members shall pay an annual membership fee plus, a subscription fee to attend weekly meetings.
- b) Subscription fees cover weekly meetings only. Additional fees may be charged at the discretion of the committee for summer, specialist subgroup and other organised club activities.
- c) Annual membership fees shall become due at the start of a new season which runs from September to August. Subscription fees are due as determined by the committee normally in September and January for attending weekly meetings in the period September to May.
- d) New members joining part way through a season shall pay a reduced annual membership fee reflecting the remaining time in the season i.e., Pro rata membership fee, plus a pro rata subscription fee.
- e) Annual membership fees, subscriptions, visitor, and guest attendance fees shall be determined by the members at an Annual General Meeting or at an Extraordinary General Meeting.
- f) All Members who have paid the annual membership fee and attendance subscription fee for that session are entitled to enter all club competitions in that session’s events.
- g) Members who are also members of another Camera Club are required to elect under which Club name they represent in external competitions.

5. NON-MEMBERS VISITORS AND GUESTS

- a) Non-members of the club, visitors from other clubs or guests may attend up to three meetings in any one season at the discretion of the committee.
- b) Non-members of the club or guests are not allowed to enter club competitions.
- c) Non-members, both visitors and guests, can attend any Camera Club meetings with the exception of Committee meetings, the AGM and EGM, unless invited by the Committee.
- d) Non-members, visitors, and guests shall comply with the Club's Vulnerable Persons Policy.

6. HONORARY MEMBERS

- a) Honorary members may be appointed by at least a two-thirds majority vote of the members at an AGM in recognition of services to the Club or to photography in general for such period as the invitation to accept such membership shall state.
- b) The number of honorary members shall be at the discretion of the committee.
- c) Honorary Members may participate in any meeting open to club members, and are exempt from the membership fee and subscription fee.

7. TERMINATION OF MEMBERSHIP

- a) A member may terminate their membership of the Camera Club at any time by tendering their resignation in writing to the committee via the club secretary. Any refund of fees paid is at the discretion of the committee.
- b) Membership and attendance of the club will lapse if the individual does not pay their annual membership fees or subscription fees within 1 month of the due date. Extenuating circumstances will be taken into consideration at the discretion of the committee.
- c) Membership may be terminated by the Club Committee if a member acts in a manner in breach of the Conduct of Members. Any fees paid are not refundable.

8. INDEMNITY

- a) The Camera Club and Committee must take out Public Liability Insurance, Property and Money in Transit Insurance and may also take out Management insurance to protect the Committee Members.
- b) Suitable risk assessments shall be undertaken for physical attendance at club events and appropriate measures taken to reduce residual risks as required by club insurance company.

9. CONDUCT OF MEMBERS

- a) All persons attending meetings must act in a courteous and safe manner to all other members, visitors etc. and obey requests for the safe conduct of meetings. Anyone not complying may be asked to leave the meeting.
- b) Any member who, in the opinion of the committee, does not conduct themselves in a reasonable manner or is found to behave in a way detrimental to the interests of the Camera Club shall be liable to expulsion by a majority vote of the Committee.

10. CLUB MEETINGS

- a) The Camera Club meetings are normally held weekly between September and May at a specific venue and/or via the internet using video conferencing software.

- b) Other meetings may be arranged if there is sufficient interest from the membership. These may be held outside or at other venues than the normal Camera Club meeting room.
- c) Specialist sub groups, either by video conferencing or physical meetings, may be set up and organised by members provided notification is given to the committee and the committee approves such meetings.
- d) All activities arranged for any Camera Club meetings shall be in accordance with the aims of the Camera Club.

11. MANAGEMENT COMMITTEE

- a) The management of the Camera Club shall be run by a Committee.
- b) The Committee shall comprise of named Club Officers in specific roles plus up to three elected ordinary committee members with a minimum of five and maximum of nine persons in total.
- c) Named club officers are to include the Chairperson, Secretary, Treasurer, and up to three others.
- d) Club Officers in specific roles as determined by the Committee and ordinary committee members of the Committee shall be elected at the Annual General Meeting (AGM) from the membership of the Camera Club:
- e) In the event that a named role in the committee cannot be filled the committee may operate by selecting another committee member to fill that role temporarily until such times as that role can be filled, appoint an interim committee member from the membership for a fixed period, combine committee roles, or delegate tasks to a non-committee member or sub-committee.
- f) Interim committee members are entitled to vote. Committee members with combined roles are only permitted one vote.
- g) The newly elected members of the committee shall take office and assume their duties immediately after election, and shall hold office until the next AGM.
- h) Committee members are elected for one year, may choose to stand for one further year if they wish without formally being nominated. Their continued appointment will be ratified by the members at the AGM.
- i) In the event an AGM cannot take place or fails to be quorate, existing committee members shall remain in place until a further quorate AGM can be held.
- j) In the event of a vacancy occurring in the membership of the committee before the next succeeding AGM of the Camera Club, the committee may appoint a suitable person from the membership to fill the vacancy. The Committee appointed person shall take office and assume their duties immediately, will hold office until the next AGM.
- k) The Committee shall carry out their duties without reward or payment. Committee members may reclaim payment of reasonable expenses that they have incurred on behalf of The Camera Club with the prior agreement of the committee.

12. NOTICES AND VOTING

- a) The notice period for all official meetings is not less than 14 days in writing to all members unless otherwise specified.
- b) The notice period for committee meetings shall normally be seven days by email from the club secretary to all committee members

- c) Voting is by simple majority voting unless otherwise specified. In the event of a tie, another count shall be taken, after which if there remains a tie, the meeting Chairperson has a casting vote.
- d) Voting is permitted in person by show of hands or by online polling count for meetings undertaken by video conference. The Committee may at its discretion permit members to cast votes by post or email to the Secretary, to arrive by 19.00 on the day before the meeting is held. If members subsequently attend the meeting in person, the in-person vote will replace the postal or email vote
- e) The quorum for any meetings at which all members are invited to attend and vote is 51% of paid-up members unless otherwise stated.
- f) Committee meetings shall be quorate if at least two thirds of the total elected committee membership are present

13. AFFILIATION TO OTHER ORGANISATIONS

- a) The Camera Club may affiliate to any photographic association, club, federation, etc, or any other organisation in its endeavour to pursue the aims and objectives outlined in this constitution. This would normally be to PAGB via affiliation to N&EMPF and their successors.
- b) The Camera Club may be able to appoint delegates entitled to attend and vote on matters at other organisation meetings on behalf of the Camera Club. These shall be appointed by the Committee from the existing Club Committee Members.

14. ACCOUNTS

- a) The Treasurer shall collect and manage all monies owing to and by the Camera Club via a Club Bank account.
- b) Authorised signatories are the Treasurer and two other named Club officers agreed by the Committee. The Camera Club may operate internet banking, contactless payment systems and online payment platform providers.
- c) Expenditure must be as directed by the Committee.
- d) The Treasurer will prepare accounts comprising of Income and Expenditure accounts and a Statement of closing Funds at 31st March each year, together with the previous year comparatives and present these at the AGM.
- e) The accounts shall be examined and verified by at least one current club member. The examiner(s) must not have held office or served on the Committee during the financial year examined.
- f) Examiner(s), shall be appointed by members at an AGM or an EGM.

15. ANNUAL GENERAL MEETING (AGM)

- a) An AGM of the Camera Club shall be held as far as is practical in May, but in any case, not later than September.
- b) The AGM can be held in person and/or by video conferencing.
- c) The AGM shall be convened by the committee who shall give not less than 14 days' notice. Reports and all items on the agenda will be issued to members via email and published on the club forum at least seven days before the AGM.
- d) Members wishing to have a motion considered at an AGM shall submit the motion in writing to the Secretary, at least 8 days prior to the meeting.
- e) No other business other than that stated on the agenda may be transacted at an AGM.

16. EXTRAORDINARY GENERAL MEETING (EGM)

- a) An Extraordinary General meeting may be called at any time by the committee, or by 25% of the paid-up membership in writing to the Secretary, must follow the rules set out in Item 15 b), c) & d). The time limit may be reduced to 7 days by the Committee if the running of the club is considered under threat.
- b) No other business other than that stated on the agenda may be transacted at an Extraordinary General Meeting.

17. AMENDMENTS

- a) Any proposed amendments to this Constitution shall be submitted to a ballot at an AGM or an EGM (Extraordinary Meeting). Notice of which shall have contained particulars of the proposed alterations.
- b) No amendment to the constitution shall be made except by a resolution carried by a majority of two thirds of the membership present at an AGM or EGM.

18. COMPETITION RULES

- a) The committee shall maintain a current set of competition rules.
- b) Any changes to competition rules shall be discussed with members at a convenient club evening and agreed by majority vote.

19. INTERPRETATIONS

- a) The Committee shall determine any question as to the interpretation of this Constitution and of any rules, regulations or by-laws made under its provisions.

20. OMISSIONS

- a) Any omission of a constitutional nature which may arise and is not covered in the provisions of this document shall be decided by a majority of not less than two-thirds of the members of the Committee present and voting at a Committee Meeting who shall then, if necessary, arrange for an appropriate amendment to be moved at the next AGM or an EGM convened for the purpose in accordance with item 15 or 16 of this document).

21. DISSOLUTION

- a) The Camera Club may be dissolved by a resolution passed at an AGM or any Extraordinary General Meeting provided that at least three-quarters of the members are present and voting, vote in favour of the proposal.
- b) Any assets of the Camera Club remaining on dissolution shall be sold and any remaining funds be distributed to any charity as determined by the Committee.

Approved at 2022 AGM

Next Review date

May 2024

Reviewer	Changes	Date
All committee	New document for AGM	11 th May 2022