



Croydon Camera Club

www.croydoncameraclub.org.uk

Affiliated to the Photographic Alliance of Great Britain through
membership of the Surrey Photographic Association

CROYDON CAMERA CLUB

CONSTITUTION

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1. INTRODUCTION

1.1 This Constitution sets out the overarching rules determining the way that Croydon Camera Club is managed and operated. It is intended to cover all aspects of the club's governance and should not be confused with the club's Competition Rules, which are set out in a separate document.

2. INTERPRETATION

2.1 Should there be any ambiguity or difference of opinion concerning the purport or intention of any part of this Constitution, Council shall have the power both of interpretation and how to deal with any matters not provided for herein.

2.2 Throughout this document, the principal officer of the club is referred to using the gender-neutral term of "*Chair*". In practice, however, it shall be left to the incumbent to decide how they wish to be addressed, be that "*Chair*", "*Chairman*", "*Chairwoman*", "*Chairperson*" or some other, appropriate, designation.

3. NEW RULES AND ALTERATIONS

3.1 Where issues of clarity are concerned, the Chair shall have discretion where a decision is required urgently and there is insufficient time to consult with Council. However, should Council subsequently disagree with the Chair's decision, it will remain binding even if the Constitution is subsequently amended to reflect a different interpretation.

3.2 Suggested new rules and alterations to this Constitution must first be proposed by a minimum 10% of the then current membership, with the Honorary Secretary being notified not less than 28 days before the Annual General Meeting (AGM) or a Special General Meeting (SGM) to be convened for the purpose. Requirements for scheduling a SGM, together with details of notice arrangements shall be as prescribed in section 14 below. New rules, alterations and additions to the existing rules shall then be approved at the meeting by two-thirds of those present and having voting rights.

4. CONSENT

4.1 All members agree to be bound by the terms and conditions of this Constitution.

5. AIMS AND OBJECTIVES

5.1 The Aims and Objectives of the club shall be to:

- promote the general advancement, practice and enjoyment of all aspects of photography, including competitions, the production and presentation of photographic images both in print and electronic formats, post processing and presentations by members or external speakers;
- provide a meeting place for those interested in photography, at all levels, coupled with friendship, technical advice and assistance;
- foster social relations between individual photographers, other photographic clubs and the umbrella organisations to which the club is affiliated;

- promote participation in club events;
- promote and facilitate participation in inter-club activities, either in association with umbrella organisations to which the club is affiliated or independently, including competitions, exhibitions, lectures and skill-sharing;
- engage with the public and make photography accessible to the wider community.

6. MEMBERSHIP

6.1 Membership shall be open to all photographers, and anyone interested in or connected with photography in any of its aspects, who are aged 18 or over.

6.2 Membership shall start when the appropriate application form has been completed and the relevant subscription paid (where applicable) and shall continue year-by-year until terminated by resignation, or default.

6.3 Members are required to keep the Treasurer informed of any changes to the information initially provided on their application form.

6.4 There are four categories of membership, as follows:-

- Full Membership*: (including Joint Full Membership - i.e. two named adults living in partnership at the same address) entitles the member (or joint members) to enjoy all the privileges of the club.
- Student Membership*: entitles the member to enjoy all the privileges of the club and is available to anyone aged 18 or over, who is in full-time further or higher education.
- Corresponding Membership*: is open to anyone not resident in the Croydon area or for any other reason is unable to attend meetings but retains an interest in the club and its activities. Corresponding Membership entitles the member to enjoy all the privileges of the club except that they shall be excluded from:
 - voting at AGMs or SGMs;
 - election to Council positions;
 - participation either in internal or external competitions; and,
 - attendance at club meetings, other than at the Chair's discretion.

Corresponding Members shall be permitted to enter images in the club's exhibitions.

- Honorary Life Membership*: Council shall, at its discretion, nominate members and others for Honorary Life Membership in recognition of services rendered to the club, to be ratified either at the following AGM or at a specially convened SGM. Honorary Life Members shall be entitled to enjoy all the privileges of full club membership but without liability for subscription.

7. SUBSCRIPTIONS

7.1 Subscriptions shall become due at the beginning of the club's season on September 1st each year, for the 12 month period ending August 31st of the following year.

7.2 New members shall pay a full year's subscription. This initial payment shall cover the remaining period of the year of joining, with the balance being credited towards the next full year's subscription, due September 1st of the following year.

7.3 Subscription rates shall be recommended by the Treasurer, based upon an assessment of the club's financial position during the then current season. This will inform the need, as necessary, to set subscriptions at a level commensurate with balancing the books, thus ensuring the club remains solvent.

7.4 Any variation in subscription fees shall be proposed by the Treasurer, at the latest, during Council's final meeting of each season and subsequently approved by Council prior to the wider membership being informed. The proposed new subscriptions shall then be implemented from the beginning of the following season.

7.5 The Treasurer shall issue written subscription demands to members prior to the end of each season. Subscriptions shall be paid by September 1st of the new season and may be remitted by using cash, personal cheque or electronically via bank transfer.

8. ARREARS

8.1 Unless otherwise directed by Council, the Treasurer shall issue written arrears notices to any member having failed to pay their subscription by October 31st of the subscription year. However, where payment has still not been received by November 30th, the person in default shall cease to be a member of the club.

9. REGISTRATION AND DATA PROTECTION

9.1 Names, addresses and other contact details of all club members, together with the date of receipt of all subscriptions, shall be maintained by the Treasurer or another member of Council duly appointed to do so, in a database provided specifically for the purpose.

9.2 To ensure compliance with Data Protection requirements, access to the membership database shall be password-protected and restricted only to those members having a legitimate need to do so.

10. CLUB MANAGEMENT

10.1 Management of the club shall be vested in a Council consisting of:

- a) the Officers of the club, namely the Chair, Honorary Treasurer, Honorary Secretary, Honorary Programme Secretary and
- b) five ordinary Council members, including the Competition Secretary.

10.2 Elections shall take place at the AGM, in accordance with Rule 13.

10.3 All Council members shall serve for one year, following which they may offer themselves for immediate re-election to the same or another Council position, save that no Officer shall be re-elected to the same position for more than three consecutive years, unless otherwise determined by Council.

10.4 The quorum for a Council meeting shall be three Officers and two Ordinary Council members. A minimum of seven days' notice of all Council meetings shall be given, except when full Council is either present or contacted at short notice and unanimously consents to an immediate meeting to resolve urgent issues.

10.5 Council shall have powers to co-opt members of the club as additional Council members for specific duties should the need arise, and also to fill any Council vacancies occurring before the next AGM.

10.6 Council shall have all necessary powers to provide suitable club premises and everything reasonably necessary to facilitate the club's activities and functions, in accordance with its objectives and this Constitution.

10.7 Each year the Council shall, at its first formal meeting following the AGM, elect a Council member to serve as Vice-Chair who, in the absence of the Chair, shall occupy the Chair's place and have such powers for the time being.

11. THE CHAIR

11.1 The Chair shall preside at all meetings of the club and Council, except in the case of Group meetings where a member has been appointed by Council to conduct such meetings. This latter provision shall not exclude the Chair from presiding at Group meetings on such occasions as may, in the opinion of the Chair and / or Council, be necessary.

11.2 In the absence of the Chair for any period during a club or Council meeting, the Vice-Chair shall exercise the Chair's powers as necessary. In the absence of both the Chair and Vice-Chair, temporarily or otherwise, another Officer of the club, if present, shall assume responsibility for the conduct of the meeting. If no Officer of the club is present, a volunteer shall be sought to run the meeting, either from Council or from the wider membership present, as appropriate.

11.3 On all occasions where a vote is required, the person chairing the meeting shall remain neutral unless the outcome is hung, in which case they shall have the casting vote.

12. ORDINARY MEETINGS

12.1 The venue, frequency, day and time for routine club meetings shall be as determined by Council. Typically, and other than during public holidays at Christmas and Easter, plus the summer break, the club meets each Wednesday evening at 7.45pm for an 8pm start at Shirley Methodist Church Hall, Eldon Road, Croydon CR0 8SD.

12.2 The club year runs from September 1st until August 31st of the following year, with the formal programme of events (i.e. weekly meetings and extramural activities such as external competitions and other events etc.) beginning with the AGM on the first Wednesday of September and finishing on or around the third Wednesday of July the following year. Outings and other club activities however may take place at any time throughout each year.

13. ANNUAL GENERAL MEETING (AGM)

13.1 An AGM shall be held on the first scheduled club meeting of each new season, normally on the first Wednesday of September. The business to be transacted during the AGM shall comprise:

- Calling of the meeting to order by the Chair;
- Resolving matters arising from the minutes of the previous AGM and also any SGMs held since that AGM, followed by their proposal and adoption;
- Proposal and adoption of the Council's Annual Report;
- Proposal and adoption of the Honorary Treasurer's Report and Examined Accounts for the previous financial year ended 31st July;
- Election of the Council in the following order:
 - Chair; Honorary Treasurer; Honorary Secretary;
 - Honorary Programme Secretary; and up to Five Ordinary Council members;
- Election of an Honorary Examiner; and,
- Any other business

13.2 Written notice of the AGM shall be provided to each member by the Honorary Secretary not less than 28 days prior to the scheduled date.

13.3 A statement of the attendance of members at Council meetings held during the previous 12 months shall be exhibited on the club notice board, at least 14 days before the end of the previous season.

13.4 Other than Council members who may have joined through co-option part-way through the season, Council members who have failed to attend a minimum 50 per cent of Council meetings during the previous 12 months shall be ineligible for re-election at the AGM, unless Council determines otherwise.

13.5 Although not specifically referred to within this Constitution, each Council Officer's role shall be defined within a separate "*Job Description*" circulated to all members prior to each AGM, along with all other AGM related documents. Therefore, anyone either self-nominating or being nominated for one of the Officer roles should be clear regarding what would be expected of them, if and once elected.

13.6 Subject to the consent of nominees themselves, all nominations for election to Council shall be proposed by a club member, seconded by another club member, and delivered to the Honorary Secretary not less than seven days before the date of the AGM.

13.7 Subject to Rule 13.4 above, Full, Joint Full, Student and Honorary Life Members only, shall be eligible for nomination or election for Council roles.

13.8 The AGM Chair may, if they think necessary, permit nominations for any Council role to be handed in during the evening of the AGM.

13.9 Fifteen members, including Council members, shall form a quorum at the AGM.

13.10 If more than one member is nominated for any Council role, or if more than five shall be nominated as Ordinary Council Members, a ballot shall be held. The result shall be determined by a majority of those present having voting rights, with the Chair having the casting vote in the event of a tie.

13.11 Excluding the Chair, every Full, Joint Full, Student or Honorary Life Member present at the AGM shall be entitled to one vote, with the Chair having the casting vote in the event of a tie. Any member who is unable to attend but eligible to vote may do so by proxy, having first informed the Hon Secretary of this intention at least seven days before the meeting.

13.12 Following the election of a new Chair, that person (or in their absence, a nominated Deputy) will run the remainder of the AGM.

14. SPECIAL GENERAL MEETING (SGM)

14.1 Upon the Honorary Secretary receiving a written request by 10% or more of the membership, or at Council's request, the Honorary Secretary shall call a SGM. Written notice of the meeting, stating the reason why such meeting has been called together with any supporting documentation, shall be provided to each member by the Honorary Secretary within 28 days of such requisition and not less than 28 days prior to the date agreed.

14.2 Any member who wishes may supply relevant documentation in addition to the original notification of the SGM. Such further information should be made available to the Honorary Secretary in sufficient time for distribution to the membership a minimum of 14 days before the SGM to allow time for consideration.

14.3 Fifteen members, including any Council members present, shall form a quorum at SGMs.

14.4 The Chair or nominated deputy will run the SGM and have a casting vote should a ballot result in a tie. Eligibility to vote will be as per section 13.11 above.

15. SUB-COMMITTEES AND SPECIAL INTEREST GROUPS

15.1 Council may form Sub-Committees or Special Interest Groups ("*Groups*") at any time, with such powers as it may decide. Club members, other than Council members, may be appointed to organise, chair and manage these Groups, subject to such rules as Council may decide at the time. Regardless, Council Officers shall constitute ex-officio members of such Sub-Committees and shall be entitled to be

present at their meetings. In all cases, the Honorary Secretary shall be provided with a minimum seven days' notice of Sub-Committee and Group meetings.

15.2 Members appointed to organise or chair Sub-Committees and Groups shall ultimately be responsible to Council for the proper management and administration of such Groups and shall report back to Council on Group activities and outcomes, as determined by the Council.

15.3 Using its powers under paras. 15.1 and 15.2 above and at the beginning of each season, Council shall appoint a Selection Sub-Committee comprising 3-4 experienced club members, who shall remain in place for the duration of each new club season. 15.4 The Selection Sub-Committee shall meet as often as necessary throughout each season to select images, both in Print and Digital format, to be put forward to represent the club during external inter-club competitions, exhibitions and other similar events.

15.5 Once appointed, details of the Selection Sub-Committee members appointed shall be circulated by the Hon Secretary to the wider club membership. Council shall fill any vacancy that may arise during the course of a season.

16. AFFILIATIONS

16.1 The club shall be affiliated to such regional and / or national federations and alliances as will benefit the club's membership, the fees for which are met from the club's financial resources. As of the date of this revision, the club is a member of The Surrey Photographic Association (SPA) and is affiliated with the Photographic Alliance of Great Britain (PAGB) via the SPA.

17. FINANCIAL ASSETS AND INVESTMENTS

17.1 The Club's financial assets may consist of:

- shares;
- an investment account; and
- a bank current account.

Dividends from the shareholding and interest from the investment account provide the club with a small annual income, all of which is itemised in the Treasurer's Report published and circulated each year at the AGM.

17.2 In accordance with best practice, any shareholding is vested in the names of three club members acting as Trustees, who remain independent of the Treasurer and Council. So, whilst Council may, at any time, agree to sell the club's shares (either wholly or in part) the three Trustees would need to sign the appropriate share transfer form and the proceeds subsequently paid, via BACS, into the club's current account.

17.3 The investment and bank current accounts are held in the club's name, with multiple signatories all of whom are club members. Any two signatories must authorise withdrawals.

17.4 Details of Trustees and authorised signatories can be provided by the Treasurer upon request.

18. DISSOLUTION

18.1 The club may be dissolved, only by consent, of not less than 75% of those present at an AGM or a SGM convened for the purpose, this number exceeding 65% of the then current membership. Requirements for scheduling a SGM, together with details of notice arrangements shall be as prescribed in section 14 above.

18.2 In the event of dissolution, any funds in hand after the sale, at the best price, of all the club's assets and following payment of all outstanding claims, shall be donated either to a charity or other organisation agreed upon during the meeting.

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