

Ely Photographic Club Constitution

1. Name

The club will be called **Ely Photographic Club [EPC]** and will be affiliated to Photographic Alliance of Great Britain [PAGB] through the East Anglian Federation [EAF].

2. Aim and objectives

The aim of the Club shall be to advance, improve, develop and maintain public education and appreciation of photography in the area of Ely and Local District, through the provision of and assisting in the provision of instruction, lectures, discussions, competitions and exhibitions, and any such other ways as the Club through its Committee shall determine from time to time.

- To grow and maintain the Membership by providing a comprehensive programme of events throughout the photography season from September through to June that has a broad range of appeal; opportunity for all to display their work and improve their knowledge; and gain enjoyment and satisfaction.
- To develop and implement a basic photography training programme for local people, who are photography "beginners" that want to develop their interest, and provide them with basic skills to grow their confidence to join the Club, and to enhance their expertise and enjoyment.

To hold an annual weekend exhibition to show-case Member's work and encourage new Member's to join the Club. It is important for the Club to play it's part within the local community, and to help promote what Ely has to offer its residents and potential new residents.

3. Membership

- Membership of the Club shall be open to any person aged 18* or over, who supports the Club aim and objectives, and who has paid the annual subscription laid down from time to time by the Committee. The Officers shall have authority to reduce or waive a subscription in the case of financial hardship of a Member or potential member.
- Members aged 18 or over shall have one vote.
- Members aged 17 and under will be deemed to be a Junior Member, and Junior Members under the age of 16 must be accompanied by a Parent, Guardian, or such other person who has security clearance for their care.
- Any person interested in becoming a Member may attend up to 3 meetings of the Club as it's guest without any obligation to apply for membership. However, a guest fee would be applied for such attendances.

- Candidates for membership shall be provided with a copy of this Constitution for reference and shall complete the Club's standard form of application for registration as a member.
- On application and after payment of the requisite subscription and issue of a receipt, a candidate shall be a Member of the Club and shall be deemed to have agreed to be bound by this Constitution.
- Honorary Members and Life Members may be appointed from time to time at the discretion of the Committee. The annual membership fee for such appointments is waived in due consideration of their services to Ely Photographic Club.
- The Club will endeavour to adhere, wherever reasonable and/or practicable to do so, to principles of Equality of Opportunity, and to be sensitive to issues arising from a person's cultural and/or religious heritage.

Members will be enrolled in one of the following categories:

- Junior Member
- Full Member
- Honorary Member
- Life Member

4. Membership fees

Membership fees and meeting subscriptions will be set annually and determined at the Annual General Meeting.

Membership fees will be paid by annual subscription, payable within two weeks of the beginning of each season.

An additional event subscription fee (sub) will be paid on attendance at each regular club event except in the following cases: Fund raising events; and the AGM.

Additional fees may be charged for the following type of activity: Specialist Workshops & Excursions.

5. Discipline and appeals

All complaints regarding the behaviour of members should be submitted in writing to the Secretary.

The Management Committee will meet to hear complaints within **14** days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within **14** days of the hearing.

There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 14 days of the Secretary receiving the appeal.

6. Termination of Membership

Membership is terminated if:

- i) the Member dies;
- ii) the Member resigns by written notice to the Club unless, after the resignation, there would be less than two Members;
- iii) any sum due from the Member to the Club is not paid in full within three months of it falling due;
- b) the Member is removed from membership by a resolution of the Committee that it is in the best interests of the Club that his or her membership is terminated. A resolution to remove a member from membership may only be passed if:-
 - i) the Member has been given at least 21 days' notice in writing of the meeting of the Committee at which the resolution will be proposed and the reasons why it is to be proposed;
 - ii) the Member or, at the option of the Member, the Member's representative (who need not be a member of the Club) has been allowed to make representations to the meeting.

7. Executive Officers of the club

The Executive Officers of the club will be:

- Chairman
- Vice Chairman
- Secretary
- Fixtures Secretary
- Treasurer

Officers will be elected annually at the Annual General Meeting. Committee Members may not serve in the same position for more than three years, unless no other Member wishes to be elected to the role.

8. Committee

The club will be managed through the Management Committee consisting of:

The said Officers of the Club and not less than 4 and no more than 9 other Members. Only these posts will have the right to vote at meetings of the Management Committee.

The Management Committee will be convened by the Secretary of the Club and held no less than **5 times** per year.

The Officers must keep minutes of all meetings of the Club including: the decisions made at the meetings; and where appropriate the reasons for the decisions.

The quorum required for business to be agreed at Management Committee meetings will be: **5**

The Management Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.

The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.

The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

9. Finance

All club monies will be banked in an account held in the name of the Club.

The Club Treasurer will be responsible for the finances of the club.

The financial year of the club will end on: *31st March*.

An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

Any cheques drawn against club funds should hold the signatures of the Treasurer plus one other Officer.

10. Annual general meetings

Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. Not less than **21** clear days' notice to be given to all Members.

The AGM will receive a report from Officers of the Management Committee and a statement of the audited accounts.

Nominations for Officers of the Management Committee will be sent to the Secretary prior to the AGM.

Elections of Officers are to take place at the AGM.

All Members over the age of 18 have the right to vote at the AGM.

*The quorum for AGMs will be **no less than 25% of Members**.*

In the event of an equality of votes at a General Meeting or a Committee Meeting the person in the chair for such meeting shall have a casting or additional vote.

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

11. Dissolution

A resolution to dissolve the Club can only be passed at an AGM or EGM through a majority vote of the membership.

In the event of dissolution, any assets of the Club that remain after discharging all debts and liabilities will be given or transferred to a voluntary organisation having similar objectives to those of the Club. Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

12. Declaration

ELY PHOTOGRAPHIC CLUB hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED:

DATE:

NAME:

POSITION: Club Chairman

SIGNED:

DATE:

NAME:

POSITION: Club Secretary