



## **CLUB CONSTITUTION**

- 1 The Club shall be known as the “North Fylde Photographic Society”.
- 2 The Club has been formed by an amalgamation of two photographic societies, HASSRA Fylde Photographic Society and Fleetwood Camera Club, and is based in the North Fylde area of Lancashire.
- 3 The objectives of the Club shall be to promote and encourage photographic and social activities for all its members, as a club affiliated to the Photographic Alliance of Great Britain through the Lancashire and Cheshire Photographic Union.

### **Membership of the Club**

- 4 Anyone may apply for membership of the Club who agrees to abide by the Club's constitution and rules. Prospective members may attend as visitors.
- 5 The classes of membership shall be:
  - Adult member;
  - Junior member (who must be under 18 years of age).
- 6 It is the policy of the Club to protect, as far as is practicable, children, young persons and vulnerable adults from any physical, mental and emotional harm that may arise as a consequence of their involvement with the Club. Junior members and any visitors aged under 18 must be accompanied at all meetings by a parent or a guardian or an adult with the specific agreement of the parent or guardian, who shall be responsible for their safety at all times.
- 7 The Committee shall keep a register of members, which will be maintained in accordance with the provisions of data protection legislation.

### **The Committee**

- 8 The business of the Club shall be managed by the Committee, subject to any directions determined by resolution at an Annual General Meeting (AGM) or a Special General Meeting (SGM).
- 9 The Committee will be elected from the membership of the Club, at the first AGM, and at subsequent AGMs. Its members shall hold office from the date of appointment until the next AGM. It shall include the following Officers of the Club, all of whom must be Adult members: a Chairperson, a Vice Chairperson, a Secretary and a Treasurer. Other members of the Committee shall be elected or appointed to take on whatever roles are deemed necessary for the good running of the Club.
- 10 If a vacancy occurs, the Committee may appoint a member of the Club to fill the vacancy until the next AGM.
- 11 The Committee may co-opt members of the Club onto the Committee for any period that is deemed necessary until the next AGM. The Committee shall determine the dates of its meetings.
- 12 The Committee shall have the power to form sub-committees. The chairmanship of a sub-committee will be agreed by its members and a minuted record of these meetings shall be kept. The sub-committee chairperson shall report on its activities to the Committee as the Committee requires.

13 The quorum of the Committee shall be 60% of the Committee; for any sub-committee, it shall be one Officer of the Club and one other member of the sub-committee.

### **Annual General Meeting**

14 The AGM of the Club shall be held each year towards the end of the Club's season. Its date will be announced in the Club's Syllabus. All members of the Club shall be entitled to attend it. The Presiding Officer of the AGM shall be the Chairperson or, in his/her absence, such other Committee member as the Committee determines. At least 14 days prior to the AGM, the following shall be circulated to members: the AGM agenda, the minutes of the previous AGM (and any intervening SGM), the Financial Statement of Accounts for the Year, nominations for Committee posts and any Motions for consideration.

15 The AGM agenda shall include as a minimum:

- Approval of the Minutes of the previous AGM (and any intervening SGM);
- Annual reports by Committee members;
- An audited Financial Statement of Accounts for the Year;
- Election of Committee members;
- Any Motions for consideration.

16 Each nomination for a Committee post should have a proposer and a seconder, neither of whom should be the nominee and both of whom should be members. All such nominations should be passed to the Secretary before the issue date for AGM papers, as advised by the Secretary. However, if none has been received for any post and the Presiding Officer of the AGM so determines, nominations can be taken from the floor at the AGM.

17 Any member of the Club shall be entitled to put forward motions for consideration at the AGM. Any such motion must have a proposer and a seconder who are members, and be passed to the Secretary before the issue date for AGM papers, as advised by the Secretary.

### **Special General Meeting**

18 An SGM shall be held when either 20% of the members make such a request delivered in writing to the Secretary, or the Committee decides on the need for such a meeting. The purpose of the meeting needs to be clearly stated. Not less than 14 days' notice shall be given for any SGM. All members of the Club shall be entitled to attend an SGM. The Presiding Officer of the SGM shall be the Chairperson or, in his/her absence, such other Committee member as the Committee determines.

### **Voting at Club meetings**

19 All members are entitled to vote at an AGM or a SGM and shall have one vote. However, in the event of an equality of votes, the Presiding Officer of the meeting shall have an additional or casting vote.

20 Votes shall be classified as follows:

- In favour – as supporting any motion;
- Against – as not supporting any motion;
- Abstention – as a non-vote (and therefore of no significance in the overall result).

## **The Club's Season**

21 The Club's Season shall run from the beginning of September until the end of April in the following year. A Syllabus of Club events for the Season will be issued to all members prior to the Season's start.

## **The Secretary**

22 The Secretary shall keep adequate records of all proceedings at general meetings of the Club and all proceedings of the Committee. The Secretary shall act under the direction of the Committee. In between meetings of the Committee, he/she shall be responsible for the conduct of business of the Club in consultation with the Chairperson.

## **Club Subscription**

23 The level of the Club Subscription shall be agreed at the AGM. The benefits of Club membership shall not be available to members until their Club Subscription has been paid; this is due at the beginning of the season (a half fee is payable for anyone joining after 1<sup>st</sup> of January).

## **The Club's Finances**

24 The financial year of the Club shall end on the last day of February.

25 The Committee shall approve a list of authorised signatories on the Club's bank account (up to a maximum of 5). They must be Adult members and their names must be furnished to the bank. All authorised signatories must also register for online access to the Club's bank account (including usage of a debit card and card reader). Signatories must observe all online security requirements and not share their debit cards or online access details (especially passwords) with anyone else.

26 Cheques drawn on the bank account must be signed by two authorised signatories. However, online payments from the bank account can only be made by one signatory and must therefore be supported by documentary evidence, showing the recipients, amounts, BACS details and purposes of payment. This evidence will be retained by the Treasurer for audit purposes. If such evidence cannot be obtained in this form, such payments must be pre-approved by the Treasurer or, where the Treasurer makes the payments, by another authorised signatory, and the documentary evidence of approval must be retained by the Treasurer.

27 Debit cards may be used to make other non-online purchases on behalf of the Club, but such purchases will be subject to the same approval and evidential requirements (where appropriate) specified for online payments in paragraph 26 above.

28 All monies received for the Club shall be paid promptly to the credit of the Club's bank account. Cash-in-hand should be kept to a minimum in accordance with business and security needs.

29 The Treasurer shall maintain accounts of all sums received and expended in a form approved by the Committee. He/she shall undertake regular online reviews of the bank account and download bank statements for audit purposes. As authorised signatories, the Chairperson and Secretary shall also conduct similar periodic reviews of the bank account, and raise any issues with the Treasurer first and, if necessary, thereafter with the Committee. The Treasurer shall present statements of account at all Committee meetings for their approval.

30 The accounts of the Club shall be audited at least once a year by the Club's Auditor, who shall be appointed at the AGM or by the Committee. The Auditor may or may not be a member of the club but must have appropriate audit experience and not be the Treasurer or Deputy Treasurer of the Club.

31 The Financial Statement of Accounts for the Year shall be approved by the Committee and the AGM.

32 The Committee is responsible, through the Treasurer and Secretary, for ensuring that the Club is adequately insured to cover public liability and Club property.

### **Club Equipment**

33 The Club shall maintain an inventory of all its equipment and trophies. Club equipment may not be used for financial gain. Any member wishing to borrow club equipment must apply to the Club's Equipment Officer and will be responsible for any costs incurred due to loss or damage whilst the equipment is in his/her possession.

### **Amendment of the Constitution**

34 No change to the Constitution shall be made unless notice of the proposed change has been given on the agenda of an AGM or a SGM; and the proposal has received at least two thirds majority of the members present and voting at that AGM or SGM.

### **Surrender of Books**

35 All Officers of the Club with custody of any books, documents, records, properties or monies belonging to the Club shall, on request, surrender them immediately to the Committee.

### **Club Trophies**

36 Any trophy won by a member in a Club competition shall be held for the period specified. However, if a member leaves the Club, they shall return the trophy to the Club.

### **Termination of Club Membership**

37 If at any time the Committee considers that it would be in the interests of the Club to ask a member to resign his/her Club membership, a written notice to this effect shall be sent to the member. In which case:

- The Committee shall explain their reasoning;
- The member will be allowed two weeks to respond and have an opportunity to appear before the Committee;
- After which, the Committee shall notify the member in writing of their final decision.

### **Dissolution of the Club**

38 The Club may be dissolved by a resolution passed at an AGM or a SGM of the Club provided that notice of such a resolution has been given in writing to all members of the Club not less than 14 days before the date of the meeting; and that resolution has received the assent of at least two-thirds majority of the members of the Club present at the meeting.

39 Unless the Club is to be amalgamated with another photographic club, any Club assets remaining after the payment of all Club debts and liabilities shall be donated to a local community charity or charities selected by the Club meeting that approves the dissolution resolution.

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