



# CAISTER PHOTOGRAPHY CLUB CONSTITUTION

## ARTICLE I - NAME

The name of this club shall be Caister Photography Club.

## ARTICLE II - PURPOSE

The objectives of the Club are the furtherance of Photographic Art and Technique by exchanging friendly ideas and mutual assistance among members as well as organizing and holding lectures, demonstrations, competitions, exhibitions, etc.

## ARTICLE III - MEMBERSHIP

- i) Any person interested in or practicing photography and who agrees actively to support the Club's objectives may apply for membership.  
Membership is open to all.  
It is a condition of membership that members agree to abide by the constitution.  
A parent or guardian must countersign applications from prospective members under 18.
- ii) A member can be asked to resign by the committee. Any such member shall be given 7 days' notice in writing to attend a meeting of the Committee.  
Voting on expulsion shall be by simple majority.  
He or she can appeal against the decision. The appeal will be heard at an Extraordinary General Meeting (EGM) and decided by majority vote.
- iii) Any person on ceasing to become a member of the Club will forfeit all rights to claim upon the Club its property or its funds.

## ARTICLE IV- OFFICIALS

### I) COMMITTEE

The committee shall consist of up to nine (9) officers:

Chair,

Vice - Chair,

Club Secretary,

Competition Secretary,

Treasurer,

Who together with up to 4 other members will manage the affairs of the Club.

Non-committee officials (duties may be taken by Committee members):

Website Secretary

Projectionist

Exhibition Committee

Club Volunteers

The duties and responsibilities of each of the above posts are in a separate document. This document will be circulated to all members but not published on the website. The committee will be responsible for the day to day running of the club.

### II) QUORUM

A quorum will consist of 5 members.

### III) VOTING

Committee decisions will be determined by majority vote, with the chair having the casting vote.

### IV) ELECTIONS

Committee members will be elected by a majority vote at each AGM.

All committee members will automatically retire at the AGM but can offer themselves for re-election. The Chair may do this only once so has a maximum term of 2 years. However, should there be no other candidates the Committee can agree that the chair may apply for re-election. The Chair will continue in office until the coming December 31<sup>st</sup> while the chair-elect forms a new administration

A retiring Chair will be offered the post of Vice-chair. This will be confirmed by a vote.

Voting will be by a show of hands unless the Chairperson directs otherwise.

If necessary, an EGM can be called to elect additional or replacement committee members between AGMs. Replacement or additional committee members can be co-opted by the Committee until the next AGM

## ARTICLE V- MEETINGS

### I) CLUB MEETINGS

Club meetings shall take place on each Wednesday unless the committee dictates otherwise.

### II) ANNUAL GENERAL MEETING

The AGM will be held on a Wednesday in October as decided by the Committee and will be called giving members 21 days' notice.

All Resolutions for the AGM must be made in writing with proposer and published at least 14 days before the AGM.

Amendments to resolutions must be presented to the Secretary in writing prior to the opening of the Meeting

Resolutions and Amendments can only be applied to the Club's Constitution and Competition Rules

Amendments must state which resolution they refer to and must be relevant to the content of the resolution

The meeting would have to vote first on whether or not to accept the amendment. This would be followed by a separate vote on the resolution itself, as amended, if the meeting has voted to accept the amendment.

The date will be posted in the Annual Programme

Voting will be on the basis of one vote per member with the Chairperson having a second or casting vote. Members who cannot attend may vote through the Chair by proxy. Their vote must be submitted in writing.

Should the AGM be unable to take place (for reasons beyond our control) then the committee will decide whether to postpone or make alternative arrangements.

Club Officers will be elected at this meeting and will hold office for one year.

The Treasurer will submit the Accounts.

Subscriptions will be determined.

The Club Rules will be reviewed

The Club Constitution will be reviewed

Decisions made at the AGM will take effect from the 1<sup>st</sup> January of the year following unless agreed otherwise at the AGM

When a decision taken at the AGM that requires management to be progressed, then a club member needs to be assigned to take charge.

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### iii) EXTRAORDINARY GENERAL MEETING

An EGM will be called whenever the Committee deems it necessary, or when one is requested by  $\frac{1}{3}$  of the Members in writing.

The Secretary shall give Members at least 21 days' Notice of an EGM, stating the matter(s) to be discussed.

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### IV) COMMITTEE MEETINGS

Committee meetings will be held as and when necessary as deemed by the Committee Members.

## ARTICLE VI - COMPETITIONS

There will be monthly competitions and special competitions as per the Caister Photography Club Competition Rules.

The themed competition subjects will be published 1 year in advance for 2025 and onwards.

## ARTICLE VII- FINANCE

### I) ACCOUNTS

The Treasurer will present the Accounts at each AGM.

### II) SUBSCRIPTIONS

Subscriptions shall be reviewed by the committee and ratified at each Annual General Meeting. Subscriptions shall be payable on admission to membership and thereafter by the end of January each year.

Membership may be revoked by the committee in the event of a Member being in default one month after that date.

New Members admitted during the year will pay proportionally for the remaining months of the year as follows:

1 <sup>st</sup> January to 30 <sup>th</sup> April	Full subscription
1 <sup>st</sup> May to 31 <sup>st</sup> August	$\frac{2}{3}$ subscription
1 <sup>st</sup> September to 30 <sup>th</sup> December	$\frac{1}{3}$ subscription

### III) FUNDS

The Club Funds will be placed in a Bank Account in the name of "Caister Photography Club" Authorised account signatories are the Treasurer plus 2 members of the committee.

Any one of the signatories (and holders of the electronic keys) can scrutinise the account and make withdrawals. A second signature is required when signing a cheque

The Committee may organise fund raising activities, which must be legal and ethical.

The Committee may, at its discretion, appropriate part of the accumulated Club funds for the purpose of providing trophies or prizes to be awarded to Club Members as required by any future competition committee, provided such expenses are within the financial budget of the management committee.

## ARTICLE VIII- AFFILIATION

The club will be affiliated to the East Anglian Federation of Photographic Societies (EAFPS) and to other such societies that are deemed appropriate by the Committee and ratified at the AGM.

## ARTICLE IX- AMENDMENTS

The committee shall have power to alter or amend the rules and constitution, but no such alteration or amendment shall be permanent until confirmed at the AGM or at an EGM

## ARTICLE X- ABANDONMENT

If at any general meeting a resolution for the dissolution of the Club were passed by a majority of the members present, then a Special General Meeting shall be called.

This S.G.M will be held not less than 28 days thereafter and each Member shall be given not less than 21 days' notice in writing.

Then providing that not less than one half of the members are present at the S.G.M and that a resolution for dissolution be confirmed by simple majority of the members voting, the Committee shall thereupon, or at such future date as shall be specified by the resolution, proceed to realise the Property of the Club and discharge Liabilities.

Club funds shall remain in the Caister Photography Club account until all liabilities are discharged. After the discharge of the liabilities the Committee shall divide the remaining funds equally in proportion to the amount each member has paid in Subscription in that particular year among all members as at the date of dissociation.

Upon completion of the division the Club will be dissolved.

## ADOPTED:

### *Notes*

AGM = Annual General Meeting

EGM = Extraordinary General Meeting

SGM = Special General Meeting

Members = Fully paid-up Members of the club

The constitution is ratified at each annual AGM