

HARTLEPOOL CAMERA CLUB

CONSTITUTION AND RULES 2018

1. THE NAME OF THE GROUP SHALL BE: Hartlepool Camera Club

2. THE OBJECT OF THE GROUP SHALL BE:

- To educate people who live in Hartlepool and surrounding areas (including East Durham and Teesside) in order to improve their photographic knowledge, skills, creativity and photographic techniques and in so doing, encouraging companionship.

3. TO FURTHER THE OBJECT, THE GROUP MAY EXERCISE THE FOLLOWING POWERS:

- Power to hold regular meetings/classes at the Hartlepool Peoples' Centre (or such other locations), at which people learn photographic techniques and produce their own photographic works.
- Power to invite guest speakers and sessional tutors.
- Power to undertake visits to other camera Clubs, museums, exhibitions and to have social outings.
- Power to organise exhibitions and hold inter-club competitions
- Power to enable people at home (who may be housebound/disabled) to access facilities (e.g. via a laptop/the internet).
- Power to raise funds and invite/receive contributions though no permanent trading shall take place and the group shall conform to any relevant legal requirements.
- Power to co-operate with charities, voluntary groups and statutory authorities in furtherance of the Object.
- Power to establish or support any charitable association or institution formed for the Object.
- Power to appoint/constitute any advisory committee as the group may think fit.
- Power to do all such other lawful things as is necessary for achieving the Object.

4. MEMBERSHIP

Membership of the group shall be open (on payment of appropriate subscriptions) to people of 16 years of age or older, living in Hartlepool, other parts of Teesside and East Durham.

Subscription fees (as of 31st March 2015) are set at £15.00 per annum, covering the Membership year from 1st April to 31st March.

Payment in full of subscriptions is required at the A.G.M. or as soon as possible thereafter and, in most cases by 31st March.

In exceptional circumstances, part payment will be allowed (50% of the total) with the balance to be paid by the end of April.

Members joining the group *after* the 30th September will only be required to pay a half-year (50% of total) subscription.

All activities will be open to members regardless of their gender, nationality, religious belief or any other grounds.

Membership is not transferable to anyone else.

New visitors/potential Members to the Club will be allowed 3 free familiarisation visits before being required to pay subscriptions. This concession is not available to existing Members when renewal of their subscriptions falls due.

5. MANAGEMENT COMMITTEE

There will be a management committee elected from the membership who will oversee the management, finance and administration of the group's activities.

The Management Committee will comprise of the following roles:

- Chair

- Vice Chair
- Secretary
- Treasurer
- Competition Secretary
- Syllabus Secretary

Plus, where it is deemed necessary, up to 6 additional members, can be co-opted from the general membership.

Other 'Honourary' officers may be elected from the Committee as desired.

Committee Members are not restricted to the holding of only one committee position.

This Committee will accordingly be responsible for the formulation and communication of the relevant rules and policies governing any/all of the Club's internal activities.

Membership of the Management Committee is restricted to existing Club or Committee Members with at least 2 years Membership served.

The group can co-opt any number of individuals/representatives of organisations onto the Management Committee but they shall not have voting rights.

Every member shall have one vote in any Committee decision-making process. **(Proxy votes acceptable).**

The proceedings of the Management Committee shall not be invalidated by any vacancy in their number or by any failure to appoint or any defect in the appointment or qualification of a member.

The Management Committee shall meet at least twice each year.

Vacancies in the Management Committee

Honorary officers' roles can be filled at any Committee meeting from among those Committee Members serving.

A quorum of four Committee members in all cases.

Minutes shall be kept of all meetings.

The Chair shall have a second (or 'casting') vote in the event of a tied vote.

Members must conduct themselves in a proper manner at all meetings.

ELECTION OF OFFICIALS

Nominations (which do not need to be in written format) for election to this Committee can be taken up to the time of the first meeting to adopt the constitution or, for subsequent A.G.M.s, up to 1 week before the A.G.M.

In the event of there being multiple nominees for any Management Committee role, then a simple voting system shall be established at the meeting at which the constitution is adopted (or at the A.G.M.)

TERMINATION OF MANAGEMENT COMMITTEE MEMBERSHIP

Membership of the Management Committee/member shall terminate if:

- The member dies, or if it, **as** an organisation, ceases to exist.
- The member resigns by written notice to the group unless, after the resignation, there would be less than 2 members.
- Any sum due from the member to the group is not paid in full within six months of it falling due.
- The Committee consider that it is within the best interests of the group that the person's membership be terminated. A resolution to remove a member from the membership may only be passed if:
 - The member has been given at least 21 days' notice in writing of the meeting of the Management Committee at which the resolution will be proposed and the reasons why it is to be proposed.

- The member or, at the option of the member, the member's representative (who need not be a member of the group) has been allowed to make representations to the meeting.
- A member shall cease to hold office if he/she is absent without permission of the Management Committee from all of their meetings held within a period of 6 consecutive months and the Management Committee resolve that his/her position be vacated.

The Management Committee may only refuse an application for membership if, acting reasonably and properly, they consider it to be in the best interests of the group.

THE MANAGEMENT COMMITTEE'S DECISION WILL BE FINAL IN ALL CASES

6. ACCOUNTS

The Treasurer shall maintain full records of all financial transactions and prepare regular reports for the Management Committee.

Funds shall only be for furthering the Object.

No member shall be able to make any private gain and only expenses (e.g. travel) may be claimed which have been incurred on the Group's business.

A bank account shall be opened in the name of the group.

At least 2 signatures will be required on all cheques.

7. SPECIAL MEETINGS

A Special Meeting can be called if 3 or more members request it.

The Secretary shall give 14 days' notice including details of the business to be transacted.

8. ANNUAL GENERAL MEETING

An Annual General Meeting shall be held each year (and no later than 15 months from the previous A.G.M.), to offer a full report on the Group's activities and financial matters, and to elect the Management Committee. Nominations for election shall be submitted to the Committee in writing, no less than 1 week before the A.G.M.

9. ALTERATIONS TO CONSTITUTION

This Constitution can only be altered by 2 thirds of the memberships voting (proxy votes acceptable) at Special or Annual General Meeting (see above).

10 DISSOLUTION

If it is necessary to dissolve the group, this must be done at a Special Meeting.

The Secretary will call this Meeting giving 2 weeks' notice and the reasons for the proposed Dissolution. Such a proposal requires 2 thirds of the members to confirm it. (Proxy votes acceptable). Any assets remaining after the satisfaction of any debts/liabilities shall be given or transferred to such other charitable institution or institutions having an Object or Objects similar to that of the Group.

The Treasurer will prepare a Final Statement of accounts. In the event of Dissolution the Management Committee will remain responsible for the proper winding up of the affairs of the Group.

11 ADOPTION OF CONSTITUTION

There shall be a meeting of the membership to adopt this Constitution.

THIS CONSTITUTION WAS ADOPTED ONBY: See Below

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