

## **BARNSTAPLE PHOTOGRAPHIC CLUB CONSTITUTION**

This Constitution replaces all previous Constitutions and was adopted at the AGM on 16<sup>th</sup> April 2015.

Amended: 18<sup>th</sup> April 2019 ,22<sup>nd</sup> April 2021 & 14<sup>th</sup> April 2022

### **NAME:**

The name shall be "The Barnstaple Photographic Club ". (first established 1927)

### **AFFILIATION TO OTHER ORGANISATIONS:**

The Club is affiliated to the Photographic Alliance of Great Britain (PAGB) through membership of the Western Counties Photographic Federation (WCPF).

### **AIMS & OBJECTIVES:**

The Club seeks to develop appreciation, skill and understanding of photography to anyone interested in photography by expanding photographic knowledge and skills through lectures, workshops, critique and competitions within a social environment.

### **OFFICERS AND COMMITTEE:**

#### **MANAGEMENT:**

The Club shall be managed by a Committee comprising the following Officers: Chairman, Vice- Chairman, Treasurer, Secretary and a minimum of three elected members, together with the immediate, past Chairman, ex-officio.

To aid in the running of the Club, the Committee shall have power to appoint Officials to supporting roles such as Membership Secretary, Programme Secretary, Competition Secretary, Web-Administrator and other roles as may be required.

The Committee shall have power to co-opt additional members to the Committee.

The Committee shall have power to decide any questions arising out of this Constitution and all other matters connected with the Club other than those that can only be dealt with by the Club in General Meeting.

#### **Insurance Statement of Fact:**

Our insurers require that persons fulfilling the roles of Chairman, Vice Chairman, Secretary, Treasurer, any authorised cheque signatory and persons responsible for club equipment are able to answer in the affirmative, "Statement of Fact" which legally form the basis of cover with our insurer. Persons allowing themselves to be nominated for any of these positions should be made aware of this requirement.

### **ELECTIONS:**

"The officers and members of the Committee shall be elected at an AGM to serve for a period of one year, reviewed on an annual basis, to provide a more flexible, encouraging and less obligated environment" Retiring Officers and Committee Members shall be eligible for re-election.

It is assumed the Vice-Chairman will become Chairman when the current Chairman's term has ended. Candidates must be nominated by one Club Member and seconded by two other Club Members; the nominee must have indicated their willingness to serve. Completed nomination forms must have been sent to the Secretary at least 14 days before the date of the AGM. Candidates for Chairman and Treasurer must have been a member of the Club for at least 2 years prior to appointment. Please see Insurance "Statement of Fact" requirement above.

### **MEMBERSHIP:**

Membership shall be open to anyone with an interest in photography who is 16 years of age or older and is subject to the requirement for Young Person Membership. (See below)

The Treasurer/Membership Secretary shall be responsible for compiling and maintaining a Membership List for the purpose of the Club communicating with its members. If a members contact details change they are requested to inform the Treasurer/Membership Secretary.

Members shall have the right to participate in all Club activities and vote at General Meetings of the Club. The Committee shall have power to expel any member whose conduct, in the opinion of the Committee, is considered contrary to the best interests of the Club and its individual members. Before being expelled a member shall be given 14 days written notice to attend a meeting of the Committee and shall be informed of the complaint(s). The member shall have the right to appeal but the final decision shall rest with the Committee. A Member who is expelled shall not be entitled to a refund of their subscription.

#### **YOUNG PERSONS MEMBERSHIP:**

In accordance with PAGB guidelines applications for membership from persons who have attained age 16 but are under 18 must be countersigned by their parent or guardian and must be accompanied by an appropriate adult and remain under their direct supervision during all club meetings and activities until they attain age 18 years.

#### **VISITORS:**

Non-members may attend on a casual basis subject to the current applicable visitor charge.

#### **SUBSCRIPTIONS:**

The Annual Subscription fee will be agreed at the AGM and becomes due at the commencement of the following autumn season. A reduction will be allowed for new Members joining later in the season. Young Persons Membership Subscription is payable on nights of attendance at half the adult visitor charge. A Guest or Visitor entrance fee will be set by the Committee with the approval of the majority of Members. This fee will be collected during the meeting(s) attended. First meeting attended by those with a possible view to joining the club will be free from the entrance fee, subsequent meetings will be chargeable but membership, if taken up, will be reduced by the amount already paid. Members who have not paid their annual subscription within 4 weeks of its due date and have not provided a reason acceptable to the Committee shall be deemed to no longer be Members. The Committee may, at their discretion, waive all or part of any subscription or in case of financial hardship accept payment of a subscription in instalments. This shall be negotiated on an individual basis.

#### **DATA PROTECTION ACT (1998):**

All members are required to complete a Data Protection Consent Form. Your details will be held on a computer for the purpose of Club registration and communicating with you. These details may be known to Committee and other Members of the Club but the Club will not pass your details on to any other organisations. It is a condition of membership that you give your permission for us to hold your records in an electronic storage medium. Your details will be deleted from our data base if you cease to be a member.

#### **MEETINGS:**

##### **ANNUAL GENERAL MEETING (AGM):**

The AGM will be held in April of each year, the date will be shown on the Club programme. Resolutions to be considered at the AGM should be submitted to the Secretary by email no later than 28 days before AGM. The Secretary shall send notice of the meeting to members by email at least 14 days prior to the date of the meeting, stating the agenda and any resolutions to be considered.

### **EXTRAORDINARY GENERAL MEETING (EGM):**

An EGM may be convened:

Whenever the Committee deem it necessary. The Secretary shall send notice of the meeting and reason for calling it. The notice shall be sent to members by email at least 14 days before the proposed meeting date.

On written request to the Secretary stating the matter for discussion and signed by at least 20% of the members.

The EGM should be held within four weeks and the Secretary shall give members at least 14 days notice stating the matter for discussion.

A Quorum at AGM or EGM shall be 50% of members.

No resolution shall be considered at an AGM or EGM other than those on the Agenda.

All resolutions shall be properly proposed and seconded.

Resolutions shall be decided by a majority of members voting. In the case of equal votes the Chair of the meeting shall have the casting vote.

### **COMMITTEE MEETINGS:**

A quorum for meetings shall be four.

There shall be a minimum of two meetings per year.

The Committee shall cause proper minutes of the proceedings of Committee, AGM and EGM meetings to be kept.

### **FINANCE:**

The Financial Year of the Club shall end on the last day of April in each year.

Any money acquired by the Club shall be paid into an account operated by the Management Committee. All funds are only to be applied to the aims and objectives of the Club.

Banking Accounts shall only be opened in the name of the Club and shall be operated by the signature of any two of the following Officers: Chairman, Treasurer, Secretary and one other member of the Management Committee provided they are not related.

The Treasurer is authorised to hold a fund of petty cash up to an amount approved by the Committee on a year-on-year basis.

The Treasurer shall present to the Annual General Meeting a balance sheet for the Financial Year just ended.

The Treasurer shall prepare a budget to allow for the planning of the next seasons programme.

The Committee are authorised to appoint an Accounts Examiner to independently examine and verify the accounts each year. The Committee through the Secretary and Treasurer are responsible for ensuring the Club is adequately insured to cover Public Liability and property belonging to the Club.

The Treasurer shall maintain a list of Club property.

The Committee shall have power to set aside funds for special purposes or reserves.

### **DISSOLUTION:**

The Club shall only be dissolved if deemed necessary at an Extraordinary General Meeting called for this purpose by a resolution passed by two-thirds of members present. Any assets or remaining funds after debts and liabilities have been discharged shall be disposed of at the discretion of the Committee.

### **ALTERATION OF THE CONSTITUTION:**

The Constitution shall not be changed except by a two-thirds majority of the eligible Members present and voting at an AGM or EGM provided resolutions have been received by the Secretary in writing at least 28 days before the meeting at which the resolution is to be considered.

## **LIMITATION OF LIABILITY:**

All Club Members and visitors are expected to act so as to minimise the risk of injury to themselves or others, or damage to items belonging to, or used by the Club or premises used by the Club. The Club is not responsible for any items belonging to, or used by a member or visitor. All Club activities are undertaken at the member or visitor's own risk and when attending "Summer Walks" or other external club events you are responsible for your own health and safety and should consider your own physical ability in relation to the location being visited and wear clothing and footwear appropriate to the weather conditions and terrain.

The Club cannot be held responsible for any accident, injury, medical condition, loss or damage to property, inappropriate behaviour by another member and third party liability, this is deemed to be accepted by you when you agree to attend any "Summer Walk" or external club event.

If person(s) and/or property are included within an image, the member accepts the responsibility to ensure that any necessary permission has been obtained. Permission (e.g., model release) should be retained by the member. The club bears no responsibility for any member failing to obtain the necessary permission if their image is used on the web page and/or in any club literature.

## **CLUB PROPERTY ON LOAN TO MEMBERS**

Any equipment on loan from the club is borrowed at the member's own risk. The club cannot be held responsible for the loss of data, damage to property, or to any user either directly or indirectly when using or transporting the equipment. It is the members responsibility to return equipment in good working order and any damage or failure of the equipment should be reported to the committee. Any equipment held by a member who has not renewed their membership, must return all club equipment immediately.'

## **IMAGES SUBMITTED TO THE CLUB**

As stated in the terms and conditions for club membership on Member Mojo, any images submitted for club events or competitions may be displayed on the website, social media (e.g. Facebook), external competitions or other relevant media. Please note that copyright of images remains with the photographer.