

LLANTWIT MAJOR PHOTOGRAPHIC CLUB CONSTITUTION

ALTERATIONS TO THIS CONSTITUTION

No alterations to this constitution may be made except as agreed at the annual general meeting or an emergency general meeting.

1. NAME OF THE CLUB:

1.1 The name of the club shall be: Llantwit Major Photographic Club.

2. OBJECTIVES

2.1 To welcome anyone who has an interest in photography.

2.2 To promote and encourage interest in all aspects of photography.

2.3 To impart knowledge by way of talks and demonstrations.

2.4 To further these objectives, sponsor exhibitions, and/or support any such activity which the club committee sanctions (see rule no 10).

2.5 To offer a social environment where members can offer encouragement, mentoring and friendship to other members.

3. MEMBERSHIP

3.1 All members of the club are bound by the current constitution, a copy of which is available on the club website.

3.2 The club membership year shall be on the basis of annual membership starting and ending on the first day of September each year. Membership for a part year will be available by agreement of the committee.

3.3 The committee reserves the right to refuse membership.

3.4 All members are expected to act with integrity, respect, and to avoid conflict, act with courtesy to all other members of the club and other stakeholders such as judges and speakers.

3.5 The committee can request a member to answer any accusation or charge made. The member will be provided with a written statement of an accusation or charge at least 14 days before the matter is considered by the committee. The member has the right, and will be given full opportunity to, state their case before the committee. If the member considers it in their interest, they may bring witnesses to the meeting.

3.6 A member may be asked to resign, or be expelled, by a decision of the committee. The member will be informed of the reason for the decision and also that they shall have the right of appeal to a special general meeting which shall be called solely for that purpose.

3.6 All details of the committee proceedings and any special general meetings called under rule 3.5 shall be treated as confidential.

3.7 Any member may resign from the club, at any time, by notifying any committee member.

3.8 In order to facilitate the running of the club, members are asked to allow their contact details, grades in competitions, photographic qualifications and other such details, to be recorded digitally by the club.

3.9 Minutes of committee meetings will be made available to members upon request.

4. SUBSCRIPTIONS

4.1 Subscription rates shall be fixed by the committee and any revision shall be announced immediately before or at the annual general meeting.

4.2 Subscriptions are due on the 1st September each year and should be paid before the end of September.

4.3 Subscriptions are not refundable.

4.4 A member whose subscription is more than one month overdue without good reason, will be considered as having resigned from the club.

4.5 Only fully paid-up members will be eligible to enter competitions, or join in with other club activities.

5. CLUB MANAGEMENT

5.1 The club shall be managed by a committee whose aim is to ensure the smooth running of the club in line with the stated objectives.

5.2 Indicative roles of committee members are described in the Appendix. However, an individual committee member may cover more than one role. The roles of Chair and Treasurer must be covered by two separate individuals.

5.3 The minimum number of committee members for a quorate committee meeting is three.

5.4 Any eligible member of the club may be co-opted by the committee should circumstances dictate.

5.5 All committee members including previously co-opted members shall be elected each year at the AGM.

5.5 The committee is empowered to invest any surplus funds at interest.

5.6 The funds of the club shall be applied solely to the stated objectives of the club.

5.7 No member of the club shall receive payment directly or indirectly for services to the club other than for legitimate expenses.

5.8 The annual accounts of the club shall be audited by a club member who is not a serving member of the committee. The results of this audit and the name of the auditor will be made known at the AGM.

5.9 As the club develops, long serving members may be offered the post of President and such presidents shall be on the management committee.

6. GENERAL MEETINGS:

6.1 The annual general meeting (AGM) of the club members shall take place in November or December each year.

6.2 An extraordinary general meeting (EGM) of the members may be convened by the committee, or by requisition signed by at least 10 paid-up members, stating the objective and sent to the Chair or Secretary a minimum of 21 days prior to the proposed date of the meeting.

6.3 All notices of motion shall be set out and signed by the proposer and seconder. In the case of nominations, they shall be signed by the nominee indicating acceptance of the nomination. All nominees, proposers and seconders shall be paid-up members of the club.

6.4 All members will be informed of the date of the AGM at least three weeks before the date of the AGM.

6.5 Notices of motion, nominations and audited accounts shall be circulated electronically to paid-up club members at least one week prior to the AGM.

6.6 One quarter of the paid-up membership shall form a quorum at a general meeting.

7. CRITIQUES, COMPETITIONS AND EXHIBITIONS

7.1 In order to promote improvement of the photographic standards within the club through the spirit of friendly rivalry, the committee may, each year, organise such critiques, competitions and exhibitions as it may think fit.

7.2 The committee shall draw up all rules for internal critiques, competitions and exhibitions and may amend such rules or make new rules.

7.3 The committee shall decide on the club's participation in competitions, exhibitions and other events for which entry is not confined to members of the club, and make arrangements for such participation.

7.4 The committee reserves the right to decline to display, or enter into external events, any images deemed to be inappropriate.

7.5 Members must be aware that all internal critique or competition entries may be published on the club's website, or selected to represent the club at external competitions. If a member does not want their entry to represent the club, they should inform a member of the committee.

8. EQUAL OPPORTUNITIES - STATEMENT OF INTENT

8.1 It is a basic and fundamental policy of the club that it shall be open to all persons over the age of 18 years who should wish to become members and that as far as is practically possible,

no potential or existing member of the club should face discrimination, either directly or indirectly.

8.2 The club encourages young people to attend club meetings. However, the club has a legal and ethical responsibility to ensure that persons under the age of 18 years are safe. Therefore, such people may only attend club meetings or events with:

- The approval of the committee as a whole.
- The written permission of a parent or guardian who will undertake to both bring to, and collect from, the club that young person.
- The appointment of a responsible adult, approved by the parent or guardian, to supervise the young person while at the club.

9. DISSOLUTION OF THE CLUB

9.1 Three persons will be nominated by the committee as trustees of the club, to discharge the duties of the club in the event of the dissolution of the club.

9.2 Dissolution of the club may be executed by a special resolution requiring a majority in agreement of at least two thirds of votes collected in a poll of members. This poll must be made available to all members at least three weeks before the count is made. All voting is and must remain confidential to the voter and to no more than two people elected by the committee.

9.3 Upon dissolution, the committee will apply, so far as is necessary, the assets of the club to discharge liabilities due at the date of the dissolution, and also those incurred in the course thereof.

9.4 If, after all liabilities have been met, there remains a surplus of assets, these assets should be handed over to the trustees.

9.5 The trustees shall hold these assets in trust for any future society which may be formed, but which should have objectives broadly similar to the objectives stated in paragraph 2. above.

9.6 If, after a period of one year, no such club has been formed, the trustees may at their discretion wait a further period, or donate all monies to a registered charity and all physical assets to a suitable organisation.

Appendix

Chair

The responsibilities of the Chair are:

- To facilitate at club meetings.
- To facilitate and Chair all committee meetings. When required, the Chair shall also act as final decision maker.
- To set the agenda for and Chair the club AGMs and EGMs when required.
- To ensure that committee notices and agendas are forwarded as required.
- To set the signatory arrangements for the club account.
- To support the other committee members, as required, and to ensure that all actions are addressed in good time to ensure the smooth running of the club.
- To ensure that the best interests of the club and the membership are addressed at all times.

Vice-Chair

The responsibilities of the vice-Chair are to stand-in and assist the Chair.

Secretary

The responsibilities of the Secretary are:

- To be the main point of contact for the club for information and enquiries and to respond to these enquiries in good time in order to maintain the good reputation of the club.
- To co-ordinate the distribution of information to all club members (via email and post where appropriate).
- To act as a main point of contact for members of the committee (Chair, programme Secretary, member representatives and web site manager) to send out information to the club members.
- To liaise with the Chair on any club matters that arise,

Treasurer

The responsibilities of the Treasurer are:

- To keep a full and accurate list of club members and their details.
- To collect into the club account all membership fees, attendance fees, and other income, and pay from the club account all expenses, within agreed timescales.
- To maintain an accurate and auditable record of all club income and expenditure (petty cash and bank account)
- To prepare an annual statement of accounts, consisting of an income and expenditure account and a balance sheet, which shall be submitted to the appointed independent accounts auditor, ensuring that all records are fully audited prior to an AGM (or EGM as required).
- To be the main point of contact with regards to matters associated with club finances.
- To be the prime signatory to the club account.

Programme Secretary

The responsibilities of the Programme Secretary are:

- To undertake to plan a varied and balanced programme to meet the needs of the membership (in conjunction with the committee).
- To ensure that all club competitions, including judges and closing dates where appropriate, have been captured within the programme.
- To ensure that the appropriate speakers/presenters are booked in good time to ensure a successful programme.
- To establish the requirements of the speakers/presenters in good time prior to at the meeting so that their needs can be addressed and to confirm attendance.

- To ensure that contingency plans for the programme are in place.
- To liaise with the Treasurer to ensure that the presenters fees are agreed.
- To brief the Chair, as appropriate, prior to the start of a club meeting when a speaker/presenter is in attendance.
- To appraise the membership of changes in the programme, as necessary, and to provide programme details, as and when requested.
- To liaise with the webmaster and social media manager to ensure that the master programme is held on the website and is current and complete.

Competition Secretary

For the sake of brevity, all sessions where the objective is to give a balanced critique of images, with or without any formal marking system, are referred to below as “competitions”. The role of competition Secretary may be split to cover internal and external competitions. The responsibilities of the competition Secretary are:

- To set the competition rules and arrangements.
- To ensure that all submissions to the competitions meet the competition rules, are properly identified and recorded prior to the competition, and to undertake delivery of entries to the competition judge (where necessary).
- To brief the Chair, as appropriate, prior to the start of a club meeting when a judge is in attendance.
- To organise and run the competition evenings and accurately record the results.
- To liaise with the website and social media manager to ensure that competition details are available online.
- To ensure that submitted prints are returned to the submitting member.

Webmaster

The responsibilities of the Webmaster are:

- To create a website on which club information can be organised in an easy to navigate structure.
- Maintain updatable sections of the website with the following information:
- Important dates, Calendar of events and programme information.
- Current programme with updates.
- Information on club events, joining fees and forms.
- Updates on both internal and external competition results.
- Archived records of previous club activities.
- Receive, from past club webmasters, information regarding website passwords, FTP passwords, and any other pertinent information regarding the website and its administration.
- Work on large working components of the website such as new designs or
- new functional sections of the website.

Membership Secretary

The responsibilities of the membership Secretary are:

- To maintain a full and accurate list of club members and their details.
- To respond to possible members, either through direct contact or via the club Secretary in an appropriate manner and in good time, in order to promote a good view of the club.
- To maintain a ‘welcome pack’ for new members or those who have shown an interest in the club.
- To make welcome all new members to the club.
- To ensure that all members are aware of the club constitution and the rules and guidelines of the club competitions and to ensure that these are updated appropriately.

- To liaise with the Treasurer regarding attendance details and to maintain a link to those people who have not been to the club for a number of meetings.
- To liaise with the Webmaster to ensure that the constitution, the rules and guidelines of the club competitions and other information as required are current and available on the website.
- To liaise with the Treasurer to ensure that all membership fees are paid by members within agreed timescales.

Social Media Manager

The responsibilities of the Social Media Manager are:

- To create / oversee engaging content for the club's social media presence, including keeping social media channels updated.
- To seek out new social media avenues and ways of connecting with members and / or the public.
- To work as part of a team to develop social media projects / campaigns.
- To analyse and report audience information and demographics, and the success of social media projects / campaigns.
- To propose new ideas and concepts for social media content.
- To support the production of any e-newsletters.