

FARNBOROUGH CAMERA CLUB - CONSTITUTION



TITLE

1. The Club shall be called the “Farnborough Camera Club”, referred to as “the Club” in this Constitution.

OBJECTS

2. The purpose of the Club shall be to promote the art and techniques of photography, and to provide its members with a meeting place, technical aid, assistance and the facility to take part in competitions, both internal and external to the Club.

MEMBERSHIP

3. Membership of the Club is open to all those interested in photography. Membership is solely at the discretion of the Club’s Management Committee. Minors may only become members by special agreement of the Club, in which case a suitable Child Protection Policy would first need to be put in place.
4. Membership of the Club carries with it the obligation to abide by the Club’s Constitution.
5. Members shall pay, in advance, a non-refundable annual subscription in September each year. The Management Committee shall propose at the Annual General Meeting (or a Special General Meeting) a scale of subscriptions considered necessary for the proper running of the club. New Members shall pay a reduced subscription for the remainder of the season during which they become a Member.
6. Membership will lapse automatically should a subscription fall more than three months in arrears. In exceptional circumstances, membership may be terminated by decision of the Club’s Management Committee.

CLUB ORGANISATION

7. The Officers shall consist of a Chairman, Secretary and Treasurer elected at an Annual General Meeting of the Club. All positions shall be voluntary and unpaid.
8. The appointment of a President and Vice-Presidents may be made at an Annual General Meeting and shall be restricted to Members who have given the Club long service. Such appointments are made as a mark of appreciation and are not subject to annual re-election, but appointees may withdraw or be withdrawn from office under exceptional circumstances. The Management Committee of the Club may also offer Honorary Membership as a mark of appreciation to members who have diligently served the Club over many years. Honorary Membership, which is a lifetime award, is to be offered as an exceptional privilege only and confers the right to free attendance at Club meetings.
9. The affairs of the Club shall be managed by a Management Committee consisting of the three Officers of the Club, a Vice Chairman (when elected) and a minimum of four and a maximum of nine other Members, all of whom are to be elected at the Annual General Meeting. The Management Committee should meet on a regular basis. The day to day running of the Club is carried out by Volunteers who undertake the various roles determined by the Committee. Any large or irregular items of expenditure (over an amount to be determined from time to time by the Committee) must be approved by the Committee before an Officer or Volunteer may commit the Club.
10. Officers and Members of the Management Committee shall be elected for a period of three years. Retiring Officers and Members of the Management Committee may seek re-nomination/election for further periods, but in the case of the Chairman, his/her term of office will be restricted to a maximum of three consecutive years. A Member who has already served as Chairman may stand again as Chairman after a period of at least 2 years has elapsed since he/she was in office.
11. Replacements for Officers and additional Management Committee Members may be co-opted by the Management Committee at any meeting when required and for such period as necessary.
12. At Management Committee meetings the quorum shall be five Members, including at least one Officer. A nominated Member of the Committee shall keep minutes of all meetings.

OFFICERS’ DUTIES

13. The Chairman shall chair Club meetings, represent the Club in its association with the local community, and provide general direction for the Officers and Volunteers in the day to day running of the Club.
14. The Secretary shall handle the administrative aspects of the Club, including compliance with the Club’s Constitution and the organisation of the Annual General Meeting, liaise with other clubs through the Federations of which the Club is a member, and deal with the correspondence sent to the Club.
15. The Treasurer shall maintain the Club’s accounts and produce the annual income and expenditure report, collect membership subscriptions, pay all bills, and advise on the Club’s on-going financial viability and level of subscriptions needed for the next season. He/she shall bank moneys, except float moneys, without delay. He/she shall ensure that Bank accounts are maintained in the name of the Farnborough Camera Club and that the Bank mandate requires the signature of two of the Officers of the Club for all withdrawals.

16. At the end of the Club's financial year (30th June), an income and expenditure account together with a balance sheet shall be drawn up by the Treasurer and audited by a Member of the Club, not being a Club Officer, appointed for this purpose by the preceding Annual General Meeting. The income and expenditure account and balance sheet shall be presented for approval at the following Annual General Meeting.

CLUB AFFILIATIONS

17. The Club shall be affiliated to such regional and/or national federations and alliances as will benefit the Club Members in the view of the Management Committee.

ANNUAL GENERAL MEETING

18. The Officers shall organise an Annual General Meeting of the Club in October each year.
19. The Annual General Meeting shall be given the opportunity to:-
 - a. Approve the audited balance sheet and accounts.
 - b. Receive annual reports by the Chairman, Secretary and Treasurer.
 - c. Discuss and vote on any motion under rule 20.
 - d. Amend the Club's Constitution, subject to rule 20.
 - e. Elect Officers and Management Committee Members,
 - f. Elect a President or Vice-Presidents, subject to rule 8.
 - g. Consider any other business.
20. All motions duly proposed and seconded by Club Members are to be published on the Club notice board by the Secretary two weeks before the date of the Annual General Meeting. Objections to motions shall be considered at the Annual General Meeting.
21. At an Annual General Meeting or a Special General Meeting thirteen Members (or over 50% of the Members, whichever is lower) shall constitute a quorum.
22. Nominations of Officers and Members of the Management Committee must be made in the form laid down by the Management Committee. A vote at the Annual General Meeting will be taken where necessary.
23. The new Management Committee elected at an Annual General Meeting shall not take office until the first of January following. In the interim the existing Management Committee shall continue to manage the Club.

SPECIAL GENERAL MEETING

24. A Special General Meeting shall be called by the Management Committee at any time provided twenty-one days notice is given in writing to each Member by the Secretary.
25. A Special General Meeting shall also be called within four weeks of a request signed by not less than six Members of the Club.
26. Only business included on the agenda of a Special General Meeting may be discussed at this meeting.

VOTING

27. Members present at an Annual or Special General Meeting shall be entitled to one vote on any issue. Proxy votes will be accepted if in writing and signed. The Chairman of the meeting shall not vote except to exercise his/her casting vote.

LIABILITY

28. The Club is required to have in place public liability insurance to cover the Club and its Members against claims for damage or injury. Members acknowledge that the Club itself and any of the Members individually shall not be held liable or responsible in any way for any injury to persons or property however caused in the course of Club business and activities.
29. Members agree that the Club's Officers shall not be held personally liable for any financial loss that may arise in the conduct of the Club's business, provided that the Officer(s) did not act negligently or fraudulently.

DISSOLUTION

30. In the event of a decision to dissolve the Club, the disposal of the Club's assets will be decided at a Special General Meeting.

This Constitution was approved by the Annual General Meeting held on 8 October 2015.