



# Lichfield Camera Club

Affiliated to the Photographic Alliance of Great Britain  
through the Midlands Counties Photographic Federation



## **CONSTITUTION AND RULES – 31<sup>st</sup> May 2023**

### **1. Name and Objectives**

- 1.1 The name of the organisation shall be “Lichfield Camera Club”.
- 1.2 The objectives of the club shall be to:
  - promote interest in all aspects of photography;
  - provide a forum for all those interested in photography;
  - organise a programme of events for members;
  - undertake such activities as will enhance and develop the appreciation of photographic imaging as an artistic, a cultural and a scientific activity.

### **2. Membership**

- 2.1 Membership shall be open to anyone who is:
  - interested in photographic imaging;
  - prepared to be bound by these rules;
  - pays the appropriate membership fee.
- 2.2 The committee shall have the right to withhold membership or to terminate the membership of any member whose actions may bring the club into disrepute; and those members who are unreasonably in arrears with their membership fees. Membership of the club shall not be withheld or terminated unreasonably.

If it is proposed to terminate the membership of a member, then they shall be given reasonable notice of the proposal so that they can be present to make representations. The majority decision of the committee shall be final.

- 2.3 Annual and meeting subscriptions shall be recommended by the club committee and shall be adopted, or otherwise, by majority vote at the Annual General Meeting.

Subject to an annual review by the committee, the following persons shall be entitled to membership at a reduced rate: Unwaged, Students and Pensioners.

Visitors will be welcome to attend ordinary club meetings subject to the payment of a meeting subscription.

- 2.4 Membership subscriptions will be due at the beginning of the club's cycle of meetings. No person shall vote at an Annual or Special General Meeting, take part in a club competition or enter for a club exhibition unless his or her subscription is paid up to date.

### **3. Club Committee**

- 3.1 At the Annual General Meeting members shall appoint the Officers of the Club which shall be Chairman, Vice Chairman, Treasurer, General Secretary, Programme Secretary, Competition Secretary, External Competition Secretary, Exhibition Secretary and Technical Officer.

The Officers of the Club together with any co-opted members shall form a committee to manage the affairs of the Club.

All Officers may offer themselves for re-election annually.

If a position of Officer of the Club falls vacant during the year then the remaining members of the committee may co-opt a replacement which shall be valid until the next Annual General Meeting.

If it is not possible fill any vacancies for Officers of the Club, either at an Annual or a Special General Meeting or during the year then the remaining members of the committee must take action to ensure the proper administration of the Club, including considering the dissolution of the Club as outlined in section 9.

The committee may ask those actively engaged in Club activities to elect someone to report to the Vice Chairman, in person or in writing, as the committee considers necessary. The Vice-Chairman shall then report to the committee.

- 3.2 The committee shall, without further mandate from the members of the club, be allowed to open and close such bank accounts; invest in and sell such securities, as are necessary and appropriate for the financial well being of the club.
- 3.3 As good financial practise, the Club should hold the costs of one year's future activities in the bank at any one time for the Club to be considered a viable organisation. This is in line with professional guidance given to non-profit making organisations.
- 3.4 A quorum shall be required to transact business; that quorum shall be four elected Officers of the Club.
- 3.5 The committee shall establish such other posts or co-opt members to the committee as may be necessary for the efficient administration of the club.
- 3.6 The role of the officers shall include:

**Chairman:**

Responsibility for the conduct of the Ordinary, Annual General, Special General and Committee meetings.

**Vice Chairman:**

Will advise and assist the Chairman in their duties, substituting for them as requested. Will liaise with sub-groups within the club and report to the committee on their behalf.

**Treasurer:**

Shall be responsible for the collection of subscriptions; payment of the club's just debts and dues; maintenance of the club's bank accounts and investments; preparation of the accounts for audit; advising the committee on financial matters.

**General Secretary:**

Shall be responsible for the routine administration of the club, in consultation with the Chairman; preparation of agendas, minutes and notices for all meetings.

**Programme Secretary:**

Shall be responsible, in co-operation with the Competition Secretary and the External Competition Secretary, for constructing and operating an annual programme of meetings and competitions, subject to any financial constraints agreed by the committee.

**Competition Secretary**

Shall be responsible, in co-operation with the Programme Secretary and the External Competition Secretary, for arranging and organising the internal competitive programme.

**External Competition Secretary:**

Shall be responsible, in co-operation with the Programme Secretary and the Competition Secretary, for preparing the competitive programme with other clubs and organisations.

Whilst expected to consult with experienced Club members as appropriate, the ultimate decision on the selection of work for External Competitions rests with this person.

**Exhibition Secretary:**

Shall be responsible for the planning, organisation and administration of all Exhibitions mounted by the Club.

**Technical Advisor:**

Shall be responsible for communicating with the committee on all technical aspects of club equipment.

**Media and External Relations:**

Shall be responsible for submitting items to Local Newspapers and maintaining the Club Web Site.

**4. Special Categories of Membership**

- 4.1 On the recommendation of the committee and agreed by majority vote at an Annual General Meeting, the Club may appoint: An Honorary President  
Any persons appointed to these positions shall not be required to be active members, but if they are, then shall pay an appropriate membership fee.

**5. General Meetings**

5.1 The Annual General Meeting (AGM) shall be held towards the end of the club's cycle of meetings

and shall be the ultimate governing and policy making body of the club. The date of the AGM shall be announced in the club programme. The business shall include:

- Minutes of the previous AGM
- Annual Report of the Committee
- Audited statement of accounts & balance sheet
- Election of Officers
- Appointment of the Auditor

A quorum shall be required to transact business; that quorum shall be 20% of paid up members.

5.2 Any paid up members may propose items for discussion at an AGM; these proposals shall be in writing and seconded by another member of the Club. All such proposals shall be delivered to the General Secretary at least 21 days before the AGM.

5.3 At least 1 month before the AGM the General Secretary shall write to members requesting applications to stand for election as Officers of the Club. Members wishing to stand for election must inform the General Secretary, in writing, at least 14 days before the AGM.

5.4 The General Secretary shall publish an Agenda for the Annual General Meeting at least 7 days in advance. This shall include details of all proposals to be discussed and the list of persons standing for election as officers of the Club.

5.5 A Special General Meeting may be called to discuss urgent matters of business that must be resolved before the following AGM. This type of meeting shall be called as the result of a majority vote of the committee, or by a petition of ten members presented to the General Secretary. The meeting shall be called within 14 days of receipt of the petition. An agenda shall be published 7 days before the meeting. A quorum shall be required to transact business; that quorum shall consist of 20% of paid up members of the club.

5.6 Where members provide the club with an e-mail address the General Secretary and other Officers of the Club may if they wish use and accept e-mail as a substitute for written documents in any communication, including those connected with Annual and Special General Meetings.

**6. Rules**

6.1 A copy of the constitution & rules shall be supplied to every member of the club. No alteration to these rules shall be made without agreement and adoption by the committee and final approval at an Annual or Special General Meeting.

**7. Emergencies**

7.1 In the event of anything occurring not provided for or not clear in the foregoing rules, the Committee shall have power to deal with the same at their discretion.

**8. Child Protection**

8.1 The Club shall have a policy for the protection of minors (under 16's), as appropriate.

**9. Dissolution**

9.1 If in the opinion of the majority of the committee, the club has ceased to be viable then the General Secretary, or another Officer authorised by the committee, shall call a Special General Meeting to discuss the dissolution of the club. Where this is proposed, all paid up members shall be given 7 days written notice of the resolution. There shall be no requirement for a quorum at this meeting.

- 9.2 If the proposal to dissolve the club is agreed by a majority (at least three-fourths) of those present and voting, the meeting shall then discuss the disposal of the assets of the club. After the settlement of all just debts and expenses, the remaining assets of the club may be:
- donated to a charitable photographic organisation, or
  - donated to a cultural or charitable organisation in Lichfield, or
  - donated to a successor body.
- 9.3 The meeting shall elect a rump committee to oversee the dispersal of the assets. This committee shall include any members who are signatories to the club's bank accounts and other investments.

**THIS VERSION OF THE CONSTITUTION AND RULES WAS ACCEPTED AT THE ANNUAL GENERAL MEETING 31<sup>st</sup> May 2023.**