

# Kirriemuir Photography Club

Established 2015

## Constitution and Rules

### 1. **NAME OF THE CLUB**

The club shall be called the KIRRIEMUIR PHOTOGRAPHY CLUB.

### 2. **THE OBJECTS OF THE CLUB**

The objects of the club shall be

- a) to promote the art and craft of photography in Kirriemuir and surrounding area,
- b) to promote activities for the benefit of members to advance their understanding and knowledge of, and their skills in, photography, and
- c) to provide facilities and equipment for the furtherance of these objects.

### 3. **MEMBERSHIP**

Membership of the Club shall be open to any person interested in photography. Any person under the age of sixteen must be accompanied by a responsible adult when attending a Club meeting, event or outing.

### 4. **ASSETS OF THE CLUB**

- (a) The assets of the Club shall belong to the current members equally; the right and interest of every such member shall be personal and limited to herself/himself.
- (b) The title to all the Club's assets shall be vested in the President, Vice-President, Secretary and Treasurer for the time being as trustees.
- (c) The assets of the Club shall not be used directly or indirectly for the private benefit of any member other than as reasonably allowed by the rules or decided by the Committee.
- (d) All surplus income and/or profits are reinvested in the Club.

5. **MANAGEMENT**

The business and affairs of the Club shall be managed by a Committee. The Committee shall consist of the Officers of the Club, namely the President, Vice-President, Secretary, Treasurer and Competition Secretary, together with no fewer than three ordinary Committee members.

All members of the Club shall be eligible for election as Officers of the Club or as ordinary Committee members on completion of one season of membership. The Officers of the Club and ordinary Committee members shall be elected annually at the Annual General meeting and shall retire annually but be eligible for re-election.

No person shall be eligible to be appointed as an Officer of the Club or as an ordinary Committee member unless s/he shall have been duly nominated by being proposed and seconded by two members of the Club

Any vacancy which may occur in the Committee shall be filled by co-option from the ordinary membership and the person appointed shall hold office until the next Annual General Meeting when s/he shall retire but shall be eligible for re-election.

6 **POWERS OF THE COMMITTEE**

- (a) The Committee shall have the authority to exercise all powers not reserved to a General Meeting of the Club and shall take all necessary steps to ensure the proper running of the Club.
- (b) The Committee shall have the power to establish sub-committees of Club members where necessary. Such sub-committees shall not have power by themselves to manage any part of the affairs of the Club, but the Committee may adopt their recommendations.
- (c) The Committee shall have the sole power to sanction payments. The Committee may authorise the Treasurer to make payments of up to £100 without requiring specific agreement by the Committee.
- (d) The Committee shall meet as often as is deemed necessary.
- (e) Five shall form a quorum at all Committee meetings.

- (f) The Club shall indemnify Officers and members of the Committee acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).
- (g) The Committee will have due regard to the laws on disability, discrimination and child protection.

## 7 **DUTIES OF THE OFFICERS OF THE CLUB**

- (a) **PRESIDENT.** The President shall preside over all meetings of the Committee and of the Club and shall have a vote in the decisions thereof and in the event of equality of voting shall also have the casting vote.
- (b) **VICE-PRESIDENT.** The Vice-President shall act as an ordinary Committee member except that s/he shall perform the duties of the President at meetings of the Committee and of the Club from which the President is absent.
- (c) **SECRETARY.** The Secretary shall in addition to normal secretarial duties, convene all general and special meetings of the Committee and meetings of the Club. S/he shall correspond with members of the Club and others on all matters connected with the Club except such matters as fall under the remit of the Treasurer and the Competition Secretary.
- (d) **TREASURER.** The Treasurer shall collect all moneys due to the Club, including subscriptions, maintain records of the financial affairs of the Club, make payments sanctioned by the Committee, prepare the Annual Accounts and present these at the Annual General Meeting. All moneys received shall be banked for safe keeping as soon as possible.
- (e) **COMPETITION SECRETARY.** The Competition Secretary shall coordinate all matters concerning internal and inter-club competitions, shall arrange suitable (Scottish Photographic Federation (SPF) approved or equivalent) judges, collect all entries from members and communicate them to the appropriate judges.

## 8 **GENERAL MEETINGS**

An **Annual General Meeting** (AGM) of the members of the Club shall be held on such date as may be chosen by the Committee to

- (a) receive reports of the Committee through the Secretary and Treasurer, receive and approve or otherwise the Annual Accounts of the Club,
- (c) appoint by election the Officers and ordinary Committee members of the Club, and
- (d) deal with any other competent business.

The Secretary shall circulate Notice of the Annual General Meeting with a proposed Agenda no later than four weeks in advance. Any member wishing to move a resolution at the AGM shall give notice of this in writing or by e-mail to the Secretary no later than fourteen days in advance. Such resolution must be supported by two members who are prepared to move and second the resolution at the AGM. The Secretary shall circulate the final agenda for the AGM (if necessary) no later than seven days in advance.

An **Extraordinary General Meeting** (EGM) of the Club may be called by 30% or 10 members of the Club, whichever is the fewer, submitting a petition in writing to the Secretary. Such petition must set out the purpose for which the meeting is called.

The Secretary shall circulate notice of and convene such an EGM as soon as may be reasonably practicable. Only the subject set out in the petition shall be dealt with at any such meeting.

## 9 **CONDUCT OF GENERAL MEETINGS**

All members of the Club may attend, take part in, and vote at, any General Meeting of the Club. Proxy votes must be notified in writing to the Secretary at least 7 days in advance of such meetings.

All votes shall be by a show of hands, unless there is a proposal duly seconded that the vote shall be by written ballot, in which case, if the proposal received the support of at least 50% of the members present, then such vote shall be taken by written ballot.

All resolutions put to the vote shall be decided by simple majority of those eligible to vote except Amendments to the Constitution and a Resolution to Wind Up the Club, both of which shall require a two-thirds majority. In the event of the votes being equal the President shall have a second or casting vote.

**10 ADMISSION OF MEMBERS**

- (a) On admission of new members, the Secretary shall provide them with a copy of the current Programme of the Club and request that they pay their subscription to the Treasurer
- (b) Any member changing her/his address or contact details is required to notify the Secretary as soon as possible.

**11 SUBSCRIPTIONS**

The annual subscription amount will be proposed by the Committee, for approval by members at the AGM.

Subscriptions must be paid within one month of joining the Club.

**12 RESIGNATIONS, SUSPENSION AND EXPULSION**

Any member may resign from the Club at any time on sending written notice or an e-mail to the Secretary, but no subscription, in whole or part shall be refunded except at the discretion of the Committee.

The Committee shall have the power to take disciplinary action, including suspension or expulsion from membership, against any member whose conduct is liable to bring the Club or photography into disrepute or who shall infringe any of the Club rules. Any member subject to such action shall have the right of appeal to a duly constituted disciplinary sub-committee established by the Committee. The decision of such sub-committee shall be final.

Any member who ceases to belong to the Club either by resignation or otherwise shall have no claim upon or be entitled to participate in any assets of the Club.

**13 PROGRAMME AND RULES**

- (a) The Committee shall prepare and publish a Programme of meetings and events prior to the start of each session.
- (b) Competition and other Rules shall be decided by the Committee and shall be published in the Programme.
- (c) The Committee shall have the right to modify the Rules during the session and any such modifications shall be communicated to the membership

**14 AMENDMENTS OR ADDITIONS TO THE CONSTITUTION**

Any proposed amendment or addition to the constitution of the Club must be notified to the Secretary no later than 4 weeks prior to the Annual General Meeting.

**15 WINDING UP**

- (a) The members may vote to wind up the Club if not less than two-thirds of those present and voting support that proposal at a properly convened General Meeting.
- (b) The Committee will then be responsible for the orderly winding up of the Club's affairs.
- (c) After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to another Club or Society with similar purposes.

President

Secretary