

TRING & DISTRICT CAMERA CLUB CONSTITUTION

1. Name

The name of the Club shall be Tring & District Camera Club (the Club)

2. Aim

The aims of the club are to:

- Provide an environment encouraging members to improve their technical and aesthetic photographic capabilities and appreciation
- Promote and foster all aspects of photographic endeavor amongst Club members
- Support and encourage individuals, whether novices or experienced photographers
- Maintain a friendly, positive atmosphere for the benefit of all members
- Encourage visits by individuals and Clubs to and from clubs and associations with similar interests
- Organize competitive and non-competitive events for the participation and enjoyment of all members
- Provide all its services in a way that is fair to everyone
- To seek engagement and collaboration with other camera clubs in the Chiltern Camera Club Association, and other

3. Powers

In order to achieve its aim the Club may:

- Raise Money
- Open Bank accounts
- Take out insurance
- Organize courses and events
- Work with similar clubs to share information and advice and identify opportunities for running joint events
- Do anything that is lawful that will help it to fulfill its aim

4. Membership

Membership of the Club shall be open to any individual without regards to disability, political or religious affiliation, race, sex or sexual orientation who:

- Is interested in helping the Club to achieve its aims
- Abides by the rules of the Club
- Pays the agreed subscription at the appropriate time in the Club's season, normally at the start of the season

An individual becomes a member, as referred to in this constitution, only after payment of annual subscription

The membership of any member may be terminated for good reason by the Club / Committee: Provided that the member concerned shall have the right to be heard by the Committee, accompanied by a friend, before a final

decision is made

5. Management

- The Club shall be administered by a Committee of individuals elected at the Club's Annual General Meeting (AGM).
- The Officers of the Committee shall be: the Chairperson, Treasurer, Secretary, Webmaster, Programme Secretary, Competitions Secretary, External Competitions Secretary, Publicity Secretary (and may appoint further Officers subject approval by vote of the membership)
- The Committee may co-opt onto the Committee, up to three individuals, in an advisory and non-voting capacity that it feels will help to fulfill the aim of the Club.
- The Committee shall meet at least twice a year.
- At least 10% Committee members must be present for a Committee meeting to take place
- A minimum of four members shall form a quorum at Committee meetings
- Voting at Committee meetings shall be by a show of hands. If there is a tied vote then the Chairperson shall have the casting vote
- The Committee shall have the power to vote to remove any member of the Committee for good and proper reason
- The Committee may vote to appoint any other member of the Club as a Committee member to fill a vacancy, provided that the maximum prescribed is not exceeded

6. The Duties of the Officers

- The duties of the Chairperson shall be to:

Chair meetings of the Committee and the Club • represent the Club at functions/meetings that the Club has been invited to and • act as the spokesperson of the Club when necessary

- The duties of the Secretary shall be to:
 - keep a membership list
 - prepare in consultation with the Chairperson the agenda for meetings of the Committee and the Club
 - take and keep minutes of all meetings
 - collect and circulate any relevant information within the Club
- The duties of the Treasurer shall be to:
 - Supervise the financial affairs of the Club
 - Keep proper accounts that show all monies received and paid out by the Club
 - Ensure that any unbudgeted expenditure above £250 is referred to the membership for approval

7. Finance

- All monies received by or on behalf of the Club shall be applied to further

the aim of the Club and for no other purpose

- Any bank accounts opened for the Club shall be in the name of the Club.
- Any cheques issued shall be signed by the Treasurer and one other nominated member of the Management Committee.
- The Club shall ensure that its accounts are audited or independently examined every year
- The Club may pay reasonable out of pocket expenses including travel, costs to members, Committee members or speakers

8. Annual General meeting

The Club shall hold an Annual General Meeting (AGM) in the second half of the Club season.

All members shall be given at notice of the AGM and shall be entitled to attend and vote. Details related to the AGM will be published no later than two weeks prior to the AGM

The business of the AGM shall include:

- receiving a report from the Chairperson on the Club's activities over the year
- election of Committee Officers
- reviewing the financial affairs of the club and vote on proposed subscriptions
- considering any other matter as may be decided and circulated on the agenda in advance of the AGM

At Annual General and special meetings, one third of the total membership shall form a quorum.

9. Special General meeting

A Special General Meeting may be called by the Committee or quorate vote of the members to discuss an urgent matter. The Secretary shall give all members fourteen days notice of any Special General Meeting together with notice of the business to be discussed.

10. Alterations to the Constitution

Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any Annual General Meeting or Special General Meeting.

11. Dissolution

Subject to being solvent, the Club may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting or Special Meeting. In the event of winding up any assets remaining after all debts have been paid shall be given to another Club with a similar aim

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