



SALISBURY PHOTOGRAPHY CLUB

CONSTITUTION

1. NAME AND OBJECTIVES

The club shall be called the Salisbury Photography Club (SPC) and its objective is to bring together people interested in any branch of photography, and to support the members interest through a programme of lectures, workshops, competitions, exhibitions and other activities.

2. AFFILIATIONS

The club is affiliated to the Photographic Alliance of Great Britain (PAGB) through its membership of the Southern Counties Photographic Federation (SCPF).

3. MEMBERSHIP

- (a) Membership is open to anyone who has an interest in photography. Young photographers are welcome if accompanied by a responsible adult.
- (b) Membership of the club implies an undertaking to comply with and abide by the club constitution.
- (c) A list of members shall be kept by a designated Membership Secretary.
- (d) Any person who has rendered special service to the club may be elected an Honorary Member with the majority agreement of the committee.

4. SUBSCRIPTION

- (a) The annual subscription shall be determined at the Annual General Meeting (AGM) or a Special General Meeting (SGM). The club season commences in September. Members elected on or after the following 01 January in any season shall pay half the current rate for that season.
- (b) If any member has not paid their subscription within six months of the due date but have continued to attend, they will no longer be eligible to remain as a club member until they have paid the arrears of subscription.
- (c) The committee have the right to waive the fees temporarily for any member they feel it would be appropriate in order to facilitate their remaining in the club.
- (d) Visitors are welcome at any club night or event for the visitor's fee as set at the AGM.
- (e) The club's financial year shall end on the 31 March in each year.

5. COMMITTEE

- (a) The club is managed by a named committee of up to 12 people. The named committee posts shall consist of:
 - Chairman
 - Vice-Chairman
 - Treasurer
 - Secretary

- Membership Secretary (generally taken on by the Treasurer or Secretary)
 - External Competition Secretary
 - Additional members to make a total committee of up to twelve.
- (b) The election of the committee shall be at the AGM and will be by simple majority vote.
- (c) Each member may nominate one member for each of the committee posts, with their consent. Only club members shall be eligible for nomination.
- (d) Nominations may be in writing delivered to the Secretary before the AGM or may be made verbally at the meeting.
- (e) If only one person is standing for a named committee post, approval of the appointment will be requested from the members by a show of hands. The post will be appointed provided there is a majority approval.
- (f) If two or more people are nominated for any one post, a secret ballot should be held as follows:
- Ballot papers shall be used to vote for one name for each of the applicable committee posts. Ballot papers contravening this rule shall be invalid
 - Two people shall be appointed by the meeting to examine the ballot papers and to count the votes, they should be selected from those members who have not been nominated to any office. The results to be announced by the Chairman of the meeting
 - If the votes in any case are equal the Chairman of the meeting shall give a casting vote.
- (g) The affairs and property of the club shall be directed and managed by the committee members as elected at the AGM. The committee shall have power to fill any vacancy in their number, to accept resignations, and save as otherwise provided in the constitution, to do all such things as in their opinion are necessary or desirable in and about the conduct of the club.
- (h) The Treasurer will manage the club's financial affairs in accordance with club's 'Financial Rules and Procedures'.
- (i) The Chairman may hold office for up to three years (subject to annual re-election). All committee members shall hold office for one year, then shall be eligible for re-election.

6. GENERAL MEETINGS

- (a) A general meeting is a meeting where all club members are invited to attend. This may be an Annual General Meeting (AGM) or a Special General Meeting (SGM).
- (b) An AGM of the club shall be held on the last club meeting date in May each year at which the following business shall be transacted:
- Members present
 - Apologies for absence
 - Review and acceptance of last AGM minutes
 - Receipt of a report from the Chairman, Secretary and Treasurer on the club's activities during the past year
 - Receipt of the Treasurer's audited accounts
 - Club subscriptions
 - Equal opportunities

- Election of the committee and if required non-committee members to cover other essential duties
 - Other agenda items if needed
 - Meeting closed.
- (c) An SGM may be held at any time by majority agreement of the committee that one is required. Ideally fourteen days' notice shall be given to members for any SGM and its agenda.
- (d) The Chairman shall preside at all AGMs or SGMs, or in their absence, the Vice-chairman. If neither can be present, a committee member or other club member may be chosen by the members attending shall preside.
- (e) At any general meeting, a quorum of one third of the membership is required.

7. ORDINARY COMMITTEE MEETINGS

- (a) The committee shall meet as often as the business of the club may require, and in any case at intervals of not more than three months. At every meeting a quorum of five is required.
- (b) Any member of the committee may request an additional committee meeting to be held at any time, via the Chairman. The Secretary may then convene the meeting with the Chairman's approval.
- (c) Ordinary committee meetings of the club shall be held at such times and in such places as the committee may agree.
- (e) The Chairman shall preside at all ordinary meetings or in their absence, the Vice-chairman. If neither be present a committee member or member as may be chosen by the members attending shall preside.

8. EQUAL OPPORTUNITIES

- (a) Objectives
- To ensure the club's meeting venue is suitable for any person.
- (b) Implementation
- Ensure no club action or policy unfairly discriminates against any member
 - Strive to improve the venue environment where possible.
- (c) Monitoring
- Checks will be made on these objectives once a year by the Chairman or Secretary
 - Checks to be made by asking members at the AGM.

9. DATA PROTECTION POLICY

Protection of members' personal data shall be in accordance with the club's 'Data Protection Policy'.

10. EXPULSION

The committee shall consider the case of any member whose conduct is brought into question. Having given the member an opportunity of explaining the matter, the committee may either take no action, may advise the member to resign their office (if they hold such) or by a unanimous vote may advise them to resign their membership.

11. CLUB DISSOLUTION

- (a) In the event that the club is unable to function effectively either through lack of membership or income, or is unable to form a committee, an SGM shall be convened to declare the club inactive.
- (b) Club assets, liabilities and property including equipment, website, bank accounts and insurance policies shall be assigned to the custody of one or more nominated members with responsibilities and authorities as determined by the meeting.
- (c) Continued membership or otherwise of other organisations such as the SCPF and PAGB shall be determined, and appropriate notifications issued.
- (d) These decisions shall be recorded in the minutes of the SGM.
- (e) If it is necessary at some future time to dissolve the club, a further SGM shall take place at which the disposal of club assets shall be determined.
- (f) Copies of the minutes of the SGM dissolving the club shall be sent to the SCPF and PAGB or their successor organisations.

12. NOTICES

- (a) All general notices will be posted on the club web site and/or emailed to members at the email address shown in the list of members.
- (b) Members will be given the opportunity to opt out of any communications that are not essential to the running of the club, if they wish

13. PROMOTIONAL MATERIAL

All promotional material intended to be used on the club's behalf should be reviewed and approved by the committee prior to use.

14. ALTERATION OF CONSTITUTION

No alteration of or addition to the constitution shall be made except at the AGM or at an SGM.

15. INTERPRETATION

On all questions of interpretation of the constitution, the decision of the Chairman shall be accepted as binding.

16. REVOCATION

All previous versions of the constitution are hereby revoked.