

South Woodham Ferrers Camera Club Rules

These rules take effect from 3 June 2015

1. The Club shall be called "South Woodham Ferrers Camera Club".
2. The aim of the Club shall be to promote an interest in all aspects of photography.
3. Members of the Club agree to comply with and abide by the following rules:

4. Management of the club

- (i) The affairs of the club shall be managed by a committee consisting of the executive officers and up to two ordinary members.
- (ii) The executive members shall consist of a chairperson, secretary, programme secretary and treasurer.
- (iii) The chairperson and ordinary members to be elected annually, the secretary, programme secretary and treasurer to be elected bi-annually, even years.
- (iv) A committee must have at least a quorum of four committee members present to conduct club business.
- (v) The club secretary shall keep minutes of the committee meetings for use by the committee only.
- (vi) All circulars and communications to club members from the committee, club members or from outside shall go through the club secretary
- (vii) The committee has the right to co-opt
- (viii) The club programme season shall run from 1 September to 31 August in the next calendar year.
- (ix) The committee shall decide the rules for the club appraisals.
- (x) Committee members will not be personally liable for any debt incurred by or on behalf of the club.
- (xi) The club may dissolve on a majority vote by all members with more than three months membership. In the event of dissolution the ceiling screen may be offered to the South Woodham Ferrers Village Hall. All other assets shall be offered to the Royal Photographic Society (RPS). If declined by the RPS the remaining assets shall be offered to a similar photographic charity.

5. Finance

- (i) The club financial year shall run from 1 May to 30 April in the next calendar year.
- (ii) There shall be an annual subscription plus a meeting fee; the amounts of each for a programme season is to be set at the annual general meeting (AGM) held at the end of the immediately previous programme season.
- (iii) Any new member joining on or after 1 January in a financial year shall be charged an annual subscription of half the annual rate. There shall be no reduction of the meeting fee.
- (iv) The annual subscription runs from 1 September to 31 August in the next calendar year. Payment is due on 1 September.
- (v) Refund of subscription due to any member leaving the club is at the discretion of the committee.
- (vi) There shall be three signatories to the club bank account with cheques requiring two signatures for completion.
- (vii) The treasurer shall collect all subscriptions and monies, keep all books and pay all accounts. At the end of the financial year a balance sheet and profit and loss account will be drawn up by the treasurer and audited by one non committee member before presentation at the AGM.
- (viii) An auditor is to be elected at the immediately previous AGM.
- (ix) The treasurer has discretion in handling the subscriptions, income and expenditure subject to oversight by the club committee.

6. Annual General Meeting (AGM)

- (i) The annual general meeting shall be held at the last meeting of the programme season.
- (ii) A person wishing to stand for committee shall provide the club secretary with their name, plus the name of their proposer and seconder, at least 21 days prior to the AGM.
- (iii) All formal motions for discussion at the AGM shall reach the club secretary preferably at least 21 days prior to the AGM.
- (iv) Only persons who have been members for at least three months can stand for committee, propose or second a nomination, propose a formal motion or vote at the AGM.

(v) The secretary shall give members at least 14 days notice of the AGM along with a copy of the agenda, minutes of the previous AGM, copies of nominations for committee and copies of all formal motions received in time.

(vi) The elected secretary shall prepare minutes of the AGM and make a draft of such available at the first committee meeting after the AGM. Final minutes of the AGM will be presented to all members at the next AGM.

(vii) The affairs of the club cannot be voted on at an AGM without at least 40% of the paid up members present.

7. Members Conduct

(i) All members are expected to treat each other with courtesy and respect.

(ii) No form of bullying or abuse will be tolerated and may lead to expulsion from the club.

(iii) Any grievance raised by a member of the club will be investigated by the committee and action agreed.

(iv) A member may be expelled or asked to leave by the committee. The committee will give said member the reasons for the expulsion.

(v) Said member may ask the club secretary to circulate the reasons for their expulsion to all club members who may advise the secretary as to whether or not they agree with the expulsion. Such comment by a member must reach the secretary within 14 days of the membership being notified of the reasons for expulsion. A member may be reinstated if there is a simple majority in favour of such.

8. Alteration to these rules

No alteration or addition to these rules may be made except at an AGM.

Chairman..... Secretary.....

Programme Secretary..... Treasurer.....