

Hartlepool Camera Club Constitution and Rules

1. **THE NAME OF THE GROUP SHALL BE:** Hartlepool Camera Club
2. **THE OBJECT OF THE GROUP SHALL BE:** To educate people in photographic techniques who live in Hartlepool and surrounding areas including East Durham and Teesside, in order to improve their knowledge, skills, creativity and confidence and in so doing, encouraging companionship.
3. **TO FURTHER THE OBJECT, THE GROUP MAY EXERCISE THE FOLLOWING POWERS:**
 - Power to hold regular meetings/classes at the Hartlepool People's Centre (or other such locations), at which people learn photographic techniques and produce their own photographic works
 - Power to invite guest speakers and sessional tutors
 - Power to undertake visits to other camera Clubs, museums, exhibitions and to have social outings
 - Power to organise exhibitions and hold inter-Club competitions
 - Power to enable people at home (who may be housebound/disabled) to access facilities (e.g. via a laptop/the internet)
 - Power to raise funds and invite/receive contributions, though no permanent trading shall take place and the group shall conform to any relevant legal requirements
 - Power to co-operate with charities, voluntary groups and statutory authorities in furtherance of the Object
 - Power to establish or support any charitable association or institution formed for the Object
 - Power to appoint/constitute any advisory committees as the group may think fit
 - Power to do all such other lawful things as are necessary for achieving the Object
4. **MEMBERSHIP**

Membership of the group shall be open (on payment of appropriate subscriptions) to people of 16yrs of age or older, living in Hartlepool, other parts of Teesside and East Durham.

Subscription fees (as of 31st March 2011) are set at £14 per annum, covering the Membership year from 1st April to 31st March.

Payment in full of subscriptions is required at the A.G.M., or as soon thereafter as is possible and, in most cases, by 31st March.

In exceptional circumstances, part payment will be allowed (50% of total), with the balance to be paid by end of April.

Members joining the group *after* the 30th September will only be required to pay a half-year (50% of total) subscription.

All activities will be open to Members regardless of their gender, nationality, religious belief or any other grounds.

Membership is not transferable to anyone else.
New visitors/potential Members to the Club will be allowed 3 “free” familiarisation visits, before being required to pay subscriptions. This concession is not available to existing Members, when renewal of their subscription falls due.

5. MANAGEMENT COMMITTEE

There will be a management committee elected from the membership, who will oversee the management, finance and administration of the group’s activities.

The management committee will comprise of the following roles:

- Chair
- Vice Chair
- Secretary
- Treasurer
- Competitions Secretary and
- Syllabus Secretary

plus (where deemed necessary), up to 6 additional members, co-opted from the general membership.

Other “honorary” officers may be elected from the Committee as desired.

Committee Members are not restricted to the holding of only 1 Committee position.

This committee will accordingly be responsible for the formulation and communication of the relevant rules and policies governing any/all of the Club’s internal activities.

Membership of this Committee is restricted to existing Club Members, with at least 6 months Membership served.

Every member shall have one vote in any Committee decision-making process.

The group can co-opt any number of individuals/representatives of organisations onto the management committee, but they shall not have voting rights.

The proceedings of the management committee shall not be invalidated by any vacancy in their number, or by any failure to appoint, or any defect in the appointment or qualification of a member.

The management committee shall meet at least twice each year.

Vacancies in the Management Committee/honorary officers roles can be filled at any Committee meetings from among those Committee Members serving.

A quorum shall be four committee members in all cases.

Minutes shall be kept of all meetings.

The Chair shall have a second (or “casting”) vote in the event of a tied vote.

Members must conduct themselves in a proper manner at all meetings.

Election of Officials

Nominations (which do not need to be in written format) for election to this committee can be taken up to the time of the first meeting to adopt

the constitution or, for subsequent A.G.M.s., up to 1 week before the A.G.M.

In the event of there being multiple nominees for any management committee role, then a simple voting system shall be established at the meeting at which the constitution is adopted (or, at the A.G.M.).

Termination of management committee membership

Membership of the management committee shall terminate if:

The member dies or, if it is an organisation, ceases to exist.

The member resigns by written notice to the group unless, after the resignation, there would be less than 2 members.

Any sum due from the member to the group is not paid in full within 6 months of it falling due.

The committee consider that it is within the best interests of the group that the person's membership be terminated. A resolution to remove a member from membership may only be passed if:

- The member has been given at least 21 days notice in writing of the meeting of the management committee at which the resolution will be proposed and the reasons why it is to be proposed.
- The member or, at the option of the member, the member's representative (who need not be a member of the group) has been allowed to make representations to the meeting.

A member shall cease to hold office if he or she is absent without permission of the management committee from all of their meetings held within a period of 6 consecutive months, and the management committee resolve that his/her position be vacated.

The management committee may only refuse an application for membership if, acting reasonably and properly, they consider it to be in the best interests of the group.

The management committee's decision will be final in all cases.

6. ACCOUNTS

The Treasurer shall maintain full records of all financial transactions and prepare regular reports for the management committee.

Funds shall only be applied for furthering the Object.

No member shall be able to make any private gain and only expenses (e.g. travel) may be claimed which have been incurred on the group's business.

A bank account shall be opened in the name of the group.

At least 2 signatures will be required on all cheques.

7. SPECIAL MEETINGS

A Special Meeting can be called if 3 or more members request it, Secretary to give 14 days notice including details of the business to be transacted.

