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**1. GENERAL**

- 1.1. The name of the Club is the SEVENOAKS CAMERA CLUB (also referred to in this Constitution as “the Club”).
- 1.2. The aim of the Club is to promote and encourage photography in Sevenoaks and the surrounding area.
- 1.3. Membership is open to anyone who has an interest in photography and wishes to pursue that in a friendly and inclusive social group.
- 1.4. Activities in support of the Club’s aim may include: formal meetings for talks, competitions (within the Club and against other Clubs), demonstrations; informal meetings, outings and photo opportunities; use of social media contacts and networking; exhibitions and other displays of members’ work; other activities as agreed by the Committee.
- 1.5. The Club’s season of formal meetings is from September to May. They normally take place on Monday evenings on dates agreed by the Committee. Other meetings may be arranged as required.
- 1.6. The Club’s financial year is from 1 April to 31 March.

**2. MEMBERSHIP and SUBSCRIPTIONS**

- 2.1. Membership categories are for
  - 2.1.1. Adults
  - 2.1.2. Students (under 25 years old and in full time education)
  - 2.1.3. Juniors (aged 18 years old or under).

Any member under 16 must be accompanied to meetings by a responsible adult.

- 2.2. All members, in whichever category, have the same benefits of membership.
- 2.3. All members must behave responsibly towards each other. The Club’s Safeguarding Policy for children and vulnerable adults is published separately and is available on the website or from the Safeguarding Officer. This contains guidance for members, including on the use of the Club’s social media tools.
- 2.4. Annual subscription rates are determined by the Club in General Meeting and may include different rates for single and joint memberships

- 2.5. The Club's annual season of events starts in September and subscriptions are due by 31 October. A full year's subscription is payable by anyone joining up to 31 December in a season. A new member first attending a meeting after 31 December need pay only half the relevant subscription.
- 2.6. A member is a person who has paid their subscription for all or part of the current season. Membership continues until 31 October of the following season.
- 2.7. If a subscription remains unpaid after 31 October, the member is deemed to have resigned. If that person subsequently rejoins later in the season, a full year's subscription is payable and the concession in paragraph 2.5 does not apply.
- 2.8. Potential members are welcome to attend up to three meetings to see if they would like to join the Club before paying the relevant subscription. However only paid up members can enter the Club's competitions.
- 2.9. A member may resign by notifying the Honorary General Secretary in writing of his/her wish to do so.
- 2.10. If the action of a member is deemed to be bringing the Club into disrepute or otherwise to be detrimental to the best interests of the Club, that person's membership may be terminated by the Committee as long as more than 70% of the total Committee members vote in favour of such a decision.
  - 2.10.1. Prior to this decision being taken, the member concerned must be informed of the intention and the reason in writing at least 14 days before the Committee Meeting at which the matter will be discussed.
  - 2.10.2. They have the right to respond by writing to the General Secretary within 7 days and to appear at the relevant Committee Meeting to give an explanation and to bring a witness if desired..
- 2.11. Membership of the Club by payment of the relevant subscription implies acceptance of the Constitution and other Club rules and policies.

### **3. RUNNING THE CLUB**

- 3.1. The affairs and day to day running of the Club are managed on behalf of the membership by the Club Committee consisting of the Officers and up to two additional members, elected by a General Meeting. All officers serve in an honorary capacity.
- 3.2. The Committee meets as and when required, all Committee members having been given seven days' notice of the meeting unless in exceptional circumstances.
  - 3.2.1. The quorum for a Committee Meeting is at least 50% of the total Committee, to the next whole number above when appropriate.
  - 3.2.2. In the event of equality of votes on any proposal, the Chairman shall act as final decision maker.
- 3.3. The officers of the Club are:
  - 3.3.1. Chairman
  - 3.3.2. Vice Chairman
  - 3.3.3. General Secretary
  - 3.3.4. Treasurer
  - 3.3.5. Membership Secretary

- 3.3.6. Programme Secretary
- 3.3.7. Projected Image Competition Secretary
- 3.3.8. Print Competition Secretary
- 3.3.9. External Competition Secretary
- 3.3.10. Webmaster
- 3.4. All members of the Committee must retire annually, but are eligible for re-election each year. The Chairman should preferably not serve as such for more than three consecutive years
- 3.5. An Honorary Auditor is appointed from among the ordinary members of the Club at the AGM.
- 3.6. The Club will operate a bank account at an institution approved by the Committee. Cheques and other payment instructions will be signed by two out of three signatories nominated by the Committee.
- 3.7. A number of 'task holders', approved by the Club in General Meeting, support Club activities. These include a Print Handler, a Refreshment Manager, a Safeguarding Officer, the Flickr Group administrator and others may be approved if appropriate.
  - 3.7.1. They are not formally members of the Committee but the roles may be combined with Officer/Committee roles if appropriate.
- 3.8. A Selection Sub-Committee of up to 6 members is appointed to select the Club's entries for external competitions. Its members, who may include ordinary members of the Club, are elected annually by a General Meeting. The External, Print and Projected Image Competition Secretaries are automatically additional members of this sub-committee.
- 3.9. The creation of separate sub-committees may be approved by the Committee to manage specific events or activities. They will not be regarded as part of the main Committee although may contain Committee Members.
- 3.10. The Committee may co-opt members to fill vacancies on the Committee and such co-opted members are entitled to a vote on the Committee. They shall hold office until the next Annual General Meeting and will then be eligible for election.
- 3.11. Committee meeting minutes will be available to Club members using channels approved by the Committee. In sensitive situations, some names or parts may be removed from the published version.

#### **4. SUMMARIES OF OFFICERS' ROLES**

- 4.1. The Chairman is responsible, with the other officers, to the membership for the management of the club. The Chairman chairs and facilitates all Club and Committee meetings, sets or approves agendas for General and Committee Meetings, ensures the smooth running of the Committee and thus the Club, and generally ensures that the best interests of the club and the membership are addressed at all times.
- 4.2. The Vice Chairman stands in for the Chairman if the latter is not present and generally supports the role of Chairman as appropriate
- 4.3. The General Secretary conducts the general correspondence of the Club and keeps the minutes of Committee and general meetings
- 4.4. The Programme Secretary arranges the annual programme and presents a report to the AGM.

- 4.5. The Treasurer collects moneys owing to the Club, pays bills, keeps the Club accounts and prepares them for audit at the end of the financial year. The Treasurer presents a statement of accounts at the AGM.
- 4.6. The Membership Secretary collects subscriptions for the Treasurer, keeps a record of Club members and ensures that changes are circulated to other committee members.
- 4.7. The Print and Projected Image Competition Secretaries are responsible for conducting the print and projected image competitions respectively, in accordance with the Competition Rules. They also liaise with the judges for their competitions. They present reports at the AGM.
- 4.8. The External Competition Secretary coordinates the Club's involvement in competitions with other clubs and societies, and organises meetings of the Selection Sub-Committee as required.

## **5. GENERAL MEETINGS**

- 5.1. The Annual General Meeting (AGM) must be held near the end of each season. The business of the AGM is :
  - 5.1.1. To receive reports from Club Officers.
  - 5.1.2. To receive the accounts for the past financial year.
  - 5.1.3. To approve the subscription rates for the next Club season.
  - 5.1.4. To elect or re-elect members of the committee.
  - 5.1.5. To approve any changes to the Constitution. The Hon General Secretary must notify all members in writing, or to their last notified email address, of any such proposals.
  - 5.1.6. To consider other business about the management and organisation of the Club.
- 5.2. An Extraordinary General Meeting (EGM) may be convened on a requisition signed by at least 20% members stating the object of the meeting, and sent to the Honorary General Secretary at least twenty-one days before the date proposed. The Honorary General Secretary shall notify all members in writing, or to their last notified email address, within seven days of the receipt of the requisition.
- 5.3. Only paid up members, of whichever membership category, may vote at General Meetings.
- 5.4. The quorum for an AGM or EGM is 20% of paid up members or 10 members, whichever is higher. A person who is not present may submit comments in writing or electronically to be reviewed at the relevant meeting.
  - 5.4.1. Voting on any item can only be by those present: postal, electronic or proxy voting is not admissible. Voting is by show of hands.
  - 5.4.2. Except where stated otherwise in these rules, a simple majority of those voting will decide the outcome.
  - 5.4.3. In the event of equality of votes on any proposal, the Chairman shall act as final decision maker.
- 5.5. Nominations for members of the Club to stand for election as officers or committee members must be proposed and seconded by other members of the Club in writing to the General Secretary at least seven days prior to the AGM. Those nominated must be willing to serve and sign their agreement on the list of nominations.

- 5.6. If insufficient nominations for officers and committee members are received by the General Secretary then nominations may be made at the AGM, subject to the nominee being willing to serve.
- 5.7. If nominations for officers and other members of the committee exceed the required number, the result will be determined by secret ballot at the AGM, with a simple majority of votes deciding the outcome.
- 5.8. The new Committee assumes office after the last event of the season.

## 6. DISSOLUTION OF CLUB

- 6.1. Any decision to wind up the club can only be taken at an Annual General Meeting or Extraordinary General Meeting, at least 14 days notice of the intended business having been given to the membership, and the resolution being carried by a two-thirds majority of those present and eligible to vote.
- 6.2. After discharging the debts and liabilities of the Club in a dissolution, any remaining assets are to be given or transferred to a voluntary organisation or charity, preferably one having similar objectives to those of the Club.

## 7. CHANGES TO & INTERPRETATION OF THIS CONSTITUTION

- 7.1. Any interpretation of this Constitution in case of need will be by the Committee and their decision will be final.
- 7.2. The Constitution may only be amended by resolution at a General Meeting, provided all members of the Club have received at least fourteen days notice of the intended business and the resolution is carried by a two-thirds majority of the votes cast.

## 8. KEY CLUB POLICIES & OTHER DOCUMENTS

- 8.1. **Competition rules** are published separately and are available on the Club's website or at Club meetings.
- 8.2. The Club's **Safeguarding Policy** is published separately and is available on the Club's website or from the Safeguarding Officer
- 8.3. **Data Protection:** personal information supplied to the Club is held and may be used by the Club's Committee for the purposes of running the Club and events, communicating with members, general administration and statistical purposes. We will never pass member details to third parties without explicit permission.
- 8.4. Voluntary users of the Club's social media activities should note that their email addresses may be viewable by other members.
- 8.5. Entrants to the Club's competitions and exhibitions should note that the names of entrants and their pictures may be published on the Club's website. They may also be used in any external publicity that the Club tries to obtain.