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1. GENERAL

- 1.1. The name of the Club is 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, and other activities as agreed by the Committee.
- 1.5. The Club’s season of formal meetings and events runs from September to May. Meetings 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 & SUBSCRIPTIONS

- 2.1. Membership categories are:
 - 2.1.1. Adults
 - 2.1.2. Students (under 25 years old and in full time education)

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 Club’s website or from the Safeguarding Officer. This contains guidance for members, including guidance 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. Subscriptions for the season 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 find out whether or not 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 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 notified of the intention and the reason for it in writing at least 14 days before the Committee Meeting at which the matter will be discussed.
 - 2.10.2. The member concerned has the right to respond in 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. By payment of the relevant subscription a member is deemed to agree to the Constitution and other Club rules and policies as amended from time to time.

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 comprising up to eleven members of the Club, elected by a General Meeting. All Committee members serve in an honorary capacity.
- 3.2. The Committee includes the following Officers:
 - 3.2.1. General Secretary
 - 3.2.2. Treasurer
 - 3.2.3. Membership Secretary
 - 3.2.4. Programme Secretary
 - 3.2.5. Projected Image Competition Secretary
 - 3.2.6. Print Competition Secretary
 - 3.2.7. External Competition Secretary
 - 3.2.8. Webmasterplus up to three additional members.
- 3.3. The Committee will meet as and when required. All Committee members will be given seven days' notice of the meeting. In exceptional circumstances this notice period may be reduced.
- 3.4. The quorum for a Committee Meeting is at least 50% of the total Committee.
- 3.5. All members of the Committee must retire annually but are eligible for re-election each year.
- 3.6. An Honorary Auditor is appointed from among the ordinary members of the Club at the AGM.

- 3.7. 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 at least three signatories nominated by the Committee.
- 3.8. A number of 'task holders', approved by the Club in General Meeting, support Club activities. These may include a Print Handler, a Refreshment Manager, and a Safeguarding Officer. Social media administrator(s) and others may be approved if appropriate.
 - 3.8.1. The 'task holders' are not formally members of the Committee but the roles may be combined with Officer/Committee roles if appropriate.
- 3.9. 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.
- 3.10. 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.
- 3.11. The Committee may co-opt members to fill vacancies on the Committee. 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.
- 3.12. Committee meeting minutes will be available to Club members using channels approved by the Committee. In sensitive situations, some names or sections of the minutes may be removed from the published version.

4. SUMMARIES OF COMMITTEE MEMBERS' ROLES

- 4.1. Working as a team, the Committee is responsible to the membership for the management of the Club. The Committee will nominate a person from its members to chair and facilitate each Club and Committee meeting. If requested by the Committee, part or all of a Committee member's role may be undertaken by any Club member.
- 4.2. The Committee sets and approves agendas for General and Committee Meetings, endeavours to ensure the smooth running of the Committee and the Club, and to ensure that the best interests of the Club and the membership are addressed at all times.
- 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's 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 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. They act in accordance with the Club's Competition Rules and 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 date and time will appear in the Club's programme for the season and members will be notified in writing of any necessary change. 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 General Secretary must notify all members in writing of any such proposals.
 - 5.1.6. To consider, if appropriate, other business about the management and organisation of the Club.
- 5.2. An Extraordinary General Meeting (EGM) may be convened by a majority of the elected Committee members on giving 14 days' written notice to the members, or on a requisition signed by at least 20% of total Club members stating the object of the meeting and given to the General Secretary in accordance with clause 9.4 at least twenty-one days before the date proposed. The General Secretary shall notify all members in writing 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 except for the circumstances given in Clause 5.7.
 - 5.4.2. Except where stated otherwise in this Constitution, a simple majority of those voting will decide the outcome.
 - 5.4.3. In the event of equality of votes on any proposal, the meeting's chairman nominated by the Committee shall act as final decision maker.
- 5.5. Nominations for members of the Club to stand for election as Committee members/officers 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 Committee members/officers 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. A decision to wind up the club can be taken only at an Annual General Meeting or Extraordinary General Meeting, at least 14 days' notice in writing 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. If and when required, any interpretation of this Constitution will be by the Committee and its decision will be final.
- 7.2. The Constitution may be amended only by resolution at a General Meeting, provided that all members of the Club have been given at least fourteen days' notice in writing of the intended business and that 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. The Club's Data Protection/Privacy Policy is published separately and is available on the Club's website or from the General Secretary.
- 8.4. The email addresses of voluntary users of the Club's social media activities may be viewable by other members.
- 8.5. Along with their photographs, the names of entrants to the Club's competitions and exhibitions may be published on the Club's website. They may also be used in any external publicity that the Club tries to obtain.

9. NOTICES, ETC

- 9.1. Unless otherwise stated, references in this Constitution to "writing" include email.
- 9.2. Members are responsible for ensuring that the Membership Secretary has at all times a valid and current email address for them.
- 9.3. Any notice or notification required to be in writing may be given to a member and shall be deemed to have been received by the member as follows:
- 9.3.1. sending by email to the member's last-known email address: at the time of transmission; or
 - 9.3.2. delivering by hand to the member or by leaving at the member's last-known address: at the time of delivery; or
 - 9.3.3. sending by pre-paid first class post to the member's last-known address: on the second working day after posting.
- 9.4. Clause 9.3 does not apply to a signed requisition, which may be sent by attaching a copy of it to an email to the General Secretary, provided that the original is available for production at the EGM; or by sending the original by pre-paid first class post to, or by leaving it at, the General Secretary's address.