Windlesham and Camberley Camera Club Constitution

# Title

The Club shall be known as the “Windlesham and Camberley Camera Club” which may be abbreviated to “W&CCC”.

# 2. Objectives

The objectives of the Club are:

1. To promote the study and practice of photography in all its branches and related activities by means of lectures, competitions, demonstrations, instruction etc.
2. To co-operate actively with other clubs and societies with similar aims.
3. In furthering the above aims, to contribute to local cultural and social events.

# 3. Membership

1. Membership of the Club shall be open to all persons interested in photography. Applicants under 17 must be sponsored by and accompanied by one of their parents or guardians.
2. Membership shall be by annual subscription at rates set by the Committee.
3. Application for Membership must be made on the official Registration Form and addressed to the Secretary.
4. The maximum number of Members will be set by the Committee to reflect current operational constraints.
5. Membership comprises the following classes:
6. Ordinary Member – entitles the member to attend all meetings and to enter all competitions provided their subscription is fully paid.
7. Honorary Member – this is bestowed by the Committee for the life of the individual Member. Honorary Members can participate in all Club activities without paying an annual subscription.
8. President – the Committee may appoint a President at the Annual General Meeting for a renewable period of one year as an Honorary Member in recognition of their contribution and standing in the community and where such a person’s presence would provide a clear benefit to the Club, its membership and standing.
9. Guest – any Member may bring a guest, by prior agreement with the Chairman. If the Guest is under 17 they must be accompanied by one of their parents or guardians who will also be considered as a Guest (if not already a member). Guest entrance fees may be payable.
10. If there are no immediate vacancies for Membership, applicants will be placed on a waiting list and invited to join on a first-come, first-served basis.
11. The waiting list will be maintained by the Chairman.
12. Membership may be withdrawn at the discretion of the Committee if a Member’s subscription is not paid (See Paragraph 4.iv). The vacancy thus created will be offered to the next person on the waiting list.
13. Members will be expected to behave in a way commensurate with the aims of the Club and in exceptional circumstances the Committee reserves the right to withdraw any Membership by giving written notice stating the reasons.
14. Members who join during the year are eligible to enter all Club competitions. If the member joins after the first round but before the second round, they will be allowed to enter twice into the second round. This is not to be extended though to subsequent rounds.

# 4. Subscriptions

1. The Committee is empowered to set an annual subscription as appropriate to cover the running costs of the Club and to ensure adequate contingency funds are built up to cover equipment replacements etc.
2. The subscription rates for the forthcoming Membership Year will be announced at the AGM.
3. The Membership Year runs from 1st September to 31st August the following year.
4. Members are expected to pay their subscriptions in full at the start of the Membership Year. A maximum two month period of grace will be given after which membership will be withdrawn at the discretion of the Committee.
5. When a new member joins the Club after the start of the Membership Year the annual subscription will be levied on a whole month pro-rata basis; this is calculated on the number of whole months left in the membership year.

5. Officers of the Club

1. The Club shall be governed by a Committee comprising:
   1. Chairman
   2. Vice-Chairman
   3. Secretary
   4. Treasurer
   5. Competition Secretary
   6. External Competition Secretary
   7. Programme Secretary
   8. Audio-Visual Group Leader
   9. Studio Group Leader
   10. Web Site Development and Support
   11. Two Ordinary Members
2. A summary of the key responsibilities for each role, above, is given in Appendix 1.
3. Each Committee member, together with the Chairman, is responsible for ensuring there is adequate cover for their role.
4. All Officers shall be elected at the Annual General Meeting and shall take office after Finals Night and hold office until the next Finals Night.
5. The Club may appoint a President (See paragraph 3.v.c). The President shall have all rights and privileges of membership with the exception of voting rights.
6. Membership of the Committee is open to any fully paid up Member and will be subject to the following procedure:
   1. AGM minus 5 weeks - Nominations open. The Club Secretary notifies all members of the forthcoming AGM and to alert them to discuss and consider who they would like to nominate. A Committee Membership Nomination Form will be provided to all members. It will emphasise that it is the responsibility of each nominee to ensure that he or she is nominated only once for a specific committee position (but may be put forward for more than one position).
   2. AGM minus 3 weeks - Formal AGM Notice Issued. The Club Secretary issues an official AGM Notification with an Agenda and Minutes of the previous AGM in accordance with the current Constitution and Rules.
   3. AGM minus 2 weeks - Nominations close. Completed Nomination Forms must be returned to the Club Secretary (on paper only) with names of Proposers, Seconders and signatures of Nominees.
   4. AGM minus 1 week - List of nominees issued. The Club Secretary issues a final list of nominees that may include multiple candidates for any of the positions.
   5. AGM - At the appropriate time in the proceedings a secret vote will be conducted where there are more candidates for a post than prescribed in the Constitution and Rules.

# 6. Committee Meetings

1. The Committee meeting schedule needs to be flexible and is set at the discretion of the Club Chairman with dates published well in advance where possible. A minimum suggested schedule is:
   1. Soon after the Annual General Meeting for the new Committee to meet.
   2. Middle of the season to review and set budget guidelines for the coming year.
   3. Prior to the Annual General Meeting to prepare for the Annual General Meeting and Finals Night.
2. Committee meetings will be minuted by the Club Secretary and circulated for review and approval by the Committee before being signed by the Chairman. Minutes will be retained by the Cub Secretary in the Club Records.
3. A quorum of five is required for the meetings and must contain at least one of: Chairman, Vice Chairman, Treasurer and/or Secretary.
4. Matters requiring the Committee to vote will be decided by a simple majority with the Chairman providing the casting vote.
5. The Committee will review the Club’s finances on a regular basis, set budgets and subscription rates for the coming year to ensure the on-going financial viability of the Club.
6. The Committee may authorise the Treasurer to make such payments on behalf of the Club as they consider desirable. No other Member shall undertake any expenditure on behalf of the Club without prior consent of the Committee.
7. No financial liability which cannot be met from the Club’s funds shall be authorised.
8. All payments requiring a cheque shall be signed by any two of the Chairman, Secretary or Treasurer.
9. The Committee will set guidelines for the structure and content of the Club’s Programme and Competitions for the coming and future years.
10. Key Dates:

* The Club Year runs from September to August.
* The Programme Year runs from September to May with additional events organised for the summer period.
* The Club Financial Year is April to March.
* The Club Competition Year is September to May.
* The Committee Year runs from May (after Finals Night to the next Finals Night).
* Membership Subscriptions will be payable in September.
* Finals Night will be the last meeting of the Programme Year.
* The AGM shall be held at some time after the end of the Financial Year and before the end of the Season.
* Club meetings will normally be held on Wednesday evenings.

# 7. Annual General Meeting

1. All fully paid-up Members shall be sent a notice at least twenty one days prior to the meeting. Such notice shall include the date, time and venue of the meeting.
2. All fully paid-up Members at the date of the meeting shall be eligible to vote on matters arising including the election of Committee members.
3. The quorum shall consist of twenty percent of all fully paid-up Members. Should a quorum not be produced within thirty minutes of the notified time of commencement of the meeting, the meeting shall be reconvened with a further seven days’ notice. A third failure to produce a quorum shall be deemed to represent the need for winding up the Club.
4. The business at the Annual General Meeting shall be conducted under the chairmanship of the elected Chairman or the Vice Chairman in the following order:
   1. Minutes of the previous Annual General Meeting and of any intervening Extraordinary General Meeting shall be read, approved after any revision agreed by the Members present, confirmed and signed by the Chairman or his designated alternate.
   2. The Chairman's Report shall be delivered. This will include an announcement of the subscription rates for the coming Membership Year.
   3. The Treasurer's annual financial report shall be presented giving details of the Club's projected financial position as at the end of the Club Year.
   4. Other reports may be presented by other members of the Committee.
   5. Election of Officers and nomination of an independent examiner to review and approve the Club’s accounts.
   6. Any Other Business:
      1. All motions and/or Any Other Business that have been put forward by Members and which have been notified in writing to the Secretary at least fourteen days prior to the meeting shall be put to the Membership, discussed and voted upon where appropriate.
      2. Other business may be raised at this time and may be discussed without a vote.

# 8. Extraordinary General Meeting

1. An Extraordinary General Meeting may be called on fourteen days’ notice being given to all fully paid-up Members.
2. Any such meeting may be called by the Committee or in writing signed by no fewer than three fully paid-up Members specifying the purpose for which the meeting is to be called.
3. At such meetings, which shall be held within thirty days of the notice being sent, no business other than that specified in the notice shall be transacted.
4. Only fully paid-up Members shall be eligible to vote at an Extraordinary General Meeting and resolutions agreed by a simple majority.
5. The quorum shall be twenty one percent of all fully paid-up Members. Should a quorum not be produced within thirty minutes of the notified time of commencement of the meeting, the meeting shall be reconvened with a further fourteen days’ notice.

# 9. Data Protection

1. The club will maintain a Data Protection Policy conformant to prevailing UK regulations informing how Members’ and any other identifiable others’ data are retained within the operations of the Club. This document will be published separately from this Constitution.
2. The Policy will be reviewed periodically and agreed by the Committee prior to being published on the Club’s public website.
3. Members must comply with data protection and confidentiality clauses in the Membership Registration Form.
4. Committee Members and others acting on behalf of the Club who are in possession of members’ and others’ data related to the Club’s activities will be required to adhere to separately documented Data Security Procedures.

# 10. Club Competitions

1. The Competition Secretary will maintain the set of Rules to be used for all Club Competitions and will be published separately from this Constitution.
2. Where practical, these Rules will comply with those of the Federations and Associations the Club is a member of.
3. Competition Rules will be reviewed periodically and agreed by the Committee prior to being published to all Members.

# 11. Publications

1. No publication in the name of the Club shall appear without the authority of the Chairman or, if such publication is originated by the Chairman, without authority of the Committee.
2. In any such publication it is the Member’s responsibility and not the Club’s to ensure copyright and licensing rules are not infringed.

12. Alterations to the Constitution

1. No alteration to the Constitution shall be made except at an Annual General Meeting or an Extraordinary General Meeting.
2. Any alteration shall require approval by a minimum of two thirds of those present and eligible to vote.
3. The Committee shall, however, have the power to add or amend the Constitution as they deem expedient providing such additions are consistent with the aims of the Club or are deemed necessary for the viability of the Club. All such additions or amendments shall be submitted to either an Annual General Meeting or Extraordinary General Meeting for confirmation and incorporation into the Constitution.

# 13. Club Property

1. All cups, trophies and other awards (except certificates) shall remain the property of the Club and shall be returned in time for Finals Night or when requested by the Committee.
2. Holders of any Club property shall be responsible for its safekeeping and insurance.
3. The Chairman will assign custodianship of Club assets and a register will be maintained by the Treasurer and Secretary

# 14. Winding Up

1. The Club shall be wound up after one year from the date of passage of a motion to do so at an Annual General Meeting or Extraordinary General Meeting. Such a motion shall require a two-thirds majority of the eligible Members present.
2. Failure to achieve a quorum at three successive attempts to convene an Annual General Meeting shall cause the club to be wound up one year from the date of the last of the postponed meetings.
3. On winding up all Club property and assets (after clearance of any debts) including cups and trophies shall either be offered to the Royal Photographic Society for their use as they deem fit or sold with proceeds distributed equally to all current Members at the discretion of the Committee.

# Appendix 1 W&CCC Committee Summary Job Descriptions

# Chairman (Focus of the Club)

1. To oversee the proper management of the Club
2. To host Club meetings, welcome guests and inform members of coming events and notices
3. To chair regular Committee meetings, initiate projects and encourage new ideas
4. To represent the Club at external events
5. To assign custodianship of all Club assets

# Vice Chairman (Standby)

1. To take over Chairman’s duties when necessary
2. To be able to take over other roles if necessary

# Secretary (The Hub of the Club)

1. To prepare agendas for meetings and take appropriate minutes
2. To act as the Club’s focal point for correspondence with all relevant parties
3. Keep all parties up to date with the Club’s activities including SCPF, PAGB and SPA
4. To maintain a list of all Club assets, together with their location
5. In association with the Programme and Competition Secretaries to publish the annual programme and other relevant publications

# Treasurer (Club’s accountant)

1. Keep and maintain an accurate record of the Club’s finances
2. To ensure proper budgets are established
3. To prepare management and financial accounts for the Club
4. To ensure insurance cover is in place as well as payment of affiliation and membership fees, judges and speakers
5. To maintain a list of all Club assets, together with their location

# Competition Secretary

1. To organise the competition programme and book judges keeping the Club informed.
2. To act as the focal point for entries into Club competitions
3. To record individual scores and maintain results tables

# External Competition Secretary

1. To liaise with external bodies and properly manage all Club entries ensuring compliance with the appropriate competition rules
2. To keep Club Members informed of image selection and competition outcomes

# Programme Secretary

1. To arrange, manage and publish each season’s programme
2. To book and confirm speakers and if necessary, find replacements
3. To help set and operate within the agreed budget

# Group Leaders

1. To act as the Club’s focal point for their specialist group; both internal and external
2. To manage their parts of the Club’s programme – speakers, competitions, sessions etc.
3. To co-ordinate their activities with Programme and Competition Secretaries

# Web Master

1. To manage the Club’s web site to ensure it is up to date and relevant to the needs of the Club.
2. To ensure the web site is easily navigable and to provide editorial control over all content.
3. To ensure the web site is appropriate, secure and backed up etc.

# Ordinary Members

1. To attend all Committee meetings to represent the interests of the Membership
2. To assist the Committee as required in the running of the Club

Credits

In the spring of 2014 the Club Committee set up a sub-group to review and update the Club’s Constitution. This sub-group comprised:

David Hacker – Deputy Club Chair and Chair of the Sub-Group

Alan Meeks – Club Secretary

Roger Hoyle – External Competition Secretary

Mark Wycherley – Web Master

The sub-group identified areas for change and after a series of workshop meetings created a working draft for approval by the full Committee. After a full Committee discussion a number of changes were incorporated and the final draft which was then submitted to the Club for approval which was duly received on September 3rd 2014.

In May 2018 the document was updated to bring the Club into line with the EU General Data Protection Regulation. These changes were approved at the AGM on 2nd May 2018.