

Constitution

1. THE CLUB

- 1.1. Shall be called CORSHAM PHOTOGRAPHIC CLUB (CPC).

2. THE AIMS

- 2.1. Shall be to promote interest and ability in all aspects of photography.
- 2.2. Enhance the participation in and enjoyment of all forms of photography.
- 2.3. Promote at all levels the development of artistic and technical ability in photography.

3. MEMBERSHIP

- 3.1. Shall be open to anyone interested in photography and will begin as soon as the membership form and first annual payment has been received by the club.
- 3.2. The Annual Membership fee will be agreed at the Annual General Meeting (AGM) and will be payable by all members in September each year.
- 3.3. Members joining after 31st December shall be required to pay only half the Annual Membership fee.
- 3.4. The Annual Membership fee shall be subject to review at the Annual General Meeting and revised by agreement at that meeting.
- 3.5. The name of any member whose Membership fee is not paid by 31st October may be removed from the list of members by order of the Committee.
- 3.6. No charge will be made for Junior members (under 18 years of age) but will be subject for review at the Annual General Meeting. Junior members under the age of 16 must be accompanied by a responsible adult.
- 3.7. Visitors are welcome for up to three visits per season. Visitors will pay 5% of the annual fee (rounded up to the nearest pound) per visit.
- 3.8. A list of all members will be kept by the Treasurer and Secretary.

- 3.9. Members may resign at any time however confirmation should be in writing or email to the Secretary. No Membership fee or part thereof shall be returnable.
- 3.10. Any offensive behavior, including racist, sexist or inflammatory remarks will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the group if an apology is not given or the behavior is repeated.
- 3.11. CPC will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.
- 3.12. The Annual General Meeting (AGM) shall be held at the last Club meeting in July or as soon thereafter as may be practicable.

4. OFFICERS AND COMMITTEE

- 4.1. The business of the group will be carried out by a Committee elected at the Annual General Meeting (AGM). The Committee will meet as necessary.
- 4.2. The affairs of the Club shall be managed by a Committee of five, consisting of the officers and at least one other member. Additional members may be co-opted onto the committee at the discretion of the committee to help in the day to day running of the club.
- 4.3. The Officers roles are as follows:
 - o Chairman – will chair at meetings of the club and see that business is conducted in an orderly manner in accordance with this Constitution. To arrange meetings and act as the representative for CPC at external events. Should the post of Chairman be vacant then the Vice Chairman, if appointed, will assume chairmanship. In the absence of both Chairman and Vice Chairman then the role will fall to other committee members in rotation.
 - o Treasurer – to collect all membership fees and monies due and to make all necessary payments to ensure the smooth running of the club. To keep a record of all income and expenditure and report the financial situation at committee meetings. To produce an end of year balance sheet for approval at the AGM.
 - o Secretary – to keep minutes of all meetings held and to take charge of all correspondence on behalf of the CPC except in matters relating to competitions and programmes.

- o Programme Secretary - to compile formal programmes for club events. To make contact with prospective speakers and confirm dates as required. To inform all club members of programme content and update programme information as necessary.
- 4.4. Officers are eligible for re-election each year.
 - 4.5. The AGM or Extraordinary General Meeting shall have the power to elect a president.
 - 4.6. The AGM shall have the power to elect Honorary members.
 - 4.7. At committee meetings, three shall be a quorum, and at General Meetings, eight.
 - 4.8. Extraordinary General meetings (EGM) may be convened at the request of the majority of the committee or at least eight other members. The request should be in writing stating the reason of the meeting and being sent to the secretary at least fourteen days before the date of the proposed meeting.
 - 4.9. In all decisions taken by vote the Chairman shall exercise, if necessary a casting vote.
 - 4.10. No alteration of or addition to these Rules shall be made except by the Annual General Meeting or by an EGM. In either case the members to receive written notification of Rule Alteration at least 14 days before the date of the meeting.
 - 4.11. There are a number of Additional Roles required to run the club, which may be performed by members of the club or members of the Committee. These include, but are not limited to:
 - o Webmaster – to maintain an internet website and internal Facebook group on behalf of the Club
 - o Publicity - to provide information about Club activities to members of the general public via Notice Boards and Social Media.
 - o Equipment Manager - to be responsible for all equipment belonging to the club and operating it at club meetings as required. To also manage the Google Drive on behalf of the club.
 - o Vice Chairman - to perform the duties of the Chairman in his absence or as requested by the Chairman.
 - o Refreshments Manager– to organize the procurement, provision and sale of refreshments (tea, coffee and biscuits) at club meetings.

5. FINANCES

- 5.1. Monies received on behalf of CPC shall be paid into the CPC Bank Account. A small amount of Petty Cash can be held.
- 5.2. Cheques drawn from the CPC Bank Account must be signed by two of the three signatories agreed by the Committee.
- 5.3. At the Annual General Meeting the Treasurer shall present an Income and Expenditure Account which may be verified by two members of the club or an independent reviewer.
- 5.4. Expenditure - where a single value item is over £500 approval will be sought from the club members.
- 5.5. All equipment, stationery, books etc. purchased with Club funds shall be the property of the Club.
- 5.6. Guests (e.g. Speakers and Judges) attending meetings on official invitation shall have their reasonable out-of-pocket expenses paid from Club funds.
- 5.7. Members going on official Club business may have their reasonable out-of-pocket expenses paid from Club funds.

6. DISSOLUTION

- 6.1. The club may at any time be dissolved by a Resolution of the Club in a General Meeting passed by a two-thirds majority of the fully paid-up members present. At least 28 clear days notice of such a proposal shall have been given to each member of the club.
- 6.2. On the dissolution of the Club any money or property belonging to the Club remaining after payment of all expenses and liabilities properly incurred shall be distributed among such charitable organisations having objectives similar to some or all of the objectives of this Club as the club may determine.

Revised May 2022