

Chertsey Camera Club Constitution

Revision 4

Approved 3 Sept 2020

1. Name

The Club shall be called the **CHERTSEY CAMERA CLUB** (CCC). In this Constitution and any activity of CCC the terms shown emboldened shall be as defined below. This Constitution may only be amended at a **General Meeting**. The club is a section of the Addlestone Community Association (ACA).

2. Objectives

CCC shall promote and encourage the hobby and art of photography and provide such services and activities for the benefit of **Members** as the **Committee** consider practicable including organising Club competitions with guest judges, lectures, demonstrations and practical sessions. Occasional Club outings may also be arranged.

3. Membership

Subject to the approval of the Committee, membership shall be open to all interested persons living in the area.

All **Members** of the CCC are automatically members of the Addlestone Community Association, the membership fees for this being included in the club's annual subscriptions. CCC is also affiliated to the Surrey Photographic Association (SPA) and through the SPA to the Photographic Alliance of Great Britain (PAGB). All **Members** shall have public liability insurance cover. ACA carries Public Liability Insurance for all activities taking place at its centre. CCC, through a policy arranged by the SPA, carries Public Liability Insurance for any of its activities taking place outside the centre.

Members may resign at any time by giving notice in writing to the **Secretary** but shall not be entitled to a refund of any part of the current subscription.

A **Member** whose conduct is deemed prejudicial to the CCC may be expelled by the **Committee** providing the Member is given full and reasonable opportunity to defend itself before the **Committee**. Such a **Member** shall have the right of appeal to a **General Meeting** before membership is terminated.

4. Subscription

The subscription shall be any figure agreed by a majority vote at an **Annual General Meeting**. The subscription shall be payable on joining the club and thereafter at the first meeting of each new season starting in September each year. **Members** in arrears after 31st December of the new season shall be liable to removal from the register of **Members** and will no longer be eligible to participate in the club's activities.

5. Committee

The **Committee** shall manage the affairs of CCC. The **Committee** may accept, refuse or terminate membership in accordance with 4 above; delegate such of its functions as it deems appropriate to sub committees; co-opt advisors and assistants and deal with any matter not provided for in this Constitution. All elected members of

the **Committee** shall be eligible for re-election each year except that the Chairman shall not hold that office for more than three consecutive years. 4 members of the **Committee** shall constitute a quorum. **Member's** nominations for election to the **Committee**, together with written acceptance of the nominee shall be received by the **Secretary** not less than seven days before the date of the **General Meeting**. In the event of an incomplete set of nominations, the **Committee** may put forward nominations for vacancies, with the approval of the nominees.

6. General Meetings

An **Annual General Meeting** shall be held as the last meeting of each season, usually early June each year, or if circumstances beyond the Committee's control mean this cannot be done, then the AGM shall be held as soon as possible after the start of the next season, when the following business shall be transacted:

- (i) Chairman's Report.
- (ii) Secretary's Report.
- (iii) Treasurer's Report on the accounts for the past Financial Year.
- (iv) To settle Subscription rates.
- (v) Any other previously circulated proposals requiring a vote.
- (vi) Election of Officers and Committee.
- (vii) Presentation of Awards.

An **Extraordinary General Meeting** may be convened by the **Committee** or at the request of not less than 25% of **Members**. That request must clearly state the purpose of the meeting and contain a proposal that calls for a vote.

The Agenda shall be circulated to all Members' at least 21 days before a **General Meeting**. The quorum for General Meetings shall be 25% of Members. Any **Member** may attend and take part in the discussions and vote at **General Meetings**. Proposals for amendment of the **Constitution** must be made in writing and received by the **Secretary** not less than TWO MONTHS before a **General Meeting**. No **General Meeting** shall consider any matter other than those set out in the Agenda for that **General Meeting**.

7. Voting.

Decisions at all meetings shall be by simple majority of Members present and voting, with the exception of a change to this **Constitution** or 9 below which shall require a two-thirds majority. In the event of a tie the Chairman shall have a casting vote.

8. Finance

The funds shall be vested in a Bank or Building Society in the name of the CCC. The Treasurer and at least one other member of the Committee shall have access to the Bank or Building Society account. The Bank or Building Society will accept authorisation from any one of the authorised individuals to transact any amount from the CCC account. However, the Committee shall approve all proposed withdrawals above £150 in value, prior to any banking transaction being undertaken. No expenditure shall be sanctioned which cannot be met from current funds. No action requiring exceptional major expenditure or ongoing financial commitment shall be entered into without the approval of members at a General Meeting. The Treasurer shall ensure that all monies are banked and accounted for in a timely manner.

9. Winding up

In the event of the CCC being wound up, its assets shall be clearly identified and transferred to the Addlestone Community Association to be held by them and subsequently distributed in such manner as the ACA considers equitable to any existing or new club / section of the ACA to which members may transfer.

10. DEFINITIONS

10.1 Chairman: The Spokesperson of the CCC; conducts General Meetings, Committee meetings, hosts events and represents the CCC where invited.

10.2 Committee: The Officers, being the Chairman, Secretary, and Treasurer, together with the Competitions Secretary, Programme Secretary, Web Master, the immediate past Chairman, and Elected Members.

10.3 Financial Year: The period 1 April to 31 March to comply with ACA reporting procedures.

10.4 Member: A person, irrespective of age, gender or any other thing who is interested in photography whose application for membership has been accepted by the Committee and not terminated.

10.5 Secretary: Causes minutes to be taken of General and Committee Meetings; maintains contact with Committee members, conducts other correspondence for the CCC and has custody of the official Records.

10.6 Treasurer: Manages the CCC's finances within a budget and terms agreed from time to time by the Committee. Produces a Statement of Accounts including a Balance Sheet and a summary of Income and Expenditure at the end of the Financial Year. Submits forecasts of income and expenditure to the Committee, as requested.

10.7 Independent Examiner: A person agreed by the Committee to "audit" the Treasurer's Statement of Accounts.

10.8 Webmaster: Manages and supports appropriate access to the club's internet presence, internet-based communications facilities, and internet-based file storage and retrieval systems.

10.9 Elected Members: Members who were duly elected at the AGM to assist in the work of the committee.

The foregoing **Constitution** was approved at the AGM held on 3rd September 2020