

Oakley Camera Club

CONSTITUTION

Effective from 1st June 2018

1. Name

The Club shall be called "Oakley Camera Club".

2. Aims and Objectives

The aim of the club shall be the practice, promotion and development of photography amongst its members and members of the public.

The objectives of the club are to expand photographic knowledge and skills through lectures, demonstrations, competitions, tuition, coaching and other activities within a social environment.

3. Management of the Club

The day to day management of the club shall be undertaken by a committee of 7 officers, appointed each year by the club members at the Annual General Meeting. The roles and responsibilities of officers may be changed by members but currently the committee comprises the following officers:-

- (a) Chairman
- (b) Treasurer
- (c) Secretary & Print Competition Secretary
- (d) Programme Secretary
- (e) Publicity and Webmaster
- (f) PDI Competition Secretary
- (g) Members Representative

The Chairman will normally chair committee meetings but if he or she is not available the officers shall choose one of those present to chair the meeting.

Four officers shall constitute a quorum.

If a decision requires a vote the issue will be decided by the majority. In the event of a tied vote the Chairman has a casting vote.

Meetings shall normally be called by the Chairman (or the Secretary acting on their behalf) but should a meeting fail to be called in the normal way exceptionally 3 officers acting together may call a meeting. It is expected that at a minimum of 1

weeks' notice of a meeting is usual but this shall not preclude less notice if the matter is deemed urgent.

Committee meeting minutes shall be available to all members.

4. Powers of the Committee

Any power exercised must be in pursuit of the aims and objectives of the club and the committee may undertake the following:-

- (a) provide/ promote activities, services, information, guidance and resources;
- (b) co-operate with other organisations;
- (c) acquire/hire property/ equipment and raise funds (except by taxable trading)
- (d) borrow and give security and let/dispose of property; club members may borrow equipment belonging to the club at the discretion of the committee (or any 2 officers of the committee) but are liable for any damage;
- (e) apply for grants;
- (f) set aside funds for special purposes, or as reserves;
- (g) operate bank accounts and use financial instruments;
- (h) revoke the membership of anyone whose actions do, or may, bring disrepute to the club. Such revocation may be appealed to the full membership at an Extraordinary General Meeting;
- (i) Invite members or non-members (who will be given Associate member status) to join the committee or a group of officers to undertake specific tasks.

5. Membership.

Membership shall be open to all with a number of classes:-

- (a) Full Member
- (b) Associate Member (Sub Group only)
- (c) Junior Member (up to 18th birthday)
- (d) Senior Member (65+ and Retired)
- (e) Honorary Life Member

Honorary Life Membership may be granted to any person, who in the opinion of the Committee has rendered outstanding service to the Club. Grant of this class of membership shall be ratified by at least a two-thirds majority of the membership present at an A.G.M.

All paid-up Members and Honorary Life Members shall have one vote at general meetings.

Potential members may visit the club up-to three times after which they will be asked to join the Club at the designated subscription.

6. Annual General Meeting (AGM)

- a. The AGM shall normally be held before the summer break each year and not more than 15 months after the last AGM. Notice of the AGM shall be given in writing to all current members not less than 28 days prior to the meeting.
- b. The quorum for the AGM shall be a minimum of 10 members or 20% of the membership whichever is greater.
- c. All motions shall be placed in writing at least 24 hours prior to the meeting and must be seconded by at least two members.
- d. A member who is unable to attend shall be allowed to nominate a proxy to vote on his or her behalf. This intention must be conveyed in writing to the secretary at least 24 hours prior to the start of the meeting.
- e. The committee shall submit reports for the previous year.
- f. The Treasurer shall provide a statement of accounts and proposed membership fees for the coming year for member's approval
- g. Officers of the committee shall be elected at the AGM and will normally serve for a term of one year. If there is no challenger for a particular post then the outgoing member may serve a further term if duly elected.

The minutes of the AGM shall be made available to all members.

7. Extraordinary General Meeting (EGM)

An EGM may be called by the Chairman (or Secretary acting on their behalf) or by not less than 5 members of the Club serving written notice to the Chairman. The Committee shall fix a date for the meeting within 28 days of receiving such notice. All members are to be informed in writing at least 7 days prior to the meeting and must at the same time be provided with a copy of the motion(s) to be proposed. No other business may be transacted in the EGM.

8. Amendments to the Constitution

The Constitution may be amended only at an EGM or AGM and the motion(s) there presented require a 2/3rds majority of members present (including proxy votes) to be carried. A minimum of fourteen days notice shall be given for such motions to allow consideration by the membership.

9. Financial Management

- (a) The club is a not for profit organisation;
- (b) The Treasurer is responsible for the safe custody of club funds

(c) The Treasurer will provide a financial statement at the AGM and at any other reasonable time requested by the committee

(d) A Financial Reserve should be held to maintain the Club's continuity in the event of fluctuations in membership numbers, subscription income and expenditure for judges, lecturers, meeting rooms and equipment.

10. Dissolution of the Club.

(a) The decision to wind up the club may only be taken at an EGM or AGM. In the absence of a quorum at such a meeting, a motion signed by 10 members or 10% of the membership, whichever is the greater, shall constitute the same decision. Such decision may be occasioned when the funds of the Club are insufficient for the Club to run properly, or may be occasioned under other exceptional circumstances.

(b) After discharging all debts and liabilities of the Oakley Camera Club, the remaining assets shall be donated or transferred to a voluntary organisation having similar objectives to those of the Club. The final decision regarding such donations and transfers shall rest with the committee by simple majority.