

# **Monmouth Photographic Club Constitution**

## **1. Name**

The name of the club shall be Monmouth Photographic Club.

## **2. Objectives**

The objectives of the club are to promote the enjoyment, appreciation and participation in the art of photography. The club aims to help all members to improve their skills and the quality of the images they produce.

## **3. Membership**

Membership is open to all persons interested in supporting the objectives of the club defined above, provided they agree to abide by the constitution and any other conditions of membership properly imposed by the club.

## **4. Meetings**

The club shall meet at dates, times, places and frequency defined by the Committee in consultation with the membership.

## **5. Management of the Club**

- a. The management of the club shall be invested in a committee of members whose duty is to provide for the administration, management and control of the affairs and property of the club.
- b. The committee shall consist of the Chairman, Secretary/ Programme Secretary, Treasurer and Webmaster as a minimum, plus any other members that the membership elect or the committee decide to co-opt. (It should be noted that for the club to retain its affiliation to the Welsh Photographic Federation it must have a Chairman, Secretary and Treasurer in post.)
- c. A member may hold more than one position on the committee provided it is agreed by the membership of the club that this will not lead to a conflict of interest or to the detriment of the club. However that member is only entitled to one vote on committee matters.
- d. The election of the members of the committee shall be held at the Annual General Meeting of the club.
- e. The position of Chairman may be held by an individual for a maximum term of three years, after which the holder will have to step down and may not be re-elected to that position for a further three years.
- f. Committee meetings may be held as and when a majority of the committee decide, the quorum for any committee meeting being the majority of the committee.
- g. At committee meetings, matters shall be decided by a simple majority of the votes of committee members present. In the case of equality, the chairman shall have the casting vote.
- h. The secretary shall keep and publish minutes of formal meetings and conduct correspondence on behalf of the club.

## **6. Powers of the Committee**

All matters not provided for in this constitution relating to the club and not involving an amendment to the constitution may be dealt with by the committee.

## **7. The Annual General Meeting**

- a. The Annual General Meeting will be held within the period of eight weeks after the end of the previous financial year, and only members who are up to date with their subscription are eligible to attend.
- b. The AGM will be chaired by the club chairman.
- c. The agenda for the AGM will be published by the secretary at least two weeks before the AGM.
- d. Nominations for committee may be in writing which should be delivered to the secretary and include confirmation from the nominee that they are willing to stand. Nominations may also be proposed verbally at the AGM.
- e. The new committee shall take up their posts at the end of the AGM.

## **8. Special Meetings of the Club**

- a. Special meetings of the club may be convened by a notice signed by 5 members of the club stating the object of the meeting and sent to the secretary, or by a majority vote of the committee who may call a special meeting in order that the club membership may vote on policy changes that cannot wait until the AGM.
- b. On receipt of the notice requesting a special meeting, the secretary will arrange for such a meeting to be held within 21 days of the receipt of the notice, and within 14 days of the meeting make sure that all members are aware of the purpose of the special meeting.

## **9. Finance**

- a. The club's financial year shall run from 1<sup>st</sup> April to 31<sup>st</sup> March of the following year. At the end of the financial year the treasurer shall draw up a balance sheet for presentation at the AGM.
- b. The annual subscription shall be decided at the AGM and will be payable by 31<sup>st</sup> October.
- c. The treasurer shall collect all monies and subscriptions owing to the club.
- d. All cheques drawn on the club bank account must be signed by two members of the committee who are nominated by the committee.
- e. Any members who have not paid their subscription will be removed from the list of members by order of the committee.

## **10. Alterations to the Club Constitution**

No alteration of, or addition to, the club constitution may be made except at the Annual General meeting or a Special meeting called in accordance with Rules 7 and 8 above.

## **11. Dissolution of the Club**

- a. The club may at any time be dissolved by a resolution passed at an AGM or at a Special Meeting called in accordance with Rules 7 and 8 above.
- b. A dissolution proposal must be agreed by a two thirds majority of those members present.
- c. There must be at least 50% of the current membership present at a dissolution meeting. If there are not, all dissolution decisions will be made by the committee.
- d. If any assets of the club remain after the satisfaction of all debts and liabilities, this shall be held in the name of the club for 12 months in the hopes that someone will come forward to re-open the club.
- e. If the club is not re-opened in this time frame, the assets of the club will be passed to another photographic club as agreed by the remaining members or the Welsh Photographic Federation.