

# Sandhurst Camera Club Constitution

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## 1. Name

The Club shall be called the Sandhurst Camera Club

## 2. Objectives

The objectives of the Club shall be to promote, encourage and facilitate interest and participation in any aspect of digital photography.

## 3. Membership

- The Club strives to adhere, wherever reasonable and/or practicable to do so, to principles of Equality of Opportunity and to be sensitive to issues arising from a person's cultural and/or religious heritage.
- Except where an event is chargeable, any person interested in becoming a Member may attend up to two meetings of the club as its guest without any obligation to apply for membership or to pay any fee for such attendances.
- Candidates for membership shall be directed to a copy of this Constitution on the club website for reference and shall complete the Club's standard form of application for registration as a member. (Also available on the website).
- Applications for membership shall be considered by the Chairman, member of the executive or the membership secretary.
- On election and after payment of the requisite subscription a candidate shall be a Member of the Club and shall be deemed to have agreed to be bound by this Constitution. If requested, a receipt will be provided.
- Any Member aged 18 and under and in full time education will be deemed to be a Junior Member.
- Junior Members under the age of 16 must be accompanied by a Parent, Guardian, or such other person who has security clearance for their care and is a paid-up member.
- Honorary members may be appointed from time to time at the discretion of the Committee

## 4. Officers and Committee

- The Executive shall consist of the following Officers: Chairman, Vice-Chairman, Secretary, Treasurer and the Immediate Past Chairman when applicable. The affairs of the Club shall be conducted by a Committee consisting of at least one of the Executive Officers and not less than four other committee Members.
- The Officers may, at the request of the Secretary, appoint from the Committee Members an Assistant Secretary.
- The Committee shall have the power to co-opt other members, as circumstances require.
- All offices shall be held in an honorary capacity.
- The Committee shall meet as required and a quorum shall be four Members one of whom shall be a member of the executive. Additional meetings can be requested by any member of the committee.
- The Committee may appoint such Sub-Committees as they may consider expedient. No Sub-Committee may incur any expense on behalf of the Club without specific authority from the Treasurer.
- The Executive Members shall be eligible for re-election each year.

## 5. General Meetings

- An Annual General Meeting shall be held each year in the month of June for the presentation of a report of the year's activities, including an overview of accounts, and for the Election of the Executives. At least 10 days' notice by email of such meeting shall be given to each member.
- An Extraordinary General Meeting shall be called upon a resolution of the Committee, or upon a request submitted to the Secretary signed by not less than 20% of the members setting forth the purpose for which the meeting is desired. No matters, other than those set out in the Agenda prepared by the Executive on the one hand and those set out in the said request on the other hand, shall be discussed at the meeting. Each member shall be given at least ten days' notice in writing or by email of such meeting, which in the case of a request by members, shall be held within one month of the receipt of the said request by the Executive.
- Decisions of any General Meeting shall be those of the majority of the eligible Members present and voting.
- Junior and Honorary Members may attend General Meetings & Extraordinary General Meetings and may join in the discussion but they shall not be entitled to vote and shall not be considered as part of the requisite quorum.
- In the event of an equality of votes at any meeting, the person in the chair for such meeting shall have a casting or additional vote.
- For all business at a General Meeting or Extraordinary General Meeting the quorum shall be not less than 20% of the eligible Members. Where 20% of members are not present and an urgent decision has to be made, that will be made by the chairman, in consultation with other members of the executive.

## **6. Financial Matters**

- The Club's financial year shall end on 31st March in each year to which day the accounts shall be balanced and presented to the next Annual General Meeting.
- Due diligence will be demonstrated by presentation of the accounts at a high level, with income and major purchases being detailed.
- The Club shall maintain such Bank or Building Society accounts as the Committee consider convenient and all cheques and orders for the payment of money from any such account shall be signed by such Committee Member(s) as are duly authorised by the Committee.

## **7. Subscriptions**

- The annual membership subscriptions shall be such amounts as the Club may from time to time in General Meeting determine.
- Such subscriptions shall be due and run from the 1st September without demand except that a Member joining or rejoining part way through the year shall pay a proportional amount to cover the remainder of that year. Such amount shall be determined by the Treasurer
- Any Member whose subscription is overdue by more than two months without a reason acceptable to the Committee shall be deemed to have resigned membership and all offices of the Club.
- The Committee may at their discretion waive all or part of any subscription or in case of financial hardship accept payment of a subscription by instalments

## **8. Expulsion of Members**

- The Committee shall have the power to expel any Member whose conduct shall in their opinion render their continued membership untenable. Such Member shall be given not less than seven days' notice in writing or by email to attend a meeting of the Committee to specify the complaint made.
- So far as is reasonably practicable the meeting of the Committee shall be held on a date and at a time convenient to both the Member and the Committee.
- No Member shall be expelled without first having an opportunity of appearing before the Committee and answering the complaint and without a Resolution in favour of expulsion by at least two-thirds of the Committee Members present and voting at such meeting.
- A Member who is expelled shall not be entitled to any refund of subscription.

## **9. Dissolution**

- If at any General Meeting or Extraordinary General Meeting a resolution to wind up the Club is passed by the required number of Members present and voting, the Committee shall as soon as reasonably practical act as follows:
- All debts and liabilities of the Club shall be fully discharged;
- Any remaining assets and property shall be given or transferred free of charge (save for any costs of or associated with transportation and delivery) to such not-for-profit organisation having objectives similar to those of the Club as shall be determined at either of the above-mentioned meetings or, if such an organisation cannot be identified, then to such other not-for-profit organisation or group as shall be determined by either of the said meetings.
- Upon completion of the disposal of the assets the Club shall be dissolved.

## **10. Constitution Changes**

This Constitution shall not be changed except by a two-thirds majority of the eligible Members present and voting at a General Meeting.

## **11. Interpretation and Definitions**

- The Committee shall be the sole authority for the interpretation of this Constitution and their decision shall be final and binding.
- 'Eligible Members' means Members who are liable to pay the full membership subscription (whether or not waived in whole or in part) and does not include Junior and Honorary Members. 'Total Eligible Membership' shall be construed accordingly.
- Unless the context otherwise requires the singular includes the plural and vice versa and the masculine includes the feminine and vice versa.

Version – 1.4 – Final – July 2018