

SCARBOROUGH CAMERA CLUB CONSTITUTION – 2024

1. NAME OF SOCIETY

The name of the society shall be **Scarborough Camera Club**

2. AIM

The aim of the society shall be the promotion of the hobby of photography. This shall be achieved by providing Lectures, Demonstrations, Workshops, Competitions, Exhibitions and Outings.

3. MEMBERSHIP

A 'member' is any person who has paid their current membership subscription and by doing so becomes eligible to vote, hold office and enter club competitions. The membership is open to all interested in photography. The Society's year shall begin on approximately 1st October each year when annual subscriptions become due. Any member whose Annual Subscription has not been paid by the 4th meeting shall forfeit membership of the Club. The membership fees for the following year shall be fixed at the AGM. The club will not admit members under the age of 18.

The Officers and the Committee have the power to suspend any Member it feels is acting against the interests of the Society. The said member will be given the reasons for his/her suspension in writing and will be granted a hearing at a meeting of the Committee.

All members to receive a copy of the constitution.

A reduced membership will apply to members joining after the Christmas break

4. THE COMMITTEE

The Committee shall consist of:

- A. President
- B. A Vice President.
- C. The three Secretaries (General, Programme (Syllabus) and Competition).
- D. Treasurer
- E. Two elected members, or more if the need arises.

The Officers and Committee shall be elected at the AGM, which shall be held at the end of the year and shown in the syllabus. All nominees can only be proposed, seconded and voted for by 'members'. Nominations must be given or sent to the General Secretary, at, or before, the previous Ordinary (Wednesday evening) meeting of the Club. All retiring Officers shall be deemed to be nominated except in the case of resignation.

5 . COMMITTEE FUNCTIONS AND RESPONSIBILITIES

Chairman – This officer will maintain order, provide guidance and direction and have the casting vote.

Secretary – This officer provides administrative support for the Club, arranging committee meetings, the AGM, meeting agendas and minutes.

Treasurer – This officer is responsible for the maintenance and record of all income and expenditure and banking requirements (including cheque authorisation by approved signatories), and payment of regular bills in the name of the Club. They also keep the committee regularly informed of funds and produces an annual audit report for members at the AGM.

Syllabus Secretary – This officer prepares, organises and implements the syllabus.

Competition Secretary – This officer manages the entries for the Club Competitions, maintains a record of competition results, and maintains links with nominated judges.

Other functions – The post of YPU representative, Publicity Officer, Web Controller, are unofficial and will be filled by members elected at the AGM

6. COMMITTEE MEETINGS

A minimum of 4 Committee Meetings shall be held each year, one before the AGM, and others when considered necessary. A quorum to consist of four Members. Seven days notice shall be given by the General Secretary prior to the meeting, except in extenuating circumstances when a minimum notice will be forty-eight hours.

7 SPECIAL GENERAL MEETINGS

A special General meeting may be called by the committee or at the written request of not less than **one third of paid up members** addressed to the secretary not less than 14 days before the date of the meeting and accurately defining the nature of the business to be discussed. The Secretary will give the membership **Fourteen clear** days notice of the meeting and the business to be discussed. No matters other than those notified will be discussed at any such meeting.

8. FINANCIAL MANAGEMENT

Any two from: President, General Secretary, Treasurer, Programme Secretary, or one nominated Member of the Club shall be authorised to sign cheques or withdrawals. Four of these will provide sample signatures at the Bank or Building Society where the Account is held in the name of the Club. The accounts to be examined annually by a competent independent person who will report to the Membership. No Member to receive any payment except out-of-pocket expenses incurred on behalf of the Society.

9. GUESTS

Members of the public can visit the Club's Ordinary meetings to decide whether or not they wish to join. They can attend two meetings as visitors and will be introduced to the members who will provide assistance and guidance, after which, appropriate membership fees must be paid to continue attending.

10. DISSOLUTION

In the event of the disbandment of the Club, the Committee would ensure that all debts and liabilities are fully discharged. The remaining assets are to be realised and will be donated to the Disabled Photographers' Society.

11. EQUAL OPPORTUNITIES POLICY

The membership of the Club shall be open to the general public both male and female and there shall be no discrimination on the basis of skin colour, race, religion or disability.

12. HEALTH AND SAFETY

Members will make all reasonable efforts to ensure the health and safety of themselves and others whilst at the club or representing it at other venues.

- (a) Escape route and assembly point reminders will be made regularly, referring to those in the current premises, particularly when Guests and Visitors, including potential new members, new judges and lecturers, etc are in attendance.
- (b) When visiting other venues, eg for competitions, photo-shoots, exhibitions, etc, members will make themselves aware of escape routes and other relevant items.
- (c) Safe connection of Electrical Equipment, including IT and AV resources, should be ensured by the provision and use of up-to-date 'step-by-step' guides, preferably laminated.
- (d) When using Trailing Cables, trip hazards should be avoided by a use of a cable-tidy, and/or hi-vis tape where people may reasonably be expected to walk by or over it.
- (e) Appropriate, relevant PAT testing should be carried out and recorded, preferably in the 'properties database'. PAT testing of equipment to be included in the PAT testing at the Club's home venue.

12. CONSTITUTION

The Constitution of the Club shall only be altered at the AGM or at a Special General Meeting called for that purpose. Any change must be approved by a two thirds majority of those members who vote at an AGM or SGM. The Committee has power to make byelaws.