



## Constitution

Recognised as a charity by HMRC Ref: XT33069

### **1. Name Of Club**

1.1. The name of the club is 'Bacup Camera Club' (BCC).

### **2. Status of the Club**

2.1. The club is a 'small charity' which is registered by HMRC.

### **3. Affiliation to Other Organisations**

3.1. The Camera Club is affiliated to the Interclub Photographic Alliance (ICPA) and to the Photographic Alliance of Great Britain (PAGB) through the Lancashire and Cheshire Photographic Union (L&CPU).

### **4. Aims**

4.1. BCC aims to expand photographic knowledge and skills of the local community through a mixture of lectures, competitions, tuition and other activities within a social environment and by outreach working with other local charities and schools.

### **5. Organisation**

5.1. The Officers of the Club shall consist of a Chairperson, a Secretary, a Treasurer, an Exhibitions Secretary and such assistant officers as may from time to time be decided, all to be elected each year at the AGM. The four named officers above shall be the trustees and must be a minimum of 18 years of age.

### **6. Carrying Out the Aims**

6.1. In order to carry out the aims, the trustees have the power to:

- 6.1.1. Raise funds, receive grants and donations.
- 6.1.2. Apply funds to carry out the work of the charity.
- 6.1.3. Co-operate with and support other charities with similar purposes.
- 6.1.4. Do anything which is lawful and necessary to achieve the purposes.

### **7. Membership**

7.1. Application to the Secretary for membership is open to any person who is at least 16 years of age, (or 15 years of age if currently studying at the level of secondary school year 11), and who agrees to actively support the BCC's aims.

7.2. It is a condition of membership that members agree to abide by the constitution.

7.3. A member can be asked to resign by the Committee. A member who is refused membership or asked to resign can appeal against the decision. The appeal will be heard at a Special General Meeting of the Club and decided by majority vote. The appellant can be accompanied by a friend.

## **8. Subscriptions**

8.1. Entrance fees and subscriptions shall be such amounts as are from time to time determined by the Annual General Meeting (AGM) or by an SGM. Annual subscriptions are due on 1 September of each year. No person shall take part in a club competition or enter a club exhibition unless his or her subscription is paid up to date.

## **9. Management**

9.1. The affairs of the Club shall be managed by a Committee consisting of the 4 Officers and up to 4 other elected members.

9.2. Committee decisions will be determined by majority vote, with the Chairperson having a second or casting vote.

9.3. Committee members will be elected by a majority vote at each AGM.

9.4. If necessary, an SGM can be called to elect additional or replacement Committee members between AGMs.

9.5. If one of the elected posts becomes vacant not more than 6 weeks before an AGM, then a replacement will be appointed by the Committee.

9.6. Nominations for Committee posts must be proposed by one member and seconded by another.

9.7. The additional elected members, over and above the officers, might include the following:

9.7.1. Programme Secretary

9.7.2. L&CPU Representative

9.7.3. Competition secretaries

9.7.4. Publicity Officer

9.7.5. Any other secretaries considered necessary e.g. Webmaster.

9.8. Each Committee member may have more than one responsibility but the four officer posts must be held by separate individuals.

9.9. The Committee may co-opt a member or members onto the Committee, for a specific task. Those co-opted for a specific task will only vote on matters relevant to that task.

9.10. The Committee will maintain an updated job specification for each of the posts listed in paras 5.1 above.

## **10. Financial Management**

10.1. The club accounting year will run from 1 September to 31 August.

10.2. The Treasurer is responsible for the safe custody of Club funds.

10.3. Other than small cash balances, all club funds shall be banked promptly at recognised banks or building societies and held there in the name of the club.

10.4. All expenditure must be managed by the Committee.

10.5. Cheques must be signed by the Treasurer plus any 1 of the following: Chairperson, Secretary, Exhibitions Secretary. In an emergency, one of the above may sign for the Treasurer. Value limits will be set by the AGM and agreed annually.

10.6. The Treasurer will provide a financial statement for each AGM and at any other time required by the Committee.

- 10.7. A Committee member who is not the Treasurer and a non-Committee member (or external volunteer where available) will audit the annual accounts. The auditors must be a minimum of 18 years of age.
- 10.8. The Committee, through the Treasurer and Secretary, is responsible for ensuring that the Club is adequately insured to cover public liability, property and the membership.

## **11. Annual and Special General Meetings and Committee Meetings**

- 11.1. The committee shall meet at least twice a year to consider the financial position and operation of the club. It will also meet as and when required e.g. when photographs have to be selected for forthcoming competitions, or when a particular issue arises.
- 11.2. Annual General Meetings (AGMs) will be held on a Wednesday during April.
- 11.3. Agenda items, motions, Committee nominations, proposed and seconded, should be submitted to the Secretary no later than 1 week before the meeting.
- 11.4. Agenda items & motions, proposed and seconded, may also be taken from the floor at an AGM, at the discretion of the Chairperson, and if it is the will of the meeting.
- 11.5. Committee nominations, proposed and seconded, may also be taken from the floor at an AGM.
- 11.6. Special General Meetings (SGMs) may be initiated by the Committee or by a requisition signed by more than 50% of members, and submitted to the Secretary no later than 1 week beforehand.
- 11.7. The Secretary, or delegated Committee member, will send copies of AGM and SGM agendas, including all relevant informational material, to all paid up members in advance of such meetings.
- 11.8. All members can vote at AGMs and SGMs. Proposals and amendments will be decided by a majority vote with the Chairperson of the meeting holding a second or casting vote.
- 11.9. AGMs and SGMs require a quorum of more than 50% of the membership. Committee meetings require a quorum of 3 members, of whom 2 must be trustees. Trustees must always form a majority at Committee meetings.
- 11.10. A copy of all AGM, SGM and Committee meeting minutes will be distributed to all members.
- 11.11. The Chairperson will normally chair all meetings. In his or her absence the meeting will elect its own Chairperson who must be a trustee.

## **12. Loan of Equipment**

- 12.1. Members may borrow equipment belonging to the club at the discretion of the Committee and on terms determined by the Committee.

## **13. Visitors**

- 13.1. Visitors who are of an age to qualify for membership are welcomed by BCC to all its meetings. A fee is payable at the discretion of the Committee. Prospective members are permitted to visit the club on three occasions before being expected to join.
- 13.2. Visitors who are too young to qualify for membership are also welcome to club activities but must be accompanied by a member who is a parent, guardian or person nominated by a parent or guardian. Club members may only bring children who are not members to club activities by seeking the prior consent of a trustee which will normally be given where the child is deemed to be of an age suitable for participation in the activity.

## **14. Competitions**

14.1. The Programme Secretary and Exhibition Secretary will organise a number of competitions during each year. The competition rules are set out in 'BCC Competition Rules'. The Committee can approve amendments to the competition rules but any amendments must be notified by the Secretary to all members not less than 3 months prior to the relevant competition.

## **15. Alterations to, and Interpretations of, the Constitution**

15.1. Alterations to the Constitution can only be made at an AGM or SGM.

15.2. No change can be made that would make the organisation no longer a charity.

15.3. In disputes arising over the interpretation of the Constitution, the Committee's decision will be final.

## **16. Emergencies**

16.1. In the event of anything occurring not provided for or not clear in this Constitution the Committee shall have power to deal with such matter at their discretion.

## **17. Dissolution**

17.1. The Club may only be wound up by a vote of 75% of the total number of votes cast at an AGM or SGM. Members may vote in person, by nominating a proxy, by post or by e-mail.

17.2. No clauses relating to the winding up of the club may be in any way altered, changed, deleted or added to except by a vote of 75% of the total number of votes cast at an AGM or SGM. Members may vote in person, by nominating a proxy, by post or by e-mail.

17.3. In the event of a motion being passed to wind up the Club, the net assets (after settling any liabilities and allowing for winding up costs) will be passed to recognised charitable bodies promoting the good of photography.

This constitution was adopted on 25 April 2012