



RULES FOR CONDUCT OF THE CLUB

1. Name

The Club shall be called The Worcestershire Camera Club.

2. Aims

The aims of the Club shall be:

- to encourage the advancement and practice of photography at all skill levels
- to embrace traditional, new and advancing photographic technologies
- to foster social relationships between photographers.

3. Membership

3.1 Categories

3.1.1 Ordinary Membership will be open to all applicants who do not qualify for another category.

3.1.2 Joint Membership will be open to any two applicants living at the same address.

3.1.3 Junior Membership will be open to applicants under the age of eighteen years or who are pursuing courses of study and as a result, have not commenced full time employment. Junior Members may not become officers within the Club.

3.1.4 Honorary Membership may be granted by the Committee and reviewed on an annual basis. Honorary Members shall be entitled to enjoy the full privileges of the Club without liability to subscription.

3.1.5 Honorary Life Membership may be granted to past or present members for exceptional services to the Club as agreed by the Committee and ratified at the AGM. Honorary Life Members shall be entitled to enjoy the full privileges of the Club without liability to subscription.

3.2 New Members

3.2.1 New membership applications shall be open to all persons with an interest in photography provided their application has been proposed and seconded by members of the Club and accepted by the Committee. As a condition of membership, minors, aged under 16 at date of application, must be accompanied at all times by a parent, grandparent or legal guardian who must also be a Club Member.



3.2.2 Upon acceptance, the subscription shall become due.

3.2.3 Members who resign or allow their membership to lapse must re-apply.

3.3 Expulsion

The Committee has the power to terminate membership of the Club without stating the reason for so doing.

4. Subscriptions

4.1 Camera Club

4.1.1 All subscriptions shall become due at the first Club meeting of the season.

4.1.2 A Club season shall run from 1st September to 31st August of the following year.

4.1.3 Subscriptions paid on or before the second meeting of the season shall be subject to a discount.

4.1.4 The annual subscription, together with the level of discount, shall be subject to review at the AGM.

4.1.5 Any member whose subscription is not paid by 1st October in any year shall be deemed to have resigned.

4.1.6 For persons joining after 31st December, the amount payable shall normally be half the annual subscription. However, under exceptional circumstances, the Committee shall be able, at their discretion, to levy a lower rate.

4.1.7 On payment of a fee, visitors may attend ordinary Club meetings on up to three occasions per Club season. The Committee may, on special occasions, waive this fee. The fee shall be reviewed at the AGM.

4.2 Sub-Groups

4.2.1 From time to time the Club may establish special interest sub-groups (e.g. Digital Group, Audio Visual Group, Contemporary Group etc)

4.2.2 Such Groups are an integral part of the Club and will normally be funded by those attending meetings of the sub-group.



4.2.3 Attendance at any sub-group meeting will be subject to the payment of a meeting fee collected on the night and at an amount determined by the leader of the sub-group.

4.2.4 It is necessary to be a member of the Club to be able to attend meetings of any sub-group.

5. Committee

5.1 The Club shall be administered by an elected Committee consisting of :-

5.1.1 the Officers of the Club, namely: the Chairman, Vice-Chairman, Secretary, Treasurer and

5.1.2 not more than seven ordinary Committee members.

5.2 The Committee shall have powers to co-opt members of the Club to the Committee for specific duties and to fill any Committee vacancies occurring before the next AGM.

5.3 The Committee shall have all necessary powers to provide suitable accommodation for meetings and everything they consider necessary for promoting the interests of the Club and carrying out the Club's activities and functions. At the AGM they shall present a report on the proceedings of the past Club year.

6. Election of Officers and Committee Members

6.1 All Officers and ordinary Committee members shall be elected at the AGM. They shall retire annually but will be eligible for re-election.

6.2 Subject to the consent of the nominee, all nominations for election to the Committee shall be proposed by a Club member, seconded by another Club member and delivered to the Secretary not less than seven days before the date of the AGM.

6.3 The Chairman may, if he thinks it necessary, permit nominations for Committee posts to be made during the meeting.

7. Duties of Officers

7.1 Chairman

7.1.1 The Chairman shall act as Chairman at all Club meetings and on all occasions shall have a casting vote.



7.2 Vice-Chairman

7.2.1 In the absence of the Chairman the Vice-Chairman shall take the Chairman's place and have such power for the time being.

7.3 Secretary

7.3.1 The Secretary shall take the minutes of all business meetings of the Club and deal with its general correspondence.

7.3.2 The Secretary shall report individual attendances at Committee meetings at the AGM and be responsible for updating club documents to reflect agreed changes.

7.4 Treasurer

7.4.1 The Treasurer shall receive monies, bank them in the Club's accounts, pay all amounts due as agreed by the Committee and at each Annual General Meeting present a statement of audited accounts for the previous financial year ended 31st December.

7.4.2 The Treasurer will keep records of all income and expenditure together with all necessary invoices and receipts to enable an audit trail to be followed.

7.4.3 The Membership Secretary, together with the Treasurer, shall keep a register of the names and addresses of the Club members and shall enter therein the date of receipt of all subscriptions.

8. Banking

The Club's Bankers and/or Building Society shall be determined by the Committee. All cheques drawn on the Club's account(s) shall require any two signatures from three or more signatories authorised by the Committee.

Where Internet Banking has been agreed with our bankers, the Committee may authorise the Treasurer (and only the Treasurer) to make payments from the Club's bank account as authorised by the Committee. The Committee may also authorise up to two other Committee members or signatories to the bank accounts to access the accounts via the internet at any time to view transactions but not to make payments themselves.



9. Audit

At the AGM, a person shall be elected to audit and certify the accounts of the Club. This person shall not be a member of the Committee.

10. Meetings

10.1 Annual General Meeting

10.1.1 The Annual General meeting shall be held not later than 30th April in each year.

10.1.2 The Secretary shall issue the Agenda of the AGM to each member not less than twenty one days prior to the date of the AGM.

10.1.3 A quorum shall be 30% of the membership.

10.2 Special General Meetings

10.2.1 On the written request of not less than ten members, or at the instigation of the Committee, the Secretary shall call a Special General Meeting.

10.2.2 At least seven days' notice of an SGM shall be given in writing to all members, stating the purpose of the meeting.

10.2.3 A quorum shall be 30% of the membership.

10.3 Committee Meetings

10.3.1 A meeting of the Committee shall be convened at the discretion of either the Secretary, the Chairman, or three members of the Committee.

10.3.2 The quorum for a meeting of the Committee shall be six, to include a minimum of 2 Officers.

10.3.3 Four days' notice of the meeting shall be given except when a quorum of the Committee is present and agrees otherwise.

10.4 Ordinary Club Meetings

Meetings of the Club shall be held on Tuesday evenings during the Club season and/or at any other time as determined by the Committee.

11. Child Protection

Members are required to familiarise themselves with, and abide by, the WCC Child Protection Policy.



12. Alteration of the Rules For The Conduct Of The Club

- 12.1** No alteration of these Rules shall be made except at an Annual General Meeting or Special General Meeting.
- 12.2** Proposed alterations which have been signed by six or more members of the Club must reach the Secretary in writing not less than twenty eight days before the AGM or SGM.
- 12.3** The Secretary shall provide written notice of the proposals to each member not less than twenty one days prior to the meeting.

13. Dissolution

In the event of the Club being dissolved or otherwise ceasing to exist, its assets shall be transferred to the Midland Counties Photographic Federation (MCPF) and disposed of as they consider appropriate.

14. Interpretation

The Committee shall resolve any disputes regarding the interpretation of these rules and any matters not specifically covered by these rules.



Revisions:

June 2020. Addition of Internet Banking para in Section 8. Eric Williams.

July 2018. Amended Section 7.3.2 to state that the Secretary is responsible for updating club documents. Eric Williams.