

LUDLOW PHOTOGRAPHIC CLUB Constitution November 2012

Name.

- 1) The Club shall be known as "The Ludlow Photographic Club".

Objective.

- 2) To further the enjoyment, experience and development of photography in all its creative forms.

Powers.

- 3) The Club will have the following powers;
 - a. to raise funds;
 - b. to acquire or hire property of any kind;
 - c. to set aside funds for special purposes or as reserves against future expenditure;
 - d. to deposit or invest funds in any lawful manner;
 - e. to insure the Society's property against any reasonable foreseeable risk;
 - f. to take out other insurance policies to protect the Club and Members where required;
 - g. to do anything else within the law which promotes or furthers the Objective of the Club.

Membership.

- 4) Membership will be open to any individual.
- 5) Members will pay as follows:-
 - a. An Annual Subscription for Members over 16 years of age and not in full time education.
 - b. A Family Subscription for Members with children under the age of sixteen years.
 - c. A Student Subscription for Members in full time education under twenty-five years of age.
- 6) Only paid-up Members can attend and vote at General Meetings.

Subscriptions.

- 7) Annual Subscriptions and Visitors Fees shall be agreed at the Annual General Meeting of the Club.

- 8) Subscriptions will be due on 1st January and payable at the first Meeting of the season.
- 9) Members joining after 1st of June shall pay half of the subscription for the remainder of the season.

General Meetings of the Club

- 10) The Annual General Meeting (AGM) of the Club will be held in the November of each year at such date and time as the Committee shall decide.
- 11) An AGM must however be held within 15 months of the Club's last AGM.
- 12) At each AGM, the Members shall Receive;
 - a) the Report of the Chair on the activities of the Club and its progress since the previous AGM;
 - b) the Treasurers' Report and Statement of Accounts for the Club;
 - c) and the current Competition Rules of the Club, if amended by the Executive Committee.
- 13) At the AGM Members will elect Officers of the Executive Committee as required by this Constitution.
- 14) An Extraordinary General Meeting of the Club can be convened by;
 - a) the Committee, giving 14 (fourteen) clear days notice to all Members before the date specified for the Meeting;
 - b) or fifteen Members giving 14 (fourteen) clear days notice to all Members before the date specified for the Meeting.
- 15) The quorum at a General Meeting must be at least 12 or 25% of the Members, if greater.
- 16) The Chair of the meeting will have a second or casting vote.
- 17) Resolutions to be considered at a General Meeting should be sent to the Club's Secretary in writing not less than 14 days before the date of the Meeting.

The Executive Committee

- 18) The affairs of the Club shall be carried out by a Committee elected at an AGM consisting of the following Offices:-
 - a) Chair
 - b) Secretary
 - c) Treasurer
 - d) Programme Secretary
 - e) Competitions Secretary
 - f) Exhibitions Secretary
- 19) In the first instance of this Constitution the Chair will be elected for a period of one year and thereafter for a period of two years.
- 20) The Offices of Secretary and Treasurer will be elected for a period of two years.

- 21) All other Officers will be elected for a period of one year.
- 22) A retiring Officer of the Committee shall be eligible for re-election.
- 23) The Committee may co-opt the following optional Committee Members:-
 - a) Assistant Programme Secretary.
 - b) Press & Publicity Secretary.
 - c) Webmaster.
- 24) The Club Executive will consist of the Chair, Secretary and Treasurer.
- 25) The Committee will be responsible on behalf of Members for;
 - a) the Register of Members;
 - b) the day to day management;
 - c) the current year's programme of ordinary meetings;
 - d) the future programmes of ordinary meetings;
 - e) the competitions;
 - f) the Exhibitions;
 - g) the assets, property and equipment;
 - h) the Accounts;
 - i) and all Rules of the Club.
- 26) The Committee will keep minutes of;
 - a) its meetings;
 - b) Annual General Meetings;
 - c) and Extraordinary General meetings.
- 27) A Committee Member automatically ceases to be a member of the Committee if he or she ceases to be a Member of the Club or resigns by written notice to the Committee or is removed by a resolution passed by all the other Members of the Committee.
- 28) When a vacancy on the Committee occurs after the AGM the Committee will have to power to co-opt a Member to serve on the Committee until the next AGM.
- 29) The Committee must meet at least four times a year.
- 30) Four Members shall form a quorum.
- 31) The Chair shall have a second or casting vote.
- 32) The Chair shall preside at every meeting of the Club, including General Meetings, unless not present, when the Members shall elect one of their number to be Chair at the meeting.
- 33) No Committee member may receive any payment of money or other material benefit from the Club except for reimbursement of reasonable out of pocket expenses actually incurred in the administration of the Club.

- 34) Investments and other property of the Club must be held in the names of three Committee Members one of which must be the Treasurer. Any two of which can authorise withdrawals except as provided for below.
- 35) Payments made from any current bank account under £50 can be authorised by the Treasurer. Payments greater than £50 shall be authorised by two members of the Committee one of which shall be the Treasurer.
- 36) If at any time the Members at a General Meeting decide to dissolve the Club, the Members of the Committee will remain in office and will be responsible for the orderly winding up of the Club's affairs.

Dissolution

- 37) A resolution to dissolve the Club shall only be taken at a General Meeting with a majority vote of 75 % of Members present.
- 38) After making provisions for all outstanding liabilities, current and future, the remaining property and funds will be distributed to the current paid up Members of the Club by the Committee.

Other Matters

- 39) There shall be no smoking at all meetings of the Club.