

1. Name of the Club

The Club will be called “Bracknell Camera Club”. Here in after referred to as the Club

2. Affiliations.

Affiliated to the Photographic Alliance of Great Britain (PAGB) through the Southern Counties Photographic Federation (SCPF).

3. Aims and purposes of the Club.

To provide regular meetings which promote excellence in photographic imaging where members of all ages and abilities can be stimulated and encouraged to learn and develop their photographic skills.

The aims will be met by holding regular meetings at which lectures and talks covering a wide range of interests will be presented. There will be workshops and competitions with opportunities for members to exhibit their work within and for the benefit of the local community.

4. Membership

Membership is open to anyone interested in photography and digital imaging. Membership is granted upon completion of a signed application form and payment of the appropriate subscription. Under 18s must have their form signed by a Parent or Guardian.

It is a condition of membership that members agree to abide by the rules of the Club.

The Committee has the right to refuse an application for membership at its discretion. In exceptional circumstances a member can be asked to resign from the Club. He or she can appeal against the decision; the appeal will be heard at a Special General Meeting (SGM) and decided by majority vote.

The Club will maintain a list of members’ names, addresses, telephone numbers and other details in a computer database. The database will only be available to the Committee and will be used solely for the purpose of contacting members concerning Club matters and recording payments of subscriptions. It will not be sold or passed to any other organisation or Club member. Any member may inspect the information held about him/her and have any errors corrected in accordance with the Data Protection Act.

Membership gives entitlement to enter club competitions and voting rights at meetings.

The Committee shall have the power to award Honorary Membership to any member for exceptional service to the Club.

5. Subscriptions

The annual subscriptions will be fixed for the following season at the Annual General Meeting (AGM) and will be payable prior to the payment date announced at the AGM. New members will be expected to pay their subscriptions at the time of joining the Club.

Subscriptions cover all of the Club’s programmed activities with the exception of certain special events, special interest groups and workshops which may be subject to additional charges.

Any current member whose subscription is not paid by the agreed renewal date will be deemed to have resigned from the Club after being given reasonable notice to pay.

6. General management of the Club

The Club will be managed by a Committee made up from members of the Club (The Committee).

In order to carry out the management of the Club the Committee has the power to:

- Raise funds, receive grants and donations on behalf of the Club
- Apply funds to carry out the work of the Club
- Do anything which is lawful and necessary to achieve the aims and purposes of the Club

The Committee will consist of a President, Chairman, Club Secretary, Treasurer, plus a minimum of 3 other Club members who will be expected to take on one or more roles from the list of roles maintained by the Committee. At the discretion of the Committee, some of the tasks may be carried out by non-Committee members who may be invited to join Committee meetings as necessary.

Committee members will be elected by majority vote at the AGM with the exception of the President who will be appointed by the Committee. The new Committee will take up their posts immediately after the AGM has closed.

If one of the main Committee posts, which are Chairman, Club Secretary and Treasurer, becomes vacant between AGMs then a Special General Meeting can be called to elect a replacement. A temporary replacement may be appointed by the Committee if there are less than 6 weeks before the next AGM.

The Committee can co-opt additional members to the Committee for specific tasks or to fill a vacant position, other than one of the main Committee posts, as it sees fit although co-opted members will only be eligible to vote on matters relating to that task.

The Committee will meet at least 4 times a year with a minimum of 5 and over half the members present. Committee decisions will be decided by majority vote with the Chairman having the deciding vote.

Committee Meetings and General Meetings will be minuted and the minutes made available to Club members on request.

Representation of the Club for any reason must be authorised by the Committee.

7. Financial Management of the Club.

The Treasurer is responsible for the safe custody of Club funds which will be banked at recognised banks or building societies.

The Committee shall ensure that the money and property held by the Club is only used for the Club's aims and purposes.

All expenditure will be authorised by a Committee member. Major expenditure, defined as expenditure over 5% of subscription income, must be agreed by the Committee in advance.

The Committee cannot receive any money or property from the Club, except to refund reasonable out of pocket expenses.

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

An external auditor or two Club members (only one of whom may be a member of the committee) appointed for the purpose will examine the records supporting the financial statement in advance of the AGM.

The Committee, through the Treasurer and Club Secretary, is responsible for ensuring that the Club is adequately insured to cover public liability, property and membership.

A financial reserve should be held to maintain the Club's continuity for a minimum of one year to cover fluctuations in membership numbers and subscription income.

The committee shall have the authority to create other reserves as it deems appropriate from time to time.

8. Annual General Meetings (AGM) and Special General Meetings (SGM)

The AGM of the Club will be held at the end of each season for the purpose of electing the Committee. The Chairman and the Club Secretary will present a report and the Treasurer a Financial Statement showing Income, Expenditure and Funds and a schedule of assets owned by the Club. All fully paid up members can attend and vote at General Meetings of the Club.

The agenda for the AGM/SGM will be made available to members no later than 14 days prior to the meeting.

Members unable to attend an AGM or SGM may provide written proxy votes either specifying the votes to be made, or nominating another Club member to vote on their behalf. The Chairman shall have the casting vote.

Nominations for Committee should be with the Club Secretary at least 14 days before the AGM. If there are insufficient nominations prior to the AGM, they can be accepted from the floor at the AGM.

All Committee members are eligible for re-election each season. At every fifth anniversary of their election to the same post, a Committee member must have their membership of the Committee validated at the AGM either by being opposed in the election or by a vote of confidence taken in their absence.

An SGM may be called by the Committee or following a written request stating the reasons for the meeting and signed by at least five Club members. The written request should be sent to the Club Secretary at least 14 days before the date proposed.

All decisions to be voted on at a General Meeting must be proposed and seconded by Club members.

9. Changes to the Club Rules

No alteration of, addition to or removal of these Rules can be made except at an AGM or SGM. All alterations, additions and removals must achieve a two thirds majority vote in favour. Any member suggesting a rule change must give notice to the Club Secretary at least 21 days prior to an AGM or SGM, and the said rule changes must be brought to the notice of the Club membership at least 14 days prior to the meeting.

10. Dissolution of the Club

The decision to dissolve the Club may be taken if it is deemed to be no longer viable for the Club to continue due to financial reasons or otherwise. The decision can only be taken at an AGM or SGM and must achieve a two thirds majority in favour of dissolution.

After discharging all debts and liabilities of Bracknell Camera Club, the remaining assets will be given or transferred to a voluntary organisation, charity or charities established for similar aims and purposes to those of the Club.

Version dated 22nd May 2017