

Bishopthorpe Camera Club

Affiliated to the Yorkshire Photographic Union

Bishopthorpe Camera Club – Constitution

1. NAME: The name shall be “BISHOPTHORPE CAMERA CLUB”.

2. OBJECTS & BENEFITS.
 - 2.1 To welcome all persons interested in photography.
 - 2.2 To practice and instruct each other in all branches of photography in a spirit of friendship and cordiality by holding meetings for the interchange of ideas, lectures, papers, demonstrations etc., by members and non-members.
 - 2.3 To co-operate with the efforts of other Associations, Societies or Clubs formed for like or similar purposes.
 - 2.4 To encourage the production of photographs for displays, competitions and instructional purposes, by members or at designated times by non- members.

3. MEMBERSHIP & SUBSCRIPTION.
 - 3.1 Applications for membership shall be subject to the approval of the management committee.
 - 3.2 No candidate approved by the committee shall be deemed to be a member of club until he/she shall have paid his/her first subscription. Candidates for membership may attend up to two meetings before applying to join the club.
 - 3.3 All subscriptions shall be due in September of each year for the following year and shall be such a sum as the previous A.G.M, has decided.
 - 3.4 A member whose subscription is unpaid on 1st January will be considered to be in arrears. Such a member shall be contacted and requested to pay within 14 days.
 - 3.5 The committee shall have the power to terminate the membership of any member whose subscription is unreasonably in arrears.
 - 3.6 Persons elected to membership after 1st February will pay half fees at the discretion of the committee.

4. MANAGEMENT.

- 4.1 The Club shall be managed by a Committee consisting of a Chairman, Vice-chairman, Secretary, Treasurer and three other members.
- 4.2 The Officers and Committee shall be elected at the Annual General Meeting each year.
- 4.3 The Committee may elect Honorary Members to recognize individuals for distinguished services to the Club. Holders of these appointments shall have no formal executive appointments.
- 4.4 Any vacancy existing or occurring during the year of office, the committee shall have the power to co-opt a member without a general meeting.
- 4.5 The committee shall meet when necessary and four members shall constitute a forum.
- 4.6 If a member of the committee fails to attend any three of five committee meetings without reasonable explanation, he/she automatically ceases to be a member of the committee.
- 4.7 All property of the Club shall be the responsibility of the committee, to be used in the best interests of the Club.
- 4.8 The committee shall not have the power to incur a total liability which exceeds the total funds in hand without the consent of an Extraordinary General meeting.
- 4.9 In the event of the Club closing down, the committee shall call an Extraordinary Meeting to agree the distribution of the Club's assets. Any such assets remaining after meeting all proper debts and liabilities shall be given or transferred to such charitable institution or institutions having objects similar to those of the Bishopthorpe Camera Club as the members may determine.

5. MEETINGS.

- 5.1 The Annual General Meeting shall be held at the end of the Club year to receive annual reports from the Chairman, Treasurer, and for the election of officers and committee for the ensuing year, beginning in September.
- 5.2 An Extraordinary General Meeting may be called on presentation of a written request to the Secretary stating the reason for calling the meeting and signed by not less than one third of the members.
- 5.3 It shall be the duty of the Secretary to give ten days clear notice of the calling of an Extraordinary General Meeting.

6. RULES

- 6.1 All new rules or alteration of existing rules shall be made at the Annual General Meeting and shall be shown on the agenda,

6.1 Notice of any proposed revision or amendments shall be sent to the Secretary not less than 28 days before the date appointed for the A.G.M. or accompanying the request of an extraordinary General Meeting.

7. RESPONSIBILITY OF OFFICERS.

The Chairman Shall:

- 7.1.1 Preside at the Annual General Meeting
- 7.1.2 Exercise a general supervision and interest in the affairs of the Club.
- 7.1.3 Represent the Club on important occasions.
- 7.1.4 Be available for consultation when required.
- 7.1.5 Be responsible for the conduct of the Management Committee in managing the affairs of the Club.
- 7.1.6 Preside at all committee meetings, maintain order and direct the course of the committee's deliberations towards fulfilling the Club's avowed aims.
- 7.1.7 Remain impartial in all his/her dealings with members.

The Secretary Shall:

- 7.2.1 Make, keep and render available whenever required a list of all members of the Club.
- 7.2.2 Conduct all correspondence of the Club.
- 7.2.3 Keep minutes of Annual General Meeting, Extraordinary General and Committee meetings.
- 7.2.4 Implement such administrative matters for and on behalf of the Club as authorized by the committee.

The Treasurer Shall:-

- 7.3.1 Collect all subscriptions and monies due from whatever source and shall be responsible for the recording of all cash transactions and for the banking of monies received as soon as possible and not later than 7 days after receipt.
- 7.3.2 Hold a cash float and draw up an annual statement of Income and Expenditure and Balance Sheet, which after audit shall be presented at the Annual General Meeting or Extraordinary General Meeting convened for the purpose.