CLUB CONSTITUTION & RULES

1. **NAME**
   The name of the club shall be **Gwynfa Camera Club**.

2. **OBJECTIVES OF THE CLUB**
   The objectives of the club shall be as follows:-
   a. To promote and encourage an active interest in photography.
   b. To be a member of the Photographic Alliance of Great Britain through the Welsh Photographic Federation.
   c. To organise an annual programme of activities.
   d. To promote an 'Annual Exhibition', entries for which will be confined to members of the Club, and establish rules and conditions thereof.

3. **MANAGEMENT**
   i The management of the club shall be by an Executive Committee.
   a. The day to day running of the club shall be controlled by the Executive Committee which is also empowered to rule on any matters affecting the general interests, spirit or sense of fair play, arising within the Club.
   b. The Executive Committee shall consist of:-
   Chair, General Secretary, Treasurer, Internal & External Competition Secretary, Programme Secretary, Publications Secretary, Communications Secretary, Archivist, Librarian, Equipment Officer, Exhibitions Officer and other members as deemed necessary by the committee.
   c. All members of the Executive Committee shall retire annually at the end of the calendar year for which they were elected to serve and shall be eligible for re-election, except the Chairperson who may not hold the office for more than two years consecutively.
   d. Such Executive Committee shall meet monthly and in such a place as it may decide. Any member of the Executive Committee absent on three consecutive occasions, without adequate reason, shall be deemed to have forfeited membership of the Executive Committee.
   e. A quorum shall be present before an Executive Committee meeting may proceed. A quorum shall be <u>four</u> committee members.
   f. If the Chairperson is not present to Chair the Executive

Committee meeting, then those present shall proceed to elect another Chairperson.

ii. At Executive Committee meetings, the proceedings should include a set of reports from the officers as follows:-

a. Chairperson's verbal report.
b. General Secretary's verbal report.
c. Treasurers statement of accounts - a copy of which should be given to each committee member and published as part of the minutes to the meeting.
d. The Competition Secretary's verbal report.
e. An update of programme arrangements from the Programme Secretary.
f. Library and equipment reviews.
g. Any other business.

iii. The Executive Committee should in particular:-

a. Determine the date of the AGM and prepare reports for submission thereat.
b. Notify all members of:-
    1. The names of retiring Committee members and their attendance at Committee meetings.
    2. Names of all members of the Club.
c. Not less than 28 days before the date of the AGM invite nominations & proposals from members for action at the AGM.
d. Appoint delegates to the AGM of the WPF.
e. Have full control of the finances of the Club except that the subscription rates shall be determined at a General Meeting - Rule 6.
f. Have the power to fill vacancies caused by death or resignation.
g. All retiring officers shall be expected to hand over all relevant documents at the end of the calendar year for which they were elected to serve.

iv. The club Committee is responsible for organising each year various Club competitions including but not restricted to:-

- Mono & colour print challenges.
- Mono & colour projected images challenges.
- Various open or themed competitions including:-
    - The Presidents Trophy
    - The Jim Davis Memorial Trophy.
    - The Freespirit Images Shield.

- The Colin Williams Trophy
- A ‘Picture of the Year’ competition to conclude the year.
- Various ‘Inter-Club’ competition(s).
- The Pixels Competition

Photographs entered in the above competitions (excluding ‘the Picture of the Year’ competition) shall be assessed & awarded points by an independent judge selected by the Committee.

4. FINANCE

i. The funds of the Club shall be applied solely to the stated objects of the Club.
ii. No member of the Club shall receive payment directly or indirectly for services to the Club or for other than legitimate expenses incurred in its work.
iii. In the event of dissolution of the Club, the property of the Club will be realised and, after the satisfaction of all its debts and liabilities, the funds shall not be paid to, or distributed among, the members of the Club, but shall be given or transferred to some other institution having objects similar to the objects of the Club. This is to be determined by the members at, or before the time of dissolution and, in default by such Judge of the High Court of Justice as may have or has acquired jurisdiction in this matter, and so far as effect cannot be given to this, then to some charitable object.
iv. A bank account shall be opened in the name of Gwynfa Camera Club. Withdrawals from, and payments out of such an account shall be made upon the signature of the Treasurer and one other elected signatory from the Executive Committee. Such petty cash accounts may be maintained as may be directed by the Executive Committee.
v. The Treasurer shall keep proper books of accounts showing all sums received and paid and shall have the authority to give receipts for moneys paid to the Club and provide a monthly written Statement of Account to the Executive Committee. Such statement to be published at least quarterly on the Club notice board.

5. MEETINGS

i. Annual General Meeting (AGM)

An AGM shall be incorporated into the annual programme and timed suitably to allow decisions to be incorporated in the following annual programme. The business of the AGM shall be:-

a. To elect an Executive Committee.
b. To receive reports from the members of the Executive Committee as to the work of the Club since the last AGM.
c. To receive an Income and Expenditure Account and Balance sheet in respect of the previous year.
d. To elect any other officer the membership deems required.
e. To elect two Auditors.
f. To transact any other relevant business.
g. Proposals for consideration at an AGM. All proposals for consideration at the AGM shall be in writing and in the hands of the General Secretary of the Club not less than fourteen days before the AGM, these proposals to be posted on the Club notice board one week before the AGM for consideration by members.

ii. Extraordinary General Meeting

a. Extraordinary General Meetings shall be convened by not less than seven days and not more than twenty eight days notice in writing to the persons entitled to attend, forwarded through the General Secretary of the Club.
b. Any member of the Club is entitled to attend General Meetings of the Club and vote, with the exception of the person occupying the Chair, who shall be entitled to a casting vote in addition to any vote as a member.
c. All propositions arising at a General Meeting shall be decided by simple majority, with the exception of those proposals involving alterations to the Constitution and Rules which shall be required to be passed by two thirds of the votes cast.
d. A quorum shall be present at any General Meeting of the Club before such a meeting can proceed. A quorum shall be 30% of qualifying members. If a quorum is not present the meeting shall be postponed to another time to be determined by the club Committee but not less than 7 and not more than 28 days after the original meeting. If a quorum is still not present at the second meeting, the meeting will be allowed to continue regardless.
e. If the Chairperson is not present at a General Meeting within fifteen minutes of the time to commence the meeting, those present shall proceed to elect a Chairperson from amongst the persons properly entitled to vote.
f. An Extraordinary General Meeting of the Club may be convened at any time upon five members of the Club giving written notice to the General Secretary that they require such a meeting to be called, such notice shall specify the business to be transacted thereat. Upon receipt of such a notice, the

General Secretary shall, within 14 days from the date of receipt, despatch notices calling a General Meeting to members in accordance with the provision of Rule 5.2a.

6. MEMBERSHIP

a. Membership shall be open to anyone whose application for membership is approved by the Committee and on payment of a joining fee set by a General Meeting of members.

b. Membership of the Club implies the undertaking to comply with and abide by these rules:-

i. Members shall pay such annual subscriptions as a General Meeting shall decide. The annual subscription shall become payable as a joining fee on election to membership and thereafter shall become payable upon 1st January each year. Any member whose subscription is in arrears by 31st January will forfeit their membership.

ii. Members shall pay a weekly attendance fee set by a General Meeting of members.

c. Membership may be withdrawn from any member who has, in the opinion of the Committee, brought the Club into disrepute. Members have the right to appeal against the Committee's decision.

7. AMENDMENT TO RULES

These rules may be altered at any General Meeting by **two thirds** of the votes cast, subject to the notice by Rule 5 having been given.