

D R A F T

MIDHURST CAMERA CLUB CONSTITUTION

The club name is abbreviated in this constitution as MCC.

AIM

The aim of the Club is the promotion, encouragement and enjoyment of all branches of photography through meetings, lectures, workshops, holding an annual exhibition and other activities.

AFFILIATIONS

The Club is affiliated to the Photographic Alliance of Great Britain (PAGB) through membership of the Southern Counties Photographic Federation.

The club meets between September and May and at such times during the other months as the Committee may decide.

MEMBERSHIP

The Club is open to anyone interested in Photography. The membership year runs from the 1st September until 31st August. Membership is renewable annually by payment of the relevant subscription. New members joining after the start of the season will have their subscription reduced as published on the website.

A member may bring a guest or guests to any meeting except the Annual and Extraordinary General Meetings. All guests will be expected to pay the appropriate fee for each visit.

THE PRESIDENT

A senior member of the club, elected by the members for a 3 year term, acts as President. The President is not, ex officio, a member of the Committee. The President will chair the part of a General Meeting at which the Chairman is being elected.

COMMITTEE

The Committee comprises the Chairman, Secretary, Treasurer, Competitions and Programme Secretaries and other posts as required to manage other functions. These may include publicity, web, membership, social activities, and the interests of ordinary members. The Committee may co-opt any club

member to fill any vacant Committee post as a voting member by a unanimous vote of those present at a Committee meeting.

ELECTION OF COMMITTEE

Committee members are elected at a General Meeting. There is no fixed term for any Committee position. Any Committee post holder is to put himself/herself up for re-election at the next Annual General Meeting where any member notifies the President or a Committee member that he/she puts him/herself forward as a candidate for the post, seconded by another club member.

MANAGEMENT

Except for any matter reserved for a Special Resolution (see under General Meetings below), the Committee has full control of the affairs of the MCC, including:

- Holding the assets of the MCC, establishing bank accounts and
Conducting financial transactions for the business of the MCC.

- Appointing to any casual vacancy arising amongst its elected members.

- Co-opting additional voting members.

- Inviting additional non-voting attendance at meetings of the Committee where the invitee has special knowledge of a particular item of business.

- Appointing sub-committees from amongst its members and others and determining their terms of reference. The Chairman shall, ex officio, be a member of all sub-committees.

- Appointing one or two club members to attend the representative meetings of the Southern Counties Photographic Federation.

- Accepting application of non-members to join the club.

Meetings of the Committee are held as required.

Committee meetings are chaired by the Chairman, or in his/her absence by the Programme secretary, or another committee member agreed by a majority of the Committee.

The quorum for a Committee meeting is 50% of the Committee's voting members. An inquorate meeting shall be adjourned to another date and time and when reconvened, the number of persons present shall then form a quorum.

An Extraordinary meeting of the Committee may be convened on the direction of the Chairman, or at the request, addressed to a Committee member, of not fewer than five members of the MCC. The meeting is to be held within one month of the direction or request.

Sub-committees meet at times and places as the Sub-committee decides.

Notice of Committee meetings, including the agenda, are to be given at least fourteen days before the date of the meeting to all those entitled to attend.

Resolutions will be passed on the basis of a simple majority of those present. In case of tied votes, the Chairman has an extra deciding vote.

Any member unable to attend a Committee Meeting in person may appoint the Chairman or another member attending the meeting to vote as a proxy. All proxy appointments are to be notified to the Secretary before the start of the meeting. Voting on any resolution is normally by a show of hands of those present, except that any member present may require that voting shall include proxies.

ANNUAL GENERAL MEETING

An Annual General Meeting is held each year. The meeting shall:

- Receive a Report from the Committee on the activities of the previous year.

- Receive a financial report from the Treasurer including the accounts for the year ending.

- Agree a resolution setting the subscription rate for the year starting 1st September.

- Elect new Committee members as required, who shall take office at the end of the meeting.

- Conduct other business included on the Agenda.

EXTRAORDINARY GENERAL MEETING

An Extraordinary General Meeting may be called either by the Committee, or upon receipt by a committee member of a request by at least five members. The meeting is to take place within one month of the Committee resolution or receipt of the members' request.

GENERAL MEETINGS

General Meetings shall be chaired by the Chairman or by another member of the Committee and shall consist of:

- The current voting members of the Committee

- The MCC members who requested the meeting

Other members of the MCC

The quorum shall be half the current membership of the MCC. An inquorate meeting shall be adjourned to another date and time and when reconvened, the number of persons present shall then form a quorum.

Notice of General Meetings shall be given at least 21 days before the date of the meeting and shall state the business to be transacted.

Decisions at General meetings, except for those subject to Special Resolution are made by simple majority of those attending, and of any proxy votes.

Some fundamental issues affecting the club are managed by Special Resolutions, which may only be put to a General Meeting. Among the issues to be dealt with by Special Resolution are:

Amendment of this constitution,

Removal of a member from the club,

The dissolution of the MCC.

Other matters affecting the continued existence of the club, as decided by the Committee.

Special Resolutions require more than two thirds of the votes cast to be in favour of the Resolution to be passed. Voting on any Special Resolution is always to include any proxy votes.

Any person entitled to vote at a General Meeting but unable to attend may appoint the Chairman or another person attending the meeting to vote as a proxy. All proxy appointments must be notified to the Secretary before the start of the meeting.

In case of tied votes, the Chairman has an extra, deciding, vote.

FINANCIAL TRANSACTION LIMIT

The Treasurer may authorise expenditure of up to 5% of club reserves per individual item for routine purchases and expenses. Expenditure in excess of this limit requires a resolution by the Committee.

INSURANCE

The MCC carries insurance covering its assets and indemnity against public liability. The insurance is arranged by the Treasurer.

CLUB COMMUNICATIONS

The prime medium for club communications is the website. Use of any other appropriate communications media is encouraged, but where possible information of interest to members should be placed on the website.

AMENDMENT TO THE CONSTITUTION

The Committee is to review the Constitution periodically, and present any recommended amendments to an AGM or EGM for approval, as a Special Resolution.

DISSOLUTION OF THE MCC

A General Meeting may, by Special Resolution, dissolve the MCC and appoint a Trustee to call in, hold, manage and dispose of the residual assets of the MCC upon such conditions as the Meeting shall direct.