



# Morrison Camera Club

## Constitution, Financial Controls Policy and Rules - March 2022

### FOOTNOTE:

The Club Constitution and Rules are subject to review and amendment as required. The current and updated version of this document is available on our website ([www.morrisoncameraclub.co.uk](http://www.morrisoncameraclub.co.uk)).

### Constitution

1. The club shall be called "MORRISTON CAMERA CLUB".
2. The Club is a membership based organisation which is administered by a Committee of Members accountable to the Membership.
3. Membership shall be open to anyone interested in photography, who is over the age of 18 years.
4. The objective of the Club is to encourage photography amongst its Members and the community.
5. Membership of the Club implies the undertaking to abide with, and comply with the Constitution, Policies and Rules of the club.
6. A Committee of Members shall manage the affairs of the Club on behalf of the Membership between General Meetings.
7. The Committee shall comprise Officers and Members either elected by Members at the AGM or EGM or appointed by the Committee during the course of the year to fill any vacancies arising until the next AGM or EGM (GMs).

8. The Annual General Meeting shall be held on the third Friday in November.

9. The Officers shall consist of a Chairman, Vice-Chairman, General Secretary, Treasurer, Programme Secretary, Competition Secretary, External Competition Secretary, Social Secretary, Webmaster, The committee may appoint co-opted members to assist with the general running of the club as and when required.

10. Officers and Committee members shall serve until the next AGM unless they resign or the Committee decides that they are unable to carry out their duties effectively.

Once any club officer has left their post, they should be prevented from accessing the mail system and Google drive files pertaining to club matters by having their password changed by the Webmaster. The Webmaster should also remove them from the email committee contact groups.

11. Candidates for election by membership shall be proposed by one member, and seconded by another member, the proposition being put to the Annual General Meeting.

12. Extraordinary General Meetings shall be convened on a requisition signed by at least five Ordinary Members or the majority of the committee following a quorate committee meeting, stating the Object, and sent to the General Secretary at least fourteen days before the date proposed. Notices of Motion, which includes nominations, for the A.G.M. also require the same period of notification

13. At Committee Meetings, four shall form a Quorum, and Special Meetings will require attendance by 25% of the membership.

14. The General Secretary shall keep the Minutes of all Meetings, and conduct the correspondence of the Club.

15. The Programme Secretary shall publish an annual programme of club meetings and events by the beginning of each club year except in exceptional circumstances.

16. The Constitution and Rules can only be amended by a simple majority of Members voting at either the Annual General Meeting (AGM), or an Extraordinary General Meeting (EGM) (Collectively General Meetings (GM). In the event of a tied vote, the Chair of the Meeting (usually the Committee Chair) shall cast a deciding vote.

17. The committee will determine, update and publish on the club website all policies for the effective management of the club with reference to any current legislation. These policies will be reviewed annually.

18. Usage Rights for Images Submitted to Morriston Camera Club by the Members

Members submitting their images to Morriston Camera Club, for whatever purpose, are assumed to be the author and copyright holder for the images submitted, and copyright will remain with the author at all times.

Submission of images to Morriston Camera Club will automatically assign certain usage rights to Morriston Camera Club as follows:

1. Prints submitted to Morriston Camera Club by members will only be used (displayed) for the purpose for which they were submitted. Permission will be requested from the author before any prints are retained by Morriston Camera Club for other uses.
2. Digital images submitted to Morriston Camera Club by members may be reproduced and published in digital form and on any platform by the Morriston Camera Club, providing there is no commercial gain from such usage.

The author of any image submitted to Morriston Camera Club may withdraw usage rights for that image at any time by written request to the General Secretary.

Usage Rights and on-line meetings.

From time to time Morriston Camera Club may hold meetings on-line and these meetings may be recorded. Participation in these meetings, and submission of material for these meetings automatically assigns rights to Morriston Camera Club to record meetings and make these recordings available to Club members or to the members of other participating clubs.

19. The Treasurer shall collect all subscriptions and monies due after authorisation by the Committee.

20. The funds of the Club shall be applied solely to the stated objectives of the organisation and no member of the Club shall receive payment directly or indirectly for services to the Club other than for legitimate expenses.

21. Insurance and limits of liability

The Club will carry Third Party Public Liability Insurance, and will also carry Management Protection Insurance to cover the activities of the committee. Public liability insurance applies to Official Club Organised Events, but does not apply to ad hoc gatherings and events that may from time to time be arranged by Club Members or Officers.

Official Club Events will be shown on the Club's published Programme on the club website or via the Club's newsletter, and any events or gatherings which are not included on the Club Published Programme will not constitute a Club Organised Event.

### **Financial Control**

1. The Committee will prepare and set an annual operating budget (see note1) for the year.
2. The Committee will propose an Annual Subscription Rate (see note 2) which is sufficient to cover all budgeted operating costs for the year.
3. Items 1, 2 will be submitted to the membership for consideration and voting on at the Annual General Meeting.
4. At Committee meetings (March, June and September) the Treasurer shall provide a variance analysis of Income and Expenditure vs the approved Budget.
5. If, between Annual General Meetings operating costs are forecast to exceed income, the Committee has the discretion to take all necessary measures, including both reducing expenditure and utilising Capital Reserves, to cover any shortfall until the next Annual General Meeting.
6. If, Income exceeds operating costs, then the committee may use the excess funds at their discretion for the benefit of the club and its members.

Note 1 – Operating budget includes cost associated with regular club activities (Speakers, judges refreshments etc), but excludes Capital Expenditure (purchase of equipment)

Note 2 – The income received from Members Subscription should be sufficient for the club to operate without use of money held as Capital Reserves

Note 3 - Capital Reserves are the funds accrued over previous years held at the bank.

7. At the close of each Club Year, a Balance Sheet shall be drawn up by the Treasurer, and Audited by two Ordinary Members, appointed for this purpose at the Annual General Meeting.

8. In the event of Dissolution, the property of the Club will be realised and after the satisfaction of all its debts and liabilities, such property shall not be paid to, or distributed among the members of the organisation but shall be given or transferred to some other institution having similar objectives to the Club.

## **Rules**

1. The annual subscription shall be fixed for the following year at the Annual General Meeting and shall be payable in two instalments on the first meetings in January and September of each year.

2. All potential new members will be allowed to attend for a two week period prior to deciding to join. A pro rata membership fee will be requested.

3. The name of any Member whose annual subscription is more than four weeks in arrears may be removed from the list by order of the Committee. The treasurer will request payment from lapsed members and following the 4 week grace period will produce a list of current members.

4. A member not in arrears of subscription may resign at any time by notifying the General Secretary of his/her desire to do so.

5. A member may be expelled, or asked to resign from the Club at the decision of the Committee. The Committee can request a Member to appear before it, provided that where any accusation or charge is made, the Member can have a full and reasonable opportunity to put forward a defence and bring witnesses at a later meeting. Any Member expelled, or asked to resign, shall have the right to appeal to an Extraordinary General Meeting called for this purpose. All Committee proceedings and those of any Extraordinary General Meetings called under this Rule shall be treated as privileged and confidential.