

## **Morrison Camera Club**

### **Constitution, Financial Controls Policy and Rules – November 2020**

#### 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)).

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### **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 and Rules.
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, and such other officers as may be required for the effective running of the Club.
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.
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. Special Meetings shall be convened on a requisition signed by at least five Ordinary Members, 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.

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 MCC will publish policies on Data Protection and Social Media which will be reviewed annually by the committee. To be included subject to acceptance by the members at the MCC Annual General Meeting.)

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 Club 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.

## **Financial Control Policy**

1. The Committee will prepare and set an annual operating budget 1 for the year.
2. The Committee will propose an Annual Subscription Rate 2 which is sufficient to cover all budgeted operating costs for the year.
3. The Committee will propose the amount of money to be held as Capital Reserves.
4. Items 1, 2 and 3 will be submitted to the membership for consideration and voting on at the Annual General Meeting.
5. At Committee meetings (March, June and September) the Treasurer shall provide a variance analysis of Income and Expenditure vs the approved Budget.
6. 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.
7. 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) and are there to cover the purchase/replacement of the assets and equipment of the club.

8. 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.

9. 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. 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.

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

4. 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 a Special General Meeting called for this purpose. All Committee proceedings and those of any Special General Meetings called under this Rule shall be treated as privileged and confidential.