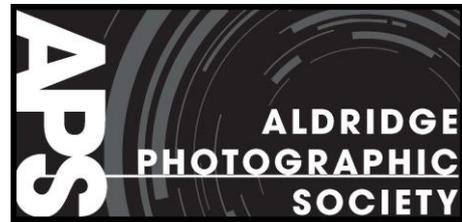


# ALDRIDGE PHOTOGRAPHIC SOCIETY CONSTITUTION



## 1. Name

The Society will be called the Aldridge Photographic Society (hereinafter called the Society).

## 2. Aims and Objectives

The aims of the Society are to provide a friendly, inclusive, social and informative environment for members to pursue and develop their interest in photography. The intention is to provide this through a combination of visitor and member presentations, competitions, workshops, photographic walks, inter club activities with other local photographic societies, and ad hoc advice and support between members. Additional activities can be introduced subject to the wishes of the members and the decision of the Committee.

## 3. Membership

Membership is open to any person interested in, or practising, photography.

Applicants for membership will be admitted on payment of the normal subscription. New members will be introduced at a meeting of the Society.

Acceptance of membership of the Society implies undertaking to comply with and abide by this Constitution.

Members under the age of eighteen are welcomed, but must be accompanied by a parent or guardian at all meetings and events (including social).

The membership year will run from September to August.

All members will act with due respect for all other members and other persons associated with the Society's activities. No member will act in any manner that could bring the Society into disrepute.

Members' personal information will be treated in accordance with the Society's Data Protection and Privacy Policy.

## 4. Subscriptions

Membership/subscription categories will be:

- Single
- Family
- Junior – under 18
- Student – under 21
- Visitor

The amount of the annual subscription for each category will be fixed for the following membership year at the AGM. Members joining after Christmas will pay 1/2 of the full subscription.

The subscription will be due at the first meeting of each membership year.

Honorary Life Members will not be liable to pay a subscription, but will be considered full members of the Society in all other respects. The facility to create Honorary Life Members ceased in August 2018.

Any monies paid by visitors will be deducted from their subscription should they wish to join the Society later that season.

Junior members will not be able to vote at the AGM.

Any member whose subscription is more than 28 days overdue will, at the discretion of the Committee, be reminded, and if it is not paid within 14 days will be deemed no longer to be a member.

## **5. Discrimination and Equality**

The Society welcomes all members regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs; and will treat all members equally and with respect.

## **6. Management of the Society**

The affairs of the Society will be managed in accordance with this Constitution by a Committee consisting of Officers and up to three Members.

All Officers and other Committee members will be elected annually at the AGM – or at a Special General Meeting in exceptional circumstances. In addition, an Auditor will be elected at the AGM or SGM. The Auditor, will only be an Officer or Committee member, if directly elected to that position.

All such elections will be subject to a proposer, a seconder and a vote of the members attending the meeting.

The Officers will consist of a President, Vice-President, Secretary, Treasurer, Programme Secretary and Competition Secretary. The Committee can, if they wish, appoint a Publicity Secretary and/or a website manager either from within the Committee members, or the wider membership. Additionally, the Committee can, if they wish, appoint other posts with special responsibilities from within the Committee members or the wider membership.

All Officers, other Committee members and the Auditor must be members of the Society at the time of their election, and throughout their period of office. They will be eligible for re-election each year, subject to no member being President for more than 2 successive years.

All full members of the Society will be eligible for election to the Committee and to an Officer position subject to them having been a full member for at least twelve months at the time of the election.

If a position of Officer of the Society falls vacant during the year, then the remaining members of the Committee may co-opt a replacement which shall be valid until the next AGM.

The Committee shall meet as often as is necessary subject to not less than 7 days notice being given by the Secretary.

The quorum for Committee Meetings will be four.

The Secretary will keep all Minutes of Committee and General Meetings of the Society and will conduct the correspondence of the Society, except as directed by the Committee. Minutes of the Committee will be issued to all Committee members and be made available to all Society members on request. Minutes of General Meetings will be issued to all members. Copies of all minutes will be retained for a minimum of 7 years.

Apart from Society and Committee meetings, communication with and between members will generally be via email. The circulation list of members' email addresses shall be considered to be confidential, in accordance with the Society's Data Protection and Privacy Policy, and shall only be used to further the interests of the Society.

## **7. General Meetings**

The AGM of the Society will take place in April or May each year and at least 21 days notice of the date will be given to members. Any proposals for matters requiring consideration at an AGM should be submitted to the Secretary at least 14 days prior to the meeting. The Secretary will circulate an agenda for the AGM at least 7 days prior to the meeting. The AGM will include a review of the activities of the Society, Election of Officers, Appointment of the Auditor and other items as identified in this Constitution.

The review of activities will be in the form of reports from the President, the Treasurer (including a review of the Society's financial position), the Programme Secretary and the Competition Secretary.

Special General Meetings may be convened on a requisition signed by at least three full members, stating the objective, and sent to the Secretary at least 21 days before the day proposed.

The quorum for General Meetings will be 1/3 of the full membership.

All members will be entitled to vote at General Meetings with the exception of Junior members. In the event of equal votes being cast on any motion, the President shall have a casting vote in addition to their own vote.

## **8. Finance**

The Treasurer will collect all the monies due, after authorisation by the Committee.

The Society's financial year will run from 1<sup>st</sup> April one year to 31<sup>st</sup> March the following year.

The funds of the Society are applied as follows:

- Firstly to pay the Society's room hire for its meetings.
- Secondly to cover any expenses incurred in running the Society, including visiting speaker fees and expenses.
- Thereafter towards providing any equipment, materials, trophies or other items appropriate to the activities of the Society.

Any withdrawals from the Society's account(s) shall require two signatories from a panel of at least three Committee members, including the Treasurer, who have been authorised at a Committee meeting.

Any expenditure by or on behalf of the Society must be appropriately approved in advance. For costs incurred in their respective positions, the Programme Secretary is authorised to commit up to £100 per event, and up to £1,000 per season, and the Competition Secretary is authorised to commit up to £50 per event. For any other items, the Committee – which for this purpose can meet via email communication – is authorised to commit up to £750, with any spending in excess of this requiring approval from a General Meeting.

At the close of each Society year, a balance sheet and an income and expenditure summary drawn up by the Treasurer will be presented for approval by the members. These accounts will be audited by the Society's Auditor who shall not be an account signatory.

Copies of the accounts will be retained for a minimum period of 7 years, or longer if legally required.

## **9. Competitions**

The Society will run a series of competitions during each year.

Competitions will be subject to rules established by the Society and managed by the Competition Secretary.

The Competition Rules should be reviewed by the Committee at least once every two years. Members may request additions or changes to the Competition Rules by written submission to the Committee.

Any proposed changes to the Competition Rules must be submitted to the AGM or a SGM for approval.

## **10. Communication and Publicity**

The Society will seek to maintain a website, or other appropriate electronic communication platform, as the principal means of wider communication and publicity.

All members acknowledge that any images that they submit to the website may be published - subject to the discretion of the website manager. Members also acknowledge that images of Society activities will, from time to time, appear on the website and that they may be included in them.

In order to support the aims and objectives of the Society, the Publicity Secretary, or other designated person, will seek to arrange for appropriate publicity to be placed in relevant local media.

## **11. Affiliations**

The Society will be affiliated to the Photographic Alliance of Great Britain (PAGB) through membership of the Midland Counties Photographic Federation (MCPF). In addition, the Society will be affiliated to the Aldridge Central Community Association (ACCA).

## **12. Discipline and Appeals**

In the event that any member or members have any concerns in relation to the behaviour or activities of any other member, they should raise this confidentially with an Officer of the Society who will convene a meeting of the Committee.

The Committee can request a member to appear before it, provided that where an accusation or charge is made the member will be given a full and reasonable opportunity to put forward an explanation/ defence and bring witnesses at a later meeting.

A member may be expelled or asked to resign from the Society at the decision of the Committee.

Any member expelled or asked to resign will have the right of appeal to a Special General Meeting called for that purpose. Such appeal must be made within 14 days of the decision to expel or request to resign, and the Special General Meeting should take place within 14 days of the appeal.

All Committee proceedings and those of any Special General Meeting called under this rule shall be treated as strictly confidential.

## **13. Dissolution Procedures**

The Society may be wound up subject to a motion proposed and seconded by Society members and passed by a two thirds majority at a Special General Meeting convened for that purpose, following a written request submitted to the Secretary and signed by at least 3 members.

In the event of dissolution of the Society the trophies and equipment will be distributed at the discretion of the Committee and any remaining assets of the Society, after discharge of all debts and liabilities, will be donated to registered charities as proposed and voted for by the Special General Meeting which decides to wind up the Society.

## **14. Review of the Constitution**

This Constitution should be reviewed by the Committee at least once every two years.

Members may request additions or changes to the Constitution by written submission to the Committee.

Any proposed changes to the Constitution must be submitted to the AGM or a SGM for approval.

In the event of any inaccuracies, ambiguities or deficiencies in this Constitution, the Committee shall have the power to deal with the same at its discretion.

**This Constitution was approved by the Annual General Meeting of the Society held on 16<sup>th</sup> May 2019.**

## **Aldridge Photographic Society**

Find us at [www.aldridgephotographicsociety.com](http://www.aldridgephotographicsociety.com)

Contact us on email: [aldridgeps@gmail.com](mailto:aldridgeps@gmail.com)

Facebook: Aldridge PhotoSociety

*A member of the Midland Counties Photographic Federation*