

SALTBURN PHOTOGRAPHIC SOCIETY

CONSTITUTION

1 Name

The name of the Society shall be "Saltburn Photographic Society"

2 Aims and Objectives

The aims and the objectives of the Society are to encourage and advance the art of photography within a safe environment and to provide a facility for the residents of Saltburn and the surrounding area to meet in furtherance of this aim.

The Society shall be non-profit-making.

3 Committee

- a) The Society shall be managed by a Committee consisting of eight Officers of the Society and up to six ordinary Committee members. All officers elected must be able to satisfy scrutiny as "persons of integrity and trust". New Committee members are required to declare upon nomination any circumstance which may affect their eligibility.
- b) The Officers of the Society shall be elected at the Annual General Meeting and comprise:
 - a President, who shall remain in office until such time as another member shall be nominated and elected President.
 - a Chairman (male or female), Vice-Chairman and Immediate Past Chairman, each to be elected for a term of TWO years. The Vice-Chairman shall proceed automatically to the office of Chairman at the end of that officer's period of office. The outgoing Chairman proceeds automatically to the office of Immediate Past Chairman.
 - a Secretary, Treasurer, Syllabus Secretary and Competition Secretary, each to be elected for a term of TWO years or such shorter period as the meeting shall decide. They shall be subject to re-election at the end of their term of office.
- c) The ordinary members of the Committee shall serve for ONE year and be subject to re-election at the Annual General Meeting.
- d) Any Officer relinquishing office shall automatically become an ordinary member of the Committee at the end of their two-year period, should they wish to do so and thereafter be subject to re-election each year in the same way as other ordinary members of the Committee.
- e) Members proposed, seconded and elected by the members at the Annual General Meeting will then fill any remaining vacancies on the Committee.
- f) Any member consenting to be considered for election to the Management Committee must be nominated and seconded by members of the Society and notification must be given in writing to the Secretary not less than fourteen days prior to the Annual General Meeting. Nominees must be aware of the declaration regarding integrity and trust (3a) above). Should circumstances change while they are in office they must declare the relevant facts.

g) The Committee:

- must meet at least four times each year
- may appoint sub-committees to advise them or to carry out specific tasks. These sub-committees must report back to the Committee.
- may co-opt other members onto the Committee if this is deemed necessary.
- must keep minutes of its meetings and proceedings and keep safe records relating to the Society. The minutes and records of meetings are available for membership perusal by request.

4 Powers

In furtherance of the aims and objectives, the Society may, with the approval of the Committee :

- a) employ specialists temporarily to perform tasks within the Society's funding and available monies and with the approval of the Committee.
- b) co-operate with other voluntary bodies, charities and statutory authorities in furtherance of the aims and objectives of the Society and exchange information with them.
- c) raise funds by any lawful means except permanent trading.
- d) accept gifts or donations to be used in the furtherance of the aims and objectives of the Society.
- e) ask its members and any staff remunerated by the Society to undergo a Criminal Records Bureau disclosure and adhere to the Society's Child Protection policy and procedures, if necessary.
- f) engage in other activities within the law and with the approval of the Committee, which are necessary for the Society to carry out their aims and objectives.

5 Membership

- a) Membership of the Society is open, without discrimination, to anyone interested in photography.
- b) The categories of membership shall be:
 - Ordinary - aged 18 or over
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 - Family - from the same household
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 - Junior – aged under 18 years
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 - Country - resident more than 20 miles from Saltburn
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 - Honorary – by invitation of the Committee and approval of the membership

- c) A member may be expelled from, or asked to resign from, the Society by the decision of the Committee. The Committee can request a member to appear before it without stating the reason, provided that where any charge or accusation is made, the member shall be given full and reasonable opportunity to put forward a defence and bring witnesses to a later meeting. A member expelled or asked to resign shall have the right to appeal to an Extra-ordinary General Meeting of the Society called for that purpose. All Committee proceedings and any Extra-ordinary General Meetings so called shall be treated as privileged and confidential.
- d) The name of any member whose subscription is in arrears may be struck off the list of the members by order of the Committee.

6 Meetings

- a) There must be an Annual General Meeting of the members of the Society each calendar year. The Secretary must give 21 days notice of this meeting to members.
- b) At the Annual General Meeting the members will:
- receive the Chairman's report for the previous year
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 - receive the Treasurer's report and accounts for the previous year
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 - receive reports from the Competition Secretary, Syllabus Secretary and any other Officers or members responsible for administrative matters within the Society
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 - elect the Officers and Committee for the following year
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 - discuss any other matter(s) brought to the attention of the Committee
- c) Any other business raised at an Annual General Meeting or Extra-ordinary General Meeting upon which a vote must be taken requires notification to the Secretary in writing not less than fourteen days prior to such a meeting. The Chairman shall have the power to waive this rule at the meeting at his/her discretion.
- d) A member wishing to vote on matters arising at an Annual General Meeting or an Extra-ordinary General Meeting may only do so by personal attendance at the meeting.
- e) A Special (Extra-ordinary) General Meeting of the members of the Society may be held following a requisition signed by three ordinary members, stating the objective and sent to the Secretary. The Secretary must, within 14 days, set the date and agenda then give the members of the Society seven days notice in writing of such an Extra-ordinary General meeting.
- f) A quorum shall be FIVE at Committee meetings and TEN at General meetings.
- g) Each member has one vote, except for the Chairman who has a second or casting vote. Honorary members cannot vote.
- h) The Secretary shall keep minutes of all Committee meetings, Annual General meetings and Extra-ordinary General meetings and conduct the correspondence of the Society.

7 Finance

- a) The Society's financial year shall run from 1st April to 31st March. Annual subscriptions shall be due in September and half-year subscriptions shall be payable by members joining after 31st December. Honorary members shall not pay subscriptions.
- b) The Committee shall maintain bank and/or building society accounts in the name of the Society and make regulations governing the signatories for each account. All funds belonging to or raised for the Society must be paid directly into these accounts and may only be used in furthering the Aims and Objectives. Each account must have at least three signatories, any two of which may sign cheques.
- c) No borrowing or expenditures above £100 may be arranged without the approval of the Committee.
- d) No member of the Committee or wider Society may be employed by the Society or receive any payment or other benefit from its funds except for reasonable out of pocket expenses.
- e) The Committee is responsible for the keeping of books and accounts and to prepare an annual statement of accounts.
- f) The Treasurer shall collect all subscriptions and monies owing etc., with authorisation by the Committee. At the close of each year a 'Statement of Income and Expenditure' shall be drawn up by the Treasurer and audited by two ordinary members appointed for this purpose.

8 Amendment of Constitution

This document may be amended at a General Meeting, by resolution passed by two thirds of the members present and voting. All amendments must be proposed prior to the commencement of this meeting.

9 Dissolution

- a) The Society may be dissolved at a General meeting by a resolution passed by two thirds of the members present and voting.
- b) In the event of dissolution, the members of the Committee holding office will remain responsible for the winding up of the affairs of the Society.
- c) The Committee shall transfer any remaining assets to one or more organisations, having objectives similar to the Aims and Objectives listed in item 2 of this document.

**At an Extra-ordinary General Meeting in Saltburn Methodist Church Hall
on 23rd April 2014,
this Constitution was adopted unanimously, by those members listed below,
as the Constitution of Saltburn Photographic Society**

Lilian Waton (Chairman), Anne Barron, Audrey Barnes, Malcolm Blenkey (Syllabus Secretary), Martyn Davies, Richard Degg (Secretary), Philip Dove (Committee), Diane Falla, Norman Harbord, Patricia Harbord, Stella Healing, Leigh Lee, Alan Meek (Immediate Past Chairman), Alan Parker (Competition Secretary), Christine Parker (Treasurer), Alan Richmond, David Sanderson (Vice Chairman), Alan Spanner, Paul Terry, Geoff Twedde.