

Stourbridge Photographic Society

Proposed Club Constitution

1. The Name

- 1.1. The club shall be known as “Stourbridge Photographic Society” and herein after shall be identified as the Society.
- 1.2. The title of “Stourbridge Photographic Society” is the sole property of the Society and under no circumstance must the name be used for personal gain or self-promotion by any member of the Society.
- 1.3. The title of “Stourbridge Photographic Society” may be used when entering an exhibition or competition that is open to the general public, or is organised by a recognised photographic body, whereby the organisers request such information, or where a retailer offers a discount to a member of a club or society.
- 1.4. Any member wishing to use the title of “Stourbridge Photographic Society” for any other purpose shall gain the permission of the Committee, prior to use of the title.
- 1.5. Infringements involving the use of the title without gaining the Committee’s agreement shall be subjected to disciplinary action as detailed in section 12.

2. The Objectives

- 2.1 The Society shall promote the general interest in all aspects of photography and encourage improvement in its membership in all aspects of photography.
- 2.2 The Society shall provide practical amenities and help for those who practise photography.
- 2.3 The Society shall meet regularly and may organise social evenings, software workshops and other events for the members of the Society.

3. Membership

- 3.1 A person can become a member of the Society by payment of an annual subscription.
- 3.2 The annual subscription is payable on the 1st January.
- 3.3 A person joining the Society during the first year of their membership shall pay a pro-rata price for the remainder of their joining year.
- 3.4 There are three classes of membership:-
 - 3.4.1 Full members aged between 16 years and of state pensionable age as of the 1st January or on the date of joining as a member.
 - 3.4.2 Full members of state pensionable age as of the 1st January or on the date of joining as a member.

- 3.4.3 Accompanied junior members between the ages of 14 years and 16 years as of the 1st January or on the date of joining as a member.
- 3.5 In addition to the annual subscription, a weekly levy shall be charged when a member is in attendance.
- 3.6 The membership fees shall be set by the Committee and any changes announced at the Annual General Meeting.
- 3.7 All members shall be subject to the regulations of the Constitution and by joining the Society shall be deemed to accept the regulations.
4. Officers of the Society
- 4.1. The Officers of the Society shall be the President, the Vice-President, the Secretary and the Treasurer.
- 4.2. The Officers of the Society shall be Executive Officers who are empowered to act on behalf of the Society jointly or in exceptional circumstances, individually.
- 4.3. The Office of Vice-President shall be held by the outgoing President. If the outgoing President is no longer on the Committee, the position of Vice-President is left vacant or nominations for the position of Vice-President can be called for.
- 4.4. The Competition Secretary, the Programme Secretary and the IT Manager are ex-officio members of the Committee.
5. The Committee
- 5.1. A member who wishes to be on the Committee or an Officer of the Society must be proposed and seconded by full paid up members of the Society.
- 5.2. The deadline date for nomination for the Committee is one week prior to date of the AGM.
- 5.3. The Committee shall consist of the Executive Officers, the ex-officio members and up to six other general members.
- 5.4. The Committee shall have the power to co-opt at its discretion, to maintain a maximum of twelve members of the Society on the Committee.
- 5.5. The Committee can make other appointments as deemed necessary to ensure the efficient running of the Society.
- 5.6. The Committee shall be responsible for all of the apparatus, funds and property belonging to the Society, and may apply rules and regulations regarding its use.
- 5.7. The Committee is responsible for the general running to the Society together with the arrangement of events, programme and all competitions.
- 5.8. The decisions made by the Committee are final and binding in all matters relating to competitions.
- 5.9. The Secretary shall keep minutes of all meetings, and the minutes of the preceding meeting shall be presented for approval at each Committee meeting.

5.10 A quorum at a Committee meeting shall consist of 50% of the members of which at least one shall be an Officer of the Society as defined in 4.1.

6. Honorary Membership

- 6.1 An Honorary Member should be a member who has been an active part of the Society for many years.
- 6.2 Any fully paid up member of the club can nominate or second another member to become an Honorary Member.
- 6.3 Nominations must be provided with supporting information to the Secretary with a proposer and two seconders.
- 6.4 Appointments of Honorary Members are agreed by the Committee and the Honorary Member will be offered the title from a date decided by the Committee.
- 6.5 The maximum number of Honorary Members in the Society will be three.
- 6.6 An Honorary Member will be exempt from paying future yearly membership and weekly subscriptions with immediate effect. They must declare their continued membership of the Society at the start of each year by 31st January.
- 6.7 An Honorary Member must abide by the Constitution and the title of Honorary Member can be removed by the Committee.

7. Meetings

- 7.1 At all meetings of the Society, the President shall assume the role of the Chair unless he or she is implicated in disciplinary proceedings.
- 7.2 In the absence of the President, the Vice-President shall assume the role of the Chair.
- 7.3 In the absence of both the President and the Vice-President, the Committee shall elect one of the members present to assume the role of the Chair for that specific meeting.

8. Finances

- 8.1 The Treasurer shall keep proper accounts of the finances of the Society.
- 8.2 The financial year of the Society shall run from 1st December to 30th November.
- 8.3 The accounts shall be verified at least once a year by a verifier or verifiers who shall be appointed by the Committee.
- 8.4 A verified statement of accounts for the last financial year shall be submitted by the Treasurer to the members at the AGM.
- 8.5 A bank account shall be used in the name of the Society.
- 8.6 A change to bank details shall be discussed and confirmed by the Committee.

8.7 The Committee shall authorise, in writing, the Treasurer and 2 Officers of the Committee to sign cheques on behalf of the Society.

8.8 All cheques must be signed by no fewer than 2 of the 3 authorised signatories.

9. Annual General Meetings

9.1 The date for the AGM shall be decided by the Committee.

9.2 At least eight weeks' notice of the date of the AGM shall be given to the members.

9.3 A quorum consisting of no fewer than 25% of the fully paid-up members must attend the meeting.

9.4 If there is no quorum, the meeting will be postponed and recalled within one month.

9.5 All members of the Committee shall resign at the appropriate point during the AGM.

9.6 The meeting shall then individually elect the Officers of the Society and the Committee members including any further appointments deemed necessary to ensure efficient running of the Society.

9.7 Elected Officers of the Society and the Committee members shall take up their position on the Committee immediately upon election.

9.8 Elected Officers of the Society and the Committee members shall hold their position on the Committee for one year until the next AGM.

9.9 Any current members of the Committee are eligible for re-election at the next AGM.

9.10 Any proposed alterations to the Constitution that come from the Committee or members must be provided to the Secretary at least four weeks before the AGM.

9.11 Where a Committee member does not turn up for three consecutive Committee meetings without a justified reason, it will be assumed they have stepped down from the Committee.

9.12 Any member who sits on the Committee is expected to attend at least 50% of the weekly club meetings during the previous year unless there is a justified reason for non-attendance.

10. Extra-ordinary General Meetings

10.1. An Extra-ordinary General Meeting (EGM) may be called by the Committee or by a minimum of five fully paid-up members.

10.2. The EGM must be requested in writing to the Secretary.

10.3. The meeting must be no earlier than two weeks after receipt of the letter by the Secretary.

10.4. The letter must contain the reason for calling the meeting and the proposition to be put forward for discussion at the meeting.

10.5. A quorum consisting of no fewer than 25% of the fully paid-up members must attend the meeting.

11. Casting Vote

11.1. In the event of an equal number of votes being cast on any decision, the President of the meeting shall be entitled to a second or casting vote.

11.2. Proposals are accepted on a majority decision.

11.3. This applies to Committee meetings, Annual General Meetings or an Extraordinary General Meeting.

12. Discipline and appeals

12.1. If any member of the Society is deemed by the Committee to have brought the name of the Society into disrepute, or the Committee agree has behaved in an unreasonable manner, the Committee may:-

12.1.1. Vote to remove the member from the position of Officer of the Society.

12.1.2. Vote to remove the member from the Committee.

12.1.3. Vote to terminate their membership of the Society.

12.1.4. Enact a combination of actions detailed in 12.1.1, 12.1.2 and 12.1.3.

12.2. With the disciplinary process, the member shall be asked to attend a specially convened Committee meeting where the member shall be asked to defend their actions.

12.2.1. The member shall then be asked to leave the meeting whereupon the Committee shall discuss the options available.

12.2.2. The member shall be informed of the decision of the Committee in writing within seven working days.

12.2.3. The member may bring an independent witness with them to the meeting.

12.3. A member subjected to a disciplinary can appeal against the findings of the Committee by requesting the holding of an Extraordinary General Meeting.

12.3.1. The request for an EGM must be made within twenty one days of the receipt of the decision of the Committee.

12.3.2. The request for the EGM must be made in writing to the Secretary with the names of five fully paid-up members of the Society.

12.3.3. If the appeal process raises a majority vote of the members present at the EGM in favour of the member, the member shall be reinstated.

- 12.4. The proceedings of the Committee meeting and the EGM called under this ruling shall be treated as privileged and confidential.
 - 12.5. A member, who has their membership terminated, shall not be entitled to any refund of their subscription or be allowed to return to the Society.
 - 12.6. Where a member has been subjected to any of the actions outlined in 12.1.1, 12.1.2 or 12.1.3, the Committee must decide on the period of time during which the member is prevented from standing in the position/positions previously held and must present themselves to the Committee to gain agreement before they can reapply to stand in the positions previously held.
13. Dissolution of the Society
- 13.1. If at an AGM or EGM there is a resolution for the Society to be dissolved, the Committee has to act to dissolve the Society as promptly as is practically possible.
 - 13.2. For the resolution to be passed, two thirds of the eligible members present must vote for the resolution.
 - 13.3. The Committee is required to:-
 - 13.3.1. Fully discharge all debts and liabilities of the Society.
 - 13.3.2. Transfer all remaining assets and property, free of charge (excluding delivery charges) to a not-for-profit organisation having objectives similar to the Society.
 - 13.4. Upon completion of the act of disposing of assets, the Society shall be dissolved.
14. Amendments to the Constitution
- 14.1. Any changes to the Constitution shall be discussed within the Committee but must be presented to the members prior to an AGM or EGM.
 - 14.2. To gain acceptance of the changes to the Constitution from the members, a majority vote is required at the respective meeting.
 - 14.3. The Committee shall have the sole authority with respect to interpreting the Constitution and their decision shall be final and binding.

This Constitution was adopted at the AGM held at :-

The Bonded Warehouse on 14th December 2017: