



CONSTITUTION

Name: The Club shall be called the **Minsterworth Photographic Club**.

Objectives

The objective of the Club shall be to promote, encourage and facilitate interest and participation in any aspect of photography.

Membership

The Club strives to adhere, wherever reasonable and/or practicable to do so, to principles of Equal Opportunity and to be sensitive to issues arising from a person's cultural and/or religious heritage.

Any person interested in becoming a Member may attend up to 2 meetings of the Club as its guest without any obligation to apply for membership or to pay any fee for such attendances. Further attendance will require the person to join the membership at the full annual rate or pro-rata for part year.

Candidates for membership shall be provided with a copy of this Constitution for reference and shall complete the Club's standard form of application for registration as a Member.

After payment of the required subscription (or part thereof), a candidate shall be a Member of the Club and shall be deemed to have agreed to be bound by this Constitution.

Any Member younger than 18 will be deemed to be a Junior Member. The Club cannot accept members under the age of 16 unless accompanied at all times by a responsible adult. Membership for Junior members will be 50% of the current adult annual membership.

Honorary Members (non-membership payment) may be appointed from time to time at the discretion of the Committee.

Officers and Committee

The Executive shall consist of the following Officers: Chair, Vice-Chair, Club Secretary and Treasurer. The affairs of the Club shall be conducted by a Committee consisting of the said Executive Officers and not less than two, or more than four other Members. (Committee members may be called upon for temporary, additional duties should a post be not filled at the time of election or should a committee member resign part way through the club year.)

The Committee shall have the power to co-opt other Members as circumstances require.

All offices shall be held in an honorary capacity.

The Committee shall meet as required but no fewer than four times each year and a quorum shall be four Members one of whom shall be an Officer.

The Officers and Committee Members shall be eligible for re-election each year.

Any officer or committee member failing to attend three consecutive Committee Meetings shall be deemed to have vacated his office unless a satisfactory explanation is furnished.

Vacancies on the Committee shall be reported to the club at the next ordinary club meeting and filled by election at the following club meeting.

The following records shall be made available to club members after each committee meeting:

By the Secretary: Minutes of the Committee Meetings, the Annual General Meeting and Extraordinary Meetings.

By the Treasurer: bank statements for the year and club accounts

All these records shall be available at Committee Meetings.

Data Protection Policy

The **Minsterworth Photographic Club** is established with the objects set out in its constitution and is a data controller within the UK.

The personal information referred to in this Policy may include name, contact details, service records, records of entries to events, and such other information as may be necessary for the effective management of the legitimate interests of the club.

Any person wishing to verify the information held by the club may apply to the secretary.

The club collects and holds personal data about:

The Committee, other appointees, and its members

(This information is issued in the club files held by the chairman and secretary)

Others necessary for the conduct of the business of the club

Photographers as the creators of images used in the activities of the club

This information may be used in the publication of catalogues, results, awards, or other publicity related to club objects

The club may retain historical archives for example but not limited to, records of meetings, handbooks, catalogues, awards and other event results.

General Meetings

An Annual General Meeting shall be held each year in the month of January for the presentation of a report of the previous year's activities, including audited accounts, and for the Election of the Committee and of an Auditor for the ensuing year. At least 10 days' notice in writing or by email of such meeting shall be given to each Member.

An Extraordinary General Meeting (EGM) shall be called upon a resolution of the Committee, or upon a request submitted to the Secretary signed by not less than 20% of the Members setting forth the purpose for which the meeting is desired. No matters, other than those set out in the Agenda prepared by the Executive on the one hand and those set out in the said request on the other hand, shall be discussed at the meeting. Each Member shall be given at least ten days' notice in writing or by email of such meeting which, in the case of a request by Members, shall be held within one month of the receipt of the said request by the Executive.

At the Committee's discretion, eligible Members who are unable to attend General Meetings may be granted a proxy vote. Members may apply to the Secretary for a proxy vote in writing, via email, by telephone or in person stating the reason why it is requested.

Members can apply for a proxy vote if they are unable to attend the General Meeting for any of the reasons listed below:

away on holiday

sickness or a physical condition prevents attendance

employment constraints prevent attendance

unavoidable prior engagement

(Note that this is not necessarily a comprehensive list of permitted reasons. All requests will be assessed on their own merits.) For proposals circulated in advance of the General Meeting, Members can either instruct the Secretary how they wish their proxy votes to be cast or they can authorise the Secretary to vote on their behalf. There will be no proxy voting on proposals raised at the General Meeting.

Decisions of any General Meeting shall be those of the majority of the eligible Members present and voting together with proxy votes, if any.

In the event of an equality of votes at a General Meeting or a Committee Meeting the person in the chair for such meeting shall have a casting or additional vote.

For all business at a General Meeting or Extraordinary General Meeting the quorum shall be not less than 20% of the eligible Members.

Financial Matters

The Club's financial year shall end on 31st March in each year to which day the accounts shall be balanced and presented to the next committee meeting and then at the next club meeting.

The Club shall maintain such Bank or Building Society accounts as the Committee consider convenient and all cheques and orders for the payment of money from any such account shall be signed by such Committee Member(s) as are duly authorised by the Committee (see point c. below).

A budget will be agreed prior to or at the first committee meeting of each year and recorded in the minutes. The budget will be presented to members at the first club meeting of the year for approval by voting, provided there is a quorum. If there is no quorum, voting will take place at the next club meeting when there is a quorum.

Any expenditure on behalf of the Club, in excess of £75 shall be authorised by two signatories. Any sum in excess of £200 must have the prior sanction of the Committee. Any sum in excess of £500 will be voted on by a quorum of the full club membership.

Signatories to the club bank account will be the Treasurer, the Chair, the Vice-Chair, and the Secretary. However, two members of the same family cannot both be signatories.

No member of the Club shall receive payment for services rendered to the Club, other than approved expenses.

Subscriptions

The annual membership subscriptions shall be such amounts as the Club may, from time to time in the General Meeting, determine, currently set at £50 per annum with a £2 charge per person, per evening, to cover hall hire and refreshments.

Such subscriptions shall be due and run from the 1st January without demand except that a Member joining or re-joining part way through the year shall pay a proportional amount to cover the remainder of that year. Such amount shall be determined by the Treasurer.

Any Member whose subscription is overdue by more than two months without a reason acceptable to the Committee shall be deemed to have resigned membership and all offices of the Club.

The Committee may at their discretion waive all or part of any subscription or in case of financial hardship, or accept payment of a subscription by instalments.

Subscriptions may be paid by cheque, cash, or bank transfer to the club's bank account on the following basis:

Bi-annually (50% in January and 50% in June each year)

Annually (100% in January of each year)

There will be no refund of subscriptions/fees to any person whose membership is terminated by the committee or who decides to leave the club of their own accord.

Expulsion of Members

The Committee shall have the power to expel any Member whose conduct shall in their opinion render his continued membership untenable. Such Member shall be given not less than seven days' notice in writing or by email to attend a meeting of the Committee such notice to specify the complaint made.

So far as is reasonably practicable the meeting of the Committee shall be held on a date and at a time convenient to both the Member and the Committee.

No Member shall be expelled without first having an opportunity of appearing before the Committee and answering the complaint and without a Resolution in favour of expulsion by at least two-thirds of the Committee Members present and voting at such meeting.

A Member who is expelled shall not be entitled to any refund of subscription.

Dissolution

If at any General Meeting or Extraordinary General Meeting a resolution to wind up the Club is passed by the required number of Members present and voting together with proxy votes, if any, the Committee shall as soon as reasonably practical act as follows:

All debts and liabilities of the Club shall be fully discharged.

Any remaining assets and property shall be given or transferred free of charge (save for any costs of or associated with transportation and delivery) to such not-for-profit organisation having objects similar to those of the Club as shall be determined at either of the above-mentioned meetings or, if such an organisation cannot be identified, then to such other not-for-profit organisation or charity group as shall be determined by either of the said meetings.

Upon completion of the disposal of the assets the Club shall be dissolved.

Constitution Changes

This Constitution shall not be changed except by a two-thirds majority of the eligible members present and voting at a General Meeting together with proxy votes, if any.

Annex 1

Minsterworth Photographic Club Safeguarding Policy

Overview

The Club exists to encourage an interest in photography and in this context, young people are welcome to join Gloucester Camera Club and take part in its activities, young people are defined as under the age of 18. To safeguard the interests of all members the following policy shall apply.

Safeguarding Policy

This policy applies to all members, visitors, guest speakers and guest judges. The purpose of this policy: To protect young people who join or visit our club; To provide members, visitors, guest speakers and guest judges with the overarching principles that guide our approach to safeguarding and child protection; Gloucester Camera Club believes that a young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all young people and to keep them safe. We are committed to practise in a way that protects them. Legal Framework This policy has been drawn up on the basis of law and guidance that seeks to protect young people, namely: Data Protection Act 1998 Human Rights Act 1998 Sexual Offences Act 2003 Safeguarding Vulnerable Groups Act 2006 Protection of Freedoms Act 2012 Children and Families Act 2014 Special educational needs and disability (SEND) code of practice: 0 to 25 years - Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government 2014 This policy should be read alongside on our Club Constitution.

Attendance at Meetings

A young person under the age of 18 years of age, must be accompanied at all club meetings and other club events by a parent, guardian or designated responsible adult, who will be responsible for their safety at all times. This applies to club outings, visits to other clubs and ad hoc meetings at members' homes. When joining the club, the membership application form for the young person must be signed by their parent/guardian to signify acceptance of this policy. If the young person is not to be accompanied at meetings by their parent/guardian, the designated responsible adult(s) taking their place should be named on the membership form. If the young person is attending club meetings or events as the guest of a member, then the member must accept full responsibility for the young person.

Club Programme and Images

During the Club's season, portfolios of work covering a wide range of photographic styles and content are shown and discussed at meetings. The range of content of these images are expected to be similar to those shown to the public in exhibition and art galleries. Whether or not images are inappropriate should be judged within this context by the parent or guardian of the young person.

Health and Safety

All members of the club should take reasonable care to consider the health and safety of other members and visitors, whether they are adults or young people.

Reporting Incidents or Allegations

Allegations concerning incidents set out in this policy should be reported to any member of the committee, who in turn should pass these on immediately to the Chairman. The Chairman shall liaise with the committee in deciding what action should be taken. This could include sharing information about concerns with agencies who need to know such as police, social services or the NSPCC and involving parents or guardian and children appropriately. A copy of all written records, reports, notes and correspondence relating to any incident, should be kept by the Secretary.

Confidentially of Personal Information

A database of members' contact details is maintained by the club secretary. Care is taken to protect this information, which is not published or circulated to the club membership and is only supplied to a member if the secretary agrees that this is justified. The contact details, including email address, of any child member will be integrated into this database, unless a request for its omission is received from the child's parent or guardian, through the completion of the relevant section of the Membership Form.

Review of this Policy

This policy will be reviewed and updated regularly and immediately after any reported incident