**Constitution & Rules**

1. The Club shall be called the ” Godmanchester Camera Club”

2. The aim of the Club shall be to encourage the development of photographic skills through lectures, demonstrations, exhibitions, outings and competitions.

**Executive Committee**

3. The affairs of the Club shall be managed by the Officers (Chairman, Vice Chairman, Treasurer Secretary, Programme Secretary and Competition Secretary) with powers to co-opt in order to fill any vacancy in its numbers that may occur during the year.

4. At any Annual, Special or Committee meeting, decisions shall be by a simple majority of those present. The Chairman will only vote if no simply majority is achieved.

5. The Chairman shall have the casting vote.

6. A quorum shall consist of five members.

7. The Executive Committee shall resign at the Annual General Meeting but may offer themselves for re-election.

8. A Committee Meeting shall be held two weeks prior to the Annual General Meeting to arrange the business of the A.G.M.

9. There shall be three signatories (including the Treasurer) to the Club’s Bank Accounts – these being members of the Committee.

10. Two signatories to any document shall suffice for any Club transactions.

**The Chairman**

11. The Chairman shall, whenever possible, chair Annual and Special general Meetings and Committee meetings and shall perform other duties as required.

**Vice Chairman**

12. The Vice Chairman shall deputise for The Chairman when necessary and shall perform other duties as decided by the Committee.

**Secretary**

13. The Secretary will be responsible for keeping the minutes of all official meetings and for handling correspondence relating to the Club.

**Treasurer**

14. The Treasurer will be responsible for accounting for all monies paid to the Club, and for payment of all expenses incurred on behalf of the Club.

The Treasurer to maintain a record of members names and addresses.

**Competition Secretary**

15. The Competition Secretary will be responsible for the administration of the Club’s competitions.

16. The Club will conduct a series of competitions amongst members, and where the Executive Committee feels it is suitable, will enter into competitions with other photographic clubs or Society.

**General Meetings**

17. The Annual General Meeting shall be the last meeting of the year.

18. The Agenda for the A.G.M. will be published at least two week before the A.G.M.

19. A Special General Meeting may be convened at seven days notice by the Committee, or by the Secretary at the request of six Members specifying, in writing, the object of such a meeting.

**Changes**

20. No alterations to the Club’s Constitution shall be made except at the Annual General Meeting or a Special General Meeting duly convened for that purpose.

21. No part of the Constitution shall be altered without a two-thirds majority of the members present at that meeting.

22. Notice of any Proposed alteration(s) must be delivered to the Secretary, in writing, at least fourteen days prior to any Annual General Meeting or Special General Meeting.

**Dissolution** – The Club is a non-profit making organisation.

23. Should the membership of the Club fall to such appoint that the Executive Committee considers that it is impractical to maintain the activities of the Club, all outstanding debts to be settled, a special general meeting will be called to discuss a motion to wind up the Club.

If a motion is carried then its assets shall be invested in the office of the Club as Trustees. They shall be responsible for attempting to re-establish a camera club in Godmanchester and if successful, shall pass the assets to the new Club. If they are unsuccessful within 12 months of the date of the special meeting when they were appointed, the Trustees shall sell any assets and donate any cash gained, together with cash they hold in trust, to a photographic charity or photographic charities of their choice; or any successor body representing the interests of amateur photographers in the area.

**Membership**

24. No form of bullying or abuse will be tolerated; any member found to be bullying or abusing another will have their membership terminated immediately by the Committee.

25. The Membership Year shall run from January through to December

26. The Annual Subscriptions shall be fixed at the Annual General Meeting.

27. Subscriptions shall be payable at the commencement of the Club’s year, in January, or on joining.

28. No person shall be eligible to enter any the Club’s competition or have voting rights until his/her subscription has been paid.

29. Membership of the Club is open to all.

30. There shall be two categories of membership:

31. Ordinary, Junior a junior member must be under 18 years at the start of the season.

32. Where two members live at the same address they will be allowed to have a joint membership discount from their respective membership categories, this discount to be fixed annually at the A.G.M.

33. Visitors may attend the Club meetings on payment of the current visitor’s fee for each meeting, when formal application is made to join the Club, the appropriate membership fee shall be paid.

34. The name of any member whose subscription is more than 3 months in arrears, shall be removed from the membership register and the member concerned shall not be entitled to attend any further meetings of the Club.

35. The visitor’s fee will be fixed at the Annual General Meeting.

36. The committee may introduce additional charges for individual meetings as they feel appropriate. This will not apply to members of clubs visiting for competitions.

37. Any member wishing to resign should notify the Secretary in writing.

**Accounts**

38. The Club’s financial year runs from 1st November to 31st October.

39. A copy of the checked accounts for the financial year will be presented at the A.G.M. by the Treasurer

40. A Financial Checker will be appointed annually at the A.G.M.

**Major Expenditure**

41. A major expenditure is defined as any expenditure either for a single or a group of items that constitutes greater than 10% of the monetary assets of the Club.

Constitution Originally Approved and Confirmed by the Executive Committee on --/-- 2016.

Amendments added at AGM’s in following years.