



Club Constitution

1. Name

The club will be called **Ely Photographic Club [EPC]** and will be affiliated to the Photographic Alliance of Great Britain [PAGB] through the East Anglian Federation [EAF].

2. Aim and objectives

- The aim of the Club shall be to advance, improve, develop and maintain an appreciation of photography in the area of Ely and the local district, through the provision of instruction, presentations, discussions, competitions and exhibitions, and any such other ways as the Club through its Committee shall determine from time to time.
- To grow and maintain the membership by providing a comprehensive programme of events throughout the photography season from September through to the end of May that has a broad range of appeal; provide an opportunity for all Members to display their work and improve their knowledge; and gain enjoyment and satisfaction.
- To encourage local people to develop their interest in photography.
- To endeavour to hold an annual exhibition to showcase Members work and encourage new Members to join the Club. It is important for the Club to play its part within the local community and to help promote what Ely and the surrounding district has to offer its residents.

3. Membership

- Membership of the Club shall be open to any person who supports the Clubs aims and objectives, and who has paid the annual subscription. However, the Club reserves the right to refuse membership if the Committee decide that an individual's membership may be detrimental to the Club. The Committee shall have authority to reduce or waive a subscription in the case of financial hardship of a Member or potential Member.
- Members aged 18 or over shall have one vote.
- Members aged 17 and under will be deemed to be a Junior Member, and must be accompanied to all club meetings by a Parent, Guardian, or such other person who has security clearance for their care.

- Any person interested in becoming a Member may attend up to 3 meetings of the Club on a trial basis without any obligation to apply for membership. However, a fee would be charged for such attendances.
- Candidates for membership shall complete the Club's standard application form for registration as a Member.
- On application, and after payment of the requisite subscription and issue of a receipt, a candidate shall become a Member of the Club and shall be deemed to have agreed to be bound by this Constitution.
- Associate members are those who cannot practically attend regular club meetings in person and will have access to Zoom presentations only.
- Honorary Members and Life Members may be appointed from time to time at the discretion of the Committee. The annual membership fee for such appointments is waived in due consideration of their services to Ely Photographic Club.
- The Club will adhere to the principles of Equality of Opportunity and will not discriminate against any person on grounds of race, religion, sexual orientation, age, or for any other reason.
- Members records will be held only as required and in accordance with the GDPR regulations.

Members will be enrolled in one of the following categories:

- Junior Member (aged 17 and under)
- Full Member (18 years and over)
- Associate Member
- Honorary Member
- Life Member

4. Membership fees

Membership fees and meeting subscriptions will be set annually and determined at the Annual General Meeting.

Membership fees will be paid annually, payable within four weeks of the beginning of each season. The fee may also be paid in two instalments by agreement.

Those members joining during the season will pay a pro-rata amount.

Guests may attend meetings on payment of the current guest fee set by the Committee

Additional fees may be charged for specialist workshops & excursions.

5. Safeguarding

Ely Photographic Club recognises that it has a responsibility towards others, particularly any minor (under 18) or vulnerable adult, to prevent any type of abuse. We are committed to abiding by all legislation and best practice in order to provide a safe and inclusive environment where all members are treated with dignity and respect.

Any club member submitting images, whether prints or projected images, must ensure that these images are not indecent, inappropriate, or likely to cause offence to adults or minors. Any such image will be excluded from competitions or exhibitions at the discretion of the committee. The taking or distribution of images of any person under the age of 18 is not permitted without the consent of the accompanying adult, including on our social media pages.

Any person under the age of 18 years must be accompanied by a parent, guardian or responsible adult at all times whilst at the club or at any external event, and members should not be in the presence of unaccompanied minors.

The club will consider any special personal needs of minors or vulnerable adults joining the club and the committee will decide what additional support may be given to such persons if needed on an individual basis.

Any inappropriate incidents must be reported to the Club Secretary in the first instance for investigation and action including the provision of additional support to the person affected.

6. Discipline and appeals

All complaints regarding the behaviour of members should be submitted promptly in writing to the Secretary.

The Committee will meet to hear complaints within 14 days of the date that a complaint is received by the Secretary. The Committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing will be notified in writing to the person who lodged the complaint, and to the member against whom the complaint was made, as soon as possible and will be confirmed in writing.

There will be the right of appeal to the Committee submitted in writing within 14 days of any disciplinary action being announced. The committee should consider any appeal within 14 days of the Secretary receiving it, and will notify the appellant as soon as possible and will confirm it in writing. This decision will be final.

7. Termination of Membership

Membership is terminated if:

- a) i) the Member dies;
- ii) the Member resigns by written notice to the Club unless after the resignation there would be less than two Members;
- iii) any sum due from the Member to the Club is not paid in full within four weeks of it falling due;
- b) the Member is removed from membership by a resolution of the Committee that it is in the best interests of the Club that his or her membership is terminated. A resolution to remove a member from membership may only be passed if:-
 - i) the Member has been given at least 7 days' notice in writing of the meeting of the Committee at which the resolution will be proposed and the reasons why it is to be proposed;
 - ii) the Member, or at the option of the Member his or her representative (who need not be a member of the Club) has been invited to make representations to the meeting.

8. Club Committee

Committee Members will be elected annually at the Annual General Meeting. Committee Members may not serve in the same position for more than three years, unless no other Member wishes to be elected to the role.

The club will be managed through the Committee consisting of:

Chairperson, Vice Chairperson, Secretary, Treasurer and not less than 3 and no more than 8 other Members. All Committee Members will have the right to vote at meetings of the Committee.

The Committee will be convened by the Secretary of the Club and held no less than 3 times per year.

The Secretary must keep minutes of all meetings of the Club, including the decisions made at the meetings and where appropriate the reasons for those decisions.

The quorum required for business to be agreed at Committee meetings will be five.

The Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.

The Committee will have powers to appoint sub-committees and appoint advisers to the Committee as necessary in order to fulfil its business.

The Committee will be responsible for disciplinary hearings of Members who infringe the club rules/regulations/constitution or against whom a complaint has been made. The Committee will be responsible for taking any action of termination, suspension or discipline following such hearings.

9. Finance

All club monies will be banked in an account held in the name of the Club.

The Club Treasurer will be responsible for the finances of the club.

The financial year of the club will end on 31 March.

A statement of annual accounts, examined by an appointed Committee Member, will be presented by the Treasurer at the Annual General Meeting.

Any cheques drawn against club funds should hold the signatures of the Treasurer plus one other Committee Member.

10. Annual General Meetings

Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. Not less than 21 clear days' Notice of the AGM is to be given to all Members.

The AGM will receive a report from Chairman, Secretary and Treasurer with a statement of the audited accounts.

Nominations for the Committee should be sent to the Secretary 7 days prior to the AGM.

Committee elections are to take place at the AGM.

All Members over the age of 18 have the right to vote at the AGM.

The quorum for AGMs will be no less than 25% of club Members.

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

The Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

11. Dissolution

A resolution to dissolve the Club can only be passed at an AGM or EGM through a majority vote of the membership.

In the event of dissolution, any assets of the Club that remain after discharging all debts and liabilities will be given or transferred to local voluntary organisations as decided by the Committee.

12. Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

13. Declaration

ELY PHOTOGRAPHIC CLUB hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED:

DATE:

NAME:

POSITION: Club Chairman

SIGNED:

DATE:

NAME:

POSITION: Club Secretary