

Livingston Camera Club

2009 Constitution

GENERAL

1. **Name:** The Club shall be called the Livingston Camera Club.
2. **Purpose:** The purpose of the Club is to pursue the hobby of photography and to understand and improve the technique of taking and presenting photographs. Meetings will be held weekly or as advertised in the club syllabus and any other agreed activities.
3. **Constitution:** This Constitution sets out the articles for the conduct of the affairs of the Club. Articles may be added, amended or deleted only by a two-thirds majority of those present and voting at an Annual General Meeting (AGM) or Special General Meeting (SGM).

MEMBERSHIP

4. **Applications:** Membership shall be open to all those with an interest in the hobby of photography. Membership shall be granted on completion of a written application form and subject to approval by the committee.
5. **Termination:** The Committee may terminate membership if deemed necessary.

MANAGEMENT

6. **Committee:** The affairs of the Club shall be managed by a Committee which shall consist of the club officials and up to three ordinary members. The committee shall be elected at the AGM
7. **Club Officials:** The Club Officials shall consist of President, Vice President, Secretary, Treasurer, Competition Secretary, Syllabus Secretary, Dark Room Convenor and External Competition Secretary.
8. **Tenure of Office:** All Club Officials and committee members shall be eligible for re-election annually at the AGM.
9. **Quorum:** Three Club Officials and two other members of the Committee shall constitute a quorum at committee meetings.

- 10.**Attendance:** Non-attendance at three consecutive committee meetings will result in the committee member's position on the committee being reviewed.
- 11.**Temporary Members:** The Committee may co-opt temporary committee members and temporary sub committees.
- 12.**Rules:** The Committee may make rules for the furtherance of the club's business.

FINANCES

- 13.**Subscriptions:** Annual membership fees and weekly subscription shall be reviewed annually at the AGM. Annual membership fees shall become due at the first meeting of the Club year with new members' subscription due on completion of the application form.
- 14.**Club Income:** The treasurer shall receive and be responsible for all monies received by the club and except for such sums as the Committee may decide it expedient for the Treasurer to hold in cash shall pay such monies timeously into a bank account in the name of the club.
- 15.**Club Expenditure:** All orders for payment from the club's bank account shall require two signatories i.e. the Treasurer and either the President, Vice President or Secretary.
- 16.**Financial Year:** The financial year of the club shall run from the first day of April to the last day of March each year.
- 17.**Annual Accounts:** The Treasurer shall maintain a full record of receipts and disbursements throughout the year and from these shall prepare an annual statement at the end of the Club's financial year showing in sufficient detail all receipts and payments for that year.
- 18.**Annual Statement of Accounts:** The Treasurer's annual statement shall be examined and certified by an auditor, elected at the previous AGM. The auditor shall be either a full member of the club, excluding members of the Committee, or an external appointment.

MEETINGS

- 19.**Committee Meetings:** Meetings of the Committee shall be held not less than once per quarter.
- 20.**Special Meetings – (SGM):** A special general meeting shall be held after not less than 14 days notice, whenever the Committee considers expedient or if at least twenty percent of the membership so request in writing to the secretary. This request must set out the

resolution or resolutions to be considered by the SGM and ideally this meeting shall then be held within one month of the date of the receipt of the written request. Decisions, other than constitutional matters, shall be taken on a simple majority of those present and voting.

21. Annual General Meeting: The AGM shall be held annually at a time and place decided by the Committee. At least 14 days notice shall be given for each meeting. Decisions on matters other than those related to the Constitution shall be taken on the basis of a simple majority of those present and voting.

22. Notice of Meetings: Notice of SGMs and AGMs shall be communicated to all members via electronic mail or in writing.

23. Quorum: For General meetings and Special General Meetings a quorum shall comprise 20 members

MISCELLANEOUS

24. Paperwork: The books, records and other documents of the club shall be available at any time for inspection at the written request of any member.

25. Property: The Committee shall maintain a record of all equipment and other assets purchased by or gifted to the Club.

DISSOLUTION

27a If the Committee determines that it is necessary or appropriate that the club be dissolved, it shall convene a Special General Meeting of members; not less than 14 days notice of the meeting (stating the terms of the proposed resolution and the disposal of assets) shall be given.

27b. A proposal by the committee to dissolve the club shall need to be confirmed by a 2/3 majority of those present and voting.

27c The terms of the proposed resolution shall detail how the assets, held by or on behalf of the club, shall be disposed of after satisfaction of the debts and liabilities of the club.

All proposals need to be agreed by a 2/3 majority of those present and voting.

This document was accepted by the membership at a Special General Meeting held on Monday 28 September 2009.

President

Secretary

