

# Webheath Digital Photography Club Constitution

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First adopted 5 February 2008  
Revised 2 September 2008  
Amended at AGM 8 January 2013  
Amended at EOGM 1 February 2021  
Amended at EOGM 2 September 2024

## **1. Name:**

The Club shall be called "Webheath Digital Photography Club" and shall be referred to in this Constitution as "the Club".

The members shall be referred to in this Constitution as either "a member", "members" or "the membership".

## **2. Aims:**

The objectives of the Club shall be the encouragement and practice of all forms of digital photography and image manipulation amongst its membership.

## **3. Membership:**

Membership is open to anyone over the age of 16 at the time of joining.

Applications for membership shall be determined by the Committee.

Members may pay their subscriptions annually, half yearly or quarterly, but not later than the date for membership renewal. Membership is renewable on the 1<sup>st</sup> May each year.

The annual subscription paid by members shall be equal for each member irrespective of any position held within the Club, with the exception of Honorary Members. The amount of this subscription will normally be determined at the Annual General Meeting or alternatively at an Extra Ordinary General Meeting.

Any member who has not paid the subscription for the year by the end of June shall cease to be a member.

If a member leaves the Club, no subscriptions shall be repaid.

Each member shall pay equal attendance fees.

Any member bringing the Club into disrepute or violating the constitution risks expulsion from the Club. Any complaint about a member must be made, in writing, to the Club Secretary who shall then call a meeting of the Committee to consider the seriousness and validity of the

complaint. If, after consideration, the Committee decides the member should be expelled, the Club Secretary shall notify the member concerned in writing. In this event, the member may require the Club Secretary to arrange an Extra Ordinary General Meeting to hear an appeal from the member against the decision of the Committee, and the decision of the membership at that Meeting shall be final. Following expulsion, any membership subscription paid shall be forfeited by the member.

Each member has the same rights as any other within the Club.

#### Honorary Membership:

The committee reserve the right to offer Honorary Lifetime membership to members of the Club. This will be by majority vote and consensus of the standing committee. This will allow an Honorary Member to participate in the programmed events as a normal member but will not be asked/expected to pay the annual membership; they are exempt from annual membership payments.

Honorary Membership may be offered for a variety of reasons, for example long-standing service, above and beyond service etc. and will be decided by the standing committee at the time.

Any Honorary Memberships issued will be communicated with the Club during the following AGM.

#### Carer/Couple Membership:

All persons who join the Club will be expected to make the annual subscription payment at the rate decided at each AGM. This applies to couples too, where each person must pay the membership fee. All persons must pay the membership fee, with the exception of Carers.

To ensure that the Club remains fully inclusive the Club will waive membership and attendance fees for Carers. This will be the only exception to the rule where all members pay membership and attendance fees. To ensure consistency the committee will ask that there is a form of evidence provided that the carer is there to support the individual for the programmed events. Carers are not members of the Club and do not gain any membership rights.

#### **4. Governing body of the Club:**

A Committee made up of the Club's officers and general Committee members shall conduct Club business. Only fully paid-up members of the Club may be elected to the Committee.

The Committee comprises:

1 The Club's officers, namely

Chairman

Treasurer

Secretary

2 Other Committee members, namely

General Committee Members (5)

No member may hold more than one of the posts of Chairman, Treasurer, Secretary and General Committee member.

Club members may be called upon to support the Committee as and when required.

Committee meetings will be held at least quarterly to discuss business pertinent to the Club's welfare including necessary publicity, finance, and events. Meetings shall be arranged by the Club Secretary in consultation with the Chairman.

A quorum at Committee meetings shall comprise one half of the total membership of the Committee.

The Club Committee may appoint a member of the Club to fill any vacancy arising on the Committee. That member's appointment will be valid until the next Annual General Meeting is held and a new Committee is elected.

The Committee shall have the power to appoint a member of the Committee as Vice Chairman to substitute for the Chairman as necessary at Committee meetings.

The Committee shall retire at the Annual General Meeting but will be eligible to stand for re-election.

## **5. Election of Officers and Committee:**

The Club's Officers and Committee shall be elected by ballot annually at the Club's Annual General Meeting. The ballot is open to every current member of the Club who has held full membership for at least one full month prior to the Annual General Meeting. The outgoing Chairman shall chair the Annual General Meeting and will not vote on any matters arising unless there is a tie, in which case, the Chairman shall have the casting vote.

## **6. Annual General Meeting:**

The Annual General Meeting will take place on the last scheduled Club meeting in April each year and shall be convened by the Club Secretary.

A quorum at the Annual General Meeting shall comprise one third of the total membership.

Every member who is fully paid up for all events, activities and membership at the time of the Annual General Meeting shall be entitled to attend and vote thereat.

The business of the Annual General Meeting shall include:

Receipt of Minutes of the previous Annual General Meeting

Chairman's Report

Treasurer's Report, including a presentation of the financial accounts of the Club

Subscription proposals

Election of the officers and Committee for the forthcoming year

Any proposal to amend the Club Constitution

Any Other Business

The Club Secretary shall give notice of the Annual General Meeting to all members of the Club at least twenty-one days prior to the meeting.

## **7. Extra Ordinary General Meetings:**

An Extra Ordinary General meeting shall be convened by the Club Secretary either at the Committee's request or upon receiving a notice in writing from one third of the members acting together, such notice stating the reasons for the meeting. The Club Secretary shall notify all members of the request and reasons for an Extra Ordinary Meeting, giving at least twenty-one days' notice. A quorum at an Extra Ordinary General Meeting shall comprise one third of the total membership.

## **8. Financial Matters:**

The Club financial year shall run from 1<sup>st</sup> April in one year to 31<sup>st</sup> March in the following year. Membership subscriptions shall normally be set annually at the Club's Annual General Meeting, or alternatively at an Extra Ordinary General Meeting.

Any queries with regards to the Club's finances shall be discussed directly with the Treasurer of the Club.

The Club's accounts shall be up to date and available for presentation to the Committee at least quarterly or upon request.

It is the Treasurer's responsibility to ensure that any expenditure incurred by the Club is paid, and that any income received by the Club is banked.

The Club's funds shall be used in accordance with the Club's Aims.

The Club's funds alone are liable for the Club's debts and obligations in respect of every contract, arrangement or engagement made on behalf of the Club, and no personal liability shall attach to any member or officer of the Club.

In the event that the Club dissolves, any assets held by the Club will be donated to a local charity determined by the members.

#### **9. Amendments to the Club Constitution:**

Amendments can only be made at an Annual General Meeting, or at an Extra Ordinary Meeting convened in accordance with Section 7 of this Constitution.