



## CONSTITUTION & RULES

### 1. Definitions

In this document:

“A.G.M.”	means the Annual General Meeting of the Society.
“Committee”	means the Executive Committee of the Society as elected each year at the A.G.M.
“Member”	means an individual member who has paid the appropriate annual subscription.
“Officer(s)”	means a Member elected to serve on the Committee for the year ahead.
“Officer(s) for the Time Being”	means Member co-opted onto the Committee on a temporary basis for a defined task.
“Society”	means the Preston Photographic Society.

### 2. Name

The Society shall be called **The Preston Photographic Society.**

### 3. Objectives of the Society

The objectives of the society are:

- the furtherance of Photographic Art and Technique among amateur workers & others;
- the exchange of ideas;
- mutual assistance among Members;
- organising, holding or taking part in lectures, demonstrations, competitions, exhibitions and similar photographic activities.

### 4. Meetings

Except where circumstances dictate otherwise or except as may be announced by the Committee from time to time, the Society shall meet once a week on the dates indicated by the syllabus for each year.

### 5. Management

The Business of the Society shall be managed by the Committee. The Committee shall always comprise the following :

- A President.
- A Vice-President.
- A Club Secretary.
- A Treasurer

In addition, such other designated Officers as are considered necessary for the efficient management of the society shall be elected to the Committee. Normally, the Committee shall consist of not more than ten Members however, the Committee at



its discretion, shall have power to co-opt others as Officers for the Time Being where from time to time, circumstances so require.

The Committee shall be elected annually at the A.G.M. Committee Members shall serve for one year but may seek re-election. Candidates for election or re-election to the Committee, having given their consent, must have been nominated by two Members of the Society. Nominations must be submitted to the Club Secretary no later than 14 days prior to the AGM. There is no limit to the number of times a Member may serve. In the event that no nomination is received for a given position, nominations shall be invited and be accepted at the AGM.

The Committee shall normally meet monthly throughout the year. 50% of the Executive Committee, which must include at least one of the four Officers listed above, shall constitute a Quorum at such meetings. The quorum shall be not less than four members

No person under the age of 18 shall hold Office on the Committee.

The Committee shall provide a written report of its activities to the AGM.

## **6. Membership**

Membership is open to any person interested in photography or practising photography either as an amateur or Professional. Prospective members are welcome to attend a maximum of three meetings as a visitor (excluding Annual & Special General meetings) before formally applying for membership. Prospective members may apply for membership at any meeting by application to the Club Secretary. Acceptance of a new Member is at the discretion of the Committee. In applying for membership and having been accepted by the Society, a Member undertakes to accept and pursue the Objectives of the Society and to abide by the Society's rules including those governing the Society's Competitions and Exhibitions.

The Executive Committee reserves the right to withdraw membership from any Member guilty of committing any act which may bring disrepute to the Society or whose behaviour is considered as detrimental to the general good of the Society. Where warranted or where new information not yet considered becomes available, such Member shall have a right of appeal to the Committee. The committee shall consider the appeal objectively in reaching its decision. Once reached, such decision shall be final.

Classes of Membership shall consist of:

- Full Membership.



- A reduced concessionary Membership

The categories to which a reduced concessionary Membership is to apply shall be proposed by the committee for the following 12 months and agreed at the AGM.

## **7. Subscriptions**

The annual Membership subscription for all classes of Membership shall be proposed by the Committee and agreed for the following 12 months at the Annual General Meeting. Subscriptions for the following 12 months may be paid at any time after the A.G.M. each year but no later than the 1<sup>st</sup> October of the Club year in question. The Membership subscription required from prospective new members joining after the 31<sup>st</sup> December will be reduced on a pro rata basis to reflect the months remaining in the club year.

## **8. Finances**

Each year, the Committee shall appoint a suitably qualified Honorary Auditor, who shall audit the Club's Accounts and balance sheet. Such appointment shall be formally proposed, approved and shall be recorded in the Minutes of the Committee. The Financial Year of the Society shall run from 1 April to 31 March. At the close of the Financial Year a Balance Sheet shall be drawn up by the Treasurer and audited. This shall be endorsed by the Committee and presented for acceptance by the Annual General Meeting.

## **9. Annual General Meeting**

The date of the A.G.M shall be announced in the Syllabus for each year and this announcement shall constitute adequate notice of the meeting. The agenda for the AGM shall include as a minimum:

- Approval of the Minutes of the previous A.G.M.
- Annual Reports of the Committee.
- Statement and adoption of the Accounts and Balance Sheet.
- Election of Committee Members.
- Agreement of the Subscriptions for the year ahead.

To which shall be added those proposals from the Committee and the Membership duly seconded and registered with the Club Secretary no later than 21 days prior to the date of the AGM

## **10. Special General Meeting**

A Special General Meeting of the Society shall be convened by the Secretary at the request of the Committee or within twenty one days of the receipt of a written notice signed by not less than twelve Members. Any such request or notice shall make clear the purpose for which the meeting is to be held and state any proposals that are to be moved. No business other than the declared purpose of the meeting, which shall appear on the notice of such meeting, shall be transacted thereat.

## **11. Quorum**



A quorum for Special and Annual General Meetings will be not less than 25% of the Society's Membership at any given time.

In the event that an A.G.M. is inquorate, the Committee shall have power to continue to act under its current remit but shall immediately give notice of a Special General meeting to seek approval or otherwise of those issues remaining unresolved.

In the event that a Special General Meeting is inquorate, the Committee shall refer the proposals in respect of which it was called, to the next A.G.M. provided always that the proposer(s) of such resolutions shall be free to request another Special General Meeting in the interim period in an attempt to achieve an earlier resolution.

#### **12. Minors**

Persons aged 16 years and under shall only be allowed to be Members of the Society if accompanied by a legal guardian, who must also be a Member of the Society.

#### **13. Trophies**

Any Trophy won by a Member in one of the Society's Competitions or exhibitions shall be held for the period specified, except that such a trophy shall be returned to a Member of the Committee upon the holder of the trophy ceasing to be a Member of the Society.

#### **14. Dissolution**

The Society may be dissolved only with the consent of three-fourths of the Members present at a Special General Meeting called for the purpose. Such a meeting shall appoint a Liquidator and decide on the disposal of all the Society funds and assets. If, upon the dissolution of the Society and after the settling of all liabilities, there remains any property whatsoever, this shall not be paid to or distributed amongst the Members of the Society but shall be given or transferred to such charity or charities established for similar charitable purposes as the Committee shall decide.

#### **15. Rules**

A copy of this Constitution and Rules shall be made available to every Member of the Society. No alteration to this Constitution and Rules shall be made except at an Annual or Special General Meeting. Any proposed alteration must be registered with the Club Secretary at least fourteen days prior to the date of such meeting and must have a proposer and seconder.

#### **16. Emergencies**

In the event of anything occurring not provided for or not clear in the foregoing Rules, the Committee shall have power to deal with the same at its discretion but if appropriate, shall report its actions to a future weekly meeting or in any case, to the next AGM.

Amended at the Annual General Meeting - May 2017

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