

# STAFFORD CAMERA CLUB

## Club Rules

### **1. Constitution**

The club shall be called Stafford Camera Club and membership shall be open to anyone unless there is a good reason why this is not appropriate.

### **2. Object**

The object of the club shall be the furtherance of the photographic arts and techniques to the mutual benefit and encouragement of its members through the arranging of lectures, demonstrations, competitions, exhibitions, debates, outings and the transaction of any matter consistent with its title. The funds of the club shall be devoted solely to this stated objective. The club is a non-profit making organisation. It will promote its activities to the local community and encourage new membership.

### **3. Ordinary Meetings**

Ordinary club meetings shall normally be held weekly on a Tuesday commencing at 8.00pm from September through to May. They shall have the power to transact any business of the club, except as provided otherwise by these rules. It shall not be necessary to give notice of ordinary meetings other than by a printed programme, a copy of which shall be made available to each member every year.

### **4. Extraordinary Meetings**

Extraordinary meetings shall be held if so requested by the committee, or upon receipt of a written request to the Secretary from at least six members, stating the business of the meeting. Two weeks notice of such meetings shall be given to club members.

### **5. Annual General Meeting**

An annual general meeting shall be held in May of each year to: –

Receive from the retiring committee a report on the position of the club and its progress during the past year.

Receive from the Treasurer, a statement of accounts for the year as at the date of the AGM, independently examined by the auditor.

Elect the officers and committee members to serve for the ensuing year.

Establish the subscription rates for the following year.

Decide such matters relative to the club as the meeting may think fit.

## **6. Officers of the Club**

The honorary officers of the club shall be Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Treasurer, Competition Secretary, Programme Secretary, Website Manager, Exhibition Secretary, Publicity Officer, Social Secretary, Portfolio Secretary, Equipment Officer and Trip Manager.

The above officers shall be elected annually at the AGM. All nominations shall be submitted to the Secretary prior to the commencement of the meeting. All officers shall retire and be eligible for re-election.

An Auditor shall be appointed annually at the AGM, who will not be a committee member.

## **7. Committee**

The committee shall consist of club officers detailed in 6 above and two other ordinary members. The committee shall: –

Govern the affairs of the club in accordance with the rules.

Have full control over the funds of the club except that the subscription rates shall be determined by the AGM.

Have the power to fill any vacancy of officers or committee which may occur between AGMs.

Have the power to co-opt members onto the committee for specific purposes.

Have the power to appoint sub-committees with such terms of reference as may from time-to-time be determined.

Have the power to arrange outings and extra meetings.

No business shall be transacted at any committee meeting unless five members be present. Committee meetings shall be convened by the Secretary whenever he or she deems it necessary, or on the request of any two members of the committee. There shall normally be at least three committee meetings held each year.

## **8. Voting Rights**

Ordinary, Extraordinary and Annual General Meetings – each member is entitled to attend and shall have one vote; the chairman having a casting vote. Resolutions shall be carried by the majority of the members present and voting.

Committee meetings – each committee member shall have one vote; the chairman having a casting vote. Resolutions shall be carried by the majority of the committee members present and voting.

## **9. Chairman**

At all meetings and committee meetings the chair shall be taken by the Chairman if in attendance, otherwise by the Vice-Chairman. If neither of these officers is present, the meeting shall proceed to elect one of its members present to act as chairman for that meeting or committee.

## **10. Minutes**

The Secretary shall keep minutes of the proceedings of AGMs. At all AGMs the reading of the minutes of the previous meeting shall normally precede the transaction of all other business, except the election of chairman if necessary. The minutes shall be signed by the chairman as conclusive evidence that the matters have been properly recorded.

## **11. Membership List**

The Secretary shall maintain a list of current members.

## **12. New Members**

New members shall be required to complete a membership application form.

A person does not have an automatic right to become a member of Stafford Camera Club no matter how eligible an applicant may be. The club may refuse membership to that applicant provided that the club does not discriminate on the basis of race, disability or sexual orientation. A club need not give a reason for the refusal.

## **13. Admission of Non-Members**

Members may introduce visitors at ordinary meetings. Occasional visitors will be charged the visitor fee per attendance. Non-members may not participate in club competitions.

## **14. Termination of Membership**

Any member whose conduct is injurious to the welfare of the club may be expelled by the resolution of an extraordinary meeting called in accordance with rule 4. Seven days notice of such a meeting must be given to the offending member.

Professional and personal conduct:

1. MEMBERS shall so order their conduct and behaviour [\* 1] as to uphold the dignity and good reputation of the club and safeguard the public interest in matters relevant to the art, science and practice of photography.
2. MEMBERS shall exercise integrity and judgement to comply with matters of good taste and in respect of current definitions of indecency and pornography. The Competition

Secretary is empowered to withdraw any images from Competition that he / she considers indecent / pornographic

3. MEMBERS shall have due regard to the safety, health and welfare of themselves, colleagues and the general public when undertaking photography participating in club activities.
4. Any MEMBER found to have contravened the letter, intent or spirit of Rules 1, 2 or 3, will be suspended from the Club, as decided by, and at the discretion of the Chair and / or Vice Chair of the Club. This suspension will be without prejudice and a hearing of the breach will then be held as soon as possible.
5. In the event of a BREACH of Rules 1, 2 or 3 a Panel of 3 Committee members [\*2] , comprising 2 Officers and 1 Committee member shall be appointed by the Committee who will have the authority to undertake a hearing of the breach and decide if the member is guilty or not guilty of a breach.

The member subject to an accusation of a Breach of Club Rules will be invited to attend the Hearing to give their version of events. The Panel will determine the outcomes for the member. Outcomes will be incremental, dependant on the severity of the breach and will include either a written warning, suspension from the club for a determined length of time or expulsion from the club.

The Hearing will take place as soon as is practicable and the member in breach must be given 7 days notice in writing of the hearing. The hearing can take place if the member chooses not to attend and the written decision of the Panel will be sent to the member within 72 hours whether or not they attend the hearing.

6. There is no right of Appeal against a Suspension or Stage 1 [Written Warning] .

The Member may Appeal a decision to expel a member. Such an Appeal must be submitted in writing within 14 calendar days to the Chair of the Club, setting out the grounds of the appeal.

An Appeal panel will be appointed by the Committee, comprising 2 Officers and 1 Committee member who have the authority to undertake the Hearing. An Appeal will only consider whether the Conduct Hearing has adhered to the Rules of the Club. An Appeal hearing will not re-Hear the substance of the Case

An Appeal Hearing will be held whenever possible within 21 days with an independent panel of Committee members, who have had no previous involvement with the 'breach'

\*1 Examples of inappropriate conduct or behaviour (but not limited to) ;

Foul, insulting, abusive, defamatory or offensive language or misconduct used directly or indirectly toward a Club member, Speaker, Judge or Guest, in person, by telephone, by email, on social media, or by letter

Physical assault.

Drunken and / or disrespectful behaviour.

Undermining the work of the Club / Committee either directly or indirectly

Sexual impropriety towards a member(s)

Discrimination or intolerance on the grounds of race, religion, gender, sexual orientation, disability

Theft of or otherwise obtaining any Club property, money or advantage by deception;

Submission of work into competition, where the 'authorship' does not belong to the photographer

Failure to follow health & safety guidance relating to Club activities

\*2 Officers : to be selected from:

Chairperson , Vice Chairperson, Secretary, Programme Secretary , Competition Secretary (Prints and DPI) , Treasurer and Exhibition Secretary, Fields Trip Organiser, Website Manager, Press & Publicity Office, Equipment Officer

Members : to be selected from: New Members Liaison Officer, Committee Members

## **15. Subscriptions**

Annual subscriptions are due by the third week of the season unless there are extenuating circumstances. The amount to be paid to the Treasurer shall be such sum as the previous AGM have decided. Any person whose annual subscription is one month in arrears shall cease or be ineligible to be a member of the club upon resolution of the committee. At the discretion of the committee, half yearly subscriptions shall apply to new members joining after the 1st January.

In addition to a yearly subscription, members will be required to pay an admission fee per attendance. This will be such sum as the previous AGM have decided.

## **16. Club Property**

The Equipment Officer shall keep and maintain an inventory of club property and administer equipment loans to members. The club shall ensure that its property is covered by adequate insurance cover. In the event of the club being dissolved, or otherwise ceasing to exist, its property shall be transferred to The Midland Counties Federation to be held in trust and available at the discretion of the said Federation for any photographic club/society which may be created in the area covered by the previous Camera Club.

## **17. Venue**

Any proposal for a permanent change in the venue for the club's ordinary meetings shall be considered by the AGM or if necessary by an extraordinary meeting.

**18. No Smoking**

Members must not smoke when attending club meetings.

**19. Alteration to the Club's Rules**

Any proposal for an alteration to the rules of the club shall be considered by the AGM, or if necessary, an extraordinary meeting.

**20. Availability of Rules**

A copy of these rules and competition rules shall be made available to all club members on the website.

**21. Competition Rules**

The rules relating to the club's competitions, whilst listed separately, shall form part of these rules. Any proposal for an alteration to the club's competition rules shall be considered by the AGM, or if necessary, an extraordinary meeting.

**22. Insurance**

The Treasurer will ensure that the club is covered by adequate Public Liability Insurance.

**23. Affiliation**

The club will maintain affiliation to the Photographic Alliance of Great Britain through the Midland Counties Photographic Federation.

**24. Health and Safety**

The club will ensure compliance with Health and Safety legislation, Regulation and Guidance where appropriate through a process of risk assessment and application of adequate risk control measures.