

# **LIVINGSTON CAMERA CLUB CONSTITUTION**

## **1 TITLE**

1.1 The Club shall be called Livingston Camera Club ("the Club").

## **2 OBJECTS**

2.1 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 and any other agreed activities will be held as advertised in the club syllabus and/or by notifying members by other means.

## **3 MEMBERSHIP**

3.1 Subject to agreement of the Committee, membership of the Club shall be open to adults completing a membership application form and paying the relevant joining and subscription fees, as determined by the Club Members at a Special or Annual General Meeting (SGM or AGM).

3.2 There shall be three classes of membership available. These are:

3.2.1 Full Membership;

3.2.2 Student Membership (18 and over), and

3.2.3 Honorary Membership.

3.3 Full Members and Student Members hold voting rights at the AGM and any SGM. Honorary members do not hold voting rights.

3.4 The Committee has the right to terminate any membership should the need arise. Any decision to terminate shall be subject to appeal through the grievance procedure published in the club handbook.

## **4 MANAGEMENT**

4.1 The affairs of the Club shall be managed and controlled by a Committee which shall consist of 6 titled officials of the Club and 3 ordinary official members. The Committee shall be elected, or as appropriate, re-elected at the AGM, or a SGM should the need arise.

4.2 Appointed titled officials of the Club are the positions of President; Vice President; Secretary; Treasurer; Competitions Co-ordinator; and Syllabus Secretary.

4.3 The Committee may co-opt additional club members to fulfil specific additional roles as and when required. Club members fulfilling such co-opted roles shall not have

voting rights on the Committee.

4.4 Additional roles can be established by the Committee as and when the need arises and these can be fulfilled by either officials of the Committee (whether titled or ordinary) or co-opted Committee members. Such roles may include, amongst others, Facilities Convenor; Events Co-ordinator; Communications Co-ordinator; and the Club Crofthead Committee Representative.

4.5 Club officials are generally elected for a period of one year, but may be re-elected to the same office or another office the following year at the AGM.

4.6 The Club Committee shall meet at agreed intervals and not less than four times per year. The Committee shall have a minimum quorum of 5 from the pool of appointed Officials.

4.7 The duties of the Club Committee shall be:

4.7.1 To control the affairs of the Club on behalf of the Members;

4.7.2 To keep accurate accounts of the finances of the Club through the Treasurer. Accounts shall be audited before every AGM.

4.7.3 The Club shall maintain a bank current account. Three officials are authorised to sign club cheques or authorise electronic withdrawals or transfers from the club's current account: the Treasurer, the President, and the Vice President. All club cheques must be signed by two authorised officials, including the Treasurer, whenever possible. Records of such withdrawals shall be maintained and made available at any time to any member of Livingston Camera Club on request.

4.8 Decisions of the Committee shall be made on the basis of a simple majority vote by elected Committee officials. In the case of equal votes, the President shall be entitled to an additional casting vote.

4.9 With the exception of personal data, all records maintained by the club shall be made available for reasonable inspection by club members.

## **5 ANNUAL GENERAL MEETINGS (AGM) AND SPECIAL GENERAL MEETINGS (SGM)**

5.1 The AGM of the Club shall be held not later than the end of May each year and shall have a minimum quorum of 20 full members. Similarly, any SGM shall have a minimum quorum of 20 full members.

5.2 A minimum of 21 clear days written notice shall be given to Members of an AGM

or SGM by circulating a copy of the notice to every member accessible by e-mail. Notice shall also be posted on the Club notice board or Website, and Facebook.

5.3 Members must advise the Club Secretary in writing of any business to be moved at an AGM or SGM at least 14 days before a meeting. The Secretary shall circulate or give notice of the agenda for the meeting to Members not less than 7 days before the meeting.

5.4 The business of the AGM shall be to:

5.4.1 Confirm the minutes of the previous Annual General Meeting;

5.4.2 Receive the audited accounts for the year from the Treasurer covering the financial year running from the first day of April to the last day of March each year.

5.4.3 Receive the annual report of the Committee from the President.

5.4.4 Elect an auditor for the accounts.

5.4.5 Elect the Committee Officials (both titled and ordinary committee members).

5.4.6 Transact such other business received in writing by the Secretary from Members not less than 14 days prior to the meeting and included on the agenda.

5.4.7 Discuss any other urgent business at the sole discretion of the Club President; or the Club Vice President or Committee nominated office bearer in the event of the Club President not being in attendance.

5.5 The business of a SGM can be about any matter of importance to the continued running and wellbeing of the Club.

5.6 Nomination of candidates for election of Officials shall normally be made in writing to the Secretary at least 14 days in advance of the AGM or, as appropriate, SGM date. Nominations can only be made by Full Members and must be seconded by another Full Member. Members making nominations must verify that nominees are willing to stand.

5.7 At AGMs, SGM's and Committee meetings, the chair will be taken by the President or, in his/her absence, by the Vice President or Committee nominated office bearer. Decisions made shall be by a simple majority of votes from those full members attending the meeting. In the event of equal votes, the President shall be entitled to an additional casting vote.

## **6 ALTERATIONS TO THE CONSTITUTION**

6.1 Any proposed alterations to the Club Constitution shall only be considered at an

Annual or Special General Meeting, convened with the required minimum 21 days notice of the proposal. Any alteration or amendment must be proposed by a Full Member of the Club and seconded by another Full Member. Subject to the minimum quorum, such alterations or amendments shall be passed if supported by not less than two-thirds of those Full Members present at the meeting.

**7 DISSOLUTION**

7.1 If a proposed and seconded motion is put forward calling for the dissolution of the Club, the Secretary shall immediately convene a Special General Meeting of the Club to be held not less than one month thereafter to discuss and vote on the resolution. If at that Special General Meeting, the resolution is carried by at least two-thirds of the Full Members present at the meeting, the General Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.

7.2 After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the Full Members of the Club, but shall be given or transferred to some other voluntary organisation having objects similar to those of the Club.

Susan Roberts ..... President

James Hutcheon..... Secretary

26 September 2016