

# Torbay Photographic Society - Constitution

## General

1. The society shall be known as **THE TORBAY PHOTOGRAPHIC SOCIETY** and shall be open to all interested in photography. The object of the Society shall be to stimulate interest in all branches of the hobby in a relaxed and friendly atmosphere.
2. Membership of the Society implies the undertaking to comply with the rules.
3. Equipment purchased by the Society shall remain the property of the Society and shall be shown on the balance sheet.
4. The Society shall not be responsible for any loss of members' property but every care will be taken of any work handed in.
5. The Society's financial year will terminate on 31st August.
6. If members have concerns about how the Society is being managed and run, they should raise these with the President. The President will report these anonymously to the Committee for discussion and will feed back the outcome to the member that raised the issue.
7. Rules for competitions that the Society runs shall be separate to this Constitution and will include how changes can be made to those rules.
8. No changes may be made to these rules except at a general meeting, however the Committee shall have the power to deal with any circumstances not provided for in these rules.

## Member Conduct

9. Members under 16 years of age must be accompanied at club meetings or events by a parent, guardian or responsible adult.
10. Members shall not use the Society, or any of its forums (eg Facebook), to publicise or promote their commercial photographic work, services or studio. Repeated attempts to do so despite warnings from the Committee may lead to membership being cancelled without refund.
11. Members undertake to conduct their photographic activities in a manner that enhances the reputation of the Society. The Society reserves the right to cancel membership without refund of any member whose actions bring the Society into public disrepute.
12. The Society's ethos is built around being a friendly, helpful community and members are expected to be courteous and respectful both towards other members and generally within the Society. Unreasonable, disruptive or insulting behaviour toward other members, guests or the committee will not be tolerated and may lead to membership being cancelled without refund.
  - Any member, or members, who considers that another member's conduct has fallen below these standards can submit this as a complaint to the Committee.
  - The Committee will, upon considering details from both the complainant and the member who is accused of unacceptable behaviour, determine whether a warning is justified. A Committee majority of two thirds in favour will be required for a warning to be issued.

- In cases of gross misconduct (eg assault), a warning will result in immediate cancellation of membership.
- For less serious matters, two warnings in any one season or a single warning in three consecutive seasons will lead to cancellation of membership.
- The Committee reserve the right to review the membership of any member who receives 5 warnings overall, over any period of time.

## **The Committee**

13. The Committee shall be elected by members to run the Society, on behalf of – and reflecting the interests of - members. The elected Committee undertake to run the Society in a fair and transparent manner, and ensure that members are provided with information they need to get the most out of their membership.
14. The Officers shall consist of a Chairman, Vice-Chairman, Secretary, Treasurer, Programme Secretary, Competition Secretary & IT secretary.
15. The Society shall be managed by the officers plus a committee of 2 or 3 members, overseen by the President.
16. At committee meetings 5 voting members shall form a quorum.
17. Appointment of the Society's President:
  - i. The President is a life-time honorary position to act as the Society's figurehead and, as such, will be held until such time as an existing President is either unable or unwilling to continue in the role.
  - ii. The President shall be appointed by member vote, after the Committee have given careful consideration to members whose contribution to the Society merits having this honour bestowed upon them and recommended a nominee (or nominees).
18. Appointment of Officers and committee members:
  - i. Officers and committee members (with the exception of the President) all become eligible for re-election each year at the AGM.
  - ii. Members who are willing to be considered as a candidate for any of the positions as an Officer of the Committee, or as a general committee member, can put themselves forward provided they obtain two other members as a 'supporter' and a 'seconder' to support their application.
  - iii. Where there is only one candidate for a position on the Committee, that candidate shall be elected unless objections are received from three or more members - in which case the decision will go to a members' vote at the AGM.
  - iv. Where there is more than one candidate for a position on the Committee, members shall vote at the AGM to determine who is elected.
  - v. Nominations for the Officers and Committee must be received by the Secretary 28 DAYS before the AGM.

19. In the event the position of Chairman becomes vacant during the season, the Vice-Chairman automatically becomes the Chairman.
20. Should a replacement be needed for any of the other Officer positions during the season, the process used at the annual elections may be used to elect one. In this event, the Committee shall call an EGM to substitute for an AGM.
21. Members may also be co-opted onto the Committee during the season if required to assist with the running of the Society.
  - i. Co-opted members of the Committee will be observers who can contribute and comment, but will not have a vote in decisions made by the Committee.
  - ii. For a member to be co-opted, they must have a proposer and seconder from the existing committee and the remaining Committee members must all agree to the proposal.
  - iii. The Secretary will notify remaining members where a member is co-opted onto the Committee.
22. Key Officer responsibilities:
  - i. The Chairman shall be responsible for ensuring the Committee operates effectively in running the Society and Officers/Committee members are supported as necessary to fulfil the duties they have undertaken.
  - ii. The Secretary shall keep accurate minutes of meetings.
  - iii. The Treasurer shall collect subscriptions and monies due and be responsible for payments to speakers.
23. In the event the Committee cannot reach a majority vote on a decision, the Chairman has the deciding vote.
24. Any member of the Committee who has concerns about how the Committee, or any of the Officers, are operating that cannot be resolved informally can raise these officially with the Chairman or, if the concerns relate to the Chairman, the Vice-Chairman and President.

### **General Meetings (AGM or EGM)**

25. The Society will hold an AGM (Annual General Meeting) towards the end of every season.
  - i. At a general meeting 15 members shall form a quorum, and two thirds of the members present shall constitute a majority.
  - ii. The annual subscription and membership options shall be fixed for the following season at the Annual General Meeting.
  - iii. A balance sheet shall be presented by the Treasurer at the AGM and, if required by members, this may be audited by an ordinary member appointed for this purpose at the previous AGM.
26. An EGM (Extra-ordinary General Meeting) may be convened by the Committee, or upon receipt of a written request signed by 3 members and received by the Secretary at least 21 DAYS before the proposed date. 14 DAYS NOTICE to be given to members of an EGM.