

**The Constitution  
and  
Rules  
of  
Crawley Down Camera Club**

**Version 5  
(Ratified at the AGM on the 11 May 2017)**

# **The Constitution of Crawley Down Camera Club**

## **1. Committee**

1.1 The Committee responsible for running the club shall include the following officers:  
Chairman  
Secretary  
Treasurer  
Programme Secretary

The Chairman will perform the functions (pro tem) of a Membership Secretary. The Committee may at a future date, by agreement, create the positions of Vice Chairman and Membership Secretary and have these additional positions ratified by the Members at the next Annual General Meeting.

1.2 Committee Members will be elected annually at the Annual General Meeting (AGM), and will take office immediately after the AGM. Replacement officers for those leaving the Committee between AGMs can be co-opted by the Committee.

1.3 If any member of the Committee is absent from two consecutive Committee Meetings - except from illness or other cause approved by the Committee - the Committee may declare his or her office vacant and he or she shall then cease to be a member of the Committee.

1.4 The quorum for meetings of the Committee shall be three.

## **2. General Meetings**

2.1 The Annual General Meeting shall be held in May each year.

2.2 The Constitution may only be changed at an Annual General Meeting or at an Extra-ordinary General Meeting (EGM). Only written amendments, which have been submitted to the Secretary at least twenty-one days prior to the meeting, will be considered. The proposed amendments will be sent to members for their consideration, and a vote for acceptance or rejection will be taken at the meeting.

2.3 An Extraordinary General Meeting may be called at the request of the Committee or by written notice to the Secretary. This notice shall give the reasons for the request and shall be signed by, at least, one third of the Club Members. Members shall be given at least twenty-one days notice of such meetings.

## **3. Subscriptions**

3.1 All members will have a subscription renewal date of 1st September.

3.2 For those New Members joining after the 1st September, subscriptions shall be payable from the first day of the month following submission of membership application. Members can pay either by 'lump sum' or by standing order (New Members first payment is by 'lump sum' only). Those joining part way through the year and paying by 'lump sum' will do so on a pro-rata basis for the remaining months to the end of August.

3.3 Potential members may attend up to three meetings without payment.

3.4 Where a Carer, or equivalent person, accompanies a Member, the Carers subscription rate will be at the discretion of the Committee.

3.5 Where a subscription payment is delayed, the renewal date will remain the same as if payment has been made on time. There will be no advantage gained by late payment.

3.6 The rates of annual subscription shall be agreed at either an Annual General Meeting (AGM) or an Extraordinary General Meeting (EGM).

3.7 Members' immediate family and Guests may attend occasional meetings without payment.

3.8 The Committee will have discretion to vary subscription fees for members in financial difficulty.

#### **4. Financial Year**

4.1 The Club financial year shall run from 1st April to 31<sup>st</sup> March.

#### **5. Insolvency**

5.1 Should the Club be forced into liquidation, all assets owned by the Club shall be disposed of to the satisfaction of the members.

#### **6. Conditions of Membership**

6.1 Membership may be refused or terminated at any time by the Committee if such membership would, in the Committee's view, be injurious to the Club's interest.

6.2 All Members shall be issued with a copy of the Club Constitution and the Club Rules.

6.3 The Rules for the operation of the Club will be agreed by a majority of the Members at the Annual General Meeting. All members shall abide by the Club Rules.

#### **7. Contingencies**

7.1 Any contingency not covered by this Constitution shall be left to the discretion of the Committee.

#### **8. Data Protection**

8.1 Members details will be held on a computer for the purpose of administering the Club and communicating with you on Club matters. These details may be circulated within the Club but will not be passed on to any other organisation without your permission. It is a condition of membership that you give your permission to hold such a record.

#### **9. Competition Image Licence**

9.1 By entering Club Competitions, members grant CDCC a non-exclusive, perpetual licence to feature any submitted images or photographs in any of the Club publications, presentations, website or in any Club promotional material. Full acknowledgement will be given (e.g. © members name). Members will retain copyright to their images or photographs.

### **Crawley Down Camera Club Rules**

1. The Club will operate on a non-profit basis. Any excess of annual subscriptions or other income will be used for the benefit of the Members.
2. Any proposed purchases of equipment of more than £200.00 will be agreed by a majority of Members at the AGM or an Extraordinary General Meeting, of which Members will have twenty-one days notice.
3. The Club will operate a Bank Account with the Crawley, West Sussex branch of Lloyds TSB.
4. Cheques drawn on the Club bank account must be signed by two Committee Members.