

March Camera Club

Constitution

2011

COMPILED BY CHRIS LEY

(based on a compilation by Rob Morris, 2005)

Table of Contents

1 Introduction	1
1.1 Name	1
1.2 Aim	1
1.3 Powers	1
2 Organisation	2
2.1 Committee	2
2.2 Membership	2
2.2.1 Membership	2
2.2.2 Honorary Members.	2
3 Meetings	3
3.1 Annual General Meetings	3
3.2 Special General Meetings	3
4 Financial	4
4.1 Accounting	4
4.2 Financial Statements	4
4.3 Cheques	4
4.4 Use of Funds	4
5 Constitution	5
5.1 Dissolution	5
5.2 Change of Constitution	5
5.3 Document Signoff	5

1 Introduction

1.1 Name

The group shall be called "March Camera Club" hereinafter referred to as "MCC".

1.2 Aim

THE AIM OF MCC IS TO PROMOTE THE ART AND CRAFT OF PHOTOGRAPHY FOR THE BENEFIT OF ITS MEMBERS. THE CLUB DOES NOT ASPIRE TO OFFER ANY FORMAL TRAINING PROGRAMMES.

1.3 Powers

For the furtherance of this aim, MCC may:

- (a) raise money to pay for the group's activities
- (b) make such payments as shall be necessary
- (c) fix and collect the fees payable in respect of members and guests attending events run by the group
- (d) control the admission of members and guests to the events run by the group

2 Organisation

2.1 Committee

The Committee shall consist of:

- (a) All Officers of the Club.
- (b) Not less than 2 nor more than 4 elected members and
- (c) If the Committee so decides, not more than 2 members co-opted by the Committee.

The Committee shall meet at least three times a year and is responsible for ensuring that the group complies with its aims and is properly managed.

Co-opted members may join at any time on the invitation of the Committee but shall retire at the next Annual General Meeting.

In the event of the death or resignation of an elected member, the vacancy shall be filled until the next Annual General Meeting by a member appointed by the Committee.

Officers, elected members and co-opted members each have one vote. In the event of a tie the Chair has a second or casting vote. A quorum shall be not less than half the Committee, including 2 of the Officers.

The Officers and Committee members in 2.1(a) and 2.1(b) shall be elected for one year at the Annual General Meeting. Retiring Officers and Committee members are eligible for re-election.

2.1(d) The Committee shall set the rules for MCC competitions.

2.2 Membership

2.2.1 Membership

Membership shall be restricted to adults who concur with the aims of the club and in addition persons under the age of 18 may join if always accompanied by parent, guardian or other adult provided for that purpose. Each member will have one vote.

The membership subscription shall be that recommended by the committee and approved at the A.G.M.

2.2.2 Honorary Members

Honorary membership must be on the recommendation of the committee and may only take place by ratification of the members at the A.G.M. or S.G.M.

3 Meetings

3.1 Annual General Meetings

An Annual General Meeting shall be held in April of each year, at which the Annual Report and Accounts for the preceding year shall be presented and agreed.

The Secretary or Chair shall send a note of the date, time and place of each Annual General Meeting, with a list of items to be discussed, to all members at least two weeks before the date of the meeting. This may take the form of a prominent notice placed in the room where the club meets.

The quorum for a General Meeting shall be 30% of the members or 5 members whichever is the greater. For this purpose the membership of the club is counted as those who are a fully paid up member at the date of the A.G.M.

Members wishing to place items on the agenda must inform the Secretary in writing of the proposal three weeks prior to the date of the A.G.M. unless urgent circumstances dictate otherwise.

3.2 Special General Meetings

A Special General Meeting may be called at any time at the request of the committee or not less than one quarter of the members. The Secretary or Chair shall send a note of the date, time and place of the S.G.M. with a list of all items to be discussed at least two weeks before the date of the meeting. This may take the form of a prominent notice placed in the room where the club meets.

If the Chair or Secretary does not call a Special General Meeting within two months of a proper request to do so, any member may call that meeting by putting up a notice in a conspicuous place where the group meets at least two weeks before the meeting.

4 Financial

4.1 Accounting

The Committee shall ensure that proper accounting records of MCC, complying with the requirements of current legislation, are kept. The accounting records shall, in particular, contain:

- Entries showing from day to day all monies received and expended and the matters in respect of which the receipt and expenditure took place.
- A record of the assets (e.g. money, goods and property) held and any monies owed by MCC.

4.2 Financial Statements

At each meeting of the Committee the Treasurer and/or deputy shall, if requested in advance, present to the Committee an up to date statement of receipts and payments, acceptance of which shall be recorded in the minutes.

At the end of the Financial Year, whilst complying with the requirements of current legislation, the Treasurer shall normally prepare a statement of receipts and payments which shall be presented at the A.G.M. The statement of receipts and payments will then be reviewed by an independent examiner. An independent examiner is a person independent of MCC who is reasonably believed by the committee to have the requisite ability and practical experience to carry out a competent examination of the accounts.

4.3 Cheques

All cheques shall be signed by two Officers, one of whom shall normally be the Treasurer. The Treasurer will reconcile the bank statement each year.

4.4 Use of Funds

The funds of MCC shall be used only for the purposes of the group and no payment shall be made to any member except:

- if that member is employed by MCC and then only as proper remuneration in respect of that employment;
- as repayment of expenses properly incurred on behalf of MCC;
- as interest at a reasonable rate on money lent to MCC.

5. Constitution

5.1 Dissolution

If members decide to terminate the existence of the group, any funds or equipment remaining after all debts have been paid shall be handed to a group or charity nominated by the remaining members at the time of its closure. If there is no Annual General Meeting for two successive years, and if no member of the Committee makes the necessary arrangements, any other member may do so.

5.2 Change of Constitution

This constitution may be altered only if:

- (a) two thirds of the members present at a General Meeting vote in favour of changing it, and
- (b) the alteration complies with statutory, legal or regulatory requirements.

5.3 Document Signoff

Role	Name	Signature	Date
Chair	Allan Howe		5/10/11
Vice Chair	Cliff Marsh LRPS		5/10/11
Secretary	Chris Ley		5/10/11
Treasurer	Mel Harris		5/10/11