****

**Beaumaris and Menai Bridge Camera Club**

**Constitution**

**As Amended by**

**Annual General Meeting**

**of**

**27th April 2018**

**CONSTITUTION**

The Club shall be called the BEAUMARIS AND MENAI BRIDGE CAMERA CLUB

**Objectives**

The encouragement and advancement of all forms of photography.

**Membership**

Categories are Single, Joint, Single Senior Citizens, Joint Senior Citizens and Concessions.

**RULES AND REGULATIONS**

**1. Club Officers.**

 The Officers of the Club shall be the Chairman, Vice-Chairman, Honorary Secretary, Honorary Treasurer, Exhibition Secretary, Programme Secretary, Equipment Officer, Membership Secretary and Competition Secretary. These officers shall be elected at the Annual General Meeting to take office for the ensuing year.

**2. Committee of Management**

The affairs of the Club including the domestic and other arrangements and regulations shall be conducted by a Committee of Management hereinafter called “The Committee” which shall consist of all Club Officers and Catering Representative, NWPA Representative and two Ordinary Members to be elected individually at the General Meeting.

The Chairman shall normally serve for not more than 2 consecutive years and no Ordinary Member shall serve more than three consecutive years unless elected as an officer. The Chairman has a right to an additional casting vote if necessary.

The President has the right to attend Committee meetings with the right to vote.

The Committee shall have power to make regulations consistent with the rules and make such appointments as they may consider necessary for the efficient working of the Club and may delegate any of its powers to Sub-Committees or individuals as they may think fit.

The Committee shall meet from time to time as they may consider necessary or when required by any two officers, or by three members of the Management Committee.

The Honorary Secretary shall inform the President and members of the committee of the proposed meetings and the business to be transacted thereat.

Six of the Committee shall form a quorum.

**3. Vacancy on Management Committee**

 Vacancies occurring on the Committee between the Annual General Meetings may be filled but such appointments shall hold good only until the next Annual General Meeting.

**4. Trustees.**

The Trustees shall be the Chairman, Vice Chairman and the Honorary Treasurer.

The Trustees will be responsible for any property owned by the Club and any investments, purchase of property, contracts and agreements shall be made in the name of the Trustees.

The Trustees may also execute any legal documents, including any applications for loans, grants etc., or to purchase any goods or services on behalf of the Club.

Action taken by the Trustees shall only be in accordance with, and subject to, any restriction or otherwise placed on them by, and as agreed at a lawful meeting of the management committee.

**4(a) Dissolution**

If at any Annual or Extraordinary General Meeting a resolution is lawfully passed to wind-up the Club, the Chairman will cause the meeting to nominate a beneficiary or beneficiaries, of any proceeds arising from the disposal of the Club’s assets.

Trustees shall then, as expediently as possible, ensure that:

1. All debts and liabilities of the Club are fully discharged.
2. Remaining assets are either donated to the beneficiary or beneficiaries as nominated or are sold by public auction, the proceeds of which will be donated accordingly.
3. Upon completion of the disposal of the assets the Club shall be dissolved.

**5. Club Accounts**.

**5a. Treasurer**

The Treasurer is Authorised to hold and administer any approved Bank Account or Accounts to be opened in the Club’s name with a bank approved by the committee.

In the absence of the Club having a permanent business address, the Treasurer is required to register an address with the Club’s bankers. This will normally be the Treasurer’s home or place of business and will be used by the Club as it’s registered address for banking purposes.

The Treasurer will furnish all personal details required by our Bankers to ensure their satisfaction in compliance with any conditions for banking and security etc.

The Treasurer will be responsible for all financial matters and have full authority to act on behalf of the Club relative to any Banking matter. This will include the discharge of any of the Club’s lawful debts, whether by on-line transactions or otherwise, providing that any conditions set out in the document ‘Safeguarding the Club funds’ are met.

The Treasurer will be permitted to hold and use a Bank Card on behalf of the Club to ensure the efficiency of payments, whether by cash or otherwise.

The Treasurer will keep a true and accurate account of all financial transactions, assets and liabilities made by or on behalf of the Club.

Details of these accounts will be presented at any regular Committee Meeting as part of the Treasurers report. Any Member of the Committee, or any approved Auditor, may view these accounts at any reasonable time, by appointment if necessary.

Any Club Member may also be permitted to view these accounts at any reasonable time provided that a good and justifiable reason is given for the requirement. In the event of any dispute, a decision will be made at the next Committee Meeting, the result of which shall be binding upon the parties involved.

**5b New Treasurer – Banking Requirement**

In the event of a New Treasurer being elected to the role at an Annual General Meeting, or an extra-ordinary Annual General Meeting, the Treasurer will be provided with a certified copy of the minutes of the meeting at which s/he was so elected in order to satisfy banking requirements.

These minutes must confirm the full name of the new Treasurer, together with an acknowledgement that the address from which the Club’s Bank Accounts are to be run is acceptable to the membership.

These minutes must be certified as a true record of the meeting by the Chairman and Secretary and endorsed with their signatures.

That certified copy, together with a copy of this constitution and the document entitled ‘Safeguarding of Club Funds’, will be supplied to the Bank to facilitate registration of the new Treasurer.

**5c. Restrictions.**

The document entitled ‘Safeguarding of Club Funds’ shall be treated as a part of the Club Constitution and be complied with accordingly.

The Committee may, in the interest of expediency, make any temporary changes to the Rules or Restrictions contained within the document to ensure that best practises are maintained. Any such temporary alteration shall be binding until such time that it is accepted or otherwise, by vote of the membership at the next Annual General Meeting.

**6. Annual General Meeting**

An Annual General meeting shall be held each year to receive reports from the Chairman, Treasurer and Secretary, to elect the Club President and all Club Officers, Catering Representative, NWPA Representative and two ordinary members for the Management Committee, and an Auditor for the ensuing year.

**7. Extraordinary General Meeting**

 On receipt of a request signed by six members of the club, or by resolution of the Committee, the Honorary Secretary shall, within 14 days of that date, call an Extraordinary General Meeting. Fifteen members shall form a quorum.

**8. Notice of meetings**

Fourteen days notice of any General Meeting shall be given to all members but the accidental omission of proper notification to a member or members shall not invalidate any business done or resolutions passed at such meetings.

At the Annual General Meeting, there shall be available a copy of the agenda, and of the Honorary Treasurer’s statement of accounts for the past year.

A notice of an Extraordinary General Meeting shall clearly state the object of meeting.

**9. Alteration of Rules**

Any rules or rules may be altered by a resolution passed by not less than two-thirds of the members present, who being entitled to vote, do vote at the Annual General Meeting or an Extraordinary General Meeting called for that purpose.

**10. Data Protection**

Members will be required to give their consent in writing to the storage of their own personal data.

The Club shall appoint a Data Protection Officer at each Annual General Meeting.

The Officer so appointed will have the responsibility for and ensure that any data so kept is in compliance with the requirements of legislation.

This will include any Personal data held by, or on behalf of, the club, which shall be processed according to the following principles of the legislation only: -

* Processed lawfully, fairly and transparently.
* Collected only for specific legitimate purposes.
* Adequate, relevant and limited to what is necessary.
* Must be accurate and kept up to date.
* Stored only as long as is necessary.
* Ensure appropriate security, integrity and confidentiality.

The Data Protection Officer will report at each Annual General Meeting and confirm that the information retained by the Club meets with the requirements of current legislation.

Any Member will be permitted access to his or her personal data as expediently as practicable by request to the Data Protection Officer.

Any corrections required to be made to the information held will be completed without undue delay.

**10. Subscription**

Subscriptions on a scale to be determined by the members at the Annual Meeting will be payable as follows-

For a full year’s membership, payment shall be due at the commencement of the winter programme session.

Members joining during the months of January or February in any winter session shall pay only half the subscription rate on joining, for the remaining portion of the programme year.

In the event of a member joining after February 28th, the subscription shall cover the balance of the year of election and the succeeding year.

No entry shall be accepted in any competition from a member who has failed to pay his/her subscription for the current year.

An entry charge, decided by the members at the AGM, shall be made at each club meeting.

**11. Register of Members.**

A register of all members, with their addresses, email, and telephone numbers shall be kept by the Membership Secretary.

**12. Visitors**

Members may introduce friends to club meetings on payment to the Honorary Treasurer of a charge to be decided at an Annual General Meeting.

**13. Suspension**

The Committee shall have power to suspend, from all participation in the Club’s activities any member whose subscription shall remain unpaid for three months after it has become due.

**14. Expulsion.**

Any member whose conduct is deemed by the Committee to have been detrimental to the interest of the Club may be requested to resign. Should such a member decline to do so, he/she may be expelled by a resolution of not less than two-thirds of the members present, who being entitled to vote, do so at an Extraordinary General Meeting convened to deal with the matter.

**15. Cessation of Membership.**

Any person who for any cause ceases to be a member of the Club, shall have no claim on the properties or funds of the Club and shall return forthwith any property belonging to the Club.

**16. Members’ Personal Property**

Any member leaving personal property at the Club premises does so at his/her own risk and the Club shall not be responsible for loss or damage whatsoever in regard thereto, with the exception of property on loan to the Club, particulars of which should have been registered in writing with the Honorary Secretary.

**17. Sale of Pictures Materials and Apparatus.**

The practice of any form of photography for profit, whether as a hobby or professionally, by a member is ruled to be the absolute private concern of such member so acting, and it is in no way objected to by the Club, always provided no business negotiations are conducted at the meetings of the Club.

Members shall not act as agents on commission for business purposes in the Club premises.

Provided the general conditions referred to in this rule are duly observed, any member exhibiting his/her work at the Club Exhibitions has the right to sell the same copies thereof but will be under no obligation to do so.

The Committee however shall have the right to organise jumble sales of materials, apparatus and photographic work to supplement the Club funds and for the convenience of members. In such event the Committee has the sole right to arrange the terms which shall govern the transactions done at such sales.

**18. Annual Exhibition**.

Subject to general conditions and dates approved by the Committee, the Honorary Exhibition Secretary shall organise the routine for running the Annual Exhibition as he/she thinks advisable.

The Honorary Exhibition Secretary must obtain the authority of the Committee before committing himself /herself to any expenditure for equipment or any other charges and expenditure directly connected with the running and organisation of the Annual Exhibition.

**19. Annual Session**

For all purposes of Club events and regulations, the Annual Session shall be ruled to be the period from the in the following year.

**20. Customs and Excise**

To conform with HM Revenue and Customs regulations it is ruled that the funds of the Club will be applied solely to the objects stated in its constitution, rules and regulations.

 ***See also - Recording & Safeguarding of Club Funds***

.