

WESTFIELD PHOTOGRAPHIC CLUB

CLUB RULES AND CONSTITUTION

1.0 *The Club*

The club shall be known as the WESTFIELD PHOTOGRAPHIC CLUB

2.0 *Purpose*

- 2.1 To provide a meeting place where photographers of all abilities can meet, discuss and exchange ideas for the furtherance of their hobby.
- 2.2 To create an environment whereby help and encouragement can be made available to the novice whilst allowing more experienced members to develop their knowledge and skills.
- 2.3 To encourage new membership.
- 2.4 To publicise the club and its work.

3.0 *Control*

- 3.1 The business of the club will be administered by a committee, as elected by club members, comprising a Treasurer, Competition Secretary, Secretary and other Committee Member(s) as deemed necessary. One of these members, should act as a 'chair' of the committee and leader of the committee and WPC. In the absence of an agreed 'chair', the group of members comprising the committee will hold joint responsibility for the running of the 'unchaired committee' and WPC and share responsibility for how the committee and club functions. The committee will meet at least quarterly and more frequently when considered necessary. Additional members may be co-opted as and when appropriate by the committee.
- 3.2 Policy changes which materially affect the administration of the club will be subject to review and amendment at an Annual General Meeting (AGM) or, where deemed necessary, an Extraordinary General Meeting (EGM).

4.0 *Membership*

- 4.1 Membership shall be open to all persons of 18 years of age and over, confirmed upon payment of the appropriate subscription.
- 4.2 Membership may be terminated at any time, but fees will not be refunded unless extenuating circumstances apply. In such cases the decision concerning payment will be made by the committee.
- 4.3 The committee will have the authority to ask any member to resign if their behaviour is considered to be inappropriate.

- 4.4 The membership of members whose fees are not paid one month after the due date (ie end of February each year) will lapse and the benefits of membership will be suspended.
- 4.5 Potential new members will be given the opportunity to attend three club meetings as guests and participate in activities. They will pay £3 for each of these meetings and, if they become full members, these payments will be deducted from the subscriptions.

5.0 Subscriptions

- 5.1 Subscriptions will be due on 31st January. Returning members have the option to pay in two payments by 31st January and 30th September respectively, which needs to be agreed with the Treasurer. Other arrangements will be considered on a personal basis and will need to be agreed with the Treasurer.
- 5.2 Annual subscriptions will be reviewed by the committee and decided at the AGM.
- 5.3 A 50% reduction in fees will apply to any member less than 25 years old or in full time education.
- 5.4 A 50% reduction in fees for 6 months will apply to any new member.
- 5.5 Members joining during the calendar year will be required to pay a pro rata fee calculated by the Treasurer.

6.0 Club Meetings (AGM and EGM's)

- 6.1 The AGM will be held in the month after the end of the financial year and the date will be published in the annual programme.
- 6.2 Changes to the existing rules will require a majority vote of two-thirds of the members present.
- 6.3 The committee will be elected annually at the AGM and, if appropriate, the individual positions will be elected by a majority vote.
- 6.4 EGM's may be called by the committee or at the wishes of club members.

7.0 Club Competitions

- 7.1 Where appropriate, the general format will be agreed at the AGM with the details confirmed in the annual programme.
- 7.2 Procedures for entering are detailed in the "Competition Rules".
- 7.3 The Competition Secretary is responsible for ensuring the competitions comply with the rules and are completed within the agreed timetable.

8.0 Finance

- 8.1 The financial affairs of the club will be The Treasurer's responsibility who will ensure that they are conducted in accordance with established accounting practices.
- 8.2 The financial year of the club will be from 01 January to 31 December and an Income and Expenditure account will be made available for each year at the AGM.

9.0 Constitution

- 9.1 The Constitution of the club is deemed to incorporate the rules of the Westfield Photographic Club and such rules and procedures may be amended providing the proposed changes have been passed by a majority vote of not less than two-thirds of the members.
- 9.2 The observance of these rules and any interpretation is vested in the committee.
- 9.3 In the event of dissolution, the club assets will be realised, and the moneys generated will be paid to a charity or charities decided upon by members.

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