

THE OBJECTS AND RULES OF TETTENHALL WOOD PHOTOGRAPHIC CLUB

Name of the Club

The Club shall be called "Tettenhall Wood Photographic Club" hereafter referred to as "The Club" or "TWPC"

Objects of the Club

1. To promote photographic achievement and skills.
2. To enjoy the social side of club life.
3. To compete for prizes.
4. To have lectures and demonstrations by specialists in their own field.
5. To engage in field activities.
6. To incorporate workshop evenings and to participate.
7. To allow our own members to put on a show of their own work.

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1.Membership

The Club shall be open to any person who is interested in the medium of photography.

Members under the age of eighteen shall be considered as junior members. Any minors shall be accompanied by a parent, guardian or other responsible adult.

The club is fully committed to the principles of the equality of opportunity. No member of the club will receive less favourable treatment on the grounds of gender, age, colour, disability, ethnic origin, parental or marital status, religious belief, social class or sexual preference than any other.

The club will ensure that there is open access for all those who wish to participate in the activities of the club, in whatever capacity and that they are treated fairly.

The club recognises its responsibility to safeguard the welfare of all members including minors, young people and vulnerable adults who are in membership of the club. The club will aim to provide good quality photographic activities in a safe environment and adopting the procedures and working practices of the associated meeting place.

The Committee shall have the right to reject any application or terminate existing membership without stating any reason.

Visitors will be admitted to the Club's premises when introduced and accompanied by a Club or honorary member, or having agreed attendance with a committee member and paid appropriate fees.

2.Formation of the Committee, being the Executive Committee.

- a) Chairman
- b) Vice Chairman
- c) Secretary
- d) Treasurer
- e) Competition Secretary

Working Committee. Three or four other members to act as Working Committee, which together with the Executive Committee gives some eight or nine Committee members in all representing the Club members.

3.Powers of the Committee

For the purpose of achieving or furthering the objects stated in this constitution, the committee shall have the power:

- a) To purchase, sell, lease or rent club property, providing that this is in accordance with the principals of the club
- c) To invest the monies of the club in equipment or facilities and hold club monies in a bank account
- d) To do all such other things as are incidental or conducive to the objects of the club

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4. Quorum.

Of greater than half the committee for committee meetings to conduct business.

Of at least one third of total membership to conduct an AGM or extraordinary general meeting

Can be established at will and can be increased; this being necessary in the event of the Club members increasing to any great extent.

5. Accounts.

Set of annual Accounts covering the club year, closing end of April. The accounts shall be independently audited and shall be presented at the AGM.

6. Records.

The Secretary shall have and keep records.

The Treasurer shall have and keep an analysed record and a suitable file in which to file Invoices and vouchers for purchases and expenses paid.

7. Life Membership.

In this event the Committee shall decide what apportionment of a life subscription shall be brought into the final accounts for each year.

8. Subscriptions Owing.

These would not be brought into account as debtors, otherwise we would be contravening the convention of conservatism to overstate assets.

9. The Chairman's Duties.

a) To open and control the Annual General, Extra Ordinary and Committee Meetings and to sign the minutes of such meetings, and calling for a proposer and seconder that they be accepted as read. Asking for matters arising out of the Minutes.

b) To announce and welcome visiting speakers and visitors generally to the club. This duty to be undertaken by the Vice Chairman in the absence of the Chairman, and by the Secretary in the absence of the forenamed.

c) After calling for and hearing the Treasurer's Financial Report, to ask for a proposer and seconder that the report be accepted and ask for matters arising out of the report.

d) To see that all items on the agenda are fully considered and thereby bring matters to a

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satisfactory conclusion.

e) The Chairman has a casting vote.

10. The Secretary's Duties.

a) To draw up agenda for meetings. To record the minutes and to read or make available the minutes of the previous meeting.

b) Committee Meetings:

To notify the members as to the date, time and place of meetings, together with an agenda of the business to be dealt with.

Annual General referred to as the A.G.M

All Club members to be notified of the date, time and place and to be sent an agenda as in b) above requesting that they come armed with ideas and/or complaints if any.

Extra Ordinary referred to as E.O.M.

Notification as above. A resume to be sent as to the nature of the business to be dealt with.

c) Programmes and General Matters.

To attend to the appointment of speakers and to arrange programmes in conjunction with the Committee or Sub-Committee (if one is appointed) to ease the work load of the Secretary and to solicit the help of the Competition Secretary.

11. Competition Secretary.

Responsible for arranging and notifying members as to the requirements and rules for Competitions and inter-club competitions (battles)

12. Treasurer.

a) Shall keep adequate records of all pecuniary transactions of receipts and payments, the latter to be supported by vouchers and/or receipts from suppliers.

b) Monies to be banked

c) There shall be a minimum of three signatories applicable to the club account, the bank being notified and given specimen signatures. Two signatures are required for all cheques one of which must be the treasurer.

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d) Where a membership secretary is not available, to compile a register of members giving number, name and address and photographic qualifications, if any. Records shall be retained and shared for club use only. To list any subscriptions paid in advance, this being necessary for the compilation of the yearly Final Accounts.

e) To list items purchased and NOT paid for at the Club year end in order to show any creditors to be Incorporated in the Final Accounts, and to show the true state of the finances of the club as shown by the Annual Balance Sheet.

f) To obtain and keep bank statements for a minimum rolling period of 7 years.

g) To give Financial Reports at meetings held during the Club year.

h) The treasurer, or other nominated individual shall collect funds at club meetings and record the collected funds.

13. Resolutions.

The Club expresses its will at duly convened meetings of its members by means of Motions which after being proposed, seconded and debated by the members are put to the vote by the Chairman and if passed by the requisite majorities they become resolutions of the Club.

a) Ordinary Resolutions

These are they passed by a simple majority of those present at meetings and voting, those not voting not being counted.

b) Extra Ordinary Resolutions.

These are they passed by a majority of not less than three fourths of such members entitled so to do or by proxy. Such a resolution is necessary for certain alterations to any rule e.g. change of bank, or placing of monies elsewhere to obtain a better rate on Interest, or change the name of the Club.

14. Audit and Preparation of Final Accounts.

A suitable individual shall be appointed by the members of the Committee to audit and prepare a Receipts and Payments Account and a Balance Sheet as at the Club's financial year end.

15. Co-opting and Removal of Members including Committee Members.

a) Committee has the power to co-opt a member to any major office of the Club.

b) Committee has the power to remove any committee member from such office where it is

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found necessary so to do.

- c) The committee has the power to discontinue membership for any member without reason
- c) Minutes of such proceedings must be kept.

16. Expenditure.

a) No Items of expenditure, be they of a revenue or capital nature to be made in excess of fifty pounds without the vote of the committee members.

In the event of a purchase being made in excess of fifty pounds, a committee meeting shall be called and a quorum of members shall be present.

b) All officers and members of the Club shall be reimbursed out of Club funds for approved out of pocket expenses as evidenced by a receipt to be handed to the treasurer.

17. Dissolution of club

The decision to dissolve the club may only be taken when the funds of the Club are insufficient for the Club to meet its liabilities. This decision can only be taken at an EGM or AGM.

It may be necessary to sell any or all club assets in order to discharge debts or other club liabilities.

After discharging all debts and liabilities of the Club, the remaining assets are to be disposed of in the following order;

- a) No member shall obtain any asset from the club free of charge
- b) Offered for sale to club members
- c) Given or transferred to a voluntary organisation having similar objectives to those of the Club or to a charity approved by the remaining membership
- d) Offered for sale to non-club members
- e) The proceeds from any above sales shall be transferred to a charity organization(s) approved by the remaining membership

Retyped from original document August 1995.

Updated by a subcommittee formed for the purpose in February 2014