



CONSTITUTION

1. **Name:** The Club shall be known as “Woodbridge Camera Club”.
2. **Objective:** The main objective of The Club is to help improve the photographic knowledge and skill of the Members. This will be achieved by organising presentations by visiting speakers, demonstrations, photo-shoots and exhibitions, competitions, as well as by assistance, and advice given from Members.
3. **Membership:** Anyone with an interest in photography may become a Member upon payment of the relevant subscription.
4. **Subscriptions:** Subscriptions and attendance fees will be determined by either an Annual General Meeting (AGM), or an Extraordinary General Meeting (EGM). The rates decided upon will then be due for payment within one month of that meeting. No person shall be entitled to take part in Club activity unless their subscription is paid up to date.
5. **Guests and visitors:** Payment of an annual subscription is preferred and encouraged, visitors and guests are welcomed upon payment of the attendance fee as decided at the AGM.
6. **Organisation and Management:** The Club will be managed by a Chairperson, and the Steering Group.

Chairperson will be elected at the AGM.

The Steering Group will consist of the Chairperson and up to seven Club Members who will be elected at the AGM, with a provision for additional Members or specialists being co-opted as and when required.

Four Steering Group members constitute a quorum.

The responsibilities and tasks of Secretary, Treasurer and other positions as required will be carried out by members of the Steering Group.

The Steering Group will hold meetings on at least a monthly basis with additional meetings as required.

7. **Annual General Meeting (AGM):** The AGM of the Club will be held in the month of September each year and the business shall include Minutes of the previous AGM, Annual report by the Chairperson and Annual report by the Treasurer, with a verified statement of accounts.

The date, time and venue for the AGM will be circulated to all Members at least 28 days before the due date, along with the Agenda for the meeting, and an invitation for Members to nominate candidates for the election of Chairperson or Steering Group members.

Candidates for the post of Chairperson must be proposed and seconded by two named Club Members, and submitted to the Secretary at least 14 days before the AGM.

Candidates for the posts of Steering Group members must be proposed and seconded by two named Club Members and submitted to the Chairperson at least 14 days before the AGM.

In the event that the number of candidates for Chairperson, or Steering Group members exceeds the number of posts available, then a vote will be held at the AGM, to elect the successful candidate.

An attendance of at least 25% of the Club Members will constitute a quorum for the AGM.

Only matters set out in the original Agenda (circulated 28 days before) may be voted upon. Any items of business dealt with under "Any other business" can be discussed, but these matters cannot be voted upon.

8. **Extraordinary General Meeting (EGM):** an EGM can be called at any time by the Steering Group, or at the request of at least 25% of the Club Members. The request should be made in writing to the Chairperson. At least 21 days notice of the EGM must be given to all Club Members, including details of the matters to be discussed, and only the notified business shall be discussed.

9. **Constitution:** No alterations to the Constitution can be made other than at an AGM or EGM.

Every Club member must be provided with a copy of the Constitution, either as an electronic copy or a printed copy.

The Secretary will hold a printed copy.

10. **Dissolution:** The Club can only be dissolved with the consent of 75% of Members attending an EGM called for that specific purpose.

That meeting shall decide to dispose of Club funds and assets.

After settling all outstanding debts and liabilities of the Club, any remaining assets are to be given or transferred to a voluntary organisation having similar objectives to the Club, to be decided upon, by the attendees at the EGM.

11. **Rules for Club competitions and exhibitions:** Every competition or exhibition must have a clearly defined set of rules agreed by the Steering Group. A set of these rules is to be given to each Club Member once the competition or exhibition date has been set.

Adopted at Extraordinary General Meeting on 15 July 2014.

Signed

Chairperson