

FAREHAM AND PORTCHESTER CAMERA CLUB CONSTITUTION

1. The Club shall be known as **The Fareham and Portchester Camera Club**.
2. The Club shall be affiliated to **The Southern Counties Photographic Federation**.
3. The purpose of the club shall be for the encouragement and furtherance of all forms of the art of Photography through talks, discussions, practical evenings and competitions.
4. The club shall be open to all adults over the age of 18 on payment of an annual subscription & in accordance with our Equal Opportunities Policy.
5. Club meetings shall be held every Tuesday, starting at the beginning of September until the middle of June. Meetings will start at 19:30 hrs and end at 22:00 hrs. Meetings will take place in the small hall of **Portchester Parish Hall, Castle Street, Portchester** unless otherwise stated in the programme.
6. The **Annual Subscription**, due in September, will be reviewed at the first member's evening in February. Members admitted after the first meeting in September will pay a pro rata fee based on the number of weeks remaining in the season. Subscriptions shall be payable within one month of joining the Club or renewing membership. Payment will be made by cheque or electronic transfer. The treasurer will be unable to accept cash payments for security reasons.
7. Members may, in exceptional circumstances, submit a request to the committee to pay their membership fees in instalments over the year. When such a request is received the committee is granted the discretion to consider the request and, if considered appropriate, to allow such an arrangement.
8. An **Annual General Meeting** of members will be held each year after the accounts have been finalised but before the end of the season.
9. A **Committee** shall be elected, by ballot, at the AGM. The Committee shall comprise a **Chairperson, Secretary, Treasurer, and Competition Secretaries**. With the agreement of the committee other members may be co-opted as deemed necessary for the smooth running of the Club.
10. The officers of the Committee shall stand down at the Annual General Meeting but may seek re-election.
11. A Club member, with the support of a minimum of 3 other members and putting the request in writing, may ask the Committee to call an Extraordinary General Meeting to effect a change in the Club rules. Any complaint should be referred to the committee.
12. Any changes to Club rules or policy decided in Committee must be put before members via the notice board, website and personal email no less than two weeks before discussion and final agreement.
13. For the Annual & Extraordinary General Meetings 11 members will constitute a quorum. This also applies to any meeting involving changes to Club rules or policy.
14. Finances - The Club accounts are to be finalised within one calendar month from March 31st each year and submitted for examination prior to being presented at the AGM. Two **Examiners** are to be appointed by the membership at the AGM. There will be 3 authorised signatories for the bank account and they should not be related. Any 2 signatories may authorise cheques. All monies raised will go towards furthering the aims and objectives of the club.
15. Any Club member who is found to be in breach of Club rules or is deemed to have conducted themselves in such a manner as to be likely to bring the integrity of the Club into disrepute, shall be called before the full Committee to answer for their actions and in extreme cases may be required to resign their membership.
16. Dissolution Clause: The club may be dissolved only with the consent of 75% of the members present at a Special General Meeting called for that purpose. Such a meeting shall decide on the disposal of all club funds and assets.
17. A number of competitions will be held throughout the year as defined in the Club's Programme.