

# THE CONSTITUTION OF BRIGHTON AND HOVE CAMERA CLUB

(REVISED MAY 2009)

**1. NAME:** The name of the association is “BRIGHTON AND HOVE CAMERA CLUB” and it was founded in 1891.

**2. AFFILIATIONS:** The Club is affiliated to the Photographic Alliance of Great Britain (PAGB) through the Surrey Photographic Association (SPA), to the Sussex Photographic Federation & the Brighton & Hove Arts Council.

**3. AIMS:** The aims of the Club are to promote and develop appreciation, skills and understanding of still photography to anyone having an interest in the subject, living in Brighton, Hove or the surrounding area. These aims will be achieved by means of lectures, demonstrations, workshops, image evaluations, competitions and public exhibitions.

## **4. MEMBERSHIP:**

[A] Membership of the Club shall be open to all without discrimination on grounds of gender, ethnicity, nationality, special needs, disability, sexual orientation, religion or beliefs. Before paying their membership subscription to join the Club, prospective new members may attend two regular meetings and any other social or fund raising events. Application for membership must be made through the Membership Secretary on the appropriate form, together with the current subscription.

[B] Young Person’s Membership. The Club will accept membership applications from young people as long as they have attained the age of 16 years. Applications from prospective young members who are under 18 years of age on 1st September in the current Club year, must be countersigned by their parent or guardian. Once enrolled the young member must be accompanied by an appropriate adult and remain under their direct supervision during all Club meetings and activities until they attain the age of 18 years.

[C] Any member whose subscription has not been paid by the due date shall be deemed to have resigned.

[D] If the conduct of any member either in or out of the Club meeting place shall in the opinion of the Club Committee be detrimental to the interests or the good name of the Club, the Club Committee is empowered to immediately suspend or expel such member, subject to appeal at the next full Committee meeting. The decision to expel a member may be reviewed at a future date by the Club Committee, who will then recommend to a General Meeting whether the ex-member should be reinstated.

## **5. MANAGEMENT:**

[A] The Club shall be governed by a Committee consisting of the following Officers: President, Vice President, Secretary, Treasurer and three other officers. All Committee Officers shall be elected at the Annual General Meeting or at an Extraordinary General Meeting by majority vote, with the exception of Honorary Life Vice Presidents who shall be ex-officio members of the Club Committee. All Officers will normally serve a two year term.

[B] Immediately following the Annual General Meeting the Committee will appoint, or re-appoint, Club Officials for specific roles such as Membership Secretary, Programme Secretary, Exhibitions, Front of House and such other roles as required. Three of these Officials will be co-opted to attend all Committee meetings with full voting rights as the representatives for all the Club Officials. The Committee may replace Officials during the Club year by a majority

vote. The Committee may invite Club Officials who are not Committee members to Committee meetings when required.

[C] The quorum for the conduct of business shall be at least two of the following: the President, the Hon Secretary, the Treasurer or the Vice President and four other Committee members. Each Committee member shall have one vote. In the event of a tied vote, the meeting Chair shall have the casting vote.

[D] A meeting of the Committee will normally be chaired by the President or by the Vice President. In the absence of these, a quorate meeting will elect a Chair.

[E] In the event of a Committee vacancy arising, the Committee shall be empowered to appoint a temporary successor until an election can be arranged. The membership will be informed of such a decision by announcement at an ordinary meeting and also by a notice posted on the Club's website.

## **6. ELECTIONS:**

[A] Elections shall be held for all Committee positions at the Annual General Meeting (or Extraordinary General Meeting).

[B] Candidates must be nominated and seconded by at least two Club members. Completed nomination forms must be sent to the Secretary at least twenty-eight days before the date of the Annual General Meeting. The candidates must sign the nomination forms indicating their willingness to serve. A candidate for the Presidency must have been a Club member for at least three years including the year of the election and been a member of the Club's Committee for at least a period of one year.

## **7. FINANCIAL MANAGEMENT:**

[A] The Club is non-profit making and any surplus income or gains shall be re-invested in the Club. Surpluses or assets cannot be given to members or third parties.

[B] The Club financial year will run from 1st June to 31st May the following year. An Interim Statement of Accounts shall be provided at the Annual General Meeting with the Final Audited Accounts presented at a designated club evening during the following September.

[C] The Treasurer is responsible for the safe custody of Club funds. All Club funds shall be banked at recognised Banks or Building Societies. The Treasurer may hold a fund of petty cash up to an amount determined by the Committee. All expenditure must be approved by the Committee.

[D] Cheques must be signed by the Treasurer plus any one of the following:- The President, The Vice President, or The Secretary. In an emergency, one of the above may sign for the Treasurer. Sign off limits will be set by the Committee.

[E] The Committee through the Secretary and Treasurer is responsible for ensuring that the Club is adequately insured to cover Public Liability and property belonging to the Club.

**8. SUBSCRIPTIONS:** The annual subscription per member will be decided by a majority vote at the previous Annual General Meeting, with proportional adjustment to any concessionary rates. All subscriptions are due and payable by 1st October of that Winter Season.

## **9. HONORARY MEMBERS & HONORARY VICE PRESIDENTS:**

[A] The President and full Committee shall have the power to elect honorary members without subscription subject to ratification by Annual General Meeting or Extraordinary General Meeting. These honorary members shall have the full rights and privileges of membership.

[B] The Committee shall have the power to appoint as Honorary Vice Presidents any past President who is deemed to have made an outstanding contribution to the Club; this will be subject to ratification by Annual General Meeting or Extraordinary General Meeting. Such Honorary Vice Presidents will be ex-officio members of the Committee.

**10. ANNUAL GENERAL MEETING:** The Annual General Meeting shall be held at the end of the Winter Season each year. A notice convening the meeting, with Agenda shall be sent to all members at least fourteen days before the date of the meeting.

## **11. EXTRAORDINARY GENERAL MEETING:**

[A] An Extraordinary General Meeting may be convened when the Committee deem it necessary. Notice of the meeting and the reasons for summoning it shall be sent to members at least fourteen days before the proposed date of the meeting.

[B] Ten members may in writing requisition the Committee to convene an Extraordinary General Meeting for any purpose. The notice must be signed by the members concerned making the request and the Committee shall be required to summon such a meeting within two months of the receipt of such notice.

**12. ALTERATION OF RULES:** No alteration of rules shall be made except at the Annual General Meeting or an Extraordinary General Meeting, specially convened for that purpose. Details of any proposed alteration must be circulated to all members. Any proposed alteration for consideration at the Annual General Meeting or an Extraordinary General Meeting must be forwarded to the Secretary in writing at least fourteen days before the meeting. No alteration of these rules shall be effective unless approved by a majority of those members at such meeting.

**13. LIMITATION OF LIABILITY:** All Club members and visitors are expected to act so as to minimise the risk of injury to themselves, or any other person, or any items belonging to, or used by, the Club. The Club is not responsible for any items belonging to, or used by a member or visitor. All Club activities are undertaken at the member's or visitor's own risk.

**14. DISSOLUTION OF THE CLUB:** If at any General Meeting a resolution for the dissolution of the Club is passed by a majority of the members present, a further Extraordinary General Meeting shall be convened not less than six weeks later, giving every member not less than four weeks written notice. At the Extraordinary General Meeting not less than half of the members must attend and not less than two thirds of such members must vote to confirm the resolution to dissolve the Club. If both meetings resolve to dissolve the Club, the Committee must proceed to realize the assets of the Club and after discharging all liabilities donate all the remaining funds to other photographic clubs or suitable charities as chosen by the members.


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This Constitution now supersedes  
all previous BHCC Rules and Constitutions

Date of Adoption: 5th May 2009

A handwritten signature in black ink, appearing to be 'C. Miller', written over a horizontal dotted line.

Signed: Colin Miller - President

A handwritten signature in black ink, appearing to be 'David Gerrard', written over a horizontal dotted line.

Signed: David Gerrard - Secretary