



# Chet Valley Photography Club

*A friendly photography club*

## Constitution of the Chet Valley Photography Club (CVPC)

### 1 Objective of the Club

To provide an opportunity within the Chet Valley area for people to come together in an informal, mutually supportive, and non-competitive environment, to share their interests and experiences of photography. As a supporting accessory to this objective the club will be a member of the East Anglian Federation of Photographic Societies.

### 2 Membership

Open to all persons who are interested in the objectives of the club subject to the payment of the agreed annual subscription. A membership form will be completed by all members and any data collected will be private and confidential in accordance with the General Data Protection Regulation (GDPR 2018).

Club Rules, Health And Safety, Safeguarding Children and Data Privacy policies are in place and available to view on the CVPC website.

Consent must be granted by a parent or guardian for any person under the age of 16 years old at the date of joining CVPC.

### 3 Subscription

The purpose of the subscription is to pay the operating costs of the club. There are two components:

The **Annual Subscription** is intended to cover longer term costs and to enable the club to plan on a pragmatic basis. Examples of such costs could include room hire and other costs related to the annual exhibition, insurance, equipment hire, membership of and participation in the East Anglian Federation of Photographic Societies, etc. All members pay the annual subscription at the appropriate rate as agreed at the Annual General Meeting (AGM). New members joining part-way through a subscription year (see Section 4) are liable for the full rate unless a maximum of 6 months of the subscription year remains, in which case half of the annual subscription is payable.

The **Meeting Subscription** is intended to pay costs mainly associated with the monthly meeting. Examples include room hire and refreshments. This is paid for each meeting attended by each member, at the appropriate rate as agreed at the AGM.

### 4 Annual Subscription Period

The period for which the Annual Subscription is payable is from September 1 to August 31.

### 5 Club Meetings

- Club meetings will take place on the second Monday of each month from 19:00 hrs to 21:30 hrs, or as varied by agreement of members.
- Additional sessions both indoors and outdoors will be arranged at various times to meet members' requests.

- The Annual General Meeting (AGM) will be held on the first Monday in September. Each Club member in attendance of the AGM is entitled to one vote per agenda item.
- The club will meet at an agreed venue in the Chet Valley area.

## **6 Management Committee**

The club affairs will be managed by a Management Committee comprising of a minimum of four officers and additional members elected at the AGM. Re-election of the officers and the additional committee members to continue their service to the club for further periods is acceptable. The officers and additional committee members must be proposed and seconded, and elected by a show of hands at the relevant AGM. Unless there is a clear majority in favour, the show of hands must record votes both for and against. The officers comprise:

- Chairman
- Secretary
- Programme Secretary
- Treasurer
- Website Administrator
- Child Protection Committee Member (CPCM) x 2

## **7 Management Committee Meetings**

- |           |          |
|-----------|----------|
| ➤ Meeting | November |
| ➤ Meeting | February |
| ➤ Meeting | May      |
| ➤ Meeting | August   |

The quorum at these meetings is five.

## **8 Financial Aspects**

- Annual accounts will be presented by the Treasurer at the AGM in September. Before presentation they must be audited, preferably by a qualified accountant. All accounts must be kept for 10 years.
- An outline of the financial situation will be given by the Treasurer at the other four Management Committee meetings.
- Any expenditure of more than £100.00 must be agreed prior to commitment by a majority at any one of these four Management Committee meetings, or in exceptional circumstances at any time by a majority of the Management Committee.
- The club must maintain a bank account for handling all income and expenditure.
- The signatories for cheque payments are any two of Chairman, Treasurer and Secretary.
- No personal expenses (petrol, travel, hotels etc) are payable to club members except for travel to the AGM of the East Anglian Federation of Photographic Societies, in which the case fuel cost for one vehicle will be reimbursed, if the owning member wishes. Members who acquire approved goods or services on behalf of the club will be reimbursed on production of relevant VAT receipts to the Treasurer.
- The club must maintain an appropriate fully paid up policy for Public Liability Insurance at all times.

- If the club ceases to operate, any remaining funds will be returned to members who have paid the relevant Annual Subscription at the time of cessation, pro-rata to the subscribed amount. For example, a £12 full-year subscriber will be paid four times the amount returned to a U18 member who has paid £3.00 for a subscription of less than 6 months.

## **9 Assets and Equipment**

- The acquisition and sharing of assets is not a primary objective of the club.
- If assets are acquired, the management must maintain a register of assets including purchase price, date, warranty period etc, and establish a process for safeguarding such assets and recording stewardship and usage.
- All assets will belong to the club.
- Past members or members who have not paid current subscriptions will have no access to or claim on these assets.
- Any private use of equipment must be agreed by the officers and committee.
- In the event of the club closing down, assets will be donated to other charitable organisations or sold and monies donated to an agreed charity.