



Chet Valley Photography Club

A friendly photography club

THE CHET VALLEY PHOTOGRAPHY CLUB RULES AND PROCEDURES (as of September 2021)

Preliminary

1. In these rules:

- 1.1. “Annual General Meeting” means an annual general meeting of the Club held in accordance with these Rules.
- 1.2. “Applicant” means any person applying for membership of the Club in accordance with these Rules.
- 1.3. “the Club” means Chet Valley Photography Club.
- 1.4. “the Committee” means the committee of the Club appointed in accordance with these Rules.
- 1.5. “Committee Meeting” means meeting of the Committee held in accordance with these Rules and “Committee Member” means a member of the Committee.
- 1.6. “Committee Rules and Regulations” means such rules and regulations established by the Committee in accordance with these Rules by which the actions of the Committee shall be governed.
- 1.7. “Club Premises” means any land and buildings as the Club may from time to time occupy.
- 1.8. “Club Facilities” means those facilities from time to time provided by the Club for the use of Members.
- 1.9. “Club Property” means all the property from time to time belonging to the Club.
- 1.10. “Extraordinary General Meeting” means an extraordinary general meeting of the Club held in accordance with these Rules.
- 1.11. “Secretary’s Representative” means the Member on duty as a steward at any given time.
- 1.12. “Member” means a member of the Club.
- 1.13. “Membership” means membership of the Club in accordance with these Rules.
- 1.14. “Rules” means the rules of the Club.

2. NAME AND STATUS

The Club is known as “Chet Valley Photography Club”. The status of the Club is managed by a committee elected from the Members, by the Members and responsible to the Members.

3. OBJECTS

The objects of the Club are:

- 3.1. to foster the art and science of photography in all its forms;
- 3.2. to provide the Members with technical and social facilities, and a welcoming and friendly atmosphere;
- 3.3. the provision and maintenance of the Club Property; and
- 3.4. to do all such things as are incidental or conducive to the above objects or any of them.

4. MEMBERSHIP

4.1. Application for Membership

4.1.1. Every Applicant shall complete a joining membership form in such form as the Committee may from time to time specify.

4.1.2. Every completed Membership Joining Form shall be accompanied by a payment in full of the subscription.

4.2. Eligibility for Membership

Any person aged 16 or more years of age shall be eligible for membership. Also, any person under the age of 16 with the consent of a parent/guardian will be eligible.

4.3. Membership Register

4.3.1. The Secretary shall keep and maintain a register containing the names and addresses and such other Members’ details as the Committee may from time to time deem appropriate (the “Membership Register”).

4.3.2. Every Member must when so requested from time to time communicate their contact details to the Secretary.

4.4. Categories of Membership

4.4.1. Ordinary membership shall be open to all Applicants who are eligible for Membership under Rules 4.1 and 4.2 and such Members shall be known as Adult Members.

4.4.2. Student membership shall be open to persons aged under 18 as at 1st September. The rate will be 50% of the ordinary membership fee per year.

4.5. Privileges of Membership

4.5.1. All Members shall enjoy all the benefits and privileges of Membership including voting rights.

4.6. Immediately after a member has joined they must: be furnished with a copy of these Rules and all policies implemented by the CVPC.

4.6.1. Be requested to release to the Secretary/Treasurer his/her Subscription.

4.6.2. On release of their first Subscription an accepted Applicant becomes a Member and is entitled to all the benefits of Membership and agrees to be bound by these Rules and to any rules from time to time in force.

5. SUBSCRIPTION

5.1. Subscriptions

The subscription ("Subscription") payable by each category of Member shall be determined at the Annual General Meeting (AGM).

5.2. Payment of Subscriptions

All categories of Membership shall pay their subscriptions annually, in full, in advance.

5.3. Subscriptions in Arrears

5.3.1. Members must pay arrears at the next available opportunity.

5.3.2. Members in subscription arrears may attend club meetings or activities at the committee members discretion.

6. RENEWAL OF MEMBERSHIP BY FORMER MEMBERS

6.1 Rejoining of former Members - A former Member's application will follow the procedure for new Members but they must first pay any outstanding debts from the previous membership periods.

7. SUSPENSION AND TERMINATION OF MEMBERSHIP

7.1. The Management Committee shall have the authority to suspend any Member from Membership in breach of these Rules or any Regulations, if in their absolute opinion the interests of the Club so demand.

7.2. Notice of suspension may be given verbally or in writing to the Member in question, but if given verbally must be confirmed in writing as soon as practically possible thereafter, and shall have immediate effect. A copy of such notice must be given to the chairperson of the Committee forthwith.

7.3. The Committee shall consider the suspension at the next Committee Meeting at which due notice of the suspension shall be given. The Committee may invite the Member to present themselves before the Committee at the Committee Meeting at which their suspension is being

considered and the Committee shall have the power to rescind or continue the suspension or demand the resignation of the suspended Member.

7.4. The decision of the Committee shall be the decision of the majority of the Committee present and voting and shall be communicated to the Member in question in writing within seven days.

7.5. No Member shall, while suspended, attend club meetings or activities without the permission of the Management Committee.

7.6. If at any time the Committee considers that the interests of the Club require it they may invite a Member to resign from the Club, by a letter specifying the time before which the resignation should be made and become effective.

7.7. Any Member who has been suspended or invited to resign shall within six weeks of such suspension or invitation to resign have the right to request the opportunity to appeal against the same to the Club in general meeting. Such request shall be made in writing to the Secretary.

7.8. If no such request is received within the time limit set out in Rule 7.7 above then:

7.8.1. In the case of a suspension, such suspension shall be treated as continuing; and

7.8.2. In the case of a request to resign, the Member shall be deemed to have resigned their Membership and no further appeals from the Member in question shall be entertained or received.

7.9. The Secretary must inform the Member in question of the time and place of the meeting and of the nature of the complaint(s) against them in order to afford them a proper opportunity of offering an explanation.

7.10. At the meeting they must be allowed the opportunity to offer an explanation of their conduct verbally or in writing and if two thirds of the Members present vote for their expulsion, they will immediately cease to be a Member.

7.11. The voting at such a general meeting must be by ballot if not less than five Members there present so demand.

8. USE OF THE CLUB

8.1. A Member shall not:

8.1.1. use the Club premises as an address for business;

8.1.2. without the prior written consent of the Committee, engage in any activity on the Club Premises in competition with any business of the Club; or

8.1.3. engage in any activity on the Club premises in the name of the Club, or act within or on behalf of the Club, in any way contrary to the interests of the Club, or in a manner that is likely to bring the Club into disrepute.

8.2. Use of the Club Property

8.2.1. The Club Property shall be available to the Members during normal meeting hours PROVIDED THAT the same or any of them may be withdrawn without notice should The Secretary, any Committee Member or the Secretary's Representative deem that circumstances require it.

8.2.2. Members shall exercise all reasonable care when using the Club Property and shall at all times comply with any Regulations in force relating to the same.

8.2.3. Any damage to or loss of Club Property shall be reported without delay to a member of the committee.

8.2.4. Each Member shall fully indemnify the Club for all and any loss or damage to Club Property, the Club Premises or Club Facilities occasioned directly or indirectly by their actions or by their use or misuse of the same.

8.2.5. Members shall not remove any item of Club Property from the Club Premises without the prior consent of a member of the committee.

8.3. Visitors

8.3.1. Members may introduce visitors (which, for the avoidance of doubt shall mean any person who is not a Member and shall include (but not be limited to) photographic models, assistants and Members' clients), subject to any Regulations.

8.3.2. With the exception of visitors to the exhibition, club employed workmen and authorised hirers of the club building for meeting space, every visitor is the guest of, and must be accompanied by, the Member introducing them. The Member is responsible for the guest and for all their actions including any damage and injury that they may cause or suffer.

8.3.3. Any Member introducing a visitor shall, should the Committee so request, fully and completely indemnify and keep indemnified the Club against all and any loss, damage or liability howsoever occasioned or incurred in connection with such visitor.

8.3.4. No one who has been expelled from Membership, or whose conduct or presence on the Club Premises is considered by the Committee objectionable or prejudicial to the interests of the Club, may be introduced as a visitor to the Club.

9. THE CLUB COMMITTEE

9.1. The Committee Members

9.1.1. The management of the Club (except as otherwise provided by these Rules) is deputed to the Committee. The Committee shall consist of not more than fourteen members who must be elected at the Annual General Meeting.

9.1.2. The chairperson shall chair Committee Meetings. In the chairperson's absence, the Committee Members present shall elect a chair for that meeting.

9.2. Election of Committee Members

9.2.1. At each Annual General Meeting all the Committee Members must retire but are eligible for re-election.

9.2.2. Every Member is entitled, but not obliged, to vote for as many candidates as there are vacancies to be filled and no more. Voting shall be by way of show of hands.

9.2.3. If the committee is equal to or lower than the number of committee vacancies then a show of hands or a ballot will not be required. The new committee will endeavour to fill empty positions by co-opting.

9.2.4. Up to the number of vacancies, the candidates who receive the most votes must be declared elected, and in the case of two or more candidates receiving an equal number of votes, the chairperson of the meeting shall have a second or casting vote.

9.3 Vacancies on the Committee

9.3.1. The Committee may appoint a Member to fill a casual vacancy on the Committee until the next Annual General Meeting.

9.3.2. Any member appointed must retire at the next Annual General Meeting but may be elected as a Committee Member at that meeting.

9.4 Meetings of the Committee

9.4.1. The Committee shall meet as often as necessary, but not less than four times a year to examine the accounts and arrange the affairs of the Club.

9.4.2. Five Committee Members present, including at least one Officer, at the due time for the commencement of the meeting shall form a quorum and the meeting shall be postponed or abandoned if a quorum is not present PROVIDED THAT at the first Committee Meeting following the Annual General Meeting in each year five Committee Members present shall be deemed to be a quorum notwithstanding the absence of any members.

9.5 Regulations

9.5.1. The Committee may from time to time make, repeal and amend any regulations ("Regulations") as it thinks expedient for the management and wellbeing of the Club PROVIDED THAT such Regulations are not inconsistent with these Rules or the CVPC's constitution.

9.5.2. All Regulations made by the Committee under this Rule are binding on Members until repealed by the Committee or set aside by resolution of the Club in general meeting.

9.6 Delegation of Powers and Sub-Committees

9.6.1. The Committee may delegate any of its powers to any sub-committee consisting of one or more Committee Members and such other Members as the Committee may decide.

9.6.2. The Committee may also delegate to any Committee Member such of their powers as they consider desirable to be exercised by them.

9.6.3. Any such delegation may be made subject to any conditions the Committee may impose and either collaterally with or to the exclusion of their own powers and may be revoked or altered.

9.6.4. Any such sub-committee shall be chaired by a Committee Member and, subject to any such conditions imposed as above, the proceedings of such a sub-committee shall be governed by the Rules regulating the proceedings of the Committee so far as they are capable of applying PROVIDED ALWAYS that the chairperson of any subcommittee shall have discretion as to the venue, form and number of any sub-committee meetings.

9.7 Committee Assistants

The Committee may appoint such Members as it sees fit to perform such roles in the Club as it shall from time to time see fit.

10. GENERAL MEETINGS

All general meetings other than Annual General Meetings shall be called Extraordinary General Meetings.

10.1 Annual General Meetings

10.1.1. The Annual General Meeting of the Club shall be held on the first Monday in September.

10.1.2. Will receive from the Committee a report, balance sheet and statement of accounts for the preceding financial year and an estimate of the receipts and expenditure for the current financial year.

10.1.3. The minutes of the previous Annual General Meeting; Annual reports by the committee members.

10.1.4. Notice of Business at the Annual General Meeting.

10.2 Extraordinary General Meetings

10.2.1. The Committee may call an Extraordinary General Meeting at any time if, in their opinion, the interests of the Club so demand.

10.2.2 The Secretary shall call an Extraordinary General Meeting within six weeks of being requested to do so, in writing, by 10% or more Members. Any Member's request for an Extraordinary General Meeting shall be accompanied by a Resolution, or Resolutions, setting out the nature of the business to be transacted.

10.3 Convening general meetings

10.3.1. At least fourteen days before any general meeting written notice, specifying the place, date and time of the meeting and the business to be transacted at it shall be sent to all Members.

10.3.2. No business other than that of which the notice has been given may be brought forward at a general meeting.

10.4 Proceedings at general meetings

10.4.1. At all general meeting's the Chairperson or in their absence a Member selected by the Committee shall take the chair.

10.4.2. Every Member present and entitled to vote shall have one vote upon every motion and in the case of an equality of votes, whether on a show of hands or on a ballot, the Chairperson may have a second or casting vote.

10.4.3. Except as otherwise provided in these Rules a resolution put to the vote of a meeting shall be decided on a show of hands unless before the vote is taken a ballot is demanded. A ballot may be demanded by the chairperson or by at least 10% of the members present having the right to vote at the meeting.

10.4.4. Fix the level of the Subscription; elect the Chairperson and consider any other business as determined by the Committee.

10.4.5. Unless a ballot is demanded, a declaration by the chairperson that a resolution has been carried, unanimously or by a particular majority or lost or not by a particular majority, an entry to that effect in the minutes of the meeting shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour or against the resolution.

10.4.6. A ballot shall be taken as the chairperson directs and he may appoint scrutineers and fix a time and a place for declaring the result of the ballot (if the same cannot be established during the course of the meeting). The result of the ballot shall be deemed to be the resolution of the meeting at which the ballot was demanded.

10.5 Quorum

10.5.1 Five members present shall form a quorum at a general meeting.

11. CHAIRPERSON'S TERM OF OFFICE

The Chairperson shall be elected annually at the Annual General Meeting.

12. MINUTES

12.1. The Secretary shall take minutes to be made in electronic and hard copy format kept for the purpose:

12.1.1. of all appointments of Officers made by the Committee; and

12.1.2. of all proceedings at general meetings and Committee Meetings and meetings of sub-committees including the names of those present.

12.2. The minutes of any general meeting may be inspected during the Club's normal opening hours by any Member giving seven days' notice, in writing, to the Secretary.

13. FINANCE

13.1. Books of account - The Treasurer shall at all times maintain proper books of account.

13.2. Audit of Accounts

13.2.1. The Club's accounts must be subjected to an independent examination as soon as practicable after the end of the Club's financial year.

13.2.2. The examiner must be appointed by the Committee.

13.2.3. The report of the suitably qualified and independent examiner must be circulated to the Annual General Meeting alongside the accounts.

14. Inspection of accounts

14.1. The accounts may be inspected during the Club's normal opening hours by any Member giving seven days' notice, in writing, to the Secretary.

14.2. Authority for payments - All cheques or payment authorities shall be signed by any two of Chairman, Treasurer and Secretary.

14.3. Expenditure

The Treasurer may authorise any item of expenditure up to a limit determined by the Committee. All unplanned expenditure in excess of this limit must be authorised by the Committee in accordance with the Committee Rules and Regulations.

14.4. Income and Property

All income and property of the Club shall be applied solely for the promotion of the objects of the Club as set out in Rule 3 and the Chet Valley Photography Club constitution, and no portion thereof shall be transferred directly or indirectly to any Member or Members, PROVIDED THAT this Rule shall not prevent the reimbursement of legitimate expenses incurred on behalf of the Club or payment of authorised cash or monetary prizes.

15. INTERPRETATION OF RULES

15.1. The Committee is the sole authority for the interpretation of these Rules and the Regulations made by it from time to time.

15.2. Any decision of the Committee upon any question of interpretation or upon any matter affecting the Club and not provided for by these Rules or by the Regulations is final and binding on the Members.

16. DISSOLUTION OF THE CLUB

In the event of the winding up or dissolution of the Club, any assets remaining after the discharge of all liabilities shall be transferred to an organization whose objects are similar to those of the Club and whose rules preclude the distribution of surplus income and assets among its members, in accordance with the CVPC's constitution. A resolution to wind up or dissolve the Club must be passed by three quarters of the Members present and voting at the meeting.

17. ALTERATION OF THE CLUB RULES

No alteration to these rules shall have effect unless ratified by two-thirds of the members present and voting at a General Meeting.

18. LOSS OR DAMAGES TO A MEMBER'S OR GUEST'S PROPERTY

The Club or the Committee, its servants or Officers shall not be liable for loss or damage to any Member's or Member's guest's property, however caused.

19. KNOWLEDGE OF AND EFFECT OF CLUB'S RULES

19.1. Every Member shall be deemed to have full knowledge of the Rules.

19.2. The Rules bind the Members to the same extent as if they had been signed by each Member and contains covenants on the part of each Member to observe all of the provisions of the Rules.

20. MEANING OF WORDS IN THESE RULES

20.1. The headings to these Rules are for ease of reference only and are not to be taken into account in their interpretation.