

Malahide Camera Club Constitution – Version 2014

Contents

1. Aims and Objectives of the Club
2. Membership
3. Club Committee
4. Annual General Meetings and Special General Meetings
5. Financial Matters
6. Competitions and External Bodies
7. Disciplinary Procedures
8. Amendments to the Constitution

Malahide Camera Club Constitution – Version 2014

1 Aims and Objectives of the Club

- 1.1 The name of the Club is Malahide Camera Club, hereafter referred to as the Club.
- 1.2 The aims and objectives of the Club are as follows:
 - 1.2.1 To promote photography through enjoyment.
 - 1.2.2 To advance the skills and techniques of its members in all aspects of photography.
 - 1.2.3 To educate, develop and improve the creative potential of its members.
 - 1.2.4 Generally to engage in any activity that may be seen by the Committee as being conducive to the advancement and accomplishment of the objectives of the Club.

2 Membership

- 2.1 Membership of the Club is on an annual basis and is renewable.
- 2.2 The Club Year will run from July to the following June. Normal Club meetings will be held from September to June.
- 2.3 The conditions, procedures and rules relating to the acceptance of new members or renewal of membership including registration, shall be as determined by the committee from time to time.
- 2.4 The members of the Club shall be graded in three sections: - Novice, Intermediate and Advanced.
- 2.5 All professional photographers will be in the Advanced section.
- 2.6 The maximum number of members will be determined by the members at the AGM.
- 2.7 The procedure for grading new members will be as determined by the committee from time to time and the Committee reserves the right to re-grade any member.
- 2.8 The ongoing procedure for re-grading members shall be as determined by the committee from time to time.
- 2.9 The Committee reserves the right to refuse membership of the Club.
- 2.10 Upon proposal of the Committee, the members at an AGM may award Honorary Membership of the Club, to any individual whose services to the Club have been notable or outstanding.
- 2.11 Honorary members shall have the same rights as full members of the Club
- 2.12 Membership of the Club will be forfeited:
 - 2.12.1 By letter of resignation addressed to the chairperson or
 - 2.12.2 By the non-payment of fees or any other debts to the Club or
 - 2.12.3 By exclusion, on ratification of a decision by the Committee, by the members in accordance with section 7 (Disciplinary Procedures).

Malahide Camera Club Constitution – Version 2014

- 2.13 The club or any of its activities must not be used by members for commercial purposes.
- 2.14 It is a condition of membership that all members accept and sign the following declaration.
- I AGREE TO BE BOUND BY THE RULES AND REGULATIONS OF MALAHIDE CAMERA CLUB AS LAID DOWN BY THE COMMITTEE AND MEMBERS. I UNDERSTAND AND ACCEPT THAT MALAHIDE CAMERA CLUB WILL NOT BE RESPONSIBLE FOR ANY PERSONAL INJURY, LOSS OR DAMAGE TO PROPERTY OWNED BY ME OR IN MY CUSTODY OR CONTROL, WHILE PURSUING CLUB ACTIVITIES.
- 2.15 Deferral of membership, for exceptional circumstances, may be requested and the Committee, in each case, will decide if such a deferral will be granted.

3 Club Committee

- 3.1 The Committee shall be elected by the members of the Club at the Annual General Meeting.
- 3.1.1 The election of the Committee shall require a simple majority of those present and voting.
- 3.1.2 The committee's term of office shall be from the 1st July to the 30th June each year.
- 3.1.3 Any member may nominate another member to stand for election to the committee. The nominee must be duly proposed and seconded.
- 3.1.4 Nominations should be sent to the Honorary Secretary in writing at least fourteen days before the AGM accompanied by a letter from the nominee consenting to serve if elected. However, the Chairperson may take nominations at the AGM if sufficient nominations have not been advised beforehand.
- 3.2 The Club Committee shall consist of at least 5 members and not more than 8 members elected at the AGM. Of these the following officers shall be appointed by the committee either by consensus or majority voting:
- 3.2.1 The Chairperson,
- 3.2.2 The Honorary Secretary,
- 3.2.3 The Honorary Treasurer.
- 3.3 If not more than the minimum 5 members are elected at the AGM, the Committee may co-opt additional members, if it so desires, providing the total does not exceed 8.
- 3.4 In the event of a vacancy arising in any year, the Committee may co-opt a member of the Club to fill the vacancy until the next A.G.M.
- 3.5 No member shall serve for more than 3 consecutive years unless provided for by a resolution of the members present and voting at the A.G.M.
- 3.6 The Committee shall have power to regulate its own procedures and conduct its business as it determines from time to time unless it is mandated by particular resolutions passed at general meetings (AGM or SGM) to follow specific procedures.

Malahide Camera Club Constitution – Version 2014

- 3.7 The Committee shall meet at any time during the year as the need arises.
- 3.8 The quorum for a Committee meeting is four which must include two officers.
- 3.9 The Committee shall make any decisions necessary for the proper discharge of its duties and functions in relation to the running of the Club.
- 3.10 Should any circumstance arise which is not provided for in the constitution or in case of doubt regarding the interpretation thereof, the decision of the Committee shall be final, subject to ratification at an AGM.
- 3.11 Members serving on the Club Committee, in recognition of their time and personal expenses incurred in fulfilling their committee duties, will pay a nominal membership fee of 25% of the full members' fee for the year in which they serve.

4 Annual General Meetings and Special General Meetings

- 4.1 The Club shall hold an annual general meeting (AGM) before the end of each club year on a date decided by the Committee. A minimum notice of 21 days must be given to members. Email will be considered the normal method of providing notification.
- 4.2 Timings regarding motions to amend the Constitution:
 - 4.2.1 Submission of motions, with details of proposer and seconder, must be lodged with the Hon Secretary at least fourteen days in advance of the AGM.
 - 4.2.2 Submission of amendments to motions, with details of proposer and seconder, must be lodged with the Hon Secretary at least seven days in advance of the AGM.
 - 4.2.3 Notice of motions should be given to members at least fourteen days in advance and amendments to motions at least seven days in advance of the AGM. The Chairperson, in exceptional circumstances, may, however, at his or her discretion, decide on shorter times for notice of motions or amendments and may accept them at the meeting if considered in the interests of the club.
- 4.3 Twenty five percent of members of the Club shall be a quorum at the AGM.
- 4.4 The AGM shall hear and vote on the adoption of the reports of the outgoing committee to include:
 - 4.4.1 Minutes of previous AGM and any subsequent Special General Meeting.
 - 4.4.2 Chairman's report.
 - 4.4.3 Secretary's report.
 - 4.4.4 Treasurer's report.
- 4.5 The committee shall be elected at the AGM in accordance with the procedures specified in section 3 (Club Committee).
- 4.6 Two Financial Monitors will be elected at the AGM. A member of the committee may not be a Financial Monitor. Nominations will be taken at the AGM. The nominee must consent to their nomination. An election will be carried out if required.

Malahide Camera Club Constitution – Version 2014

- 4.7 Special General Meeting (SGM)
 - 4.7.1.1 An SGM, for a stated purpose, may be called,
 - 4.7.1.2 by the Committee or,
 - 4.7.1.3 by a petition signed by at least thirty percent of members.
- 4.7.2 At least fourteen days notice of such a meeting shall be given and it must be held within forty-five days of it being requested.
- 4.7.3 The quorum at an SGM shall be thirty percent of members.
- 4.8 Amendments to this Constitution, if so required shall be carried out at an AGM or SGM, in accordance with the procedure in section 8 (Amendments to the Constitution).

5 Financial Matters

- 5.1 The Club is a non-profit making organization.
- 5.2 The Committee shall invest and manage the funds of the Club for the benefit of the Club. All such management of funds shall be at the discretion of the Committee unless specific financial investment or expenditure is mandated by a resolution passed by members at a general meeting.
- 5.3 Accounts shall be kept and details of income, expenditure, investments or asset disposals for each club year shall be presented at the AGM by the Honorary Treasurer or his/her representative. The accounts shall also be audited by a member who is not on the committee before presentation to the members at the AGM.
- 5.4 The role of the Financial Monitors is to examine and approve expenditure and investment on any single item which is in excess of €500.
- 5.5 The annual membership fee shall be set and agreed by the committee having due regard to the financial requirements of the club.
- 5.6 At the discretion of the Committee a special annual subscription may be set in cases of a member in financial difficulty.
- 5.7 The annual membership fee must include an insurance premium to cover Public Liability for personal injury during all Club activities.
- 5.8 The membership fee must be paid before 30th September each year. Any person joining after this date must pay their membership fee on registration.
- 5.9 The club may not operate an overall deficit position.

Malahide Camera Club Constitution – Version 2014

6 Competitions and External Bodies

- 6.1 Regular and or specific competitions shall be organised for members to participate in to ensure the aims and objectives of the club are met.
- 6.2 The Committee shall establish and maintain a system of merit awards for members skills in photography demonstrated during each year.
- 6.3 All competitions and rules covering these competitions will be set and published by the Committee from time to time.
- 6.4 The club may engage in external competitions both national and international in order to develop member's skills, techniques and enjoyment of photography.
- 6.5 The club shall join or be affiliated to any organisation if the committee consider such membership would help promote the aims and objectives of the club in a cost effective manner.

7 Disciplinary Procedures

- 7.1 In the event that a member should be in breach of the general rules of the Club, action may be taken by the Committee against that member subject to the following procedure. It is accepted that all actions will be in accordance with natural justice.
- 7.2 The Committee may, by resolution, take disciplinary action against a member on the grounds that :
 - 7.2.1 the person has, individually or in concert with others, taken any action, whether inside or outside the precincts of the Club, which is detrimental to the interests of the Club, or
 - 7.2.2 the person has persistently failed to comply with the rules drawn up by the Committee as provided for in this Constitution.
- 7.3 Disciplinary action may take the form of :
 - 7.3.1 a reprimand and a request for a written apology or
 - 7.3.2 expulsion or
 - 7.3.3 suspension from membership for a specified period or until stated conditions are met, or
 - 7.3.4 other specified limitations to activity within the Club.
- 7.4 No resolution to take disciplinary action shall be passed until the person concerned has been afforded the opportunity of being heard. A disciplinary sub-committee consisting of 2 members of the Committee and 3 members at large shall be set up to deal with such disciplinary hearings.
- 7.5 The respondent may be accompanied or represented by another club member of their choosing.

Malahide Camera Club Constitution – Version 2014

- 7.6 Disciplinary action shall take immediate effect when the member is informed in writing of the terms of the resolution, and of their right to appeal. The respondent must give notice to appeal in writing to the Hon. Secretary within 28 days.
- 7.7 The appeal will take the format of a hearing before an SGM. The Committee shall make all necessary arrangements to convene such an SGM. The result of a majority vote of those present at such an SGM, taken in a secret ballot, shall be binding on the Committee and the said member.
- 7.8 A successful appeal shall terminate the disciplinary action from the date of the appeal.

8 Amendments to the Constitution

- 8.1 This constitution may only be altered by a resolution passed at a general meeting of members (i.e. AGM or SGM) with a majority of least two thirds of votes cast in favour of such alteration. The proposed alterations shall be notified to all members at least 14 days prior to general meeting at which the proposed changes shall be presented and voted on.

CONSTITUTION CHANGE LOG:

The following amendments have been made to the constitution following resolutions passed at relevant general meetings of the club.

Date	Section	Type
June 2010	Section 3.11 – Committee Fees	Addition
June 2013	Section 2.15 – Associate Members	Addition
June 2014	Section 2.15 – Associate Members	Replaced