

Clonakilty Camera Club Constitution 2017

1. Name

1.1 The Club shall be known as **Clonakilty Camera Club**.

2. Aims

2.1 To assist and encourage the members to develop their interest, skill and expertise in all facets of photography and its associated activities

2.2 To foster the development of an interest in photography including an appreciation of photography as an art form and to encourage an active interest in all branches of photography.

2.3 To provide facilities, including social facilities for the members.

2.4 To participate in photographic competitions at ,club, national and international level.

3. Membership

3.1 Existing Members

3.1.1 Anyone who pays a membership fee is entitled to be a member and is bound by the Constitution and rules of the club.

3.1.2 The membership fee (decided each year by the committee) will be payable at the beginning of each “club” year - normally September.

3.1.3 The club year will run from September to August, subject to change by the committee.

3.1.4 The club or any of its activities must not be used by the members for commercial purposes.

3.1.5 Membership shall cease when membership fee has not been paid.

3.1.6 Membership may be terminated under a disciplinary ruling by the committee

3.2 New Members

3.2.1 Application for membership is made by the completion of an application form.

3.2.2 All applications for new membership will be considered at a meeting of the committee, with successful applicants being notified in due course.

3.2.3 Where membership of an individual is considered to be detrimental and inappropriate to the aims and objectives of The Club, the committee reserves the right to refuse or rescind membership.

4. Equal Opportunities

4.1 The club will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age. Members under 18 must be accompanied by a parent or legal guardian at all times.

5. Meetings / AGMs / EGMs

5.1 The Secretary will convene an “annual general meeting” where all members can attend.

5.2 The annual general meeting will normally be held towards the end of the club year on a date to be determined by the committee. Members will be notified both in the club programme (web site) and separately by email at least 28 days beforehand.(e-mail will be considered the normal method of notification.)

5.3 The maximum time between AGM’s will be limited to 15 months.

5.4 The election of officers of the committee will take place at the AGM.

5.5 Meetings of the committee shall be convened by Chairman/ Secretary when necessary. A quorum of 75% of the appointed committee must be present when making any major decisions in relation to the club.

5.6 Where the committee deems it necessary, it reserves the right to call an Extraordinary General Meeting.(EGM)

5.7 An EGM may be called by the membership of the club where a quorum of 51% of the members request an EGM.

5.8 Rules of procedure :

5.8.1 The aim of the club is to have all decisions made by consensus or by a majority vote if consensus cannot be reached. When necessary the chairman has the casting vote.

5.8.2 Meetings will be chaired by The Chairperson or Vice Chairperson and will be held under the general acceptance of respect for each other.

5.8.3 An agenda must be circulated to the committee and minutes kept.

6. CONSTITUTION

6.1 This constitution shall come into effect once approved.

6.2 This constitution may be amended at an Annual General Meeting of the Club or at an EGM of the Club called for that purpose. Notice of intention to propose a motion to amend the constitution, containing the full text of the amendment to be proposed, shall be lodged with the Secretary not later than 21 full days prior to the AGM or EGM at which the amendment will be proposed. Details of the proposed amendment shall be circulated to all the paid up members of the Club by the Secretary at least seven days prior to the annual general meeting or special general meeting at which the amendment will be proposed. The motion shall, when lodged, be signed by the proposer and a seconder. Such an amendment to be carried shall require a two-thirds majority of all the paid up members present and voting at the Annual General Meeting or special general meeting at which the amendment is proposed.

6.3 A breach of this constitution or conduct calculated as likely to be detrimental to the interests of the Club shall be dealt with by the officers of the Club.

6.4 The suspension of standing orders shall not at any time extend to overruling any of the provisions of this constitution.

6.5 The agenda for an annual general meeting, shall include an address, by the chairman a report from the secretary and a treasurer's report already set out.

6.6 Members must vote in person unless they have previously nominated a proxy, in writing, to act on their behalf. This nomination, signed by both the absentee member and proxy, must be delivered to the Chairman and/or Secretary prior to any vote taking place.

7. COMMITTEE & OFFICERS

7.1 An elected group called the committee will run the club. The committee will be elected once each year at the Annual General Meeting.

The committee will consist of the following officers:

The Chairperson: will represent the club officially and chair meetings.

Vice Chairperson : will stand in for Chairperson.

The Secretary: will maintain all club records and correspondence.

The Treasurer: will be responsible for maintaining club accounts and payments, including affiliated membership fees and insurance.

In addition the committee will include the following members :

The Public Relations Officer: will promote the club as required.

The committee may invite members as required subject to a maximum of 7 members.

7.2 The committee will be responsible for:

- (a) The general club membership;
- (b) The day to day running of the club;
- (c) Organisation of club functions;
- (d) Any other issues which may arise from time to time.

7.3 Any member may nominate another member to stand for election to the committee. The nominee must be duly proposed and seconded.

7.4 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.

7.5 No member may retain one office for more than 3 consecutive years unless voted at an A.G.M.

7.6 The Committee shall meet at any time during the year as the need arises. Notification of any meeting must be given at least 4 days in advance to all committee members, including an agenda.

7.7 The quorum for a Committee meeting is four which must include two officers.

7.8 The Committee shall make any decisions necessary for the proper discharge of its duties and functions in relation to the running of the Club.

7.9 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 stand, subject to ratification at an AGM.

8. Disciplinary Procedures

8.1 In the event that a member should be in breach of the Constitution, 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.

8.2 The Committee may, by resolution, take disciplinary action against a member on the grounds that :

8.2.1 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

8.2.2 The person has persistently failed to comply with the rules drawn up by the Committee as provided for in this Constitution.

8.3 Disciplinary action may take the form of a reprimand and a request for a written apology or suspension from membership for a specified period or until stated conditions are met, expulsion, or other specified limitations to activity within the Club.

8.4 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 chairman, two officers of the Committee and 2 members at large, selected by the Committee, shall be set up to deal with such disciplinary hearings.

8.5 The respondent may be accompanied or represented by another club member of their choosing.

8.6 Legal representation may be brought in by either party.

8.7 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 Secretary within 21 days.

8.8 The appeal will take the form of a hearing before a full committee. Normal committee rules will apply. The committee decision will be put in writing within 7 days.

8.9 A successful appeal shall terminate the disciplinary action from the date of the appeal.

9. Club Finances

9.1 The Treasurer shall retain custody of all club monies and account books but same must be produced on demand at any ordinary or general meeting of the Club.

9.2 Up to date accounts of the club shall be maintained by the Treasurer. An up to date verbal report given to the committee at each committee meeting. A written financial report shall be prepared annually by the Treasurer and presented to the members at the Annual General Meeting.

9.3 The Club may operate a bank account or accounts (including Post Office Savings Bank Accounts, Trustee Savings Bank Accounts or Credit Union Accounts) in the name of the Club operated by not less than two Signatories duly authorised by the Club, one of whom must be the Treasurer and the other any of the other officers of the Club.

10. Assets

10.1 Any property/ equipment purchased by the Club for the the use of Members, should remain the property of the Club until otherwise decided by the Committee.

10.2 The Member of the Club, borrowing/taking out, will be fully responsible for the property/equipment until returned, including making good any damage incurred.

11. Irish Law

11.1 The laws governing Ireland will bind all members.

11.2 The Law - **Ensuring The Safety and Welfare of Children / Young People** - as published by the Minister for Children and all updates will be adopted in full and form our child protection policy.

12. Revision Record.

Rev	Date	Changes	By
1	22 Aug 2017	First draft JH/DS	J.Hughes
2	25 Aug 2017	Clauses on assets added 10.	J.Hughes
3	19 Sept 2017	Changes from committee meeting 19/9/2017	J.Hughes

4	30 Sept 2017	7.1 added 'and correspondence.' to ' The secretary ' 7.5 added ' may retain any one ' To add clarity	J. Hughes D. Sheehan
5	12 October 2017	Changes following solicitors meeting. 3.2.3 following ' right to refuse ' add ' or rescind ' 5.2 typo last line change to ' method of notification ' 7.1 last line change after ' as required subject ' to ' to a maximum of 7 members ' 7.6 add ' Notification of any meeting must be given at least 4 days in advance to all committee members, including an agenda.'	J Hughes D. Sheehan
6	12th October 2017	6.6 New proxy voter clause added	J.Hughes N. Cooper
7	2nd November 2017	2.1 apostrophe removed from ' members ' Constitution accepted at EGM 1st November 2017	J.Hughes J.Larkin