

Dorchester Camera Club

Club Constitution

Current version Number	1.6
Date of current version	20 June 2022
First version signed off by Committee (date)	8 May 2014 (special meeting)
First version signed off by General Meeting (date)	23 June 2014 (version 1.0)

Version History			
<i>Version</i>	<i>Purpose</i>	<i>Signed off by</i>	<i>Date</i>
0.1	First draft	SL	25 March 2014
0.2	Second draft	DCC sub-group	26 March 2014
0.3	Final draft	DCC Committee	8 May 2014
0.3b	Final draft for AGM	DCC Committee (email)	28 May 2014
1.0	Approved version	Annual General Meeting	23 June 2014
1.1	Changes following resolution at AGM	Annual General Meeting	3 July 2017
1.2	Changes reported to the AGM	Annual General Meeting	2 July 2018
1.3	Changes reported to the AGM	Annual General Meeting	17 June 2019
1.4	Changes reported to the AGM	Annual General Meeting	8 June 2020
1.5	Changes reported to the AGM	Annual General Meeting	21 June 2021
1.6	Changes reported to the AGM	Annual General Meeting	20 June 2022

Additional documents

Annex A: Roles and Responsibilities

Annex B: Variations and Changes to the Constitution including significant decisions taken at the Club Annual General Meeting

1. Purpose

- 1.1. The purpose of this document is to define the Dorchester Camera Club (DCC) Constitution.

2. Scope

- 2.1. This document covers the Dorchester Camera Club Constitution. It defines the Club, its role, operation and rules. Additionally, there are two documents which should be read in conjunction with the Constitution:
- Roles and Responsibilities – AGM, Committee and Officers (Annex A);
 - Variations and changes to the Constitution including significant decisions taken at the Club Annual General Meeting (Annex B).
- 2.2. No alteration or addition to this Constitution (excluding the additional documents) shall be made except by an Annual General Meeting or a Special General Meeting. In either case, the procedure for proposing such a change shall follow that set out in paragraph 6.1.

3. Name of the Club

- 3.1. The Club shall be called the “Dorchester Camera Club”, referred to as “the Club” in this Constitution.

4. Affiliation

- 4.1. The Club is affiliated to Photographic Alliance of Great Britain (PAGB) through the Western Counties Photographic Federation (WCPF).

5. Aim of the Club

- 5.1. The aim of the Club is to promote the art and techniques of photography through a variety of methods such as lectures, presentations, competitions and workshops in a friendly and inclusive environment.

6. General Meetings

- 6.1. An Annual General Meeting shall be held before the end of each Club year on the date specified in the Club programme. Resolutions for the Annual General Meeting will be invited at least 28 days before the meeting. No resolution shall be proposed at the Annual General Meeting unless it has been seconded by another Club member and at least fourteen days’ notice has been given to the Secretary in writing.
- 6.2. A Special General Meeting may be called by the Committee or on a requisition signed by at least ten members at any time stating the object of the meeting and delivered to the Secretary in writing.
- 6.3. At the Annual General Meeting or at a Special General Meeting, 20% of the Club membership shall form a quorum.
- 6.4. Members present at an Annual or Special General Meeting shall be entitled to one vote on any issue. The Chair of the meeting shall not vote except to exercise his/her casting vote.
- 6.5. At Annual or Special General Meetings, a majority vote of those members present shall decide the outcome.

6.6. A statement of income and expenditure shall be drawn up by the Treasurer and audited by a member of the Club (appointed for this purpose by the Annual General Meeting) and submitted to the Annual General Meeting. The Club's financial year runs for a period of 12 months, generally from 1 June to 31 May, but these dates may be amended as appropriate at the discretion of the Treasurer.

7. Committee and Officers

7.1. The business of the club is managed by a Committee comprising officers and members undertaking specific roles elected each year at the Annual General Meeting.

7.2. The Committee consists of the following officers:-

- Chair
- Vice-Chair
- Secretary
- Treasurer

plus the following roles:

- Club Competitions Secretary
- External Competitions Secretary
- Programme Secretary
- Exhibitions Secretary
- Membership Secretary
- WCPF Representative
- Members' Representative

7.3. The Committee may co-opt additional members for specific issues as necessary.

7.4. The President and Vice-President are ex-officio non-voting members of the Committee and may attend Committee meetings if they wish.

7.5. A member of the Committee may hold more than one role (if so elected by the membership) except that the office of Chair, Secretary or Treasurer cannot be performed by the same person.

7.6. The Committee shall meet at least twice a year.

7.7. At Committee meetings, five members shall form a quorum.

7.8. At Committee Meetings, a majority vote of those members present shall decide the outcome. The Chair of the meeting shall not vote except to exercise his/her casting vote.

7.9. The role and responsibilities of the members of the Committee is detailed in the "Roles and Responsibilities" document (Annex A).

7.10. The Committee is eligible for re-election each year with the exception of the Chair and Vice-Chair who shall be elected for a maximum of two years. A Member who has already served as Chair may stand again as Chair after a period of at least 2 years has elapsed since he/she was in office.

7.11. Candidates for election as officers or members of the Committee shall be proposed by one member and seconded by another, the proposition being put to a vote at the Annual General Meeting.

7.12. If an officer resigns during the Club year, the Committee may appoint a replacement who shall serve until the next Annual General Meeting.

8. Delegated Authority

- 8.1. In *exceptional circumstances*, the Committee is authorised to make policy decisions in the best interests of the club without referral to a Special General Meeting. Members will be notified of such decisions and the matter will be kept under review and reported formally to the following Annual General Meeting.

9. Membership

- 9.1. Membership of the Club is open to all those interested in photography. Membership is solely at the discretion of the Committee. Persons aged under 18 (defined as 'Junior Members') may only become members by special agreement of the Committee, and must be accompanied at all times by a designated parent or guardian who must complete and sign an appropriate consent form.
- 9.2. Membership of the Club implies the undertaking to comply with and abide by this Constitution.
- 9.3. The non-refundable annual subscription shall be fixed for the following year at the Annual General Meeting and payable in advance before the 31st October each year. The Committee shall have the discretion to waive or reduce a membership fee in exceptional circumstances. New members joining part way through the year shall pay a reduced subscription at a rate to be determined by the Treasurer or Membership Secretary.
- 9.4. New visitors/potential members to the Club will be allowed three "free" familiarisation visits before being required to pay the subscription.
- 9.5. A member may be expelled or asked to resign from the Club at the decision of the Committee.
- 9.6. The Committee can request a member to appear before it provided that where any accusation or charge is made, the member shall be given a full and reasonable opportunity to put forward a defence and bring witnesses at a later meeting. Any member expelled or asked to resign shall have the right of appeal to a Special General Meeting called for the purpose. All committee proceedings and those of any Special General Meeting called under this rule shall be treated as privileged and confidential.
- 9.7. The grades of Full membership are defined as:
- Honorary Life Member (see paragraph 9.9 below);
 - Standard Member - Any person who does not qualify for membership in the 'Honorary Life Member', 'Overseas Member', 'Associate Member' or 'Junior Member' categories;
 - Overseas Member – any person who does not normally reside in the UK;
 - Associate Member (see paragraph 9.10 below);
 - Junior Member – a member aged under 18 (see paragraph 9.1 above);
- 9.8. Acceptance of 'Overseas' Membership as defined above is at the discretion of the Committee. The Treasurer shall determine the membership fee for Overseas Members.
- 9.9. The committee shall have power to nominate as Honorary Life Members, without payment of any further subscription, any member who, in the opinion of the Committee, shall have rendered outstanding services to the Club or to photography, but such election shall not take effect unless and until confirmed at the following Annual General Meeting. An Honorary Life Member shall have all the rights and powers of a Full Member and such privileges as the Committee shall determine.

9.10. Associate Membership is only available at the discretion of the Committee to members with a minimum of 5 years prior membership who for personal reasons are unable to attend regularly. Associate Membership is not automatically renewed and must be applied for to the Committee in writing annually. Distance to travel would not normally be an acceptable reason. Associate Members pay half the annual subscription fee.

9.11. The Committee shall determine the membership fee for Junior Members.

10. Club Competitions

10.1. Club competitions shall be run in accordance with the Club's competition rules as defined in "Club Competitions – Rules and Guidance".

11. Health & Safety Policy

The Club has put in place a Health & Safety policy within the Constitution. This is available for all members to see on the Club website.

12. Liability

12.1. The Club is required to have in place public liability insurance to cover the Club and its Members against claims for damage or injury. Members acknowledge that the Club itself and any of the Members individually shall not be held liable or responsible in any way for any injury to persons or property however caused in the course of Club business and activities.

12.2. The Club's Officers shall not be held personally liable for any financial loss that may arise in the conduct of the Club's business, provided that the Officer(s) did not act negligently or fraudulently.

13. Complaints

13.1. Whilst the intention is, at all times to maintain a friendly and supportive environment, there may be occasions when there is a difference of opinion with regard to the interpretation of the rule or rules, including those relating to Club competitions. In the event of a query or dispute the following procedure should be followed:-

- The nature of the complaint should be notified in writing to the Chair or the Vice Chair who will informally try to resolve the issue.
- If the complaint cannot be satisfactorily resolved in this way, the Committee will investigate the nature of the complaint and give a ruling. The result of any such ruling shall be binding upon all parties.

14. Dissolution

14.1. In the event of the Club for any reason being wound up, all assets when realised will be donated to local charities (to be decided by the Committee at that time).

END OF DOCUMENT

Dorchester Camera Club Governance arrangements - Roles and Responsibilities

<i>Responsibility</i>	<i>Delegation to Committee member</i>	<i>Committee</i>	<i>AGM (or Special General Meeting)</i>
Constitution and Governance			
Agree changes to Constitution and governance arrangements			✓
Arrange AGM, circulate agenda and publish minutes	✓ Secretary		
Arrange Special General Meetings as required	✓ Secretary		
Seek nomination of Committee members	✓ Secretary		
Elect Committee members			✓
Deal with club correspondence	✓ Secretary		
Circulate committee agenda and publish minutes	✓ Secretary		
Maintain inventory of club equipment and present at AGM	✓ Secretary		
Expulsion of member		✓	
Agree club representation at WCPF meetings		✓	
Co-option of members to the Committee for specific issues		✓	
Propose President and Vice-President		✓	
Ensure health and safety is maintained	✓ Chair		
Ensure data protection is maintained	✓ Secretary		
Make policy decisions in exceptional circumstances without referral to a Special General Meeting.		✓	
Finance			
Propose annual membership fee	✓ Treasurer		
Recommend annual membership fee		✓	
Agree annual membership fee			✓
In <i>exceptional circumstances</i> , make policy decisions in the best interests of the club without referral to a Special General Meeting.		✓	
Waive or reduce a membership fee in exceptional circumstances		✓	
Agree reduced membership fee for part year	✓ Treasurer & Membership Sec		
Agree membership fee for junior members		✓	
Collect membership fees	✓ Treasurer		
Bestow honorary membership		✓	
Purchase of equipment < £250	✓ Treasurer		
Purchase of equipment > £250		✓	
Maintain appropriate insurances	✓ Treasurer		
Sign club cheques	✓ Treasurer + 1		
Appoint auditor			✓
Prepare and arrange audit of annual club accounts	✓ Treasurer		
Approve annual club accounts			✓

Responsibility	Delegation to Committee member	Committee	AGM (or Special General Meeting)
Club programme			
Draft programme for year	✓ Prog. Sec.		
Agree draft programme for year		✓	
Agree change in programme	✓ Prog. Sec.		
Book speakers for normal club events	✓ Prog. Sec.		
Agree major one-off events		✓	
Book internal competition judges	✓ Club Comp. Sec		
Agree hire of other venues for club events	✓ Prog. Sec. + Treasurer		
Competitions and trophies			
Propose changes to format/rules of internal competitions	✓ Club Comp. Sec.		
Agree changes to format/rules of internal competitions		✓	
Agree internal competition themes for following year		✓	
Agree changes to awarding of club trophies		✓	
Extend internal competition entry deadlines (discretionary)	✓ Club Comp. Sec.		
Disallow internal competition entry	✓ Club Comp. Sec.		
Determine whether member is in Advanced or Club Section	✓ Club Comp. Sec. + 2 other mbrs.		
Agree club participation in regional & national competitions		✓	
Select club entries for regional & national competitions	✓ Ext. Comp. Sec. + panel		
Determine recipient for annual Jack Vorster Award	✓ President		
Publicity			
Send out press releases and articles (regular issues)	✓ Appropriate cmte member.		
Draft press releases and articles (significant issues)	✓ Appropriate cmte member.		
Approve press releases and articles (significant issues)	✓ Chair		
Exhibitions			
Agree date and venue for club exhibitions		✓	
Arrange club exhibitions	✓ Exhibitions Sec.		
Social events			
Arrange Christmas social event	✓ Chair		

Dorchester Camera Club

Variations and Changes to Club Constitution

(including significant decisions taken at Club Annual General Meeting)

<i>Variation/Change</i>	<i>Agreed by</i>	<i>Date</i>
Club Constitution formally adopted.	AGM	23 June 2014
The format for internal competitions in 2014/15 to remain the same as in 2013/14. The Committee was asked to consider the comments contained in the Competitions Survey at their next meeting.	AGM	23 June 2014
The Programme Secretary and Internal Competition Secretary allowed the flexibility to allow judges the opportunity to view competition entries on the day of the competition but prior to the competition if so requested.	AGM	23 June 2014
With effect from September 2014, the club venue for Monday night meetings would move to the Brownsword Hall, Poundbury. In the first year (2014/15), the increase in membership subscription would be limited to £5.	AGM	23 June 2014
For the 2016/17 season onwards, members will be able to submit two entries, either both digital or both prints, or one of each into the Nature competition.	AGM	13 June 2016
Addition of Associate Member category available at the discretion of the Committee to members with a minimum of 5 years prior membership who are unable to attend regularly. Associate Members pay half the annual subscription fee.	AGM	3 July 2017
Change following adoption of Policy on Children and Young People attending Club activities. Change to rules relating to pro rata rate for new members. Addition of 'Junior Member' to categories of membership.	AGM	2 July 2018
Deletion of Webmaster from list of committee roles.	AGM	17 June 2019
Authority for the Committee to make decisions in exceptional circumstances without referral to a Special General Meeting.	AGM	8 June 2020
Deletion of Publicity Secretary from list of committee roles.	AGM	8 June 2020
Delegate changes to awarding of club trophies to Committee.	AGM	8 June 2020
Change in wording of Associate Membership	AGM	21 June 2021
Change 'A' and 'B' sections to 'Advanced' and 'Club' sections	AGM	21 June 2021

Inclusion of Health & Safety Policy within Constitution	AGM	20 June 2022
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