



Ribble Valley Photographic Society Constitution

Definitions

1. In this document:
 - "AGM" - means the Annual General Meeting of the Society.
 - "Committee" - means the Executive Committee of the Society as elected each year at the A.G.M.
 - "Member" - means an individual member who has paid the appropriate annual subscription.
 - "Officer(s)" - means a member elected to serve on the Committee for the year ahead.
 - "Officer(s) for the Time Being" - means member co-opted onto the Committee on a temporary basis for a defined task.
 - "Society" - means the Ribble Valley Photographic Society.

Name

2. The Society shall be called **The Ribble Valley Photographic Society**.

Objectives of the Society

3. The objectives of the society are:
 - 3.1. The furtherance of Photographic Art and Technique among amateur workers and others.
 - 3.2. The exchange of ideas.
 - 3.3. Mutual assistance among Members.
 - 3.4. Organising, holding, or taking part in lectures, demonstrations, competitions, exhibitions and similar photographic activities.

Meetings

4. Except where circumstances dictate otherwise or except as may be announced by the Committee from time to time, the Society shall meet two evenings each month, from September to June, on the dates indicated by the syllabus for each year.

Management

5. The Business of the Society shall be managed by the Committee. The Committee shall always comprise of the following a Chair, Vice-Chair, Secretary, Treasurer and Membership Secretary, who shall be Officers of the club.
 - 5.1. In addition, such other designated officers as are considered necessary for the efficient management of the society shall be elected to the Committee. The Committee shall consist of not more than nine Members.
 - 5.2. The Committee at its discretion, shall have power to co-opt others as Temporary Committee Members where from time to time, circumstances so require.

- 5.3. The Committee shall have the power to appoint individuals to perform specific duties on behalf of the committee, and to delegate to those individuals such duties as they consider appropriate.
- 5.4. The Committee shall be elected annually at the AGM and remain in office until the conclusion of the AGM of the following year. Committee Members may seek re-election. There is no limit to the number of times a member may serve. Candidates for election or re-election to the Committee, having given their consent, must be nominated by two Members of the Society
All nominations for the position of Chair, Secretary and Treasurer must be proposed, seconded and submitted to the Secretary or Chair at least 21 days before the AGM.
- 5.5. If no nomination is received for a given position, nominations shall be invited and be accepted at the AGM.
- 5.6. The Committee shall normally meet quarterly throughout the year.
- 5.7. Three elected committee members are required for a quorum for a Committee meeting to take place, but must include the Chair, Secretary or Treasurer.
- 5.8. No person under the age of 18 shall hold Office on the Committee.
- 5.9. The Committee shall provide a written report of its activities to the AGM.

Membership

6. Membership is open to any person interested in photography or practising photography either as an amateur or professional.
- 6.1. Prospective members are welcome to attend a maximum of two meetings as a visitor (excluding Annual and Extraordinary General meetings) before formally applying for membership of the Society.
- 6.2. Prospective members may join the society by completing the online membership form available on the society website.
- 6.3. Classes of Membership shall consist of:
Adult Full Membership
Student (Age 18-21 in Full Time Education)
Junior (Age 16-17)
- 6.4. Upon joining the Society a member undertakes to accept and pursue the Objectives of the Society and to abide by the Society's rules including those governing the Society's Competitions and Exhibitions.
- 6.5. The Committee reserves the right to withdraw membership from any Member guilty of committing any act which may bring disrepute to the Society, whose behaviour is considered as detrimental to the general good of the Society or for contravention of this Constitution.
- 6.6. Where warranted or where new information not yet considered becomes available, such Member shall have a right of appeal to the Committee.
- 6.7. The Committee shall consider the appeal objectively in reaching its decision. Once reached, such decision shall be final.
- 6.8. Membership of the society is open to anyone regardless of race, ethnic origin, creed, colour, age disability, sex, occupation, sexual orientation, religion, political or other beliefs.

Subscriptions

7. The annual Membership subscription for all classes of Membership shall be determined by the Committee prior to the AGM.
- 7.1. The Membership Year is from 1st September to 31st August.

- 7.2. The annual subscription is due for payment by 1st September. Any member failing to make payment by 30th September shall cease to be entitled to the rights and privileges of membership.
- 7.3. New Adult Members joining after 28th February will pay a reduced Membership subscription to reflect the months remaining in the Membership year.

Affiliations

8. The Society shall seek to be affiliated to The Lancashire & Cheshire Photographic Union and such other amateur bodies as the Committee consider appropriate to carry out the objectives of the Society.

Finances

9. The Financial Year of the Society shall run from 1st April to 31st March.
- 9.1. Each year, the Committee shall appoint a suitably qualified Honorary Auditor, who shall audit the Club's Accounts and balance sheet.
- 9.2. Such appointment shall be formally proposed, approved, and shall be recorded in the Minutes of the Committee.
- 9.3. At the close of the Financial Year a Balance Sheet shall be drawn up by the Treasurer and audited. This shall be endorsed by the Committee and presented for acceptance by the Annual General Meeting.

Annual General Meeting

10. The date of the A.G.M shall be in the month of June and announced in the Syllabus for each year, and this announcement shall constitute adequate notice of the meeting.
The agenda for the A.G.M shall include as a minimum:
 - 10.1. Approval of the minutes of the previous A.G.M.
 - 10.2. Annual Reports of the Secretary and Chair.
 - 10.3. Statement and adoption of the Accounts and Balance Sheet.
 - 10.4. Election of Committee Members for the ensuing year.
 - 10.5. To consider any amendment to the constitution from the Committee or Members of which due notice has been given to all members. Any proposed change to the constitution must be received by the Chairman or Secretary 21 days prior to the date of the AGM in order that all members shall have sufficient notice of the proposal.
 - 10.6. Transacting any other notified business.
 - 10.7. At least 14 days' notice shall be given to members of the date, venue and agenda items for the AGM.
 - 10.8. All registered members of the Club at the meeting who are aged 18 years or more shall have one vote. In the case of an equality of votes the Chair will have a second, casting, vote. Voting shall be by a show of hands except where the Chairperson decides voting shall be by ballot.

Extraordinary General Meeting

11. An Extraordinary General Meeting (EGM) of the Society shall be convened by the Secretary at the request of the Committee or within 21 days of the receipt of a written notice signed by not less than twelve Members.

- 11.1. Any such request or notice shall make clear the purpose for which the meeting is to be held and state any proposals that are to be moved. No business other than the declared purpose of the meeting, which shall appear on the notice of such meeting, shall be transacted thereat.
- 11.2. At least 14 days' notice shall be given to all members of the date, venue and purpose of the EGM. No other business shall be conducted at such a meeting and voting arrangements will be the same as an AGM.

Quorum

12. A quorum for Extraordinary and Annual General Meetings will be no less than 25% of the Society's Membership at any given time.
- 12.1. If an AGM is inquorate, the Committee shall have power to continue to act under its current remit but shall immediately give notice of a Special General meeting to seek approval or otherwise of those issues remaining unresolved.
- 12.2. If a Special General Meeting is inquorate, the Committee shall refer the proposals in respect of which it was called, to the next AGM provided always that the proposer(s) of such resolutions shall be free to request another Special General Meeting in the interim period in an attempt to achieve an earlier resolution.

Dissolution

13. The Society may be dissolved only with the consent of three-fourths of the Members present at a Special General Meeting called for the purpose.
- 13.1. If, upon the dissolution of the Society and after the settling of all liabilities, there remains any property whatsoever, this shall not be paid to or distributed amongst the Members of the Society but shall be given or transferred to such charity or charities established for similar charitable purposes as the Committee shall decide.

Rules

- 13.2. A copy of this Constitution and Rules shall be made available to every Member of the Society by publication on the club website.
- 13.3. The Constitution may be altered but only by a resolution passed by the majority of those present and voting at an AGM, or an EGM called for that purpose.

Emergencies

14. In the event of anything occurring not provided for or not clear in the foregoing Rules, the Committee shall have power to deal with the same at its discretion but if appropriate, shall report its actions to a future weekly meeting or in any case, to the next AGM.

Alterations to the Constitution

15. The Constitution may be altered but only by a resolution passed by the majority of those present and voting at an AGM, or an EGM called for that purpose.