

# ENNISCORTHY CAMERA CLUB

## CONSTITUTION & CLUB RULES



### 1. Name of the Club

- 1.1. The name of the club shall be Enniscorthy Camera Club (hereinafter referred to as the club).

### 2. Aims of the Club

- 2.1. Enniscorthy Camera Club provides a friendly, inclusive, social and educational environment for members to pursue and nurture their interest in photography.
- 2.2. The Club is affiliated to the Irish Photographic Federation and the Southern Association of Camera Clubs.

### 3. Membership

- 3.1. Membership of the Club is open to all those over eighteen years of age who are interested in photography.
- 3.2. Members undertake to comply with and abide by the constitution and rules of the Club.
- 3.3. New members shall be given a copy of the constitution along with copies of the club's competition and exhibition rules.
- 3.4. Membership fees are decided at the AGM on the recommendation of the outgoing committee and by a majority vote of the members in attendance.
- 3.5. The annual subscription must be paid at the first meeting after the AGM, or at the earliest opportunity thereafter and before a member may enter competitions.
- 3.6. The Committee has the power to admit members to 'Honorary Life Membership'.
- 3.7. Honorary Life Membership entitles the honorary member to vote in all matters.
- 3.8. Honorary Life Members are not eligible to hold office.

### 4. Committee

- 4.1. The business of the Club is managed by a Committee comprising officers (Chairman, Secretary, Treasurer) and an additional 6 members or more, whose roles are determined at the first committee meeting (Vice Chair, Assistant Secretary, Press officer, Competition/Exhibition Secretary etc.), elected each year at the Annual General Meeting held in the Autumn.
- 4.2. Notice of an AGM will be given to the membership at least two weeks in advance by club meeting and e-mail.
- 4.3. Officers of the Club shall present reports on the year's activities to the membership at the AGM.
- 4.4. Proposals for consideration by the membership at the AGM must be submitted, in writing, to the Secretary at least two weeks prior to the AGM.
- 4.5. Committee members are proposed by a Club member and seconded by another Club member. In the case of two or more members being proposed for the same position, a vote will be taken from all members present at the AGM. A simple majority from this vote will deem any member as to be elected.

- 4.6. Prospective committee members should have completed at least twelve months of membership of the Club.
- 4.7. No person should serve on the committee for longer than six years consecutively.
- 4.8. No person should hold office for more than three years consecutively.
- 4.9. All decisions of the committee are taken by majority vote. In case of a tie the chairman will have the casting vote.
- 4.10. The Committee will hold a minimum of four meetings during its year in office. A quorum of the Committee shall consist two officers of the club, and not less than half of the committee members.
- 4.11. Ex-officio Presidents are elected as deemed necessary by the Club at an AGM/EGM.
- 4.12. The Committee has the power to fill any vacancy that may occur during the Club year by co-option, and may create sub-committees at its discretion for various tasks.
- 4.13. The selection of images to represent the Club in external events is conducted by a selection committee, consisting of up to three members appointed by the committee. The members of this selection committee may be drawn from the membership. In the absence of an appointed Selection Committee the members of the Committee may act in this capacity.
- 4.14. The Hon. Secretary shall keep the minutes of all General Meetings and all Committee Meetings, and will be responsible for the general correspondence of the Club.
- 4.15. An Extraordinary General Meeting (EGM) may be called by not less than 10 members, or the Committee and due notice of 2 weeks must be given to the Membership.

## **5. Financial Matters**

- 5.1. The Committee has the power to approve the purchase of any single item for Club use up to €500. Purchases over this amount must be approved by AGM or EGM.
- 5.2. The Club operates two bank accounts.
- 5.3. Cheques and other instruments are signed by the Treasurer and one of two other nominated signatories.
- 5.4. In the interest of transparency and security, no two members of the same family or household should be nominated signatories for the club bank accounts.
- 5.5. The Hon. Treasurer shall collect all subscriptions and monies as authorised by the Committee.
- 5.6. The Hon. Treasurer will keep proper accounts of all financial transactions and, at the close of the financial year, shall prepare an income and expenditure account for submission at the A.G.M.
- 5.7. The Hon. Treasurer has the authority to make payments on behalf of the Club in consultation with another officer of the committee. (Chairman, secretary)
- 5.8. In the interest of transparency, the Hon Treasurer shall make available to the committee evidence of bank balance as requested.
- 5.9. The Hon Treasurer (or other person appointed by the committee) shall keep a register of all club assets and have a tracking system so that they are easily located.
- 5.10. At or after an AGM, the outgoing Treasurer shall pass on all relevant books and accounts to the incoming Treasurer.

## **6. Disciplinary Procedures**

- 6.1. The Committee may request a member to appear before it, provided that where any accusation or charge is made, the Member will be given full and reasonable

opportunity to put forward a defence and bring witnesses at a later Committee Meeting.

- 6.2. A Member may be expelled or asked to resign from the Club at the discretion of the Committee.
- 6.3. Any Member expelled or asked to resign shall have the right of appeal to a Special General Meeting called for the purpose.
- 6.4. All Committee proceedings and those of any Special General Meeting called under this rule shall be treated as privileged and confidential.

## **7. Dissolution**

- 7.1. A decision to wind up the Club can only be taken at an Extraordinary General Meeting or an Annual General Meeting.
- 7.2. After discharging the debts and liabilities of the Club, the remaining assets are to be given or transferred to a voluntary organisation or charity having similar objectives to those of the Club, by a special committee elected by the club for that purpose at an AGM/EGM.

## **8. Competitions & Exhibitions**

- 8.1. This constitution shall be read in conjunction with the Competition Rules and the Exhibition Rules of the club

## **9. Amendments to the Constitution**

- 9.1. The Club constitution and rules may only be deleted, replaced or modified at an AGM or EGM.

## **10. Other Contingencies**

- 10.1. Any contingency not covered by these Rules will be dealt with at the discretion of the Committee.

This Constitution was agreed by the committee and ratified by the membership at the AGM held on the 27th day of September, 2016. Amendments to section 4.1 agreed at AGM held on the 18<sup>th</sup> September, 2018.

Signed: *Jacqueline McCann* Chairperson Date: 9th Oct 2018

Signed: *Sandra Kelly* Secretary Date: 9<sup>th</sup> Oct 2018