



Constitution of Crawley Camera Club

Located at Hut 16, Tilgate Forest Recreation Centre

1 Committee

- 1.1 The Committee responsible for running the club shall comprise at least six (may be more) honorary officers fulfilling the roles and responsibilities below, elected annually at the Annual General Meeting (AGM) and in line with the Club plans for the coming year:

Chair/Vice Chair, Secretary, Treasurer, Membership, Print Competitions, Digital Competitions, Programme, Studio Management, Premises Management, Special Interest Group Members (if applicable).

- 1.2 New Committee members will take office immediately following the Annual General Meeting, with assistance as necessary from outgoing members. There shall be a minimum of six elected officers in post at all times. Some roles may be left vacant provided the relevant responsibilities are appropriately and clearly shared between other roles. Replacement officers for those retiring between AGMs can be co-opted by the Committee.
- 1.3 If any member of the Committee shall, except from illness or other cause approved by the Committee, be absent from two consecutive Committee meetings or two months whichever is the shorter, the Committee may declare his/her office vacant and he/she shall thereupon cease to be a member of the Committee.
- 1.4 The Committee will appoint a person to the role of Exhibitions Manager and Publicity Manager as and when required.
- 1.5 The Committee will appoint a person nominated by any Special Interest Group as and when required.
- 1.6 The quorum for meetings of the Committee shall be four.

2. General Meetings

- 2.1 The Annual General Meeting shall be held in June/July each year.
- 2.2 The Constitution may only be changed at an Annual General Meeting or at an Extraordinary General Meeting (EGM). Only written amendments, which have been submitted to the Secretary at least twenty-one days prior to the meeting, will be considered. The proposed amendments will be displayed at the Club for members' consideration and a vote for acceptance or rejection will be taken at the meeting.
- 2.3 An Extraordinary General Meeting may be called at the request of the Committee or by written notice to the Secretary. This notice shall give the reasons for the request and shall be signed by at least one third of the Club members. Members shall be given at least twenty-one days' notice of such meetings.

3 Subscriptions

- 3.1 All members will have a renewal date of the start of the Club Financial Year.
- 3.2 For new members joining at the start of the Club Financial Year subscriptions shall be payable from the first day of the month following submission of membership application. Members can pay either by full amount, six months or by standing order. Those joining part way through the year and paying by full amount will do so on a pro-rata basis for the remaining months to the end of the Club Financial Year. New members wishing to take advantage of Club facilities will only do so once the first standing order payment has been received.
- 3.3 The Club welcomes new members and guests, who are encouraged to join as full members. Anyone not being a member may attend any meeting and pay an entrance fee to be set by the Committee. They may attend up to any 8 meetings in any one year as a guest which may be extended at the discretion of the Committee. The initial visit for new members is free.
- 3.4 Where a carer or equivalent person accompanies a member, the carer's subscription rate will be at the discretion of the Committee.

- 3.5 If any payment of subscriptions is delayed then the renewal date will remain the same as if payment has been made on time. There will be no advantage gained by late payment.
- 3.6 The rates of annual subscription shall be agreed at either an Annual General Meeting (AGM) or an Extraordinary General Meeting (EGM).

- 3.7 Honorary members (as agreed by the Committee) shall pay no subscription. There shall be no reduced subscriptions except for carers or equivalent persons at the discretion of the Committee (see para 3.4).

4 Financial Year

- 4.1 The Club Financial Year shall run from 1st July to 30th June.

5 Insolvency

- 5.1 Should the Club be forced into liquidation then all assets owned by the Club shall be disposed of to the satisfaction of the members.

6 Conditions of Membership

- 6.1 Membership may be refused or terminated at any time by the Committee if such membership would, in the Committee's view, be injurious to the Club's interest.
- 6.2 All members shall acquaint themselves with the Documentation of the Club which is displayed on the Club Web Site at www.crawleycameraclub.co.uk and two hard copies in the Clubhouse.
- 6.3 All members shall abide by the Club Rules.
- 6.4 The minimum age for membership is 16 years.

7 Use of Facilities

- 7.1 Use of facilities for commercial use: Crawley Camera Club is a not for profit organisation. Our facilities are not covered by insurance for commercial use and we do not have Public or Professional Liability for such use. We will not under normal circumstances let the premises to any commercial user or for a specific commercial use. The facilities may be used to raise funds for and on behalf of the Club. The Club recognises that images created when using the facilities may subsequently be sold or offered for sale but this is ancillary to the original purpose of use of the Club facilities.
- 7.2 Use of the facilities for commercial purpose will be at the discretion of the Committee

8. Special Interest Groups

- 8.1 Special Interest groups are associate groups who have non-exclusive use of the facilities provided for Crawley Camera Club. These groups may be independent from the Club, have their own membership lists and rules of subscriptions however it is a requirement for at least one member of that group to be a member of Crawley Camera Club.
- 8.2 Fees payable to the Club by any special interest group will be at the discretion of the Committee.
- 8.3 The use of the facilities will be booked through the Club and any conflict of dates will be resolved by the Committee.

9. Contingencies

- 9.1 Any contingency not covered by this Constitution shall be left to the discretion of the Committee.