



# CONSTITUTION

## ***TITLE***

- 1 The Group shall be called the “Focus – Ryde Imaging Group” referred to as “the Group” in this Constitution.

## ***OBJECTS***

- 2 The purpose of the Group shall be to promote an interest in the art and techniques of photography, and to provide its members with a meeting place, technical aid, assistance, and the facility to take part in competitions, both internal and external to the Group.

## ***MEMBERSHIP***

- 3 Membership of the Group is open to all those interested in photography. Membership is solely at the discretion of the Group’s Committee.
- 4 Membership of the Group carries with it the obligation to abide by the Group’s Constitution.
- 5 Members shall pay, in advance, a non-refundable annual subscription in September each year. The Committee shall propose at the Annual General Meeting (or a Special General Meeting) a scale of subscriptions considered necessary for the proper running of the group. New Members shall pay a reduced subscription for the remainder of any already started season during which they become a Member. Potential members shall be allowed to attend two meetings before they are required to join. Visitors to special events will be required to pay a nominal agreed sum for those events only.
- 6 Membership will lapse automatically should a subscription fall more than two months in arrears after the start of the group’s regular meetings. In exceptional circumstances, membership may be terminated by decision of the Group’s Committee.

## ***GROUP ORGANISATION***

- 7 The Officers shall consist of an Hon. Chairman, Hon. Secretary and an Hon. Treasurer elected at an Annual General Meeting of the Group. All positions shall be voluntary and unpaid.
- 8 The affairs of the Group shall be managed by a Committee consisting of the Officers of the Group and a minimum of one and a maximum of four Members who should meet on a regular basis. One of these Members may be called upon to act as Chairman as required from time to time. The day to day running of the Group is carried out by Volunteers who undertake the various roles determined by the Committee. Any large or irregular items of expenditure must be approved by the Committee before an Officer or Volunteer may commit the Group.
- 9 Officers and Members of the Committee shall be elected for a period of one year. Retiring Officers and Members of the Committee may seek re-nomination/election for further periods.
- 10 Replacements for Officers and additional Committee Members may be co-opted by the Committee at any meeting when required and for such period as necessary.
- 11 At Committee meetings the quorum shall be four Members, including at least two Officers. A nominated Member of the Committee shall keep minutes of all meetings.



## **OFFICERS' DUTIES**

- 12** The Hon. Chairman shall chair Group meetings, represent the Group in its association with the local community, and provide general direction for the Officers and Volunteers in the day to day running of the Group.
- 13** The Hon. Secretary shall handle the administrative aspects of the Group, including compliance with the Group's Constitution and the organization of the Annual General Meeting, liaise with other groups through the Federations of which the Group is a member, and deal with the correspondence sent to the Group.
- 14** The Hon. Treasurer shall maintain the Group's accounts and produce the annual income and expenditure report, collect membership subscriptions, pay all bills, and advise on the Group's on-going financial viability and level of subscriptions needed for the next season. He/she shall bank monies, except float moneys, without delay. He/she shall ensure that Bank accounts are maintained in the name of Focus-Ryde Imaging Group and that the Bank mandate requires the signature of two of the non-related Officers of the Group for all withdrawals.
- 15** At the end of the Group's financial year (1<sup>st</sup> May), an income and expenditure account together with a balance sheet shall be drawn up by the Hon. Treasurer and audited by a group member, who is not a Group Officer or Committee Member, of the Group, appointed for this purpose by the preceding Annual General Meeting. The income and expenditure account and balance sheet shall be presented for approval at the following Annual General Meeting.

## **GROUP AFFILIATIONS**

- 16** The Group shall be affiliated to such regional and/or national federations and alliances as will benefit the Group Members.

## **ANNUAL GENERAL MEETING**

- 17** The Officers shall organize an Annual General Meeting of the Group in May each year.
- 18** The Annual General Meeting shall be given the opportunity to: -
  - a Approve the audited balance sheet and accounts.
  - b Receive annual reports by the Hon Chairman, Hon. Secretary, and the Hon. Treasurer.
  - c Discuss and vote on any motion under rule 19.
  - d Amend the Group's Constitution, subject to rule 19.
  - e Elect Officers and Committee Members.
  - f Consider any other business.
- 19** All motions duly proposed and seconded by Group Members are to be advised to the Group by the Hon. Secretary two weeks before the date of the Annual General Meeting. Objections to motions shall be considered at the Annual General Meeting.
- 20** At an Annual General Meeting or a Special General Meeting Ten Members (or over 50% of the Members, whichever is lower) shall constitute a quorum.
- 21** Nominations of Officers and Members of the Committee must be made in the form laid down by the Committee. A vote at the Annual General Meeting will be taken where necessary.
- 22** The new Committee elected at an Annual General Meeting shall not take office until the first Group meeting following the Annual General meeting.



### ***SPECIAL GENERAL MEETING***

- 23 A Special General Meeting shall be called by the Committee at any time provided that each member of the Group is advised at least twenty-one days in advance of such a meeting by the Hon Secretary.
- 24 A Special General Meeting shall also be called within four weeks of a request signed by not less than six Members of the Group.
- 25 Only business included on the agenda of a Special General Meeting may be discussed at this meeting.

### ***VOTING***

- 26 Members present at an Annual or Special General Meeting shall be entitled to one vote on any issue. Proxy votes will be accepted if in writing and signed. The Chairman of the meeting shall not vote except to exercise his/her casting vote. Only fully paid-up members are entitled to vote.

### ***LIABILITY***

- 27 The Group is required to have in place public liability insurance to cover the Group and its Members against claims for damage or injury. Members acknowledge that the Group 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 during Group business and activities.
- 28 Members agree that the Group's Officers shall not be held personally liable for any financial loss that may arise in the conduct of the Group's business, provided that the Officer(s) did not act negligently or fraudulently.

### ***DISSOLUTION***

- 29 In the event of a decision to dissolve the Group, the disposal of the Group's assets will be decided at a Special General Meeting at which any current liabilities of the club shall be paid and the remainder in cash or goods shall be donated to a charity or organization of similar aspirations to Focus- Ryde Imaging Group.

### ***OTHER DOCUMENTS***

- 30 Group Members and visitors are to abide by the following documents / policies.

- Advice on Children, Young People and Vulnerable Adults Attending club meetings and Activities.
- Data Protection.
- Equality, Diversity, and Inclusion (EDI) Policy.
- Risk Assessment for Indoor Meetings.
- Risk Assessment for Outdoor Activities.
- Fire Evacuation Policy.

A copy of these documents / Policies will be sent by email to each member, a copy will be held in the meeting venue and is available for viewing. The master copy will be held by the club secretary. The documents / policies will be updated annually.

Date :- Agreed / Amended .....

Signed.....

Signed .....

Position .....

Position .....