



## **General Club Rules (Constitution)**

1. The Name of the club shall be Stalybridge Photographic Club (SPC).
2. Although SPC remains politically neutral, it is necessary for members to adhere in full to the requirements of any venue facilitating meetings. This includes all allocated venue subscriptions.
3. The objects of the Club shall be:
  1. To promote and encourage all aspects of photography for the benefit of the Club and its members. and the local community.
  2. To give prizes at. to support. and give exhibitions of photography.
  3. To promote and advance in every legitimate way the interests of the Club and members of the Club.
  4. The Club shall consist of honorary members. officers (chairman. secretary. treasurer). a committee and an unlimited number of members.
  5. The management of the Club shall be in the hands of the committee. consisting of officers (chairman. secretary. treasurer) and at least two. but not more than four other members.
  6. Candidates for the positions of officer or committee member must be Club members for a minimum of six months prior to election.
4. The offices of Chairman. Secretary or Treasurer may not be held by the same person. Officers of the committee can only hold one current post of office.
5. For committee meetings. a quorum shall consist of four members of the committee including at least two officers and two non-office holding committee members.
6. The officers and members of the committee shall be elected annually but shall be eligible for re-election by nomination.
  1. Nominations for new officers to be submitted by e-mail to the Secretary at least seven days prior to the Annual General Meeting. Nominee. proposer and seconder to be members of the Club. Permission of the nominee to be obtained prior to submitting.
  2. Nominations for general committee members must be submitted in writing to the secretary at least seven days prior to the Annual General Meeting.
  3. Any member who takes on any role within the boundaries of the committee does so for the sole benefit of the club, any contribution or services of any kind, provided by that said member will solely be owned by the the club. This includes all materials whether virtual or tangible. On serving as a member of the committee you agree to relinquish all custody and control of any services or materials you provided in that role. Any member or club official will within 7 days of resignation or removal from office, hand over any documentation, equipment, access, or licence to the committee or appropriate deputy without delay.
  4. Any member who fails to abide by Club Rule 6.3 will be subject to Club Rule 17.



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7. A casual vacancy caused by an officer retiring during their term of office may be filled by the committee. The person elected to serve until the next Annual General Meeting.
8. The Secretary or Treasurer shall have the power to accept any new members. Any prospective new member who attends four club meetings shall be required to join the Club.
9. No person shall be allowed to take part in any meetings. or proceedings of the Club. or to compete for club trophies. or prizes (except in the "open" section of any exhibition or competition if so allowed by the committee( until their subscription. or any sum of money they may owe to the Club has been paid. or at the discretion of three officers of the committee.
10. Only persons who are paid up members 30 days prior to a General Meeting may vote at that General Meeting.
11. The management of. and the property of the Club shall be vested in the committee. The committee shall also have the power to make or rescind bye-laws and decide upon all matters in dispute not provided for by the rules. and appoint sub-committees for any special purpose.
12. The committee meetings shall be called as often as the Chairman and Secretary may deem advisable. seven days notice is to be given of all committee meetings. The Chairman to have the casting vote where necessary. There shall be a minimum of four committee meetings during the club year.
13. An account shall be maintained with a Bank in the name of Stalybridge Photographic Club. The committee will decide how many related bank accounts shall be maintained in order to handle the Club's affairs. and all the Club's money will be lodged to one of the accounts. All payments up to £150.00 made by cheque will be signed by the Treasurer and countersigned by either the Chairman or the Secretary; cheques over the sum of £150.00 will be signed by the Chairman. the Secretary and the Treasurer. All payments up to £150.00 made using the Club's debit card will be pre-authorised by the Treasurer and either the Chairman or the Secretary; payments in excess of £150.00 will be pre-authorised by the Chairman. the Secretary and the Treasurer. The Treasurer will send a copy of the bank statement to the Secretary on a monthly basis as a check on all payments made. The Secretary will sign off the copy bank statement and report on this control at the committee meetings. The committee shall have the power to invest monies which they consider surplus to the running of the Club.
14. The annual subscription shall be set at an Annual General Meeting.
15. Any person who loses or fails to return a cup or trophy belonging to the Club. shall be barred from receiving further cups or trophies for such a period as the committee may decide.
16. In the event of the Club ceasing to exist. a General Meeting shall be called to decide on the disposal of the assets. Cups and trophies to be returned to the donor or their heirs or assigns. or to another photographic club for their safe keeping.
17. If any conduct of any member shall. in the opinion of the committee of the Club. be injurious or likely to be injurious to the character or interest of the Club. the committee of the Club may. at a meeting. the notice convening which includes as an



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object the consideration of the conduct of the members. determine that a Special General Meeting of the Club shall be called for the purpose of passing a resolution to expel him or her. Notice of the Special General Meeting shall be sent to the accused member giving particulars of the complaint. and advising him or her of the place. date and hour of the meeting that he or she may attend and offer an explanation. If at that meeting a resolution to expel is passed by a two-thirds majority present and voting. his or her name shall forthwith be erased from the list of members. and he or she may. within two calendar months from the date of such a meeting. appeal to the Club. upon and subject to such conditions as the Club may impose.

1. The financial year of the Club shall be for the twelve months commencing on 1st April and ending on the 31st March of the following year and the accounts audited by a person appointed by the members, such an honorary auditor must not be a member of the committee of the Club.
  2. The subscription year shall be from 1st April to 31st March of the following year. The subscriptions to be paid in full within fourteen days of the commencement of the subscription year. (See rule 2).
18. The Annual General Meeting shall be held on a scheduled weekly meeting within the month of September. The date will be published two months prior to the AGM. The Annual General Meeting to be called for the following purposes:
1. To receive the reports of the Chairman and Treasurer and attendance of the officers and committee for the proceeding year. The Treasurer is to have available at the meeting the original signed and audited accounts and formal evidence of the Club's assets.
  2. To elect officers and committee. To discuss any resolution placed on the agenda. for which twenty-one days prior notice has been given to the secretary. No other business will be discussed at the AGM.
  3. The election of officers and committee at the Annual General Meeting shall be by ballot of those members present and including any proxy votes. Proxy votes are to enable fully paid members who are suffering ill health or other extenuating circumstances making it impossible to attend the AGM in person. In order to vote by proxy you need to be a fully paid up member and submit your proxy vote intent to be accepted by the Club Secretary or Membership Secretary 28days prior to holding the AGM. The nomination forms will be available 7 days prior to the AGM and proxy voters will be required to submit their desired vote to the Club Secretary or Membership Secretary. At the meeting each nominee is required to receive a majority of votes by eligible voters. The committee may, at any time (and they shall upon a requisition signed by any six members of the club and specifying the business for which such meeting is required) summon a special General Meeting of the club. If within twenty-one days after the receipt of any such requisition the committee do not summon a General Meeting. the requisitioners or any other six members of the club may do so.
19. The rules of the Club shall not be altered except at a General or Special Meeting.
20. The club rules. including all approved amendments. shall be published on the Club's website.



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21. For wholly new members annual subscriptions to SPC are to be applied on a sliding scale basis reduced according to the next financial quarter to the date where full membership is required.