

LOWESTOFT PHOTOGRAPHIC CLUB

CONSTITUTION

For simplicity and brevity, masculine terms are used in the following document and shall be taken also to imply and include the feminine equivalent.

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TITLE

The organisation shall be called,
"Lowestoft Photographic Club"

AIMS AND OBJECTS

The aim of Lowestoft Photographic Club shall be:

To provide a social meeting place for photographers of all levels of ability.

To create and promote successful photography.

To further the art of photography.

To encourage Club members to share expertise and methods by informal and/or demonstration.

To organise meetings for practical participation by members.

To organise photographic competitions.

To organise meetings which guest speakers or lecturers give talks, displays or demonstrations etc. on specialist subjects and/or photography in general.

To undertake various photographic projects and assignments.

To encourage members to produce their own photographic displays, talks, demonstrations etc.

To encourage and help beginners to photography when appropriate.

To provide, when and if possible, photographic or associated equipment or apparatus for use by members.

To assist members, where appropriate, in exploring, evaluating, and implementing technological and social developments in photography and associated activities. To provide a forum for discussion, learning, opinion forming and lobbying in matters related to photography and associated activities.

ELIGIBILITY FOR MEMBERSHIP

Club membership is at the discretion of the Committee, but generally, shall be open to anyone interested in photography or in any associated activities that the Committee deems suitable.

ELECTION OF MEMBERS

A candidate for membership shall not be deemed 'a member' until the appropriate membership fee is paid.

Any candidate whose application for membership is declined, shall have no right of appeal.

A candidate for membership shall give an undertaking to accept this Constitution and comply with the rules of the Club.

Prospective members may attend up to two consecutive meetings as visitors to assess Lowestoft Photographic Club, its members, and facilities etc. before applying for membership and shall enter their name in the Attendance Book.

SUBSCRIPTIONS

Members shall pay an annual subscription.

Annual subscriptions shall be fixed at the Annual General Meeting (AGM) and become due on the first Club meeting following the AGM and shall apply to the period ending on the day of the next AGM.

Members who.

- a) Are under the age of sixteen,
- b) Who are registered as unemployed,
- c) Are registered as a student,

shall pay half the annual subscription fee.

New members joining part way through an administrative year shall pay a reduced annual subscription fee equivalent to one twelfth of the full annual subscription fee for each remaining month or part thereof in the current administrative year, at the discretion of the Treasurer and as endorsed by the Committee.

Lowestoft Photographic Club may, at the sole discretion of the Committee, charge special attendance fees to members, guests and visitors for particular events or activities. Guests of the Club normally attend free of charge except where Specialist attendance fees apply.

All members, guests and visitors shall enter their name in the Attendance Book on arrival at the Club.

Subscription fees shall be determined by the Committee and ratified at the AGM or at a Special General meeting but may be amended by the Committee in certain circumstances.

ATTENDANCE AT MEETINGS

All meetings of the Club, with the exception of Committee and Sub-committee meetings, shall be open to attendance by all elected and paid-up Club members.

Non-members, both visitors and guests, shall be invited to attend Club meetings with the exception of Committee and Sub-committee meetings.

Persons under the age of sixteen shall not be admitted to any meeting of the Club even if they are a member, unless accompanied by an adult family member or guardian.

ADMINISTRATIVE AND FINANCIAL YEARS

The financial year of the Club shall be the period commencing on the first day of May and ending on the thirtieth day of April the following year. The administrative year of the Club shall commence on the first day following the Annual General Meeting and end on the day of the next Annual General Meeting.

TERMINATION OF MEMBERSHIP

A member may terminate his membership of Lowestoft Photographic Club at any time by tendering his resignation in writing to the Committee.

Lowestoft Photographic Club may terminate the membership of any person whose subscription is at least three months in arrears or from whom any sum is due and is unpaid for at least three months.

Such a person shall be liable to pay any arrears of subscription or any other payment due at the date in which, together with the amounts of any subscriptions and relief payments due in respect of the period between termination and resumption of membership calculated, as if there had been no interruption in the person's membership.

RIGHTS, PRIVILEGES AND LIABILITIES OF MEMBERSHIP

The rights, privileges and liabilities of each member, shall be personal to himself and shall not, in any circumstances be transferable or transmissible.

A member shall comply with the Constitution and Rules of Lowestoft Photographic Club and shall not act in a way that is detrimental or prejudicial to the interests of the Club or its members.

INDEMNITY

Lowestoft Photographic Club and its officers and Committee collectively or individually, accepts no responsibility or liability whatsoever for injuries or damage to any person or property howsoever caused.

CONDUCT OF MEMBERSHIP

All members attending meetings of Lowestoft Photographic Club shall register their name in the Attendance Book made available for that purpose.

A member may invite a guest to a Club meeting. The guest shall enter their name in the Attendance Book and shall pay the attendance fee if applicable.

A member who, in the opinion of the Committee, disregards, disobeys, or violates any of these rules or any additional rule or regulation issued by the Committee or is guilty of conduct prejudicial or detrimental to the interests of Lowestoft Photographic club shall be liable to expulsion. Such a member shall be supplied by the Committee, with a statement in writing of the charges made against him and shall be afforded the opportunity of answering them either verbally or in writing. If, within twenty-eight days no explanation is given or if in the opinion of not less than two thirds of the members of the committee present and voting at the meeting called for that purpose, any explanation given is deemed unsatisfactory the committee, by a similar majority may decide to expel or suspend the member whereupon the member shall within fourteen days be notified in writing of such decision. Any member thus expelled shall not be entitled to any refund of his subscription or any part thereof.

The management of the venue reserves the right to refuse entry to any person.

Anyone abusing the venue's facilities or who in any way contravenes the rules, regulations or conditions imposed by the management of the venue will be required to leave.

ORGANISATION

The management of Lowestoft Photographic Club shall be vested in a committee, (afore and hereafter called "The Committee'). The Committee shall carry out their duties without reward or payment. The Committee members may claim payment of reasonable expenses that they have incurred on behalf of Lowestoft Photographic Club with the prior approval of the Committee.

COMMITTEE

The following officers form the Committee of the Club and shall be elected at the Annual General Meeting from the membership of the Club.

Chairman

Deputy Chairman

Secretary

Treasurer

Equipment Officer

Programme Secretary

Internal Competitions Officer

Projected Image Officer

External Competitions Officer

Annual Exhibition Officer

Social Events Officer

Hall Liaison Officer

Webmaster

The officers, once elected, shall constitute an Executive Committee empowered to act on the Club's behalf in times of emergency until new officers are elected to replace them, subject to their actions later being ratified by the Lowestoft Photographic Club Committee.

Lowestoft Photographic Club may decide by ballot at an Annual General Meeting, that one person may undertake duties of two of the officers for the period up to the next Annual General Meeting.

Any Committee member who is absent from a committee meeting on more than three occasions without a specially agreed 'leave of absence' may, at the discretion of the Committee, be relieved of the position of Committee member.

ELECTION OF OFFICERS AND COMMITTEE

The officers shall be elected from the membership of Lowestoft Photographic Club at the Annual General Meeting. Nominations for each post duly seconded and approved by the nominee, shall be submitted in writing to the Secretary of the Club at least seven days before the AGM. If there is more than one candidate for any office, a ballot shall be taken at the AGM and each member of Lowestoft Photographic Club present shall be entitled to vote in respect of each office to be filled. Nominations for a particular post may be accepted at the AGM if no other nominations have been received for that post prior to the AGM taking place. The newly elected Chairman may assume the Chair immediately upon election if he so wishes. The election of the Committee members additional to the officers shall take place at the Annual General Meeting and shall be carried out in a similar manner to the election of officers.

The newly elected members shall take office and assume their duties immediately after the AGM and, unless intermediately dismissed or voluntarily resigning, shall hold office until the next AGM.

In the event of any vacancy occurring in the membership of the officers or Committee before the next AGM of the Club, the Committee may appoint a suitable person from the membership to fill the vacancy.

In addition, the Committee may, at its discretion, appoint suitable persons from the membership to act as Committee members for the period up to the next AGM or for other shorter periods that the Committee shall specify at the time of appointment. The person appointed shall be entitled to vote at Committee meetings.

If an Annual General Meeting or a Special General Meeting does not achieve a quorum, the Committee shall remain in office and shall continue with all its duties until a further AGM or SGM is arranged. The Committee shall arrange for a new AGM or SGM to take place as soon as is practicable but not more than 56 days from the date of the meeting that failed to achieve a quorum.

DUTIES OF OFFICERS

The duties of the officers of the Club shall include the following:

The Chairman

The Chairman shall be spokesman for the Club. He shall preside at Club meetings, Committee meetings and General meetings and be a member of the Committee and have a right to a personal vote*. He shall, in the event of a vote being equally divided at a General or Committee Meeting in which he is Chairman, have the right to a casting vote if he so wishes. He shall, ex-officio, be the Chairman of all sub-committees and other officially appointed groups and have the right to a casting vote at those Sub-committee or group meetings if he so wishes. However, he shall not have the right to a personal vote.

He shall prepare an annual report and subsequent to it being approved by the committee, shall present it at the Annual General Meeting.

*Note; The Chairman is not bound to use his personal vote. If he chooses to use his personal vote he must do so at the time the votes are being counted otherwise, he forfeits it on that issue. If he uses his personal vote his casting vote is forfeited.

At every weekly club meeting, he shall carry out the following duties-

- Welcome any visitors and/or prospective members.
- Welcome any new members present.
- Announce future club events which need early notification or notice.
- Announce the content and venue of the next weekly meeting.
- Announce any other relative items.
- Announce the name and/or content of the present meeting.
- Introduce the Lecturer or Judge for the current meeting if appropriate.
- Conclude the meeting and propose a vote of thanks to the Lecturer or Judge etc. if appropriate.

The Deputy Chairman

The Deputy Chairman shall be a member of the Committee and have a personal vote. He shall deputise for, and undertake, the duties of the Chairman when the Chairman is absent. He shall carry out such duties as the Chairman may wish if, or when, directed by the Chairman. He shall, in the event of a vote being equally divided at a General or Committee meeting at which he is Chairman, have the right to a casting vote if he so wishes. He shall, if directed by the Chairman, or in the absence of the Chairman, assume the Chair at any Sub-Committee or officially approved group meeting as ex-officio Chairman and have the right to a casting vote if he so wishes, but he shall not have the right to a personal vote. Another officer of the Club may hold the office of Deputy Chairman except the Chairman and,

If the person is nominated and elected to both offices.

If the person elected can execute fully the duties of both offices, that person shall only have one personal vote.

The Secretary

The secretary shall convene, attend and take minutes of all Committee meetings and conduct the correspondence of Lowestoft Photographic Club.

He shall prepare and supply to each officer and member of the Committee the agenda together with any reports relevant to that meeting. He shall prepare the agenda together with any relevant reports and correspondence for any General meeting and arrange for the necessary notice to be given to members.

He shall prepare and arrange for the distribution to members, of nomination forms for the election of officers and committee members at the Annual General Meeting and allow sufficient time for their return in compliance with this Constitution.

He shall retain and maintain in good order, all minutes, records and copies of correspondence relevant to Lowestoft Photographic Club. He shall, in the absence of the Chairman and Deputy Chairman, undertake the Chairman's duties at weekly meetings.

He shall be the keeper of this Constitution and make it available to all members upon request. He shall be responsible for updating this Constitution as directed by an Annual General Meeting or a Special General meeting.

He shall carry out any other duties relevant to his office and deemed as necessary by the Committee.

On his retirement from office, he shall hand over to his successor or to the Chairman of the Club, all books, papers and records etc., appertaining to his office.

The Treasurer

The Treasurer shall keep proper books of account of all monies received or paid on behalf of and in the name of, Lowestoft Photographic Club.

He Shall, in the name of the Club, keep records of all investments. He shall arrange for all monies and securities to be deposited at a bank or similar institution approved by the Committee, where an account shall be held in the name of Lowestoft Photographic Club and from which, cheques in the name of Lowestoft Photographic Club and signed by two officers of the Club who shall be chosen by a Committee resolution, may be drawn.

He shall be responsible for the calling in and collecting of all debts and subscriptions and for the discharge of all liabilities of Lowestoft Photographic Club and of the Club funds as directed by the committee.

He shall keep a debtor and creditor account and prepare the annual statement of accounts of Lowestoft Photographic Club to the thirtieth day of April of each year which he shall present to the Annual General Meeting.

He shall be responsible for the payment of expenses to speakers, judges, lecturers and models etc., out of Club funds and also be responsible for the reimbursement of the reasonable expenses of Committee members and ordinary members where these expenses are incurred by approval of the Committee.

He shall make available Lowestoft Photographic Club accounts and the annual statement of accounts for an audit by an Auditor, who shall be chosen by a Committee resolution immediately prior to the Annual General Meeting, or any time at the direction of the Committee.

He shall be responsible for the arrangement of insurance policies and indemnities and for the payment of Club funds for premiums in respect of such insurances and indemnities.

He shall be responsible for compiling a list of all members, together with addresses and other forms of contact information and shall furnish this list to both the Chairman and Secretary and provide updates to it when changes to the list are necessary.

He shall carry out any other duties relevant to his office and deemed necessary by the Committee.

On his retirement from office, he shall hand over to his successor or the Chairman of the Club, all books, papers, monies, cheque books etc., appertaining to his office.

The Internal Competitions Officer

The Internal Competitions Officer shall attend to the correspondence appertaining to internal competitions.

He shall keep a record of all entries and points awarded to entries submitted to internal competitions and shall circulate this information to members as soon as possible.

He shall maintain an annual record of aggregate points scored and calculate annual award winners in all categories.

He shall carry out any other duties relevant to his office and deemed as necessary by the Committee.

On his retirement from office, he shall hand over to his successor or to the Chairman of the Club, all books, papers etc., appertaining to his office.

The External Competition Officer

The External competitions officer shall attend to the correspondence appertaining to external competitions.

He shall liaise with the Programme Secretary for the reservation of judges for the home legs of the following year's external competitions and shall confirm all reservations and arrangements made with judges for the home legs of the current year's external competitions with the Programme Secretary.

He shall, from the Internal Competitions Officer's records, maintain a record of the entries awarded the highest marks in internal competitions for possible inclusion in Inter-Club and other competitions and exhibitions etc.

He shall arrange, with approval of the Committee, for Selection Committees to be formed to decide on the Club entries for other Alliance, National, Local and Inter-Club competitions.

He shall be responsible for the collection and dispatch of selected entries and arrangements for the return of entries for all appropriate competitions.

He shall carry out any other duties relevant to his office and deemed as necessary by the Committee.

On his retirement from office, he shall hand over to his successor or to the Chairman of the Club, all books and papers, etc., appertaining to his office.

The Equipment Officer

The Equipment Officer shall be responsible for all items of equipment, apparatus, books, media and other similar items owned by the Club

He shall, as far as is practicable, ensure that the equipment or apparatus is maintained in good working order and report any defects to the Committee,

He shall, upon the approval of the Committee, arrange for the repair or maintenance of any item of equipment or apparatus and expend such an amount of money as agreed out of club funds to fulfil this responsibility.

He shall compile and maintain a detailed inventory of all equipment, apparatus and similar items owned by the Club. He shall submit to the Committee for its consideration, any requests made by members who wish to purchase any items owned by the Club and advise and make the recommendations as to their suitability, cost and possible benefit to the Club.

He shall, on the direction of the Committee following a Committee resolution, arrange on behalf of the Club, for the repair or acquisition of specified items which shall be paid for out of Club funds and fully accounted for by the treasurer.

He shall make available for loan to members of Lowestoft Photographic Club certain items owned by the Club and, where specified by the Committee shall charge prescribed fees. The items to be loaned and the fees payable may be changed from time to time at the discretion and direction of the Committee.

He shall maintain a record of items loaned to members and the fees paid and deliver the fees to the Treasurer who shall duly enter them into Lowestoft Photographic Club accounts. He shall carry out any other duties relevant to his office and deemed as necessary by the Committee.

On his retirement from office, he shall hand over to his successor or the Chairman of the Club, all books and papers etc. appertaining to his office.

The Programme Secretary.

The programme secretary shall prepare the programme of events for the following year for consideration by the Committee.

He shall, upon agreement of the programme by the Committee, arrange the reservation of lecturers, guest speakers, judges, models, or items of equipment required for the various events as detailed in the programme and shall negotiate fees within specified limits detailed by the Committee.

He shall arrange for publication of the programme of events and its distribution and display to members and other interested parties.

He shall confirm all reservations and arrangements made with lecturers, Guest Speakers, models, judges etc., for the current year's programme and make alternative arrangements if at all practicable in the event of a cancellation, subject to the Committee's approval.

He shall be responsible for the administration of model release forms and shall ensure that they comply with this Constitution and any further requirements set out by the Committee and also, to ensure that they are properly completed where they are relevant to Club activities. He shall carry out any other duties relevant to his office and deemed as necessary by the Committee.

On his retirement from office, he shall hand over to his successor or to the Chairman of the Club, all books and papers etc. appertaining to his office,

The webmaster

The webmaster shall be responsible for designing, implementing and managing all aspects of the Club's website.

He shall arrange, with the approval of the Committee, for a Sub-committee to be formed to decide on content, layout and design requirements of the Club's website.

He shall ensure the website's content is kept up to date and communicate these updates to members.

He shall monitor the website's technical performance, effectiveness and security and report statistics back to the Committee and members as appropriate.

He shall carry out any other duties relevant to his office and deemed as necessary by the Committee.

On his retirement from office, he shall hand over to his successor or to the Chairman of the Club, all data files, login details etc., appertaining to his office.

DUTIES AND FUNCTIONS OF THE COMMITTEE

The Committee shall meet at least four times in each administrative year and shall receive at each meeting, reports from the Chairman, Secretary, Treasurer, Competition Officer, Equipment Officer, Programme Secretary and Webmaster and take all steps necessary to run Lowestoft Photographic Club effectively

The Committee shall consider and deal with all matters of ordinary current administration and all matters affecting the interests of Lowestoft Photographic Club whether raised by members or arising from communications or otherwise.

The Committee officers shall each submit a report on their activities to the AGM of Lowestoft Photographic Club via the Secretary.

The Committee may, in order to raise funds and to defray expenses, charge a fee for attendance at, or participation in, certain Club activities and the use of equipment and incur such liabilities as it may deem necessary and proper, provided that the Committee does not, without the prior approval of a General Meeting, incur liabilities in excess of the assets of the Club including the reasonable expected income. The Committee may, at its discretion, invest money other than in bearer securities.

The Committee shall ensure that equipment and property owned by Lowestoft Photographic Club that, in the Committee's judgement, shall be appropriately insured against any third party or public liability claims. The Committee shall also ensure that it's members are indemnified against personal liability.

The Committee shall hold and administer for the general benefit of all members, all funds, property and equipment in the general ownership of Lowestoft Photographic Club and, such assets shall only be used for 'bona fide' activities having the prior approval of the Committee. The Committee shall arrange activities for members of Lowestoft Photographic Club in accordance with the Aims and Objects of Lowestoft Photographic Club. Members may arrange additional activities; however, no activity shall be deemed official unless the approval of the Committee has been given in advance and an organiser acceptable to the Committee has been declared to be responsible well in advance of each event.

The Committee may, from time to time impose, make or repeal rules and regulations as it may consider expedient, for the internal management and well-being of Lowestoft Photographic Club. All such rules and regulations shall be by laws of, and in accordance with, this Constitution and shall outline a code of acceptable conduct binding upon all members until repealed by the Committee or set aside by a resolution at a general meeting of Lowestoft Photographic Club.

THE PAMELA GRAYSTONE LEGACY

In September 2015 the Lowestoft Photographic Club received a legacy of £52,147.35p from Pamela Graystone, whose father had been a leading member of the Club (then the Lowestoft Photographic Society) for over 35 years, from its re-formation after WWII until his death. Before she died, Pamela had made her intention clear that she wanted to support the Lowestoft Photographic Club as a living memorial to her father's devotion to photography and to the Club. In accordance with her wishes, the Committee decided to invest £50,000. - in funds with a view to providing a regular income for the Club.

The money is invested in a "HL Corporate Vantage Fund and Share Account" lodged with the stockbrokers, Hargreaves Lansdown, One College Square South, Anchor Road, Bristol BS1 5HL

This fund shall be known as "The Pamela Graystone Legacy Fund.

The "Controlling Persons" have the authority to administer the "HL Corporate Vantage Fund and Share Account", including rules for decision making and voting rights. The Treasurer is permitted to seek financial advice. The Committee shall have power to alter, from time to time, the names of the "Controlling Persons" administering these investments. The Committee shall have power to alter investments following investment advice obtained by the Treasurer.

The investment income received will be added to Subscription income in order to provide the Club with an enhanced programme of activities, including high quality speakers, subsidised outings and a subsidised Annual Memorial Graystone Dinner.

In the event of the demise of the Club, the Capital investment from the bequest will not be divided among the residual members, as other Club Funds, instead it will be donated to the James Paget Hospital to be applied for medical and/or care and treatment of patients of the hospital at the discretion of the NHS Trust. The James Paget Hospital was the destination for the bulk of Pamela Graystone's bequest at her death and this would have been her wish if the Club ceased to exist.

DELEGATION OF DUTIES

The officers of Lowestoft Photographic Club may be assisted in their duties at the Committee's discretion by such persons as the Committee shall approve.

The Committee may co-opt members for any special purpose. They shall be titled 'co-opted Committee members' but they shall not be entitled to a vote at Committee meetings

The Committee may appoint and dismiss Sub-committee and working parties and prescribe rules and terms of reference for the conduct thereof.

The Committee shall appoint an auditor to audit Lowestoft Photographic Club accounts and the annual statement of accounts immediately prior to the Annual General Meeting and/or at any other time it deems necessary. The Chairman may delegate his duties and the duties of the other officers in the event of illness, absence or other unavoidable commitments, etc.

Only an officer (or a member authorised by the Committee) shall make communications to the public, the press or any other media on behalf of the Lowestoft Photographic Club.

PATRONAGE

Honorary members may be appointed by least a two-thirds majority vote of the Committee in recognition of services to the Club or to photography in general, for such period as the invitation to accept such membership shall state.

The number of honorary members shall be at the discretion of the Committee and the appointments shall carry no voting rights. The members of Lowestoft Photographic Club, if they so choose, may nominate a fellow member, honorary or otherwise to become President of Lowestoft Photographic Club in recognition of exceptional services and interest. The invitation shall be extended by the Committee having due regard to members' wishes and if it approves the nomination by at least a two-thirds majority vote. The period of office shall be for one year (unless the invitation is renewed) or for a longer period as such membership shall state. At the Chairman's invitation, the President may take the Chair at general meetings and attend, ex-officio, all meetings organised by Lowestoft Photographic Club although the honorary membership shall carry no voting rights.

GENERAL MEETINGS

General meetings shall be convened by the Committee and be conducted in accordance with this Constitution and generally comply with the 'Roberts Rules of Debate'

The Annual General Meeting

A general meeting called the Annual General Meeting (AGM) shall be held, as far as is practicable, in May each year, but in any case, not later than the thirty-first day of May each year. The Annual General Meeting shall be

convened by the Committee who shall give not less than fourteen days' notice to members by announcement at Club meetings, by display on the Club notice board, by inclusion in the Programme of Events and at the discretion of the Committee, by written notice. The quorum at an Annual General Meeting shall not be less than the average attendance of Lowestoft Photographic Club weekly meetings over the previous financial year, calculated by adding the number of members' names in the Attendance Book for the whole year and dividing by the number of meetings held. Decimal portions shall be rounded up to the nearest whole number. The size of the majority required shall be at the Chairman's discretion having due regard to this Constitution.

Members wishing to have a motion considered at an Annual General Meeting shall submit the motion in writing, signed and seconded, to the Chairman or Secretary at least fourteen days prior to the meeting. The Committee reserves the right to refuse any motion that is unconstitutional.

The business of the Annual General Meeting shall include,

Apologies for absence

Minutes of previous AGM or any General Meeting held since then

Adoption of minutes

Matters arising from minutes

Chairman's Annual Report

Annual Reports from The Secretary

The Treasurer, who shall also submit the Annual Statement of Accounts

The Internal Competition Officer

The External Competition Officer

The Equipment Officer

The Programme Secretary

The Webmaster

The Adoption of Reports

Announcement of names of nominees for the election of officers and Committee etc.

The election of officers and Committees for the coming year, the discussion of any motions of which prior notice has been given.

Any other competent business at the Chairman's discretion

Other general meetings

Any General Meeting other than the Annual General Meeting shall be called a Special General Meeting. SGM.

The Committee who shall give not less than fourteen days' notice to members by announcement at club meetings, by display on the club notice board, by email and at the discretion of the committee, by written notice, shall convene a Special General Meeting. The quorum at the Special General Meeting shall not be less than the average attendance of Lowestoft Photographic Club weekly meetings over a twelve calendar month period ending on the last day of the month preceding that in which the Special General Meeting is held, calculated by adding the number of members' names in the Attendance Book for the whole twelve months and dividing by the number of meetings. Decimal portions shall be rounded up to the nearest whole number. The size of the majority required shall be at the Chairman's discretion having due regard to this Constitution.

The business of the Special General Meeting shall be that for which it is convened, and no other business will be discussed. If any member requests a special meeting, the procedure shall be,

- a) The request shall be in writing and signed by at least seven members and sent to the Secretary who shall promptly notify the membership giving at least fourteen days' notice of the meeting.
- b) The request shall clearly state the reason(s) for calling the meeting.
- c) The Committee shall arrange to hold the meeting within fourteen days from receipt of the request.

COMMITTEE MEETINGS

A meeting of the officers and Committee members shall be called a Committee Meeting.

A committee meeting shall be convened, with the approval of the Chairman, by the Secretary who shall give not less than seven days' notice to all Committee members. The first meeting of a new Committee shall be held within four weeks of its election and there shall not be less than four Committee meetings held during each administrative year. The quorum at a committee meeting shall be two-thirds of the total membership of the Committee, or six Committee members whichever is the less but must include the Chairman or Deputy Chairman.

EXPENSES OF REPRESENTATIVES

The Committee may, at its discretion, pay out of the funds of the Club, the travelling or other expenses properly incurred by members when representing Lowestoft Photographic Club and/or attending to Club affairs at the direction of the Committee.

AFFILIATION TO OTHER ORGANISATIONS

Lowestoft Photographic Club may affiliate to any appropriate Photographic Association, club, federation etc., or any other organisation in its endeavour to pursue the Aims and Objects outlined in the Constitution.

Lowestoft Photographic Club members, collectively or individually, shall become Affiliated members, if necessary, of any club, society or association under whose Management the venue where Lowestoft Photographic Club holds it's Headquarters is vested.

COMPETITIONS

a) The rules and conditions of entry appertaining to competitions shall be bye laws of this Constitution and shall be made by the Committee consistent with this Constitution. The Committee may, from time to time, make and /or repeal such rules and conditions as they may consider expedient for the good management and well-being of Lowestoft Photographic Club and the safe pursuit of Lowestoft Photographic Club's aims, objects and activities.

All rules and conditions made by the Committee relative to competitions shall be binding upon all members until repealed by the Committee or set aside at the Annual General Meeting of Lowestoft Photographic Club. The rules and conditions of entry for competitions, or amendments to them, shall be published from time to time as deemed necessary by the Committee, in information sheets, newsletters, the Club notice board, via email or on the Club's official website and a summary will be printed in the current year's programme.

b) Trophies, being the property of Lowestoft Photographic Club, shall be awarded to members in accordance with the rules relating to Competitions for one year. The trophies shall remain the property of Lowestoft Photographic Club whilst in the custody of the current holders, and the current holders shall be responsible for the safe keeping and return of the trophies after one year, or as directed by the Committee.

EQUIPMENT AND PROPERTY

The Committee may, by a resolution made by it, authorise the purchase or acquisition of appropriate apparatus, books, media, software or other items on behalf of Lowestoft Photographic Club. Such items shall be for use by members collectively or individually, or as directed by the Committee at Club meetings, to enable the aims, objects and activities of the Club to be achieved. Such items shall be paid for out of Club funds and shall be the property of Lowestoft Photographic Club. Members who use the equipment or apparatus do so at their own risk. Certain specified equipment, apparatus or other items owned by Lowestoft Photographic Club, where determined by the Committee and where not precluded by licence or copyright Restrictions shall be available for use by members at times other than at Club meetings. The loan of such items may, at the discretion of the Committee, be subject to a charge payable in advance by the member into Lowestoft Photographic Club funds. The rate of such charges shall be subject to change from time to time and at the discretion of the Committee. Lowestoft Photographic Club accepts no responsibility or liability whatsoever for injuries, loss or damage to any person or property howsoever caused by, or by the use of, the equipment, apparatus or other items. The Committee may authorise the purchase or acquisition of books, stationery and other clerical items or sundries etc., consistent with the Organisation, correspondence and effective working order of Lowestoft Photographic Club.

SALES

The Committee may authorise the purchase of minor photographic or associated items on behalf of Lowestoft Photographic Club from time to time. Such items, when available may be for sale to members as a service of

Lowestoft Photographic Club. Any profits made from the sales shall be part of the general fund-raising of the Club and shall be credited to Lowestoft Photographic Club's account and be duly accounted for by the Treasurer.

MODELS ETC

The Committee may, from time to time authorise the hiring of models or other subject matter for the purpose of creating images at Club Meetings or at other times agreed by it. Any hire charges incurred shall be paid for out of Club funds and shall be accounted for in Lowestoft Photographic Club's accounts. Any models hired for this purpose shall sign a 'Model Release Form' which, in consideration of the sum paid to the model, gives Lowestoft Photographic Club and individual members the absolute right and permission to process, modify and publish the images created, in any media, editorial or advertisement

DISSOLUTION

Lowestoft Photographic Club may be dissolved by a resolution passed at an Annual General Meeting or any General meeting provided that at least twenty-eight days' notice in writing of the proposal to dissolve the Club has been sent by the Chairman or Secretary to every member of Lowestoft Photographic Club at the address held by the Treasurer.

At least three-fourths of the members present and voting, vote in favour of the proposal.

It shall not be competent for Lowestoft Photographic Club to dissolve and reform, if such action would enable Lowestoft Photographic Club to contravene the conditions of this Constitution or escape any legal actions brought against it.

TRANSFER OF ASSETS ON DISSOLUTION

Where Lowestoft Photographic Club is dissolved, the Committee shall thereupon, or at such future date as shall be specified in the resolution that dissolves Lowestoft Photographic Club, proceed to realise the Property of Lowestoft Photographic Club and, after discharge of all Liabilities, shall divide as equally as is practicable, the net assets between the members of Lowestoft Photographic Club at the time that Lowestoft Photographic Club ceases to operate.

This does not apply to the Pamela Graystone Legacy Fund, whose Capital is to be treated separately, details of the procedure to be followed are given on Page 13 of this Document.

INTERPRETATION

Lowestoft Photographic Club Committee shall determine any question as to the interpretation of this Constitution and of any rules, regulations or bye-laws made under its provisions.

CONSTITUTIONAL AMENDMENTS

Any proposed amendments to this Constitution, shall be submitted to a ballot at an Annual General Meeting or a Special General Meeting of Lowestoft Photographic Club and the rules appertaining to Annual or Special General Meetings (whichever it may be) as specified in this Constitution shall apply.

An amendment to this Constitution shall only be made by a resolution carried by at least a two-thirds majority of members present and voting at such a meeting.

CONTINGENCIES

Any contingency of a constitutional nature which may arise and is not covered in the provisions of this document, shall be decided by,

A majority of not less than two-thirds of the members of the Committee present and voting at a Committee Meeting who shall then, if necessary, arrange for an appropriate amendment to be moved at the next Annual General Meeting or a Special General Meeting convened for the purpose in accordance with rule 29 (Constitutional Amendments)

**The foregoing Constitution and Rules were made at an
Annual General Meeting of Lowestoft Photographic Club.**

Signed:

Chairman

Date

Signed:

Secretary

Date