

# PADIHAM AND DISTRICT PHOTOGRAPHIC SOCIETY

## CLUB CONSTITUTION

At the Annual General Meeting held on 7th January 1998 it was decided to accept a revised Constitution, the original being lost with the original Minute book.

At the Annual General Meeting held on 5th January 1999 it was decided to drop the Associate membership and welcome any casual guests free of charge.

At the Annual General Meeting held on 5th January 2011 various minor amendments were made to the constitution including para 10.

At the Annual General Meeting held on 18th January 2012 para 2 g) was added.

At Extra Ordinary General Meeting held on 5th August 2015 para 7 was amended.

Paragraph 12 was added to comply with the Data Protection Act 2018, approved by committee June 2018

### 1. Title

The name of the society shall be :

**PADIHAM AND DISTRICT PHOTOGRAPHIC SOCIETY** herein after called the Society

### 2. Management

The affairs of the Society shall be governed by a Committee consisting of :

- a) President
- b) Vice President
- c) General Secretary
- d) Competition Secretary
- e) Winter Syllabus Secretary
- e) Summer Syllabus Secretary
- f) Treasurer
- g) Rules and Regulations Secretary

A quorum shall consist of not less than **Four** members of the Committee.

### 3. Annual General Meeting

The date of this meeting shall be announced in the Syllabus and shall be deemed to be adequate notice of the meeting

### 4. Election of Officers

The Committee shall be elected at the Annual General Meeting. If there is only one nominee for the post then that member shall be deemed to be elected. Committee members shall serve for one year and will be eligible for re-election in the following and subsequent years.

### 5. Membership

There will be the following classes of membership

- a) **Full Adult** - Entitled to attend all meetings and enter all competitions and be eligible for election to the Committee
- b) **Junior (Under 18)** - Entitled to attend all meetings and enter all competitions but is not eligible for election to the Committee.
- c) **Casual Guests** - Casual guests will be admitted to open type lectures free of charge.

## **6.1 Finance**

The Treasurer will open an account in the name of the Society at a Bank or Building Society approved by the Committee into which all monies received by the Society will be deposited.

The Treasurer is permitted to hold a petty cash float sufficient for immediate expenses

The Treasurer shall keep records of all income and expenditure, with supporting receipts for all outgoings, and present an Annual Balance Sheet to the Annual General Meeting after being checked by an Auditor appointed by the Society.

Cheque authorisation shall be by any two signatories from four designated members. The names of the signatories will be recorded in the minutes of the Annual General Meeting.

## **6.2 Subscriptions**

The Annual subscription shall be payable by December 31st for the following year.

The amount of the subscription for each class of member shall be determined at the Annual General meeting.

If subscriptions are paid by any other means than cash then that member will be deemed responsible for any extra costs incurred.

## **6.3 Expenses**

Appropriate expenses incurred by members will be paid by the treasurer on receipt of a completed Expense Claim Form, claims should, wherever possible, be supported by receipts of that expenditure. Expenses will normally be paid in cash from the Treasurers float but larger claims may be paid by cheque. Expenses claimed by non-members such as judges or lecturers may be paid without a written claim but will be recorded in the Society's accounts.

## **7. Meetings**

The normal meetings and club nights of the Society shall be in accordance with a program published by the Society and at other times approved by the Committee. The Committee may amend the program at their discretion. Each Annual General Meeting will have an agenda approved by the President and minutes will be recorded by an appointed secretary. The date of the Annual General Meeting will be published in the winter syllabus.

An Extra Ordinary General Meeting shall be convened by the Secretary at the request of the Committee or on receipt of a written notice signed by at least five fully paid up Full Adult members stating the purpose for which the meeting is required. Whenever possible at least 2 weeks notice will be given for an Extra Ordinary General Meeting, but circumstances, applicable at the time, may demand a shorter period. Each Extra Ordinary General Meeting will have an agenda and minutes will be recorded

A quorum for an Annual General Meeting or Extra Ordinary General Meeting shall be deemed to be not less than 25% of the Society's Full Adult membership including a Committee quorum.

## **8. Dissolving-the Society**

In the event that the Society has to be dissolved the Society's assets will be turned into cash and the amount raised shall be donated to any Charities decided by the Committee.

## **9. Alterations to the Rules**

Alterations to the Competition Rules and this Constitution may only be made at :

- (a) The Annual General Meeting
- (b) An Extra Ordinary General Meeting

## **10. Resolutions**

Resolutions for discussion at a Committee or Annual Meeting should be presented to the Secretary at least a week before the meeting, if time allows resolutions presented at the meeting (any other business) may be discussed and voted. If time allows additional resolutions presented at an Extra Ordinary General Meeting may also be discussed after the main business of the meeting has finished.

A resolution at any Committee, Annual or Extra Ordinary General meeting shall be carried by a simple voting majority of those present excluding the President of the Society or, in his absence, the Chairperson of the meeting. In the event of a hung vote the President or Chairperson will have the deciding vote.

Votes by proxy for those unable to attend an AGM must be presented to the Secretary in writing before the meeting. The secretary will vote on their behalf. Proxy votes will not be allowed at Extra Ordinary General

Meetings.

## **11. Powers of the Committee**

- a) If due cause is presented then the Committee may turn down any new membership request.
- b) The Committee may expel a member if guilty of committing any act that brings disrepute to the Society or it's members.
- c) The Committee shall have the power to co-opt any fully paid up Full Adult member to the Committee with his or her consent.
- d) The Committee may set a maximum number to the Society's membership if resources or facilities reach an unworkable limit.

## **12. Data Protection**

### **12.1. General**

The personal data held by The Padiham and District Photographic Society of Society members will be protected in accordance with the following procedure.

A second database containing details of former members and others, such as competition judges, lecturers, related organisations etc... required for the running of the society will also be maintained in a similar manner

### **12.2. Controller of the database**

12.2.1. A password protected database of Society members data will be held on computer by the Society Secretary with a password protected backup copy held by the Society Treasurer on a separate computer. A similar second database will be maintained for non-member personal who are needed for the running of the Society.

12.2.2. The Secretary will maintain the members database with details of members who have their annual subscriptions paid up to date. Any changes to this data will be incorporated in the backup copy at least once a month. The Secretary will also maintain the second database.

### **12.3. Purpose of the databases**

#### **12.3.1. Primary database**

12.3.1.1. Manage membership and subscriptions with personal data not exceeding telephone number(s), email address, home address, payment of subscription and date joined the society.

12.3.1.2. Registration with L&CPU for competitions and insurance

12.3.1.3. Check member eligibility for internal and external competitions

12.3.1.4. Member contact details for dissemination of society information.

#### **12.3.2 Secondary database**

12.3.2.1. Recording society members who have recently resigned until any images still in circulation have been returned, retained for a maximum of 2 years,

12.3.2.2. Contact details of other clubs and organisations.

12.3.2.3. Contact details of competition judges and lecturers.

**12.4. Deletion of entries**

12.4.1. The database controllers will delete entries from all databases when named person / organisation no longer has a relationship with the Society. This is to stop the inadvertent sending of information that they are no longer authorised to receive

**12.5. Data Protection**

12.5.1. All emails sent to multiple addressees must be addressed BCC (blind copy) to prevent dissemination of personal email addresses.

12.5.2. Members personal data must not be given out without their permission except for the purposes detailed in para. 2. then this will be limited to their name only.

12.5.3. Members will be directed to this document to ensure that they are aware of the data protection requirements.

12.5.4. Access to the databases will be through the Secretary or Treasurer only.

12.5.5. The Secretary and Treasurer will take immediate appropriate action if any contravention of these rules are brought to their notice.