TRING & DISTRICT CAMERA CLUB CONSTITUTION

1. Name

The name of the Club shall be Tring & District Camera Club (the Club)

2. Aims of the Club

- Provide a fun environment, focussed upon learning about photography
- Promote and foster all aspects of photographic endeavour amongst Club members
- Support, encourage and offer development to all members, whether novices or experienced photographers
- Maintain a friendly, positive atmosphere for the benefit of all members
- Engage with the local community, other photographic Clubs and other organisations where there is mutual gain
- Provide all its services in a way that is fair to everyone

3. Membership

Membership of the Club shall be open to any individual, without regard to disability; political or religious affiliation; ethnic background; race; colour; sexual orientation or gender who:

- Is interested in developing their own and other's photographic ability
- Signs the membership form and thus accepts the conditions therein
- Pays the agreed subscription at the appropriate time in the Club's season

If under 18 years old, then the individual must be accompanied by an adult member.
An individual becomes a member, as referred to in this constitution, only after payment of annual subscription.
If a member does not comply with the above and the responsibilities stated in the membership form, then they may be asked to resign from the Club.

4. Management

- The Club shall be administered by a 'Management Committee' (the Committee) of members elected at the Club's Annual General Meeting (AGM).
- The Officers of the Committee shall be formed from a minimum of the following primary roles: Chair, Treasurer, Secretary & Programme Secretary. The Committee can consist of any number of members that are required in order to deliver the aims of the Club.
- Election to the Committee shall be for a period of no longer than two years, at which time an officer may choose to put themselves forward for re-election.
- The Committee will act in accordance with the 'Operational Manual' that defines the roles & responsibilities of the committee and its members.
- The Committee shall meet at least twice a year.
- A minimum of four members is required at Committee meetings, to include the Chair (an Interim Secretary must be appointed if Club Secretary is not available).
- Voting at Committee meetings shall be by a show of hands. If there is a tied vote then the Chair shall have the casting vote.

- The Committee shall have the power to vote to remove any member of the Committee for good and proper reason
- Club members can request a copy of the minutes of any recent committee meeting at any time.

6. Finance

- All monies received by or on behalf of the Club shall be applied to further the aims of the Club and for no other purpose.
- Any bank accounts opened for the Club shall be in the name of the Club.
- Any cheques issued shall be signed by the Treasurer and one other nominated member of the Management Committee who is defined on the mandate with the bank.
- The Club shall ensure that its accounts are audited or independently examined every year.

7. Annual General Meeting

The Club shall hold an Annual General Meeting (AGM) each year.
All members shall be given at least two week's notice of the AGM and shall be entitled to attend and vote.
The business of the AGM shall include:

- receiving a report from the Chair on the Club's activities over the year
- election of Committee Officers
- reviewing the financial affairs, including the audited accounts of the Club and voting on proposed subscriptions & on the financial direction and proposed budget for the following year of the Club.
- considering any other matter as may be decided and circulated on the agenda in advance of the AGM

At Annual General and Special Meetings, a minimum of one third of the total membership is required to attend, to make any vote valid.

8. Special General Meeting

A Special General Meeting may be called by the Committee, or a group of members numbering at least one third of the total membership, to discuss an urgent matter. The Secretary shall give all members at least fourteen days notice of any Special General Meeting together with notice of the business to be discussed.

9. Alterations to the Constitution

Any changes to this Constitution must be agreed by at least two-thirds of those members present at any Annual General Meeting or Special General Meeting.

10. Dissolution

The Club may be wound up at any time if agreed by two thirds of the membership.