

## **CONSTITUTION OF BREFFNI PHOTOGRAPHY CLUB**

This constitution has been approved at an Extraordinary General Meeting (EGM) of Breffni Photography Club held on 19<sup>th</sup> September 2016 at the Lakeside Manor, Virginia, Co. Cavan.

The constitution is simply the aims and objectives of the club and the rules which govern the day to day running of the club - a statement in plain language of what the club will do and how it is going to do it.

### **1. NAME OF THE ORGANISATION**

The name of the group will be Breffni Photography Club (The Club).

### **2. AIMS**

The aim of the club is to promote the Art of Photography.

### **3. MEMBERS**

- (i) Anyone who pays a membership fee is entitled to be a member.
- (ii) The membership fee (decided each year at the AGM) will be payable at the start of the club year, normally September.
- (iii) Membership shall cease when membership fee has not been paid for one year.
- (iv) Members can resign as any time by writing to The Secretary.
- (v) Membership may be revoked by the committee as part of disciplinary proceedings (see 9. Discipline Policy).

#### **3.1 New Members**

- (a) Application for membership is made by the completion of an application form.
- (b) All applications for new membership will be considered at a meeting of the committee, with successful applicants being notified in due course.

#### **4. MODELS**

Persons at the club under the age of 18 years, must be accompanied at all times by a parent/guardian who shall retain full responsibility for them at all times.

#### **5. PROPERTY**

All property/assets owned by the club are vested in the committee for the time being.

#### **6. COMMITTEE & OFFICERS**

An elected committee will run the club. The committee will be elected each year at the Annual General Meeting, or in exceptional circumstances at an E.G.M.

The committee will consist of the following officers:

**The Chairperson:** will represent the club officially and chair meetings.

**Vice Chairperson :** will stand in for Chairperson.

**The Secretary:** will maintain all club records and take minutes at club meetings.

**The Assistant Secretary:** will stand in for Secretary if he/she are not available.

**The Treasurer:** will be responsible for maintaining club accounts.

**The Assistant Treasurer:** will support the Treasurer and co-sign cheques.

**The Public Relations Officers:** will promote the club as required.

**The Competition Secretary:** will conduct all competitions and maintain records.

**The Assistant Competition Secretary:** will assist the Competition Secretary.

**The Webmaster:** will maintain the club website.

Assistant positions on the committee may be shared.

The committee will be responsible for:

- (a) The general club membership;
- (b) The day to day running of the club;
- (c) Disciplinary issues

## **7. AGM & OTHER MEETINGS**

- (i) The Secretary will convene an “Annual General Meeting” (AGM); giving one month’s notice to the membership.
- (ii) The AGM to be held annually towards the end of the club year. Members will be notified in writing, by email or text at least 28 days beforehand.
- (iii) Members may submit motions for discussion to the Secretary up to 7 days in advance of the AGM (motions to have a proposer and seconder).
- (iv) Nominations for the committee positions may be made seven days in advance of the AGM to the Secretary with a proposer and seconder.
- (v) The election of officers on the night of the AGM will be by majority vote. Any unfilled positions may be filled on the night.
- (vi) An officer of the Club may only be re-elected to the same position on the committee for a maximum of three consecutive terms, however, following one’s year’s break from the position, they may seek re-election to that office.
- (vii) The committee will meet monthly or when convened by the Chairperson.
- (viii) Where a matter cannot be dealt with at a committee meeting, is of such urgency that it cannot wait until the AGM, and which is not a matter relating to the expulsion, sanctioning or disciplining of a member, the committee reserves the right to call an Extraordinary General Meeting.
- (ix) An EGM may be called by the membership of the club where a quorum of 50% of the members request an EGM. Members to be given four weeks notice of motions for an EGM. No other business will be discussed at the EGM.

## **8. RULES OF PROCEDURE**

- (i) The aim of the club is to have all decisions made by a two thirds majority vote if consensus cannot be reached.
- (ii) Meetings will be chaired by The Chairperson or Vice Chairperson and will be held under the general acceptance of respect for each other.

### **8.1 VOTING**

- (i) each fully paid up member is entitled to vote at an AGM or EGM.
- (ii) no voting by proxy shall be permitted.

(iii) at all meetings and for all matters other than the election of the committee, where the votes are equal, the Chairperson shall have the casting vote.

(iv) all issues to be decided by vote shall in the first instance be voted on by a show of hands, unless five members present ask for a secret ballot; in which case a secret ballot shall be taken.

## **9. DISCIPLINE POLICY**

(i) All members will abide by Irish Law and the current Irish Photographic Federation (IPF) Code of Conduct (See appendix 1).

(ii) Where a complaint is made to the committee; the committee will determine the appropriate course of action/sanction to be taken.

## **10. FINANCES**

(i) The Treasurer working with the Co-Treasurer will deal with all monies on behalf of the club.

(ii) A banking account will be maintained on behalf of the club by the Treasurer and Co-Treasurer.

(iii) The Treasurer will maintain records of income and expenditure and a financial statement will be available to the committee at each meeting and to members at the AGM.

(iv) All monies raised by the club will be spent solely for the benefit of the club or as decided by the committee.

## **11. IRISH LAW**

(i) The laws governing Ireland will bind all members.

(ii) The Law - Ensuring The Safety and Welfare of Children / Young People - as published by the Minister for Children and all updates will be adopted in full and form our child protection policy

## **12. CHANGES TO THE CONSTITUTION**

Motions to be passed by consensus (or a two thirds majority) only at an AGM/EGM.

## **13. DISSOLUTION**

(i) A resolution to dissolve the club can only be taken at an AGM/EGM.

(ii) Notice of Dissolution must be given to all members at least three months in advance of an AGM/EGM.

(iii) All monies and assets held on behalf of the club will be dealt with by consensus at an AGM/EGM.

#### **14. SIGN & DATE**

This constitution was agreed by committee and ratified by the membership at the EGM held on the 19<sup>th</sup> September 2016.

Signed: The Committee of Breffni Photography Club.

Chairperson: \_\_\_\_\_

Vice-Chairperson: \_\_\_\_\_

Secretary: \_\_\_\_\_

Assistant Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Assistant Treasurer: \_\_\_\_\_

Programme Organisers: \_\_\_\_\_

\_\_\_\_\_

PRO: \_\_\_\_\_

\_\_\_\_\_

Competition Secretary: \_\_\_\_\_

Assistant Competition Secretary: \_\_\_\_\_

Webmaster: \_\_\_\_\_

On this the .....day of .....2016