

# **BROMLEY CAMERA CLUB**

## **RULES (September 2016 Edition)**

### **1. NAME**

The Club shall be known as “Bromley Camera Club” (“Club”).

### **2. AIMS**

The aim of the Club and its Members shall be to promote, encourage and enjoy photography.

### **3. MEMBERSHIP**

3.1 A Member of the Club is a person who has paid the appropriate fee/subscription.

3.2 The categories of Club membership are:-

- (i) Full Member            A person aged 18 or over.
- (ii) Junior Member        A person under 18 years of age.
- (iii) Student Member     A person up to age 25 who is in full-time education.
- (iv) Country Member     A former Full Member who has moved away and cannot attend regular Club meetings.
- (v) Honorary Member    A person who has been agreed as such by the Executive Committee.

3.3 All applicants for Membership categories 3.2(i) - (iii) must complete the official Application Form and must be approved by the Executive Committee.

3.4 Members are required to keep the Membership Secretary informed of any changes to information provided on the Application Form.

3.5 A condition of membership of the Club (in all categories) is that the member accepts the Club Rules and the Club Regulations.

3.6 Only members in categories 3.2(i) - (iv) will be eligible to enter work for the Annual Exhibition or any Club competition.

### **4. FEES and SUBSCRIPTIONS**

4.1 All applicants for Membership must pay a non-refundable Joining Fee.

4.2 Annual subscriptions are due on 1<sup>st</sup> October for each Club Year commencing 1<sup>st</sup> September.

4.3 Where two Full members reside at the same address the annual subscription for the second Full Member shall be reduced by such amount, as the Executive Committee shall decide. This will be known as a 'Household Reduction'.

4.4 Fees and subscriptions shall be determined by the Executive Committee and reviewed from time to time. Fees and subscriptions will be put to the members for approval on an advisory basis at each Annual General Meeting.

4.5 No member whose annual subscription is in arrears may enter any Club competition or the Annual Exhibition.

4.6 Visitors may attend up to 3 meetings in any year free of any fees but are required to sign the Visitor's Book on every visit.

4.7 A member whose annual subscription remains unpaid by 30 November may have his/her Membership terminated by the Executive Committee.

4.8 Any member whose Membership ceases and who wishes to rejoin shall have to reapply and pay a further Joining Fee.

4.9 The Executive Committee shall determine any entry fees for the Annual Exhibition and for any other event which the Club may hold.

## **5. EXECUTIVE COMMITTEE**

### **5.1. Composition of Executive Committee**

The Executive Committee comprises Full Members of the Club who hold the following offices:-

- (i) President
- (ii) Vice President(s)
- (iii) Immediate Past President
- (iv) Honorary Secretary
- (v) Honorary Treasurer

and up to seven other Full Members who will fill the appointments in accordance with Rule 5.2

### **5.2. Appointments**

Membership Secretary  
Print Secretary  
Slide Secretary  
Programme Secretary  
Editor of the Club Journal  
Publicity Officer  
Social and Outings Secretary

PDI Secretary  
Webmaster.

A member may fill more than one appointment.

### 5.3. Election to the Executive Committee

5.3.1 The President and Vice President(s) shall be nominated by members of the Executive Committee and approved at an Annual General Meeting.

5.3.2 The President shall remain in office for not more than 3 years and then will become the Immediate Past President. A Vice President will then, with the approval of an Annual General Meeting, become the President.

5.3.3 All candidates for the Executive Committee, other than the President, Vice President and Immediate Past President shall be elected by ballot at the Annual General Meeting and hold office until the next Annual General Meeting, unless the Executive Committee decides otherwise.

5.3.4 Nominations for the Executive Committee must be made in writing, countersigned by the candidate and shall be in the hands of the Honorary Secretary not less than twenty eight days before the Annual General Meeting.

### 5.4. Powers of the Executive Committee

5.4.1 The Executive Committee shall have power to co-opt other Members as circumstances may require and to fill any casual vacancies that occur.

5.4.2 The Executive Committee may appoint such sub-committees as may be required from time to time.

5.4.3 The Executive Committee shall meet not less than six times per year and not more than three months after the previous meeting.

5.4.4 The President or a Vice President shall chair the meetings of the Executive Committee and then shall have a casting vote.

5.4.5 In the absence of the President and a Vice President, the remaining members of the Executive Committee shall nominate one of their number present to chair the meeting and then he/she shall have a casting vote.

5.4.6 Should the office of President become vacant before his/her term has expired, a Vice President (unless the Executive Committee decides otherwise) will immediately become the President.

## **6. ANNUAL GENERAL MEETING**

The Annual General Meeting shall be held each year on a date determined by the Executive Committee no later than eighteen months after the previous Annual General Meeting. The agenda shall include:-

- (i) Appointment of Scrutineers
- (ii) The Annual Report - by the Honorary Secretary
- (iii) The Annual Accounts - by the Honorary Treasurer
- (iv) Elections to the Executive Committee
- (v) Appointment of Auditor
- (vi) All Resolutions to be considered at the meeting.

## **7. EXTRAORDINARY GENERAL MEETING**

7.1 An Extraordinary General Meeting shall be called:-

- (i) on a resolution of the Executive Committee, or
- (ii) upon a requisition signed by not less than a quarter of Members eligible to vote and stating the purpose for which the meeting is required.

7.2 The agenda shall include all resolutions to be considered at the meeting.

## **8. RESOLUTIONS for GENERAL MEETINGS**

All resolutions to be considered at a General Meeting shall be in the hands of the Honorary Secretary or, in his/her absence the President, not less than 21 days before the meeting.

## **9. NOTICE OF MEETINGS**

9.1 The Notice of any General Meeting shall include all resolutions to be considered at the meeting.

9.2 Notices of meetings shall be published by the Honorary Secretary with not less than the following prescribed number of days before the respective meeting:-

Annual General Meeting	14
Extraordinary General Meeting	7
Executive Committee	14

## **10. VOTING POWERS AND MAJORITIES**

### 10.1. Voting at Meetings

Only Full Members' will be eligible to vote at a General Meeting.

### 10.2. Proxy Voting

Full members not able to attend a General Meeting may vote by sending a signed letter provided that:-

- (a) It states the member's full name and address (including postcode) and
- (b) It only states if the vote is for or against each motion appearing on the Notice of the meeting and
- (c) The letter is delivered to the Honorary Secretary, or such other person as the Executive Committee shall decide and whose name and address is shown on the Notice of the meeting, by 3.00pm on the prior to the meeting.

### 10.3. Approval of Resolutions

A resolution as referred to in Rule 7 and Rule 14 will only be carried if two thirds of the total of the votes cast (including those by proxy) are in favour of the resolution.

### 10.4. Voting on Other Matters

All other matters will be carried by a simple majority.

## **11. QUORUM**

For all General Meetings a quorum will be one quarter of the Full Members at the time of the meeting.

For an Executive Committee Meeting a quorum will be four, one of whom shall be an Officer of the Club.

## **12. BANK ACCOUNT AND ASSOCIATED MATTERS**

The Honorary Treasurer will be responsible for maintaining the Club's Bank Accounts and ensuring that the Bank Mandates are kept up to date. Authorised Signatories to the Club's Bank Accounts shall be the Honorary Treasurer, the President, the Immediate Past President, the Vice President and the Honorary Secretary. The Mandates shall allow payment and other instructions to the Banks to be signed or authorised by alternative means by one Authorised Signatory. No Authorised Signatory may give a payment instruction to a Bank for an amount exceeding £250 without the written authority of at least one other Authorised Signatory. For this purpose, printed copies of an exchange of emails shall, in the absence of indications to the contrary, be sufficient evidence of written authority.

## **13. DISCIPLINE**

The Executive Committee shall have power to reprimand or expel any Member who, in their opinion, commits any act that is prejudicial to the interests of the Club. Such a Member shall have the right to appeal to the Executive Committee.

## **14. ALTERATION TO THE RULES**

Any part of these Rules may be added to, amended or repealed by resolution at any General Meeting.

Any proposed amendment shall be delivered, in writing, to the Honorary Secretary at least fourteen days before the Notice and the Agenda of the meeting is to be published.

## **15. THE CLUB JOURNAL**

The Club journal will be known as the "Viewfinder" and will be published at frequent intervals throughout the year in such formats as the Executive Committee shall decide.

## **16. SEASON'S EVENTS**

The Programme Secretary shall publish at the beginning of each season a programme of the Club's events for the forthcoming Club Year, being each year commencing 1<sup>st</sup> September, and shall publish such updates and amendments as may be required from time to time.

## **17. EXHIBITIONS AND COMPETITIONS**

Only Members in categories 3.2(i) - 3.2(iv), who have met all of the conditions of Membership (Section 3), may enter work for the Annual Exhibition and Club competitions.

Such work shall be subject to the Club Regulations.

## **18. CLUB REGULATIONS**

The Executive Committee shall have power to make, repeal or amend any Regulations that they consider necessary for the running of the Club. Such Regulations will be consistent with the Rules.

## **19. OTHER CLUB ACTIVITIES**

- (a) The Club may buy, and re-sell to members, any materials agreed by the Executive Committee.
- (b) The Club may organize and run tuition courses and other events which may be open to members and non-members for which a fee may be chargeable.

## **20. DISSOLUTION OF THE CLUB**

In the event of the Club being dissolved, the Club's assets will be donated to the Royal Photographic Society or such other charitable or educational organization for the furtherance of photography as may be approved by members at an Extraordinary General Meeting.