



Settle Photographic Group Constitution

1. Background

Settle Photographic Group, hereafter called the “Group” was formed in 2008 to help its members to develop their skills and knowledge in those aspects of photography that interest them.

2. Aims

The aims of the Group are to encourage mutual assistance among members, as well as to organise lectures, demonstrations, outings, exhibitions, etc. However, no event shall take place in the Group’s name without the prior approval of the committee.

3. Membership

Membership, which is by application, is open to anyone who is interested in photography. However, there shall be no automatic right of membership, which is subject to approval by the Committee. If accepted, members will be bound by the Group rules. Applicants younger than 16 years shall be elected to the Group subject to written parental permission and must be accompanied by an adult member who will be responsible for them at all meetings and events.

4. Organisation

The Group shall be run as a not-for-profit organisation. All monies received shall be devoted to the aims of the Group and shall be paid into a bank account in the name of the Group at a branch approved by the management committee. The members with a current subscription shall hold an Annual General meeting in April to elect a management committee comprising members of the Group. These shall include a Chairman, Vice-Chairman, Secretary and Treasurer, together with as many other members as required, up to a maximum of 10, to run the activities of the Group and its programme of events. The committee may co-opt a member, or members, onto the committee for a specific task. Those co-opted in this way may only vote at committee meetings on matters relevant to that task.

All posts will fall vacant at the Annual General Meeting (AGM) when an election will be held to appoint officers to serve until the following AGM. The Chairman, who may be elected for up to three years to provide continuity, shall have the casting vote at any meeting. Should a member of the Committee leave office before the end of their term, the remaining Committee members may co-opt a Group member to fill the vacancy until the next AGM. The Committee shall appoint members of the committee to oversee particular activities such as an annual exhibition.

60% of the members of the committee shall form a quorum for decisions to be made at a committee meeting. The Chairman shall have the casting vote when required. Meetings of the Committee will be called at the discretion of the Chairperson with a minimum of six per year. The Treasurer is responsible for taking out annual Indemnity Insurance to protect the members.

5. Annual General Meeting

The Group AGM shall be held during the month of April each year. The business shall include: Minutes of the previous AGM, Annual Report of the Committee, Audited Statements of Accounts and Balance Sheet, Election of Chairperson, Officers and Committee members and Approval of Auditor. At least 28 days prior to the meeting, notice of the AGM shall be forwarded to individual members by email or by notification on the Group's website, and shall include a date, time and place for the meeting and an agenda. Only members who have paid their subscription for the current year may vote at the AGM. A quorum for an AGM shall be 33% of members.

Any member entitled to vote at a General Meeting may appoint another member as his/her proxy, provided that the Secretary shall have received written notice prior to the meeting. Such proxy may vote on any proposition or in the election of Officers for the absent member as he or she considers desirable.

Propositions to the Annual General Meeting will be accepted in writing to the Secretary three weeks before the Annual General Meeting. All such Propositions must be signed by the proposer and the seconder. Accepted propositions will be published on the SPG website and by e-mail. Agenda items and motions, proposed and seconded, may also be taken from the floor at an AGM, at the discretion of the Chairperson, and if it is the will of the meeting.

6. Special General Meetings

Special General Meetings can be called by a minimum of three members when necessary but shall be for a specific purpose and only business appearing on the notice of such meetings will be discussed at them. Two weeks' notice of such meetings must be given to all members by being published on the SPG website and by e-mail. A copy of the constitution shall be available on the Settle Photographic Group's website. A quorum for a Special General Meeting shall be 33% of members.

7. Constitution

Changes to the constitution can only be made at an AGM or a Special General Meeting to which the members shall have 28 days' notice by e-mail and through the Group's web site, giving a date, time, place and an agenda for the said meeting.

8. Termination of Membership

Any member may have his or her membership terminated by the committee if, in

its opinion, the member has brought the Group into disrepute, or whose behaviour is deemed by the committee to be unreasonable. The member shall have the right of appeal against termination of membership of the Group at a Special General Meeting convened for that purpose. Request for such a Special General Meeting shall be in writing, addressed to the Secretary, and shall be supported by two other members. After hearing the appeal the meeting may reinstate membership.

9. Subscriptions

The subscription is subject to change by a Group AGM. Each member's subscription is renewable in September. Any member joining later in the year will be charged pro rata. Visitors are welcome and will be asked to pay a sum to be agreed annually by the committee for each session and may attend up to six sessions before having to complete a membership form and pay the appropriate membership fee. Lapsed membership is defined as a member who has not attended the Group for a year or who owes the membership fees for the previous twelve months. Such members will be removed from the mailing list and have their website log de-activated.

10. Finance

The Treasurer will maintain a record of accounts, showing income and expenditure in cash and in the Group's bank account, and will report on the Group's finances at the AGM. A scrutineer shall be appointed by the AGM. The Treasurer may authorise routine expenses up to twenty-five pounds; expenditure over twenty-five pounds should be authorised by the Committee. Cheques will require the signatures of at least two of the committee members. The Group shall reimburse, through the Treasurer, all members and non-members who have a valid claim against its funds. Such claims shall include the Secretary's expenses, speaker's expenses and expenses of members who make equipment available to the Group. The Treasurer shall have discretion in payment of expenses.

11. Resources

A full list of assets and equipment will be kept by the Secretary of the Group and items will be listed on the Settle Photographic Group website. Equipment may be loaned to members at a small charge to be determined annually by the committee. Members who do not return items after a reasonable time will be liable for their full cost.

12. Administration

The administration of the Group will be conducted by e-mail, through the Settle Photographic Group website or any other appropriate means. Each member will be expected to provide an e-mail contact address; in return, the Group undertakes to use the address only for communication on Group business and not to disclose the e-mail addresses of members to any outside party.

13. Website

The Group's website will be maintained in accordance with a Code of Conduct approved by the committee.

14. Newsletter

Wherever possible a regular newsletter will be produced and distributed on-line using guidelines approved by the committee.

15. Honorary Membership

Honorary Membership may be conferred on any member who has given outstanding contribution to the Group and has served a minimum of five years continuous membership. Nominations for Honorary Membership shall be forwarded to the committee who shall determine whether the nomination shall be forwarded to the AGM for approval.

16. Closure of Group

Should the Group ever become inactive, then its assets should be given to a local arts based charity or charities as chosen by the committee after consultation with the remaining members. The Treasurer will be responsible for settling any outstanding invoices and closing the Group's accounts.

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