

Settle Photographic Group Constitution –April 2019

Aims	1	Settle Photographic Group aims to promote enjoyment of photography by developing skills and knowledge, learning from and engaging with other photographers and providing opportunities for taking and producing better photographs.
Membership	2.1	Membership, which is by application, is open to anyone who is interested in photography. Accepted members will be bound by the Group rules.
	2.2	Any member under 16 years old must be accompanied by a parent or guardian or by a responsible adult appointed by a parent or guardian.
	2.3	Any member may have their membership terminated by the Committee if, in its opinion, the member has brought the Group into disrepute or has acted in a way deemed by the Committee to be unreasonable. The member will have the right of appeal against termination of membership of the Group at a Special General Meeting convened for that purpose.
	2.4	Honorary Membership may be conferred on any member who has given an outstanding contribution to the Group and who has a minimum of five years continuous membership. Nominations for Honorary Membership will be forwarded to the Committee who will determine whether the nomination will be forwarded to the AGM for approval. Honorary members may vote at an AGM and enter photographs for the Annual Exhibition. They can continue to receive Newsletters but will not be on the general e-mailing list unless they continue to be active members.
	2.5	Associate Membership may be offered to any member who is leaving the Group, but who wishes to maintain contact with the Group. Associate members can continue to receive Newsletters but will not be on the general e-mailing list. Associate members attending a Group Meeting will be expected to pay the current visitor's fee.
	2.6	Lapsed membership is defined as owing the membership fees for the previous twelve months. Such members will be removed from the mailing list and have their website log de-activated. They may be offered Associate Membership.
Administration and Data Protection	3.1	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.
	3.2	The Group will have a Privacy Policy that complies with General Data Protection Regulations. The Committee will review this annually and must ensure that the Group's Data Protection Audit is kept up to date in accordance with new information that becomes available from the Information Commissioner's Office.
	3.3	Members must have access to the Privacy Policy which will be available on the Group's Website, and they must complete the Group's Consent Form.
	3.4	Details of contact information will be held securely as described in

		the Group's Data Protection Audit. The Group will treat members' email addresses, images and other personal data in accordance with the Group's Privacy Policy.
Organisation	4.1	The Group will be run as a not-for-profit organisation. All monies received will be devoted to the aims of the Group and paid into a bank account in the name of the Group at a branch approved by the Committee.
	4.2	The Committee will be elected at the Annual General Meeting and will comprise Chair, Vice-Chair, Secretary and Treasurer, together with up to 6 other members.
	4.3	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. Should a member of the Committee leave office before the end of their term, or should a committee vacancy remain unfilled at an AGM, the remaining Committee members may co-opt a Group member to fill the vacancy until the next AGM.
	4.4	60% of the members of the Committee will form a quorum for decisions to be made at a Committee meeting. The Chair will have the casting vote when required. There will be a minimum of six Committee meetings per year.
Annual General Meeting	5.1	The Group Annual General Meeting will be held in April each year. The business will include Minutes of the previous AGM, Annual Reports of the Committee, scrutinised Statements of Accounts and Balance Sheet, approval of any change in subscription levels, election of Chair, Officers and Committee members and Approval of Scrutineer.
	5.2	At least 28 days prior to the meeting, notice of the AGM will be forwarded to members by email and will 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 will be 33% of members.
	5.3	Propositions to the Annual General Meeting should be submitted in writing to the Secretary at least 21 days before the AGM. Propositions will be circulated by e-mail. Agenda items and motions, proposed and seconded, may also be taken from the floor at an AGM.
	5.4	Any member entitled to vote at an AGM (or SGM) may appoint another member as his/her proxy, provided that the Secretary receives 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.
Special General Meetings	6.	A Special General Meeting can be called by a minimum of three members when necessary but will be for a specific purpose and only business appearing on the notice of the meeting will be discussed. The Secretary must be informed and will give 28 days' notice of such a meeting to all members by email. A quorum for a Special General Meeting is 33% of members.

Constitution	7.1	A copy of the Constitution will be available on the Settle Photographic Group's website.
	7.2	Changes to the constitution can only be made at an Annual General Meeting or a Special General Meeting. The notification from the Secretary for such a meeting will include advance notice of any proposed changes that will be discussed and finalised at the meeting. Any such changes that are approved will take effect immediately.
Subscriptions	8.1	Any change in the Subscription must be approved by a Group AGM. Each member's subscription is renewable in September.
	8.2	Visitors are welcome and will be asked to pay a sum, to be agreed annually by the Committee, for each session.
Finance and Resources	9.1	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 will be appointed by the AGM.
	9.2	Cheques will require the signatures of two of the Committee members. The Group will reimburse, through the Treasurer, anyone with a valid claim against its funds. Such claims will include: the Secretary's expenses, speakers' expenses, expenses incurred by provision of refreshments at meetings, expenses of members who make equipment available to the Group and travel expenses incurred as part of the Group's activities. The Treasurer will have discretion in payment of such expenses.
	9.3	For unscheduled items, the Treasurer will also have discretion to authorise expenditure of up to fifty pounds. Any such expenditure over fifty pounds must be authorised by the Committee.
	9.4	A full list of assets and equipment will be kept by the Treasurer 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.
	9.5	The Treasurer is responsible for taking out annual Indemnity Insurance to protect members and visitors.
Website	10	The Group's website will be maintained in accordance with the Group's Privacy Policy.
Newsletter	11	Wherever possible, a regular newsletter will be produced and distributed by email using guidelines approved by the Committee.
Closure of Group	12	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.