

STEVENAGE PHOTOGRAPHIC SOCIETY CONSTITUTION

1 NAME AND AFFILIATIONS

- 1.1 The Society will be known as Stevenage Photographic Society.
- 1.2 The Society will be affiliated to The Photographic Alliance of Great Britain (PAGB) through the East Anglian Federation (EAF) and will also be a member of Stevenage Arts Guild.
- 1.3 The Society is a not for profit common interest association.

2 OBJECT

- 2.1 The object of the Society is to encourage the photographic interests of its members.

3 MEMBERSHIP

- 3.1 Membership is open to all adults (18 and over) who have an interest in photography.
- 3.2 Membership for younger persons will be at the discretion of the elected Committee.
- 3.3 Membership of the Society implies the undertaking to comply with and abide by these rules.

4 FUNDING

- 4.1 The Society is self-funded.
- 4.2 Membership Subscriptions, including any Concessionary Rates and Weekly Fee, will be determined at the Annual General Meeting (AGM) for the forthcoming year.
- 4.3 Prospective new members will be allowed three weeks attendance before being required to pay the Annual Subscription, or part thereof, according to the rates set at the AGM.
- 4.4 The Committee may recommend to the AGM an Honorary Membership for Services to the Society.
- 4.5 Renewal of subscriptions must be paid by the end of the first month of the new season (i.e. September) in order to continue participation in the Society's events.
- 4.6 In exceptional circumstances alteration to the Annual Subscription, Weekly Fee or the introduction of any other Fee can be authorised at an Extraordinary General Meeting (EGM).
- 4.7 Payment by installments may be made at the discretion of the Treasurer.

5 MANAGEMENT

- 5.1 The affairs of the Society will be managed by an Honorary Committee consisting of 4 Officers and other members as necessary, all to be elected each year at the AGM.
- 5.2 Notification of the date of the AGM will be made a minimum of 4 weeks before the meeting.
- 5.3 Candidates for election must be proposed by one member and seconded by another. A candidate nomination list must be made available to the full membership for two weeks before the AGM.
- 5.4 The Committee Officers and their duties are:

Chairperson	Provide leadership to the club Ensure the correct structure is in place for the Society Process requests for payment in the absence of the Treasurer Preside over Society management meetings and ensure they are effective Uphold the Society's Constitution Ensure the Society's Health and Safety policy is adhered to and updated. Delegate tasks to Society members Represent the Society
Vice Chairperson	Assume the responsibilities of the Chairperson in their absence
General Secretary	Issue notices of meetings and conduct the general correspondence of the Society Record and issue minutes of meetings Maintain the Society's records Maintain roster of current membership Ensure the society's links to external organisations, such as EAF/PAGB and the local Arts Guild are maintained.
Treasurer	Operate on behalf of the Society, a Bank Account which should hold the majority of the Society's funds, the remainder being a small amount of cash in hand. All cheques issued in the Society's name must be signed by the Treasurer and countersigned by one other Officer Receive all funds and process requests for payment Keep and report an itemised account of all receipts and expenditure Ensure the Society's accounts are independently audited Present the audited accounts to the membership at the AGM for approval Retain the society's account records for a period of three years. Ensure Society Affiliations are current Ensure the Society's equipment has adequate insurance cover Ensure the Society has public liability insurance cover
Other Committee members;	Take on tasks and responsibilities covering: Competitions, Programme planning; Studio events; Equipment; Exhibitions; Publicity; Web & internet; and Social activities.

5.5 It is the responsibility of the Elected Committee to put in place and maintain a programme to fulfil the Society's stated object, and also to operate and maintain a Health and Safety policy.

5.6 **Meetings Committee** Throughout the Society's programme the Committee shall meet as necessary to effectively monitor and maintain the objectives of the Society.

AGM The interval between the Annual General Meeting shall not be less than eleven or more than thirteen months. The election of Officers and Committee shall take place. An account shall be given to the membership of the previous years activities and to address questions for the future direction of the Society

EGM An Extraordinary General Meeting may be called by the Committee or by formal request to the General Secretary, which must be supported by not less than 20% of the current membership.
These meetings are to be arranged as soon as is practical, taking into account the Subject, programme, and notification required.

5.7 **Conduct**
The call to a meeting of the general membership shall be issued by an officer of the committee, not less than twenty-one days prior.
Paid-up members have an individual vote. In the event of a stalemate the Chairperson has an additional casting vote.

Quorums
Committee Two Officers and three other Committee members.
AGM Two Officers and 1/3 of paid-up Members
EGM As for AGM

6 PROGRAMME

- 6.1 The Society will operate a full annual programme of events, running weekly from the beginning of September to the end of May.
- 6.2 The programme will consist of practical and educational sessions, competitions and social activities.
- 6.3 The programme of events will take place at The Community Arts Centre, Roaring Meg, Stevenage unless announced otherwise.

7 CONSULTATION/REVIEW

- 7.1 Any member can approach the committee for comment or review which will then be discussed at the next Committee meeting

8 DISSOLUTION

- 8.1 Dissolution of the Stevenage Photographic Society must be by approval from members at either an AGM or an EGM.
- 8.2 In the event of dissolution, the Society's photographic equipment will donated, along with any remaining money, after clearance of any debt, to the EAF/PAGB.
These arrangements to be concluded by the four elected officers.

9 MAINTENANCE OF THIS CONSTITUTION

- 9.1 Instigation of this Constitution is by approval of the full membership at an AGM or EGM..
- 9.2 Before this Constitution is brought before an AGM or EGM, it must be made fully available to members, twenty one days before the General Meeting.
- 9.3 Changes to this Constitution can be proposed and seconded by any members and then offered to the General Secretary, twenty-one days before an AGM, for approval of the full membership at an AGM

Approved on: 05June2017