

Approved 19th March 2014

1. NAME

The Society shall be known as “Hampton Hill Photographic Society” hereinafter referred to as “The Society”

2. AFFILIATION TO OTHER ORGANISATIONS

The Society is affiliated to the Photographic Alliance of Great Britain (PAGB) through the Surrey Photographic Association (SPA)

3. THE AIMS OF THE SOCIETY

The aim of The Society is to foster members’ photographic knowledge, interest and skills through a mixture of talks, tuition, competitions and other activities within a social and supportive environment.

4. MEMBERSHIP

- a) Membership of The Society shall be open to all individuals who share an interest in the aims of the Society.
- b) Anyone may apply for membership of The Society and if accepted for membership will be bound by The Society’s rules, as set out in this document. Membership is subject to approval by the Committee.
- c) Members will be entitled to bring to meetings prospective members or other guests. This will be limited to four visits per guest per year (excluding social events). A nominal fee is charged for each guest visit.
- d) A parent or guardian must countersign applications from prospective members under 18.
- e) Honorary Membership may be granted at the discretion of the Committee.

5. TERMINATION OF MEMBERSHIP

The Committee shall have the power, after due consideration, to terminate membership if, in its opinion, the member has brought The Society into disrepute or whose behaviour is deemed by the Committee to be unreasonable. The Member shall have the right of appeal against such termination – see Section 16 “Appeals & Complaints Procedure” for details of how to appeal.

6. SUBSCRIPTIONS

- a) Subscriptions shall be set by the committee and shall become payable at the April meeting each year.
- b) Membership will cease automatically if subscriptions are not paid one month from this date but may be renewed at the discretion of the Committee and on full receipt of subscriptions due - or by agreement with the Committee in special circumstances.
- c) Members joining during the year will pay a pro rata amount, as determined by The Treasurer.

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7. INSURANCE

The Society shall maintain insurance cover in accordance with the recommendations of the PAGB.

8. THE COMMITTEE

The Committee comprises the officers of the Society and at least two other elected members who, together, manage the affairs of the Society.

The officers of The Society are Chairman, Treasurer and Secretary. The other two members assume the responsibilities for the Programme, Publicity and Annual Exhibition. All are elected at the Annual General Meeting, normally for a period of two years.

Committee Members may offer themselves for re-election at the end of their term of office.

The committee may decide to co-op a new Committee member between AGMs.

The Committee has the power to make day-to-day decisions concerning the running of the Society but the following matters will only be decided at the Annual General Meeting or a Special General Meeting

- a) Changes in the Constitution of the Society
- b) A decision to wind up the Society.

9. COMMITTEE MEETINGS

The Committee normally meets monthly.

10. ANNUAL GENERAL MEETING

An Annual General Meeting shall be held in March each year. Two weeks' notice of such Meeting shall be given by the Committee to all Members and an Agenda issued. The business includes:

- a) Minutes of previous Annual General Meeting
- b) Annual Reports from the Officers
- c) Election of Officers and Committee
- d) Any Other Business

11. SPECIAL GENERAL MEETINGS

Special General Meetings can be called by the Committee or by at least one quarter of the paid-up Membership when necessary. Such meetings shall be for a specific purpose and only business appearing on the notice of such meetings will be discussed at them. Such meetings will generally precede the normal monthly meeting but, in any event, two weeks' notice of such meetings and an Agenda must be given to all Members.

12. QUORUM

A minimum of three Committee members shall form a quorum at Committee Meetings. One third of the total membership shall form a quorum at Annual General and Special General Meetings. The Chairman may exercise a casting vote if necessary.

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13. MEETINGS OF THE SOCIETY

Meetings are normally held on the third Wednesday of each month at 8.00pm. In the event that there is a change to the usual date or venue, members will be notified via the Monthly Newsletter and on The Society's website.

14. FINANCES

All monies received on behalf of the Society shall be kept in safe custody by the Treasurer. Cheques drawn on the Society's Account(s) will normally be signed by the Treasurer and one of the other officers.

The funds of the Society are applied as follows:

- Firstly, to cover expenses necessary to run the Society, such as insurances.
- Secondly, to pay the room hire for its meetings.
- Thirdly to pay fees and expenses for visiting speakers, lecturers and tutors.
- Thereafter to pay towards providing any equipment, materials, trophies or other items appropriate to the activities of the Society.

15. AMENDMENTS TO THE CONSTITUTION

Amendments to the Constitution, if necessary, shall be made at the Annual General Meeting or at a Special Meeting convened specifically for this purpose.

16. APPEALS AND COMPLAINTS PROCEDURE

While the intention is to maintain a friendly and supportive environment at all times, there may be occasions when a difference of opinion arises. In the event that this cannot be resolved amicably between the parties concerned, the following procedure should be followed:

- a) The nature of the complaint should be notified in writing to one of the three officers, who will informally try to resolve the issue
- b) If the complaint cannot be satisfactorily resolved in this way, the Committee will re-investigate the nature of the complaint and give a ruling. The result of any such ruling will be binding upon all parties

17. MISCELLANEOUS

In the event of any matters arising, not provided for or not clear in this document, The Committee shall have full authority to deal with it at its discretion.

18. DISSOLUTION OF THE SOCIETY

The Society may be wound up only by a Special General Meeting at which three quarters of those present vote in favour of such action. If winding up is agreed, the Committee shall appoint a Liquidator to dispose of the Society's assets. The Liquidator shall attempt to maximise the sales proceeds of The Society's physical assets. After meeting all recognised liabilities, he shall donate any remaining assets to a body or bodies selected by those present at the Special General Meeting of The Society when winding up was agreed.