

ISLE OF THANET PHOTOGRAPHIC SOCIETY

CONSTITUTION

The name of the Society shall be THE ISLE OF THANET PHOTOGRAPHIC SOCIETY (hereinafter designated IOTPS or the Society).

1. OBJECTIVE

The objective of the Society is to further the interest in photography.

2. ORGANISATION

- a. The Society is a non-profit organisation and shall be managed by a committee comprising of Chairman, Secretary, Treasurer, Competition Secretary(s), Programme Secretary, Membership Secretary, Publicity Officer, Website Administrator and as many ordinary members as agreed at the AGM.
- b. The Chairman shall not hold the same office for more than 3 years consecutively, but may be re-elected after an interval of one year.
- c. A quorum shall comprise a minimum of 5 committee members.
- d. The Chairman or acting Chairman will have a casting vote.

3. COMMITTEE

- a. Committee members are elected at the AGM. Nominations, after obtaining the nominees consent, for officers and members for the committee shall be with the secretary 14 days before the AGM, signed by both the proposer and seconder.
- b. The new Committee elected at the AGM will take responsibility for the Society after the last meeting of that season's programme.
- c. Roles of the committee members are listed below:

Chairman – The Chairman will be responsible for conducting the day to day business of the club and committee meetings, and for co-ordinating the work of committee members

Secretary – Is the point of contact, record of meetings, provides information between our club and committee members.

Treasurer – Collection, payment and record keeping of financial affairs of the Society.

Programme Secretary – Responsible for the Schedule and communication with Chairman, committee, speakers and judges of events.

Print Secretary – Responsible for running the Print Competitions arranged by the Programme Secretary and providing the Webmaster with an email of the score sheet. Digital Secretary – Responsible for running the Digital Competition arranged by the Programme Secretary and providing the Webmaster with an email of the score sheet and images when required for the website.

Webmaster – To design and maintain the Society's website to enhance and attract members to the society meetings and events. This will include the schedule, news, competition results, and Information for society members.

Membership Secretary - To be responsible for managing applications for membership, welcoming new members and potential new members, and maintaining a register of club members, which will include their postal and email addresses, and telephone numbers.

Publicity Officer – To provide information to the local media to enhance and attract members to the society meetings and events.

d. The Committee shall have the power, pending the Annual General Meeting (AGM) or Emergency General Meeting (EGM), to fill any committee vacancy that may occur and/or to co-opt members.

e. The Committee, by majority vote, shall have the power to deal with unforeseen emergencies at their discretion without recourse to the members.

f. The Committee has the right to amend the season's programme if circumstances require this.

4. MEMBERSHIP

- a. The Club strives to adhere, wherever reasonable and/or practicable to do so, to principles of Equality of Opportunity and to be sensitive to issues arising from a person's cultural and/or religious heritage.
- b. Any existing member who does not renew their membership by the end of September each year, will be considered non-renewing and classified as an ex-member.
- c. Ex-members are not entitled to attend club meetings as a visitor, under the terms of section d below, for a period of 12 months.
- d. Any person interested in becoming a Member may attend up to two meetings of the Club as a visitor without any obligation to apply for membership.
- e. Candidates for membership shall be provided with a copy of this Constitution for reference.
- f. A person applying for membership is required to complete an application form. The Membership Secretary will circulate their name to the membership, during which time the applicant is invited to attend club. This process to take a maximum of two weeks. Membership is then confirmed in writing requesting the relevant subscription, subject to there being no objections. In the event of five or more members opposing an application, the committee reserves the right to refuse membership of the club.
- g. On election and after payment of the requisite subscription and issue of a receipt, a candidate shall be a Member of the Club and shall be deemed to have agreed to be bound by this Constitution.
- h. Any Member aged 18 and under will be deemed to be a Junior Member.
- i. Junior Members under the age of 16 must be accompanied by a Parent, Guardian, or such other person who has security clearance for their care.
- j. Honorary members may be appointed from time to time at the discretion of the Committee

Expulsion of Members

- i. The Committee shall have the power to expel any Member whose conduct shall in their opinion render his/her continued membership untenable. Such a Member shall be given not less than seven days' notice in writing or by email to attend a meeting of the Committee. Such notice to specify the complaint made.
- j. So far as is reasonably practicable the meeting of the Committee shall be held on a date and at a time convenient to both the Member and the Committee.
- k. No Member shall be expelled without first having an opportunity of appearing before the Committee and answering the complaint. A Resolution in favour of expulsion would need to be carried by at least two-thirds of the Committee Members present and voting at such meeting.
- l. A Member who is expelled shall not be entitled to any refund of subscription.

5. FINANCE

- a. The Society's financial year shall run 1st April to 31st March.
- b. The Committee will be responsible for the financial control of IOTPS and approve all major expenses.
- c. Two of the three designated signatories are required to sign the appropriate paperwork for any financial transaction.
- d. Accounts for the previous year will be reviewed and be presented at the AGM.
- e. The Society shall maintain adequate insurance, as determined by the Committee. Public liability shall be covered at all times.

6. CONSTITUTION

- a. Alterations to the Constitution shall not be made except by majority vote at the AGM or EGM and via a proposed motion handed to the Secretary at least 14 days prior to the AGM or EGM, together with the names of the proposer and seconder. The motion shall be embodied in the agenda.

b. An EGM shall be convened at any time by a written request delivered to the Secretary and signed by not less than 25% of the membership, or by a majority of the committee. The meeting must be convened within 28 days from the date of the notice. The business transacted at that meeting shall be specified in the notice convening the meeting and only such business as is specified shall be transacted at that meeting.

7. SUBSCRIPTIONS AND FEES

a. Membership subscriptions are due on the first meeting of the season unless alternative arrangements are made with the Chairman or Treasurer.

b. The levels of the annual subscription and the meeting fee will be decided at the previous AGM.

c. The Society's season commences on the first Monday in September and membership shall be valid until the start of the following season.

d. Active junior membership, i.e., up to the age of 16 and under the supervision of an accompanying responsible adult, shall be at one half of the full membership and one half of the meeting fee.

e. Adult visitors will pay a higher fee as agreed at the previous AGM. Junior visitors, i.e., up to 16 years of age, non-active and those under the supervision of an accompanying responsible adult, will pay a nominal fee.

f. Subscriptions must be paid prior to members entering the Society's competitions and exhibitions. Any person wishing to join IOTPS after the 31st January will only pay half the annual subscription fee.

8. REGISTRATION

a. All attendees, both members and visitors, must print their names in the register on entry to all the Society's indoor meetings.

9. PROPERTY

a. All trophies, cups and shields, etc., shall remain the property of the Society and shall be returned to the Society prior to each AGM for presentation to the competition winners that year.

b. Members shall not use equipment owned by the Society for personal use without prior consent from the Committee.

c. Any member authorised to borrow the Society's equipment shall be liable for any loss or damage sustained. The Committee expects that members who look after the Society's equipment ensure adequate security measures are taken. Where necessary, the Committee shall assist members with additional insurance.

d. The Society will not accept responsibility for any loss or damage to member's personal property, however caused.

10. DISSOLUTION

a. In the event of the Society ceasing to exist, an agreed representative shall be appointed, with the responsibility of realising the Society's total assets and liabilities. The representative shall then arrange that the remaining balance (if any) be transferred, via the Kent County Photographic Association, to a photographic group having similar aims as the IOTPS.