

LEIGH-ON-SEA CAMERA CLUB CLUB RULES v4 (30/5/2019)

- 1) The Club shall be known as the Leigh-on-Sea Camera Club.
- 2) Membership of the Club shall imply an undertaking to abide by these Rules and to take no action relating to photography or any Club activities which would bring the Club in to disrepute. Failure to observe these Rules may result in a member being suspended or expelled.
- 3)
 - a) Subscriptions shall be fixed at the AGM and printed on the current syllabus and shall be payable by existing members at the first meeting of every Club season. Any member failing to pay their subscriptions by 31st December of the same season shall cease to be a member.
 - b) The weekly meeting fee shall also be fixed at the AGM but where required may be altered by the Executive Committee where considered necessary to allow for exceptional circumstances. The fee will be due in full by all members attending on any one evening – the club will accept payment in two equal parts.
- 4)
 - a) The committee are responsible for ensuring that membership numbers (including visitors) do not exceed the maximum occupancy of the meeting place and do not hinder the enjoyment of other members within the meeting place.
 - b) To ensure para 4a above is complied with, the Committee will hold a membership waiting list.
 - c) Prospective new members shall make their application for membership on the prescribed form for consideration by the Committee. The Club Secretary will advise applicants when a membership opportunity arises.
 - d) New members shall confirm their acceptance and pay the subscription fee within one month of a membership offer from the Committee.
- 5) Guests of members (other than those specifically invited) will be asked to pay the Visitor fee pertaining at the time of their visit.
- 6) Potential members shall be allowed to attend the Club meetings for three (3) consecutive weeks (or as agreed by the Committee) paying only the weekly fee pertaining at the time of their visit after which they will be expected to apply for full membership or cease attendance.
- 7) The Offices of the Club shall consist of the Chairman ; Vice Chairman ; Secretary and Treasurer. The names of all candidates shall be notified to the Secretary before the AGM and shall be notified to the membership 7 days before the AGM.
- 8) The affairs of the Club shall be managed by a Committee composed of the Officers and up to 9 other members. Such Committee having the powers to co-opt additional members as circumstances require. All Officers and members of the Committee shall be eligible for re-election each season at the AGM.
- 9) A quorum of the Committee shall consist of 5 members thereof and 14 days notice shall be given to members of the Committee of any committee meeting. At Annual and Special General Meetings a quorum shall consist of 25% of the Club membership.
- 10)
 - a) The Committee shall have control of the finance of the Club and shall have power to make, alter or annul regulations as they may think fit for carrying out the object of the Club.
 - b) The Secretary shall make Minutes of all proceedings and shall manage the affairs of the Club generally subject to the directions of the Committee.
 - c) All monies shall be deposited in the name of the Club at a banking establishment as

agreed with the Committee. All cheques for payment of funds out of the Club shall be signed by the Treasurer and counter signed by one of the other Officers or members of the Committee.

- d Special Committee meetings may be convened by a requisition signed by at least 25% of the Committee membership stating the object and reason for the request and sent to the Secretary 14 days before the proposed date.
- 11) No member shall remove any Club property without first obtaining permission of one of the Officers of the Club. Should permission be granted any loss shall be borne by the member to whom the property was loaned.
- 12) A member may be expelled and asked by letter to leave the Club at the Committee's discretion. Any member thus expelled shall have the right to appeal within 14 day of the date of such letter at a Special General Meeting called by the Secretary for the purpose. All Committee Meetings and Special General Meetings so called under this Rule shall be treated as privileged and confidential information.
- 13) An AGM of the Club shall be held in April or May of each year at such time and place as may be determined by the Committee when the report of the Committee and Account for the previous year will be presented.
- 14) Whenever in these Rules the context shall so require words importing the singular shall include the plural, and words importing the masculine shall include the feminine gender.
- 15) The Club will maintain a Data Protection Policy in accordance with prevailing Data Protection requirements.
- 16) The Club will maintain a Vulnerable Persons Protection Policy in accordance with PAGB guidance.
- 17) These Rules may be altered by any Annual General Meeting, or Extra-ordinary Meeting convened for that purpose, for which similar notice shall be given as for an Annual General Meeting

Change Control Log

Version	Date	Version Notes	Author
1	4/11/2010	Transcription of Typewritten rules to electronic format. No changes to text.	Chris Lawrence
2	27/7/2016	Rules amended to reflect changes caused by the cessation of weekly fees and the agreement to allow payment of subscription in two parts	Chris Lawrence
3	23/3/2018	Inclusion of requirement to maintain Data Protection and Vulnerable Persons Policies	Chris Lawrence
4	30/5/2019	Fuller Membership Application rules under section 4 added and President removed from list of Officers as agreed at AGM on 23/5/2019	Chris Lawrence