

# Crewe Photographic Society

## Constitution

April 2018

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## **Crewe Photographic Society**

### **1. Name and Objectives.**

- 1.1 The Society shall be known as "CREWE PHOTOGRAPHIC SOCIETY".
- 1.2 The objectives of the Society shall be to promote and to further interest in all forms of Photography.
- 1.3 The Society shall be open to all persons interested in Photography.

### **2. Membership - Eligibility.**

- 2.1 Membership candidates may be accepted or rejected by the Committee. Rejection must be for sound reasons and not be based solely for reasons of age, sex, colour, class or creed.
- 2.2 Membership numbers may be limited at the discretion of the Committee.
- 2.3 Membership of the Society implies an undertaking to comply with and abide by the rules of the Society, including recognition and acceptance of the Child Protection Policy.

### **3. Register of Members.**

- 3.1 The Register of Members will record the names and addresses of all members and, where available, an Email address, together with the date of registration.
- 3.2 The Secretary and the Treasurer will record these particulars in the Register of Members.
- 3.3 Any visitor will be welcomed to Photographic Society meetings for up to three meetings before being required to register as a member.

### **4. Entrance Fees, Subscriptions and other Charges.**

- 4.1 There will be no entrance fee.
- 4.2 The Annual subscription will be fixed for the following season at the Annual General Meeting (AGM). Payment of subscriptions will become due, in advance, at the first meeting of the season and in any case by the 31st December of that year.

Any member joining after 31st December in a season will pay a pro rata subscription on 50% of the full annual rate and any Member joining on or after 1st April will pay the full current subscription which will in turn serve as the subscription for the whole of the following season, payment being due immediately.

- 4.3 An attendance levy will be charged, to maintain annual subscriptions at a minimum economic rate on the principle of maximum contribution being made by those who make maximum use of the Society's facilities.

The rate at which the levy is charged can be changed only at the AGM or a SGM called by the Committee.

## **5.0 Termination of Membership.**

5.1 A Member can be expelled or asked to resign from the Society on the decision of the Committee. The Committee shall request a member to appear before it to answer any charge and the Member will be given full and reasonable opportunity to provide a defence and may call witnesses in support. Any Member subsequently expelled or asked to resign shall have the right to appeal to a Special General Meeting (SGM) called for that purpose. All Committee and SGM proceedings called under this rule will be strictly confidential.

5.2 Non-payment of subscriptions by any member for a period in excess of two years and having been notified of this on at least two occasions, will result in a Member being struck off the register of members by order of the Committee.

Such a Member applying to re-join the Society must first pay past subscription arrears in addition to the current subscription.

## **6. The Committee.**

6.1 The affairs of the Society will be managed by a Committee of bono fide members of the Society consisting of Officers of the Society: Chairman/woman, the Treasurer, the Secretary plus other officers taking on specific duties as defined in 6.8 below. Making a total of no more than 15.

6.2 The Committee will meet at such times and places as they determine.

At committee meetings, five members will be deemed to be a quorum and must include two of the following officers or their deputies, the Chairman/woman, the Secretary and the Treasurer. In the event of the requirements for a quorum not being met the presiding chairman will propose a re-meeting.

6.3 The Chairman/woman will preside at the meeting or in his absence the Vice Chairman. In the absence of both Chairman/woman and Vice-Chairman/woman the Members present shall elect one of the members present to preside.

6.4 All questions requiring a decision will be determined by majority vote of the members present. In the event of a tie in the votes cast, the presiding Chairman/woman will have the casting vote.

6.5 The Committee will consist of members of both sexes and if possible one member under 21 years of age.

6.6 The Committee will have powers to set up sub-committees if necessary to:

i) manage a particular aspect of the Society's affairs

ii) form an action group or working party with a remit to prepare specific information or proposals for consideration by the Committee.

Sub-committees will comprise no more than six members of the Society of which at least one must be a Committee member.

6.7 A new Committee must be elected annually.

Committee Officers and members wishing to remain on the new Committee are eligible for re-election.

All nominees for election or re-election must be willing to serve and must be proposed and seconded by other bona fide members of the Society. Election will be by majority vote at the AGM.

Nominations for election to the Committee must be completed two weeks prior to the AGM.

6.8 The Officers of the Committee will be as follows:

The Officers of the Society:

Chairman/woman

Secretary Treasurer The Other Officers:

Vice Chairman/woman. Assistant Secretary. Assistant Treasurer. Competition Secretary. Programme Secretary. Assistant Competition Secretary. Assistant Programme Secretary. Publicity Officer. Equipment Officer. Webmaster. Two members without Portfolio.

Officers may serve in more than one position. The Secretary and the Treasurer are restricted to serving in just one other post. The posts of Chairman, Secretary and Treasurer must be different people.

## **7. DUTIES OF THE OFFICERS of the SOCIETY**

7.1 *The Chairman/Chairwoman.*

7.1.1 The Chairman/Chairwoman will preside at all Annual General and Committee meetings.

7.1.2 The Chairman will lead the Society and ensure it is well governed.

7.1.3 The duties and responsibilities of the Vice Chair will be the same as the Chairman/woman and deputize at meetings in the absence of the Chairman/woman.

7.2 *Treasurer*

7.2.1 The Treasurer will have charge of the accounts of the Society and will pay all demands when required to do so in a manner approved of by the Committee.

7.2.2 The Treasurer will be present at all General Meetings and all Committee Meetings. In the absence of the Treasurer the Assistant Treasurer will deputize.

7.2.3 The Treasurer will produce a clear annual financial statement at each Annual General Meeting.

7.2.4 The Treasurer will produce all books, property, documents and money belonging to the Society in his\her possession whenever required to do so by resolution of the Committee.

7.2.5 The Treasurer (and the Secretary) will receive all applications for membership and will keep the register up to date.

7.2.6 The duties and responsibilities of an Assistant Treasurer, acting for the Treasurer, will be the same as the Treasurer.

### 7.3 *The Secretary.*

7.3.1 The Secretary will be responsible for keeping all members informed of Society matters and will carry out all the general correspondence of the Society, which does not fall within the duties of the Treasurer, Competition Secretary, Programme Secretary or Publicity Officer.

7.3.2 The Secretary will be present at all General Meetings and all Committee Meetings. In the absence of the Secretary the Assistant Secretary will deputize.

In the absence of the Assistant Secretary the presiding Chairman may appoint one of the members present to record notes of the business.

7.3.3 The Secretary will record the minutes of all Committee Meetings and transcribe them into the Minute Book, together with the names of the committee members attending. This record will be authenticated as true by signature of the Chairman when reviewed and approved by the committee at the next meeting.

7.3.4 The Secretary will record the minutes of all General meetings and transcribe them into the AGM Minute Book, together with the names of the committee members attending and the number of ordinary members present.

7.3.5 The Secretary will assist the Treasurer with applications for membership and in keeping the register up to date.

7.3.6 At the start of each new season the Secretary will be required to produce a summary of the minutes of the previous AGM.

7.3.7 The duties and responsibilities of an Assistant Secretary, acting for the Secretary, will be the same as the Secretary.

## **8 General Meetings**

8.1 The Annual General Meeting (AGM) will be held each year between the period mid-April to mid-May.

8.1.2 A quorum for an AGM will comprise:

- i) At least two of the following three officials; Chairman/woman, Secretary, Treasurer
- ii) One other Committee Member
- iii) At least 20% of the current membership, excluding the committee members.

Business will not start until this number at least is present.

8.2 Business of the AGM.

8.2.1 The first business of the AGM will be the election of Committee Members for the following season.

8.2.2 Business reports from each of the Officers of the Society will be presented covering the season to date, including the financial accounts.

8.2.3 Proposals involving additions and/or amendments to the Constitution or to the competition rules require written notice four weeks prior to an AGM. All members are entitled to present proposals at any AGM or SGM.

8.2.4 All business requiring a decision will require a majority of two thirds of all the members present at the AGM. The Chairman will have a second or casting vote should the necessity arise for a deciding vote.

8.3 Special General Meeting (SGM).

8.3.1 SGMs may be convened:

i) on the direction of the Committee at any time

ii) on receipt by the Secretary of a written request to convene, signed by at least 20% of the current membership. The Secretary must call a SGM within 21 days of a legitimate request.

Requests must state the subject to be discussed and the business discussed at the SGM must be confined to that subject.

8.3.2 A quorum for a SGM is the same as for an AGM.

8.4 Any member of a General Meeting may appoint any other member of a General Meeting as his proxy.

## **9 Financial Management**

9.1 Revenue expenditure on expendable items and on normal running expenses (lecture and judges fees etc.) will be the responsibility of the Treasurer or by direction of the members of the Committee.

9.2 Expenditure of funds on other than expendable items requires the approval of the Committee up to a maximum of £500.

9.3 Expenditure of funds on items of capital equipment in excess of £500 will be sanctioned only by agreement at an AGM or at Special General Meeting convened for that purpose.

9.4 Expenditure of funds on premiums for Public Liability and All Risks insurance policies in the name of Crewe Photographic Society will be the responsibility of the Treasurer or by direction of the members of the Committee.

9.5 The Financial year of the Photographic Section will be from 31st March to 30th March.

## **10 Honorary Life Membership.**

Members of long standing and who have served the Society with distinction may be made Honorary Life Members of the Society by general assent at the AGM.

## **11 Qualifications for Nomination to the Committee.**

11.1 Nominees for election to the Committee must be fully paid up members of the Society and be willing to serve for the full twelve months.

New Committee members will normally serve as ordinary committee members until they acquire the experience necessary to serve as officers of the Committee. They may gain this experience in one of the assistant officer positions, eg. Assistant Treasurer, Assistant Secretary, Assistant Programme Secretary etc. New members who have gained experience as Treasurer or Secretary in another club or society - not necessarily a photographic club - may be elected to either of these positions, provided that their experience has given them sufficient knowledge of accounting and record-keeping to perform the duties outlined previously in this document.

11.2 The Chairman/Chairwoman and the Vice-Chairman/Vice-Chairwoman must be able to chair meetings of the committee authoritatively and fairly.

He/She must be able to speak knowledgeably on photographic matters in public, to the membership and to Judges and Lecturers.

11.3 A Competition Secretary also requires some ability to speak on photographic matters, especially to Judges. He/She must have a thorough knowledge of the competition rules of the Section and a working knowledge of Judges currently available, and be able to access sources of such knowledge, eg. the L&CPU Directory.

He/She must be able to assess the suitability of Judges for certain competitions and know their specialities.

Duties include also maintaining a list of members competition entries and their record therein and ensuring safe delivery of competition entries to a Judge and their subsequent return to members.

11.4 The Programme Secretary similarly requires some ability to speak on photographic matters and have an extensive knowledge of Lecturers currently available, and be able to access sources of such knowledge, eg. the L&CPU Directory. His/Her object being to produce a programme which is both entertaining and informative. He/she should work in close co-operation with the Competition Secretary

11.5 The Equipment Officer must be conversant with all of the Section's equipment and know how to use it. He/She should be able to effect minor repairs if necessary. He/She will prepare equipment for use at each meeting as required and replace it in store afterwards. For this task he/she will be assisted, as a matter of duty, by other members of the committee who will work under his/her supervision.

He/She will be responsible for the safe and secure keeping of the equipment and detail another member or members to deputise for him/her when unable to attend a meeting or any other event at which equipment is required.

11.6 The Publicity Officer (PRO) / Press and Exhibition Secretary must have useful contacts with the Press and be able to produce press releases and provide copy. He/She should have access to, or the ability to produce, publicity material to advertise the Society.

As Exhibition Secretary he/she will be expected to be able to organise and mount Exhibitions when required.

11.7 Committee members should be proactive in contact with the membership, actively encouraging, helpful and friendly.

## 12 Schedule of changes to this constitution document

Amended and Revised 1993-94;

Reprinted April 1995. 2nd Reprint May 2002.

Amended and Revised again at AGMs in April 2009, April 2010, April 2012, April 2014.

Reprinted in January 2016 to correct printing error in April 2014 edition.

April 2018. Reformatted. GDPR policy added as appendix 2, this being the only change made to the Constitution in 2018. In 2017 no changes were made, in 2016 6.8 was amended to permit the Secretary and Treasurer to hold one other post in addition.



## Appendix 1. Child Protection Policy.

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Crewe Photographic Society Child and Vulnerable Adult Protection policy Child and Vulnerable Adult Policy Statement

1. Crewe Photographic Society subscribe to the Child and Vulnerable Adult Protection Policy listed below.
2. Crewe Photographic Society is committed to policies which promote good practice and protect children and vulnerable adults from harm.
3. Throughout this document a child is defined as a young person aged 18 years and below.
4. Crewe Photographic Society is committed to making sure that children and vulnerable adults are protected and kept safe from harm while they are engaged in all formal or informal activities organized by club members.
5. Crewe Photographic Society accepts and recognises the responsibilities to develop awareness of the issues which may cause children and vulnerable adults harm.

Acceptance of Crewe Photographic Society Child Protection Policy is part of the conditions of membership of Crewe

Aims of the policy

1. To demonstrate the commitment of Crewe Photographic Society and its members and visitors to provide and maintain an environment that protects children and vulnerable adults from harm, as well as protecting Crewe Photographic Society and its members and visitors from potential allegations.
2. To ensure club members and visitors adopt child protection guidelines through a code of behaviour.
3. To share information about concerns with a designated committee member who will immediately report the incident to the Social Services Department and the Police.



4. To ensure that all club members and visitors are familiar with Crewe Photographic Society Child and Vulnerable Adult Protection Policy.

Behaviour Statement Always:

1. Ensure that all volunteers and members at your dub are aware of these guidelines.
2. Treat everyone with respect.
3. Provide an example you wish others to follow.
4. Ensure that all children and vulnerable adults are accompanied to all meetings by a parent or carer and that they are present at all times including dub trips.
5. Ensure that another adult is present when you are in the company of young people.
6. Respect persons' right to privacy.
7. Encourage young people and adults to feel comfortable enough to point out attitudes and behaviour they do not like.
8. Remember someone might misinterpret your actions and your comments no matter how well intentioned.
9. Recognise that caution is required particularly in sensitive moments such as when dealing with bullying, bereavement, grief or abuse.
10. Be aware of the possible implications of physical contact with young people.
11. Contact your local interagency child protection officer whenever in doubt.

Never:

1. Permit abusive youth peer activities (e.g. initiation ceremonies, ridiculing, bullying)
2. Jump to conclusions.
3. Allow yourself to be drawn into any inappropriate attention seeking behaviour by young people (e.g. tantrums, crushes) exaggerate or trivialise child abuse issues.
4. Show favouritism to any individual.
5. Make suggestive remarks or gestures.
6. Rely upon your good name to protect you.
7. Believe "it could never happen to me," either when dealing with abuse or being accused of committing abuse.

## Action Statement

If you suspect or are told that a young person is being abused:

1. You must always refer - you must never investigate.
2. Write down the facts, as you know them.
3. Ensure that the young person is given the opportunity to talk to you, or an independent person.
4. Listen to the young person without interruption, and do not ask questions about what you may suspect.
5. Do not approach a suspected abuser yourself.
6. Provide support as appropriate.
7. Accept at face value what the young person says.
8. Do not pass judgement on what is said, but to try to alleviate any fears or guilt which the young person may have.
9. Make it clear that you can offer support, and that you MUST pass on the information.
10. Treat all information given to you by the child as confidential and report it only to the designated people or the appropriate authorities.

If you receive an allegation of child abuse by an adult:

1. Contact your local interagency child protection officer via one of the Club's designated contacts.
2. Record the nature of the allegation in detail.
3. Do not try to sort it out yourself.

## Appendix 2: Crewe Photographic Society Data Protection Policy

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Crewe Photographic Society is established with the objects set out in its constitution, and is a data controller within the UK.

The personal information referred to in this Policy may include name, contact details, service records, records of entries to events, payment records, and such other information as may be necessary for the effective management of the legitimate interests of Crewe Photographic Society.

Any person wishing to verify the information held by Crewe Photographic Society may apply to the Secretary.

The Crewe Photographic Society collects and holds personal information about:

1. The executive committees of itself and of its members; others who assist those executive committees; and those offering their services to Crewe Photographic Society community eg, as judges or lecturers.

This information is used to facilitate administration and services. The contact details of ordinary members are used only in compiling the Register of Members by the Treasurer and Secretary, whilst their email addresses are used for internal correspondence only and will not be shared. The contact details of Crewe Photographic Society officials allocated to provide particular services may be published generally, with approval in each case.

2. Others necessary for the conduct of the business of Crewe Photographic Society.

This information is used to satisfy a requested service or a contractual requirement, and may be retained to confirm the outcome.

3. Photographers, as the creators of Images, used in the activities of Crewe Photographic Society.

This information is managed subject to the General Conditions for Crewe Photographic Society Competition Events.

Crewe Photographic Society may retain historical archives for example, but not limited to, records of meetings, handbooks, catalogues, awards and other event results.

APRIL 2018