



## 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).

*For publicity purposes the Society may also be known as “Thanet’s Camera Club”*

### 1. OBJECTIVE

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

### 2. ORGANISATION

a. The Society is an unincorporated association and shall be managed by a Committee comprising of Chairman, Secretary, Treasurer, Competition Secretary, Programme Secretary, Membership Secretary, Publicity Officer, Website Administrator and up to two ordinary members. The roles of Safeguarding Officer and Data Protection Officer will be allocated to two members of the Committee. A committee member may hold more than one role concurrently by committee agreement.

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 in the event of a tied decision.

### 3. COMMITTEE

a. Committee members are elected at the Annual General Meeting (AGM). Nominations for officers and members of the Committee shall, after obtaining the nominee’s consent, be submitted to the Secretary 14 days before the AGM.

b. The new committee elected at the AGM will take responsibility for the Society until the next AGM.

c. Roles of the committee members are listed below:

**Chairman** – Responsible for conducting the day-to-day business of the Society and committee meetings, and for co-ordinating the work of committee members.

**Secretary** – Is the Society’s point of contact, keeps records of meetings, provides information between the Society and committee members.

**Treasurer** – Responsible for financial transactions including collection of fees, payments required for running the Society and record keeping of the Society's financial affairs.

**Programme Secretary** – Responsible for the annual programme of activities and communication with Chairman, Committee, speakers and judges of events.

**Competition Secretary** – Responsible for running the competitions arranged by the Programme Secretary and providing the Website Administrator with competition results and digital images for posting on the Society's website and social media.

**Website Administrator** – Responsible for managing the Society's website and social media accounts to provide details of the Society's activities and attract new and existing members to meetings and events. The website will include the programme, news, competition results and information for Society members.

**Membership Secretary** – Responsible for managing applications for membership, welcoming potential/new members and maintaining a register of club members in accordance with the Society's Data Protection Policy. *(Note: the Membership Secretary is by definition a Data Controller within the GDPR regulations).*

**Publicity Officer** – To provide information to the local media and specialist publications to attract new and existing members to attend Society meetings and events.

Two members of the Committee will also act in the following capacities:

i) **Safeguarding Officer** – to monitor internal compliance, inform and advise on safeguarding and be the first point of contact for any issue concerning safeguarding.

ii) **Data Protection Officer** – to monitor internal compliance, inform and advise on data protection obligations and be the first point of contact for any issue concerning data protection.

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.

g. The Committee shall have the right to amend the rules for competitions and apply conditions to any of the Society's events. Any such changes shall be notified to members within 7 days of the Committee's decision.

h. The Committee may meet as frequently as is necessary to conduct the Society's business and such meetings may be in person or via teleconferencing facilities.

i. The Committee shall have the right to change the venue for Society meetings and/or to substitute physical meetings by the use of teleconferencing (e.g. via Zoom), where necessary.

#### **4. MEMBERSHIP**

a. The Society 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 gender, ethnicity, disability, 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. If there are extenuating circumstances that have prevented renewal before the deadline the Membership Secretary may, at their sole discretion, grant an extension of not more than a month for the member to renew their membership.

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 Society as a visitor without any obligation to apply for membership. Visitors will pay the usual fee for the meeting.

e. Candidates for membership shall be referred to the Society's Constitution, Safeguarding and Data Protection Policies on the Society's website.

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 will be invited to attend Society meetings. This process is to take a maximum of two weeks. In the event of members opposing an application, the committee will review the application and reserves the right at its sole discretion to accept or reject the application for membership.

g. Subject to there being no objection membership is then confirmed to the new member requesting the relevant subscription.

h. On election and after receipt of payment of the requisite subscription, a candidate shall be a Member of the Society and shall be deemed to have agreed to be bound by this Constitution and to comply with the terms of the Data Protection Policy and Safeguarding of Children and Vulnerable Adults Policy.

i. Any Member aged 18 and under will be deemed to be a Junior Member.

j. Junior Members under the age of 16 must be accompanied by a Parent, Guardian, or such other person who can provide evidence that they are responsible for their care.

k. Honorary members may be appointed from time to time at the discretion of the Committee and any such appointments will be reported at the next AGM.

## **5. EXPULSION OF MEMBERS**

a. The Committee shall have the power to suspend or expel any Member whose conduct shall, in their opinion, render their continued membership untenable. Such a Member shall be notified of the nature of the complaint about their conduct and have the opportunity of appearing before the Committee and answering the complaint. The member will be given at least seven days' notice in writing or by email to attend a meeting of the Committee which will be convened at a time and on a date convenient to the member and to the Committee. The Committee reserves the right to immediately suspend a Member prior to this meeting if the nature of the complaint is regarded as requiring immediate action.

b. A resolution in favour of expulsion shall be carried by a majority of the Committee members present and voting at such meeting.

c. A Member who is suspended or expelled shall not be entitled to any refund of subscription.

## **6. DATA PROTECTION**

a. All members shall comply with the Society's current Data Protection Policy. The policy shall be available for inspection on the Society's website. Members may request an electronic copy by email to the Secretary. The Data Protection Officer shall ensure that the Society complies with the approved policy, as amended from time to time and will immediately draw to the attention of the committee any potential or alleged breach of the policy so that remedial action can be taken.

b. The following procedures will apply:

- i. Assigned Club email addresses will be created and used for (key) officers
- ii. Group emails to club members must be addressed to the sender with members "blind-copied" in order to protect personal data. An email to one recipient may be sent directly.
- iii. Membership details are retained in a spreadsheet which is password protected. The spreadsheet (and password) is only shared with Committee members requiring this information.
- iv. The Data Protection Officer will confirm that
  - outgoing committee members have deleted any membership data they are no longer entitled to retain.
  - new committee members are fully aware of the Data Protection policy before they take office.

c. If a data breach occurs (e.g. suspected computer hacking, or accidental disclosure of email addresses) the Society's Data Protection Officer must be informed. The Information Commissioner's Office will be informed of the breach within 72 hours by the Data Protection Officer. (*Note: failure to do so can result in a fine*).

d. Any club member sharing data to a third party for a legitimate purpose (e.g. inter-club competitions etc.) must request and receive confirmation that the shared data is deleted once it has been used for that purpose.

## **7. FINANCE**

a. The Society's financial year shall run from 1 June until 31 May the following year.

b. The Committee will be responsible for the financial control of the Society acting through the Treasurer.

c. Ongoing costs (such as insurance/premises rental/judging/lecturers/exhibition costs, small items such as stationary or tea/biscuits) may be paid by the Treasurer or a deputy without committee approval.

d. Approval for any significant expenditure, such as equipment purchase, must be given by a minimum of 2 other committee members. *(Note: Any transaction of more than £500 requires a second bank account signatory approval.)*

e. A second Committee member will at all times be maintained as a secondary signatory on the Society's bank account to monitor and assist with transactions as required.

f. Accounts for the previous year will be reviewed and be presented at the AGM.

g. The committee may appoint an independent person to examine the accounts before they are submitted to the AGM

h. The Society shall maintain adequate insurance, as determined by the Committee with the proviso that Public and Management Liability cover shall be maintained at all times.

## **8. SUBSCRIPTIONS AND FEES**

a. Membership subscriptions are due on the first meeting of the season unless alternative arrangements are made with the Membership Secretary in accordance with clause 4b above.

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. Any person wishing to join the Society after the 31<sup>st</sup> January will only pay half the annual subscription fee.

e. Junior membership (as defined in clause 4i above), shall be at half of the full membership

f. Adult visitors to meetings will pay a fee as agreed at the previous AGM. Junior visitors will pay half the adult fee. An adult visitor who is a Parent, Guardian or "responsible adult" accompanying a junior member under the age of 16 years will not be required to pay the fee.

g. Subscriptions must be paid prior to members entering the Society's competitions and exhibitions.

## **9. REGISTRATION AT MEETINGS**

For health and safety purposes, all attendees, both members and visitors, must print their names in the register on entry to all the Society's indoor meetings. Records may also be kept of attendances at meetings held via videoconferencing or at other events organised by the Society.

## **10. 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 so that they may be presented to 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.

## **11. SAFEGUARDING POLICY FOR CHILDREN AND VULNERABLE ADULTS**

a. All members shall comply with the Society's current Safeguarding Policy for Children and Vulnerable Adults. The policy shall be available for inspection on the Society's website. Members may request an electronic copy by email to the Secretary.

b. The Safeguarding Officer will keep the Policy under review. Proposed changes shall be agreed by the committee and any revised Policy will be placed on the Society's website as soon as possible.

## **12. ALTERATIONS TO THE CONSTITUTION**

a. Alterations to this Constitution shall not be made except by majority vote at the AGM or at an Extraordinary General Meeting (EGM) and via a proposed motion received by the Secretary at least 14 days prior to the AGM or EGM. The motion shall be embodied in the agenda.

b. An EGM shall be convened at any time by a written request sent by post or email to the Secretary and supported by no fewer than 25% of the membership, or by a majority of the committee. The meeting must be convened within 28 days from the date the request is received by the Secretary. 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.

## **13. DISSOLUTION**

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 (or any successor body), to a photographic group having similar aims as the Society.

***APPROVED AT THE ANNUAL GENERAL MEETING OF THE SOCIETY 14 JUNE 2021***