

# Fort William Photographic Society Constitution

Version: 1.03  
Date: 07/03/2025  
Effective from: 15th April 2025

## 1: Name:

The name of the club is Fort William Photographic Society.

## 2: Objects:

The aim of the society is to provide an inclusive, social and informative environment for members to pursue and develop their interest in photography amongst the club members in a friendly and supportive forum. The club will hold meetings for the improvement of photographic art and technique amongst its members. additional activities (photo walks, practical workshops, competitions etc) may be arranged to meet the wishes of club members.

## 3: Membership:

Membership is open to any person interested in or practicing photography over the age of 18. Membership is open to 16 and 17 year olds, subject to signed parental permission especially if they are to attend unaccompanied by parent, and the provisos of the safeguarding policy.

Applications for membership should be made to the club secretary or treasurer.

Applicants for membership will be admitted on payment of the normal subscription.

New members will be welcomed and introduced at a meeting of the club.

Acceptance of membership implies undertaking to comply with and abide with the constitution and policies of the club.

Members aged under 18 are welcome but must be accompanied by a parent or guardian at all meetings and events.

The membership year runs from September to end of August. The main programme of meetings ends at end of April, with monthly meetings from May to August which will be of an informal basis and may include photowalks.

All members will act with due respect for all other club members and persons associated with the club's activities. No member will act in any manner that could bring the club into disrepute.

Member's personal information will be treated in accordance with the club's GDPR policy.

## 4: Subscriptions

Membership subscription: £50 per year payable in September.

[A reduction in membership fee of £5 per full month will apply for members joining part way through the main programme \(September- April\). e.g. a person joining in December will have missed 3 months of the programme and will be eligible for a £15 reduction.](#)

We are not currently able to offer concessions.

Non members may attend on the payment of a visitor fee of £5 per meeting with a presentation or free less formal meetings for up to 2 (consecutive) meetings. If they then decide to join as the club, any amounts paid while attending as a visitor will be deducted from the subscription payable at the time of joining.

Any member whose subscription of more than 28 days overdue will, at the discretion of the committee, be reminded and if it is not paid within 14 days, will be deemed no longer a member.

## 5: Management:

The management of the club is vested in the committee, comprising of officers - chair, treasurer and secretary- and people with other roles (programme secretary and competition secretary, ideally a publicity lead and a technical lead) and up to 3 other members. All members of the committee shall be elected at the Annual General Meeting.

The quorum for a committee meeting shall be at least 50% of the committee and shall include at least 2 officers.

The committee may if they wish appoint other posts with special responsibilities from within the committee members and the wider club membership.

Elected officers may, if appropriate, have other additional roles (eg publicity, programme secretary) provided these are not other officer roles. For the avoidance of doubt, the chair/ president, treasurer and secretary must be three individuals.

All officers and other committee members must be members of the club at the time of their election and throughout their period of office. They shall be eligible for re-election each year, subject to no member being chair/president for more than three successive years except where continuing in the role is in the best interest and with the agreement of all parties.

All full members of the club shall be eligible for election to the committee subject to the having been a full member for at least 2 months at the time of the election.

Any member wishing to be elected to an officer role must be nominated and seconded by full club members: requests for nominations shall be made at the time of notification of the AGM at the latest, and nominations shall close at the start of the AGM.

If a position of officer of the club falls vacant during the year, then the remaining members of the committee may co-opt a replacement which shall be valid until the the next AGM.

The committee shall meet as often as necessary, and ideally a minimum of four times per year, subject to not less than 7 days notice being given by the secretary.

The secretary will keep minutes of committee and general meetings of the club and will conduct the correspondence of the club except as directed by the committee. Minutes of the committee meetings will be issued to all committee members (within 14 days of a committee meeting) and be made available to all club members on request. Minutes of General Meetings will be issued to all members. Copies of minutes will be retained for a minimum of 7 years.

Communication with and between club members will generally be via email. The circulation list of members personal details shall be considered to be confidential in accordance with the club's GPDR policy, and shall only be used to further the interests of the club.

## **6: General meetings**

The club year shall run from September to end of April with a formal programme, and with monthly less formal meetings from May to end of August.

An Annual General Meeting shall be held in April.

At least 14 days notice shall be given for the AGM.

Nominations for elected officer roles will be sought no later than 14 days prior to the AGM

The agenda for the meeting shall be circulated at least 7 days prior to the AGM

the routine business of the AGM shall include

- minutes of the previous AGM

- annual report from the chair, programme secretary, competition secretary

- annual report and summary of the accounts from the treasurer

- agreement of fees/subscription for the coming year

- election of officers to the management committee:

The club requires that the committee must be composed of president, secretary and treasurer as a minimum for the club to be viable. if the members at the AGM are unable to elect a functioning committee, a special general meeting may need to be convened to consider the viability of the club.

Proposals for any other business shall be in the hands of the secretary not less than 14 days prior to the advertised date of the AGM.

The quorum for AGM shall be at least one third of club members.

In the event there are 2 or more nominations for any of the officer roles, voting should be by secret ballot of members attending the Annual General Meeting.

Where need arises, Special General meeting restricted to defined, limited business may be convened by the committee, or on the request of not less than 25% of club members.

At least 21 days notice shall be given for any Special General meeting, with the agenda circulated at least 7 days prior to the meeting.

Each member shall have one vote for any resolution, whether by show of hands or a secret ballot. In the case that there is an equal number of votes for and against any resolution the chair of the meeting shall be entitled to a casting vote.

## **7: Alterations to the constitution.**

The rules of the club (constitution and policies) may only be amended by agreement of a minimum of two thirds of members attending a general meeting and eligible to vote in accordance with the above.

Where significant changes may be under consideration, the changes must be made available to all club members with the agenda prior to the meeting, whether by printed copy or email.

The constitution shall be reviewed by the committee at least every 2 years. Members may request additions or changes to the constitution by written submission to the committee.

**8: Finance**

The treasurer will collect all monies due, after authorisation by the committee. This includes memberships fees, visitor fees and monies paid for refreshments.

The club's financial year shall run from April 1st to March 31st each year.

The funds of the club shall be used as follows:

to cover the costs of room hire for club meetings

to cover any expenses incurred in running the club, including speaker fees and expenses thereafter towards providing any equipment or materials appropriate to the activities of the club.

Any withdrawal from the clubs account shall require the signature of 2 committee members to include the treasurer and chair or secretary.

Any expenditure over £100 by or on behalf of the club must be appropriately approved in advance

At the end of each club year a balance sheet and summary of income and expenditure shall be drawn up by the treasurer and presented at the AGM for approval by members.

The accounts shall be audited by a member who shall not be a signatory to the account. (SPF advice: *It is a good idea for one or two members independent of the Committee to be appointed to review the Treasurer's annual report and accounts before they are presented to the Annual General Meeting.*)

These members may be called auditors or examiners.

Copies of accounts shall be retained for a minimum period of 7 years.

**9: Code of conduct**

Club members shall show respect to all other members and adhere to the rules and objects of the club.

If the conduct of a member is deemed to be contrary to the rules and objects of the club and risks bringing the club into disrepute, the committee shall be able to pass a resolution (by a majority vote) that that person be expelled from membership provided:

at least 21 days notice has been given to the member concerned of the intention to propose the resolution specifying the grounds for the proposed expulsion.

the member concerned shall be entitled to be heard on the resolution and the committee meeting at which the resolution is to be proposed

**10: Affiliations**

The club shall be affiliated to the Scottish Photographic Federation (SPF), and through the SPF to the Photographic Alliance of Great Britain (PAGB).

**11: Dissolution procedures**

The club may be dissolved only by the consent of three quarters of the members present at a Special General Meeting called for that purpose, in accordance with the requirements for a special meeting as above.

Any assets (funds and/or equipment) shall be disposed of by distribution to some other not-for-profit organisation(s) with similar objects.

For the avoidance of doubt no part of the income or property of the club shall be paid or transferred (directly or indirectly) to the members either in course if the club's existence or on dissolution.

**12: Policies and procedures**

***Policies and procedures appended to this constitution form part of the rules of the society with which all members should be familiar and to which they shall comply.***

***This version of the constitution validated and approved at the Annual General Meeting held on \_\_/\_\_/\_\_, at \_\_\_\_\_***

***signed by***

***Chair***

***Secretary***

***date of signature*** \_\_/\_\_/\_\_\_\_