

# **BROMLEY CAMERA CLUB RULES**

## 1. NAME

The Club shall be known as "Bromley Camera Club" ("Club").

## 2. AIMS

The aim of the Club and its Members shall be to promote, encourage and enjoy photography.

## 3. MEMBERSHIP

1. 3.1 A Member of the Club is a person who has paid the appropriate fee/subscription.
2. 3.2 The categories of Club membership are:-
  - (i) Full Member
  - (ii) Honorary Member

3.3 All applicants for Membership categories 3.2(i) must complete the official Application Form and must be approved by the Executive Committee.

3.4 Members are required to keep the Membership Secretary informed of any changes to information provided on the Application Form.

3.5 A condition of membership of the Club (in both categories) is that the member accepts the Club Rules and the Club Regulations.

3.6 Only members in categories 3.2(i) &(ii) will be eligible to enter work for the Annual Exhibition or any Club competition.

## 4. FEES and SUBSCRIPTIONS

4.1 A discretionary offer for new members may be applied.

4.2 Annual subscriptions are due on 1 October for each Club year commencing 1 September. No member whose annual subscription is in arrears may enter any Club competition or the Annual Exhibition.

4.3 Fees and subscriptions shall be determined by the Executive Committee and reviewed from time to time. Fees and subscriptions will be put to the members for approval on an advisory basis at each Annual General Meeting.

4.4 Visitors may attend up to 2 meetings in any year free of any fees.

4.5 A member whose annual subscription remains unpaid by 30 November may have his/her Membership terminated by the Executive Committee.

4.6 Any member whose Membership ceases and who wishes to rejoin shall have to reapply but will not be entitled to any discretionary offer.

## 5. EXECUTIVE COMMITTEE

### 5.1. Composition of Executive Committee

The Executive Committee comprises Full Members of the Club who fulfil the roles either individually or collectively in the absence of a President:-

1. President
2. Honorary Secretary
3. Honorary Treasurer

4. Programme Secretary
5. PDI Secretary
6. Print Secretary
7. Outings Secretary

## 5.2 Appointments

Membership Secretary  
Membership Treasurer  
Print Secretary  
External Competition Secretary  
Programme Secretary  
Social Media/Publicity Officer  
Social and Outings Secretary  
PDI Secretary  
Webmaster

A member may fill more than one appointment.

## 5.3. Election to the Executive Committee

5.3.1 The President shall be nominated by members of the Executive Committee and approved at an Annual General Meeting.

5.3.2 All candidates for the Executive Committee, other than the President shall be elected by ballot at the Annual General Meeting and hold office until the next Annual General Meeting, unless the Executive Committee decides otherwise.

## 5.4. Powers of the Executive Committee

5.4.1 The Executive Committee shall have power to co-opt other Members as circumstances may require and to fill any casual vacancies that occur.

5.4.2 The Executive Committee may appoint such sub-committees as may be required from time to time..

5.4.3 The Executive Committee shall meet regularly and not more than three months after the previous meeting.

5.4.4 The President or a Vice President shall chair the meetings of the Executive Committee and then shall have a casting vote.

5.4.5 In the absence of the President the remaining members of the Executive Committee shall nominate one of their number present to chair the meeting and then he/she shall have a casting vote.

## 6. ANNUAL GENERAL MEETING

The Annual General Meeting shall be held each year on a date determined by the Executive Committee no later than eighteen months after the previous Annual General Meeting. The agenda shall include:-

1. (i) Appointment of Scrutineers
2. (ii) The Annual Report - by the Honorary Secretary
3. (iii) The Annual Accounts - by the Honorary Treasurer
4. (iv) Elections to the Executive Committee
5. (v) All Resolutions to be considered at the meeting.

## 7. EXTRAORDINARY GENERAL MEETING

### 7.1 An Extraordinary General Meeting shall be called:-

- (i) on a resolution of the Executive Committee, or
- (ii) upon a requisition signed by not less than a quarter of Members eligible to vote and stating the purpose for which the meeting is required.

7.2 The agenda shall include all resolutions to be considered at the meeting.

## 8. RESOLUTIONS for GENERAL MEETINGS

All resolutions to be considered at a General Meeting shall be in the hands of the Honorary Secretary or, in his/her absence the President, not less than 21 days before the meeting.

## 9. NOTICE OF MEETINGS

9.1 The Notice of any General Meeting shall include all resolutions to be considered at the meeting.

9.2 Notices of meetings shall be published by the Honorary Secretary with not less than the following prescribed number of days before the respective meeting:-

Annual General Meeting 14

Extraordinary General Meeting 7

Executive Committee 14

## 10. VOTING POWERS AND MAJORITIES

### 10.1. Voting at Meetings

Only Full Members' will be eligible to vote at a General Meeting.

### 10.2. Proxy Voting

Full members not able to attend a General Meeting may vote by sending a signed letter provided that:-

(a) It states the member's full name and address (including postcode) and

(b) It only states if the vote is for or against each motion appearing on the Notice of the meeting and

(c) The letter is delivered to the Honorary Secretary, or such other person as the Executive Committee shall decide and whose name and address is shown on the Notice of the meeting, by 3.00pm on the day prior to the meeting.

### 10.3. Approval of Resolutions

A resolution as referred to in Rule 7 and Rule 14 will only be carried if two thirds of the total of the votes cast (including those by proxy) are in favour of the resolution.

### 10.4. Voting on Other Matters

All other matters will be carried by a simple majority.

## 11. QUORUM

For all General Meetings a quorum will be one quarter of the Full Members at the time of the meeting.

For an Executive Committee Meeting a quorum will be four, one of whom shall be an Officer of the Club.

## 12. BANK ACCOUNT AND ASSOCIATED MATTERS

The Honorary Treasurer will be responsible for maintaining the Club's Bank Accounts and ensuring that the Bank Mandates are kept up to date. Authorised Signatories to the Club's Bank Accounts shall be the Honorary Treasurer and anyone authorised to sign cheques. The Mandates shall allow payment and other instructions to the Banks to be signed or authorised by alternative means by one Authorised Signatory. No Authorised Signatory may give a payment instruction to a Bank for an amount exceeding £250 without the written authority of at least one other Authorised Signatory. For this purpose, printed copies of an exchange of emails shall, in the absence of indications to the contrary, be sufficient evidence of written authority.

## 13. DISCIPLINE

The Executive Committee shall have power to reprimand or expel any Member who, in their opinion, commits any act that is prejudicial to the interests of the Club. Such a Member shall have the right to appeal to the Executive Committee.

14. ALTERATION TO THE RULES

Any part of these Rules may be added to, amended or repealed by resolution at any General Meeting.

Any proposed amendment shall be delivered, in writing, to the Honorary Secretary at least fourteen days before the Notice and the Agenda of the meeting is to be published.

15. SEASON'S EVENTS

The Programme Secretary shall publish at the beginning of each season a programme of the Club's events for the forthcoming Club Year, being each year commencing in September, and shall publish such updates and amendments as may be required from time to time.

16. EXHIBITIONS AND COMPETITIONS

Only Members in categories 3.2(i) & (ii), who have met all of the conditions of Membership (Section 3), may enter work for the Annual Exhibition and Club competitions.

Such work shall be subject to the Club Regulations.

17. CLUB REGULATIONS

The Executive Committee shall have power to make, repeal or amend any Regulations that they consider necessary for the running of the Club. Such Regulations will be consistent with the Rules.

18. OTHER CLUB ACTIVITIES

18.1 (a) The Club may buy, and re-sell to members, any materials agreed by the Executive Committee

(b) The Club may organize and run tuition courses and other events which may be open to members and non-members for which a fee may be chargeable.

19. DISSOLUTION OF THE CLUB

In the event of the Club being dissolved, the Club's assets will be donated to the Royal Photographic Society or such other charitable or educational organization for the furtherance of photography as may be approved by members at an Extraordinary General Meeting.

