

LHSCC CONSTITUTION

1. NAME

The Club shall be called “Locksheath and Sarisbury Camera Club”. This may be abbreviated to 'LHSCC'.

2. OBJECTIVES

The objectives of the Club are to promote and develop the appreciation, skills and understanding of photography in all its aspects. The club will also encourage cooperation between Club Members and other Clubs through participation in, and hosting of, inter-club competitions and Southern Counties Photographic Federation (SCPF) activities.

3. MEMBERSHIP

(a) Membership of the Club is open to the general public.

Full members of the Club must be at least 18 years of age.

Young people between the ages of 16 and 18 on the 1st September in the current Club season may join the Club as Junior members. They must be accompanied by a parent or guardian at all times whilst attending Club meetings. The parent or guardian must also be a Full member of the Club. On attaining the age of 18 years the Junior member is deemed to become a Full member.

A Club member is a person who has paid their annual subscription.

(b) The Committee has the right to refuse or suspend membership in the case of a general suspension notice from the Southern Counties Photographic Federation (SCPF) or the Photographic Alliance of Great Britain (PAGB), or for violation of Club rules.

In the case of suspension it must be given in writing to the Club member concerned by the Club Chairman after consideration by the Committee. A member has the right of appeal to an extra ordinary general meeting called for that purpose. The extra ordinary general meeting called to consider an appeal against suspension of a member, must be called by the Secretary upon receipt of a written request signed by the Club member and one other Club member. The appeal will be upheld if the Club member receives a simple majority in their favour, with the Chairman of the meeting having the casting vote if required.

(c) The Committee may award Life Membership.

(d) Membership lapses on 31st August of each year and is then subject to renewal for the following season, with the exception of Life Members.

(e) A copy of the Club Constitution and Competition Rules shall be made available to all new members on joining the Club and to all members following any authorised amendments or additions.

(f) Details of membership, subscriptions and competitions are held electronically; it is a condition of membership of the Club that members agree to this. Personal data will be held in accordance with the requirements of the Data Protection Act 1998 and only disclosed for the purposes of managing the Club (other than as required by law).

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4. GOVERNANCE

The LHSCC Committee shall be deputed to govern the Club and shall consist of a Chairman, a Secretary, a Treasurer, a Competition Secretary, a Programme Secretary, a Web Master and lay Members as agreed at the AGM.

The above to be elected annually by a majority vote at the Annual General Meeting.

The Committee is empowered to co-opt members to serve on the Committee.

Four Committee Members, of which two must be non lay members, shall constitute a quorum for a Committee meeting.

A meeting of the Committee will normally be chaired by the Committee Chairman. In the absence of this person a quorate will elect a chair for that particular meeting

In the event of a Committee vacancy arising between AGMs the Committee shall be empowered to appoint a temporary successor until an election can be arranged. The membership will be informed of such a decision by announcement at an ordinary meeting of the Club and by a notice posted on the club's website.

5. REPRESENTATION

The Club will endeavour to send a representative to the SCPF Club Representative Meeting held four times a year at the venue decided by the SCPF.

Two delegates from the club may attend the meeting and each delegate is entitled to vote, except on matters needing Club ratification (determined by SCPF Council) in which case each Club shall be entitled to one vote only.

6. SUBSCRIPTIONS

Each Club Member shall subscribe annually in accordance with a scale which shall be decided at each Annual General Meeting. Junior members will subscribe at half the adult rate. Subscriptions are to be paid by 1 October or prior to the first competition whichever is soonest. New members must pay their subscription by the third time of their attendance.

7. MEETINGS

7.1 ORDINARY MEETINGS

Ordinary meetings of the Club are those meetings held on Monday evenings during the season, with the activities as published in the Club Programme/Syllabus.

7.2. ANNUAL GENERAL MEETING

The Annual General Meeting (AGM) is normally held on the last Monday of the Club's season, with this being not later than the last Monday in June or before the third Monday in May.

Fourteen days notice to be given to all Members of the AGM date. Any specific items for the AGM to be with the Club Secretary for including in the Agenda, at least fourteen days before the Agenda is finalised.

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A quorum for the AGM is at least fifty percent of the Club membership as at the end of May.

7.3 EXTRAORDINARY GENERAL MEETING

Extraordinary General Meetings (EGM) may be called if deemed necessary by the Committee.

Club Members must receive twenty one days notice to include the specific business for which the meeting has been called.

8. AMENDMENTS TO THE CONSTITUTION OR COMPETITION RULES

Any proposed amendment to the Constitution or to the Competition Rules must be notified to the Club Secretary in writing by 30th April so that it may be considered at the AGM.

The amendment motion should be proposed by one Club Member and seconded by another Club Member.

The Committee may also propose an amendment to the constitution and may call an EGM if deemed necessary.

An amendment motion will be carried by a simple majority in its favour, with the Chairman of the meeting having the casting vote if required.

9. MINUTES OF MEETINGS

The Secretary shall be responsible for recording the minutes of Committee meetings, the Annual General Meeting and any Extraordinary General Meetings.

Copies of the AGM minutes to be circulated to Club Members at or before the next AGM.

10. ACCOUNTS

The Club is non-profit making and any surplus income or gains shall be re-invested in the Club. Surpluses or assets cannot be given to members or third parties.

The Club's financial year will run from 1st June to 31st May the following year. An Interim Statement of Income and Expenditure shall be provided at the Annual General Meeting, with the Final Audited Accounts presented at a designated Club evening during the following September.

The Treasurer is responsible for the safe custody of Club funds. All Club funds shall be banked at a recognised Bank or Building Society.

The Treasurer may hold a fund of petty cash up to an amount determined by the Committee. All expenditure of Club funds must be approved by the Committee.

The following Officers shall be designated as authorised signatories for bank accounts: Chairman, Secretary, and Treasurer. Cheques must be signed by any two of the authorised signatories. Sign-off limits will be set by the Committee.

The Committee through the Secretary and Treasurer is responsible for ensuring that the Club is adequately insured to cover Public Liability and property belonging to the Club.

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11. COPYRIGHT

The copyright of all photographic work, including the constituent parts thereof submitted for competition and or exhibition, in connection with the Club, must be owned by the photographer. The Committee cannot be held responsible for any breach of copyright in this respect.

12. HANDLING OF PHOTOGRAPHIC WORK

All Photographic work handled by the Club will be treated with every care but the Committee cannot be held responsible for loss or damage.

13. CLUB MEETING PLACE

Club Meetings are held in the Sarisbury Green Community Centre building and the Club is affiliated to the Sarisbury and District Community Association.

The attention of Club members is drawn to the Community Centre's Fire Procedure/Policy which is attached as an Appendix to this Constitution document.

14. MODELS

When life models are used, they are to be treated with respect and courtesy. Any model under eighteen must be accompanied at all times by a parent or guardian or a person appointed by a parent or guardian. The responsible person to preferably be of the same sex as the model, but if this is not possible then there shall be at least one person of the same sex as the model present.

15. DISSOLUTION OF THE CLUB

In the event of the Club being dissolved, or otherwise ceasing to exist, any assets held, following settlement of all liabilities incurred, shall be transferred to the Southern Counties Photographic Federation (SCPF), to be held in trust by them until such time that any new Club be created for the area (or part of) covered by the previous Club.

If the Club is dissolved by calling an Extraordinary General Meeting then the quorum requirements will not apply.

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Appendix to the LHSCC Constitution – Sarisbury Community Centre Fire Procedure/Policy

Sarisbury & District Community Association

FIRE PROCEDURE/POLICY

MUSTER POINT: THE GREEN (BY PLAY AREA)

1. In the event of fire, the person in charge of the hall or function will instruct all persons to leave the building, using the nearest available exits, and go to the Muster Point in the Main Car park at the front of the building. Wait until the Fire Brigade arrive. Please do NOT attempt to drive your vehicle out of the car park. This may obstruct the Fire Service trying to gain access to the Community Centre, via the narrow lane.
2. **CALL THE FIRE BRIGADE. DIAL 999**, and give this address:
**SARISBURY GREEN COMMUNITY CENTRE, THE GREEN,
SARISBURY GREEN, SO31 7AA**
3. Attendants should ensure that they and their group/guests are aware of all fire exits, fire alarms and any evacuation procedures. Once the building has been evacuated, members of the public are NOT to re-enter the building to collect personal belongings, etc.
4. On the arrival of the Fire Brigade, the Group Leader should report to the Officer in Charge that all persons are safe, or should inform him/her of their last known position.
5. **Attendants should only attempt to extinguish the outbreak using the fire appliances provided, if it is considered safe to do so.**

END OF SESSION CHECK LIST

- a. Search for smouldering fires, and clear waste paper.
- b. Check that electrical heaters and cookers are turned off.
- c. Check that all electrical appliances are turned off and unplugged.
- d. Turn out all lights not required for security purposes.
- e. Close all internal doors.
- f. Secure all outside doors and windows.

APPROVED BY: SARISBURY & DISTRICT COMMUNITY CENTRE EXECUTIVE COMMITTEE

SIGNED.......... POSITION: Chairman

DATE: 1st December 2015

REVIEW DATE: 30th November 2016

Charitable Registration No. 301938

May 2017