

# Kettering & District Photographic Society

*Founded 1992*



## **SOCIETY CONSTITUTION & RULES**

### **CONSTITUTION**

The name of the Society shall be the “Kettering and District Photographic Society” (KDPS).

#### **AIMS**

The aims of the Society are:

To help and encourage all who take photographs and use cameras, by means of lectures/talks, demonstrations, advice, exhibitions and the free exchange of views and ideas.

To engage in activities considered by the Members to support and improve the Society.

To promote the Society in a friendly and orderly manner; and

To create social relationships between Society Members.

#### **AFFILIATION**

The Society shall be affiliated to the Photographic Alliance of Great Britain' (PAGB) through Membership of the “Midland Counties Photographic Federation” (MCPF).

#### **EQUAL OPPORTUNITIES**

The Society recognises the benefits of diversity and inclusivity to the enrichment of photography. To that end it encourages a positive and supportive environment free from discrimination or harassment. The Society will encourage participation and involvement from all Members and guests, regardless of disability, race, ethnicity, sex, religion or belief, age, sexual orientation, gender reassignment, pregnancy and maternity or ability. The Committee will actively challenge all expressions of discrimination or prejudice that become known to them. It will look to provide a diverse, varied and inclusive programme not entirely focused on competitions. While Members are encouraged to participate in competitions, no pressure will be placed on them to do so. The Society will publish and update on a regular basis as required an “Equality and Diversity Policy.

The Society acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring its safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and requirements. A “Safeguarding / Child Protection Policy Statement” will be published and updated as necessary.

#### **MEMBERSHIP**

The Membership of the Society shall consist of fully paid-up Members (Members).

#### **ORGANISATION**

The Society shall elect a Committee and will be managed by this Committee.

## **FINANCE**

The Society is funded by Membership subscription with level and payment methods proposed by the Committee and voted on by the Membership at the Annual General Meeting (AGM).

The Society will keep documented accounts of all financial transaction applicable to the Society.

A current account will be maintained where any withdrawal transactions or account amendments are to carry two signatures as detailed within the Rules of the Society.

## **DISSOLUTION**

In the event of the dissolution of the Society, an Special General Meeting shall be called to appoint a Liquidator to assess the remaining assets of the Society after meeting all/any debts and liabilities. A subsequent Special General Meeting will be held to agree the disposal of the Society's assets.

## **AMENDMENTS TO THE CONSTITUTION**

The Committee is empowered to amend this Constitution, except for the Aims and Dissolution clauses. Amendment requires the agreement of at least five Members of the Committee.

Amendments to the Aims and Dissolution clauses requires the agreement of 60% of the total Membership.

## **RULES**

Members of the Society shall abide by the rules of the Society, as published and advised.

### **1. Publicity & Promotion:**

1.1. The Society's name is to appear on all advertisements, notices and letterheads.

### **2. Management:**

2.1. The affairs of the Society shall be managed by the elected Committee, except as allowed for in sub-paragraph 2.5 below.

2.2. The Officers of the Society shall comprise of the following:

President

Chairman – (“Chair/Chairperson”)

Vice Chairman – (“Deputy” “Chair/Chairperson”)

Treasurer

Membership Manager

Programme Manager

Internal Competition Manager

External Competition Manager

Press Officer

Other Committee Members can be appointed as deemed necessary to support the Society and to deliver its aims up to a maximum committee of thirteen Members.

2.3. Except for the positions of President and Chairman, committee Members are able to hold more than one appointment. However, no Member will have more than one vote

at any meeting (including AGM, EGM and committee meetings) even if holding more than one role.

- 2.4. Except for the President (who is elected for a specified period or until resignation), all Committee Members are eligible for re-election annually.
- 2.5. In the event of a resignation by a Committee Member, the vacant position may be filled by a Member of the Society co-opted by the Committee. The Committee must co-opt a Member if the resignation results in the Committee being reduced to fewer than seven Members. Co-opted Committee Members are to serve until the next AGM when they may stand for election.
- 2.6. The Committee shall meet at least six times in any year. Meetings will generally be called by the Chairman or the Vice Chairman acting in his/her absence, or by any committee Member that can assemble a quorum if a need arises.
- 2.7. A quorum for Committee meetings shall be five Members.
- 2.8. The Committee is empowered to deal with any business that may arise that is not covered by these or any other published rules.

### **3. Finance:**

- 3.1. A current bank account will be maintained for the benefit of the Society that requires cheques to carry two signatures as noted in the Constitution above. One signature will be the Treasurer's and the other signatory or signatories shall be appointed by the Committee.
- 3.2. The Treasurer shall keep regular financial records of all income and expenditure of the Society and have those records and an annual balance sheet prepared for independent auditing by another committee Member. That independent auditing committee Member is to be selected by the remaining Members of the Committee.
- 3.3. The annual membership subscriptions are due in March; the amount payable can be paid either as the full amount in March or as a monthly standing order set up by the individual Member. The standing order must be set up to pay a twelfth of the annual fee and to be paid around the 7<sup>th</sup> of the month starting in March.
- 3.4. New members joining the Society after March will pay their subscription either by the monthly standing order paying a twelfth of the annual subscription or pro rata of the annual amount based on the month they join.
- 3.5. The name of any Member whose subscription is more than three months in arrears may be removed from the Membership list.  
Any Member whose annual subscription is more than three months in arrears shall be considered to have voluntarily ceased to be a Member and as such will not be eligible to enter any Society competition.
- 3.6. If a situation should arise that an individual Member identifies as having personal hardship then the Treasurer and Chairman have joint authority to make any allowances they deem necessary as regards to an individual's Membership status. The personal details of any Member in this situation will not be made available to the remaining committee or Members.
- 3.7. The Committee is to respect the privacy of all Members personal data held by the Society in line with the Societies "Data Protection Policy".

### **Membership:**

- 3.8. Members are encouraged to introduce visitors to all Society meetings other than the AGM or EGM. Regular visitors will be asked to become Members.
- 3.9. Persons wishing to join the Society or attend meetings must be over the age of 14. Members under the age of 16 must be accompanied to all Society meetings and activities by a parent or guardian, who shall be responsible for them at all times.

- 3.10. All Members are to adhere to the Societies "Safeguarding / Child Protection Policy" (published on the Society web site) with regards to all junior Members under the age of 18.
- 3.11. The Committee may confer Honorary Membership on any person they consider would be beneficial to the Society.

#### **4. AGM:**

- 4.1. Any Member may submit items for inclusion on the agenda of the AGM. All submissions must be put in writing to arrive with the Chairman no less than 14 days prior to the meeting. Items received after this date will not be included. The Chairman shall give due notice of any agenda items at least one week before the AGM. Items which do not appear on the agenda may only be taken as Any Other Business (AOB), providing there is sufficient time. The number of AOB items accepted shall be at the discretion of the meeting Chairman.
- 4.2. At the AGM, the Treasurer shall present an audited balance sheet and jointly with the Chairman shall present a report on the general state of the Society.

#### **5. EGM:**

- 5.1. The Committee shall have the power to call an Extraordinary General Meeting (EGM) by giving seven days' notice. Notification of the EGM is to be published to the Society's Membership by email and/or in writing. The subject of such a meeting shall be made known in the Notice.
- 5.2.
- 5.3. The Members shall have the power to call an EGM by giving seven days' notice to the Committee. Requests for an EGM must bear the signatures of 35% of the Membership. The Committee shall call an EGM within 14 days of receiving a valid request. The subject of such meeting shall be made known in the Notice.

#### **6. Discipline:**

- 6.1. If it comes to the notice of the committee that a Member has brought the Society into disrepute, a Member may be expelled or asked to resign from the Society by the Committee. The Committee can request a Member to appear before it, the Member will be given full and reasonable opportunity to put his/her defence and to bring a witness. Any Member expelled or asked to resign shall have the right to appeal to an EGM called for this purpose.

Written copies of the Rules shall be maintained, and Members shall be entitled to a copy of the Rules at any time on request.