**Afan Nedd Camera Club**

**Affiliated to the WPF and PAGB**

**CONSTITUTION & RULES**

**This document contains the constitution of Afan Nedd Camera Club along with three appendices. The appendices contain:**

**Appendix1 – Club officers and duties.**

**Appendix 2 – Equal opportunities – statement of intent.**

**Appendix 3 – Data Protection Policy.**

**These appendices do not form part of the constitution but are referred to from within the constitution.**

**As amended AGM 22nd May 2019**

1. **NAME**

**1.1 The name of the Club shall be: Afan Nedd Camera Club also referred to as Afan Nedd CC.**

1. **NATIONAL AFFILIATION**

2.1 The club Afan Nedd CC shall be affiliated to the Welsh Photographic Federation known as WPF “The rules and regulations of the National Constitution shall be followed when not inconsistent with the rules and regulations of Afan Nedd CC.”

1. **OBJECTIVES**

 The purpose of this club shall be:

3.1 To welcome anyone who has an interest in photography.

3.2 Promote photography in the area.

3.3. Help beginners achieve a higher level of photography.

3.4 Meet and exchange ideas and skills.

3.5 Arrange photographic days out.

3.6 Enter into competitions nationally and with other clubs.

3.7 To further these objectives, the club shall promote and hold internal club, inter-club and special competitions, sponsor exhibitions, and/or support any such activity which the club committee sanctions. (See rule 9).

**4. MEMBERSHIP**

4.1 All members of the club are bound by this constitution, a copy of which is available on the club website.

4.2 The club membership year shall be the twelve (12) months ending 31st August.

4.3 The committee reserves the right to refuse membership. See Rule 10.

4.4 The committee can request a member to appear before it, to answer any accusation or charge made. The member will be provided with a written statement of an accusation or charge at least fourteen (14) days before the attendance at a committee meeting. The member has the right, and will be given full opportunity, to state his/her case before the committee. If the member considers it in his/her interest, he/she may bring witnesses to the meeting.

4.5 A member may be asked to resign, or be expelled, by a decision of the Committee. The member will be informed of the reason for the decision and also that he/she shall have the right of appeal to a special general meeting which shall be called solely for that purpose.

4.6 All details of the committee proceedings, and any special general meeting called under rule 4.5 shall be treated as confidential.

4.7 Any member may resign from the club, at any time, by notifying the general secretary in writing or by eMail.

4.8 In order to facilitate the running of the club, members are asked to allow their contact details, grades in competitions, photographic qualifications and other such details, to be entered into any Afan Nedd Camera Club computer programme.

4.9 Minutes of committee meetings will be made available to members on request.

**5. SUBSCRIPTIONS**

5.1 Both Annual and Weekly Subscription rates shall be fixed by the AGM and will be circulated to all Members by the Treasurer.

5.2 Annual subscriptions fall due on 1st September, collection will commence at the

 first meeting of each year, following summer evening trips, usually mid-August.

5.3 Subscriptions are not refundable. A member whose subscription is more than

 two months overdue without good reason, will be considered as having resigned

 from the club.

5.4 Only fully paid-up members will be eligible to enter competitions.

**6. OFFICERS**

6.1 The officers shall be a Chairman; Vice-Chairman; Secretary; Treasurer; Programme Secretary; Internal Competition Secretary; External Competition Secretary, Web Master and Membership Secretary

6.2 A member can hold more than one post.

6.3 The chairman, having completed two (2) consecutive years in office, shall be eligible for re-election to that post for the following year.

6.4 To ensure continuity in the business of the club, the immediate Past Chairman shall be Ex Officio a member of the Clib’s Committee.

**7. CLUB MANAGEMENT**.

7.1 Club affairs shall be managed by the committee.

7.2 The primary roles and responsibilities of the committee are referred to in Appendix 1.

7.3 The committee shall consist of up to the nine (9) members and officers and any co-opted members deemed necessary by the committee. Membership of the committee shall be for a period of twelve (12) months.

7.4 Members must have four (4) months membership of the club, and must not be minors, before being eligible to stand for, or be elected to, the committee.

7.5 If the number of committee members should fall, any eligible member of the club may be co-opted by the committee to serve as a member, or as an officer, excluding the treasurer, with full voting rights.

7.6 All committee members, retire annually except as provided under Rule 6.3, but are eligible for re-election.

7.7 At committee meetings four (4) shall form a quorum, and have to include one-third of the officers.

7.8 No members shall be elected to more than one of the formal offices of the club: Chairman; Vice Chairman; Secretary and Treasurer, other than in exceptional circumstances, which shall be subject to agreement by the annual general meeting at the time of the requirement or by an extraordinary general meeting called for the purpose.

7.9 The treasurer, when authorised by the club committee, shall pay by all bills payable by the club. No blank cheques shall be issued or signed.

7.10 The treasurer, shall keep a record of all payments, and shall report thereon to the committee as required.

7.11 The treasurer shall prepare an annual statement of accounts, consisting of an income and expenditure account and a balance sheet, which shall be audited and then reproduced for presentation to the club membership.

7.12 The club financial year shall be twelve (12) months ending 31st March. Cheques and other negotiable instruments shall be signed by the Treasurer and either the Chairman; Secretary or Programme Secretary. In the absence of the treasurer, the Chairman and Secretary shall sign.

7.13 The committee is empowered to invest any surplus funds at interest.

7.14 The funds of the club shall be applied solely to the stated objectives of the club.

7.15 No member of the club shall receive payment directly or indirectly for services to the club other than for legitimate expenses.

7.16 Whenever possible, external independent qualified auditors should be appointed by the committee. Otherwise the club auditors shall be members who are not serving members of the committee, nominated and elected in the same manner as the nominations and election of officers or committee Members. A temporary vacancy in the office shall be filled by election at an EGM called for that purpose.

7.17 The appointment of delegates to the Welsh Photographic Federation shall be made by the committee from amongst the club membership.

**8. GENERAL MEETINGS**.

8.1 The annual general meeting of the club members shall take place in May each year.

8.2 An extraordinary general meeting of the members may be convened by the committee, or by requisition signed by at least twenty (20) paid-up members, stating the objective and sent to the general secretary a minimum of twenty one (21) days prior to the proposed date of the meeting.

8.3 A special general meeting may be called in accordance with Rule 4.5.

8.4 All nominations for officers, committee members and auditors, together with notices of motion to be brought before the annual general meeting, shall be in the hands of the general secretary twenty one (21) days before the proposed date of the meeting.

8.5 All notices of motion shall be set out and signed by the proposer and seconder. In the case of nominations, they shall be signed by the nominee indicating acceptance of the nomination. All nominees, proposers and seconders shall be paid-up members of the club.

8.6 The publication of the date of the annual general meeting in the club programme of events shall be deemed as notice of annual general meeting. Otherwise twenty one (21) days’ notice shall be given appropriately beforehand during club nights.

8.7 Notices of motion, nominations to committee and audited accounts shall be circulated to paid-up club members one week prior to the annual general meeting. The committee shall not be held responsible for non-circulation of these documents to members who are not in attendance at the club at the material time.

8.8 One quarter of the paid-up membership shall form a quorum at a general or special meeting.

8.9 Motions accepted at an annual general meeting, shall become effective from the first meeting of the following membership year. (i.e. 1st September).

**9. COMPETITIONS AND EXHIBITIONS**

9.1 In order to promote improvement of the photographic standards within the club through the spirit of friendly rivalry, the committee shall, each year, organise a series of competitions called monthly competitions, and such other competitions and exhibitions as it may think fit.

9.2 The committee shall draw up all rules for internal competitions and exhibitions, and may amend such rules or make new rules. No amended or new rule shall be effective until twenty eight (28) days’ notice has been given at a meeting of the club.

9.3 The committee shall decide on the club's participation in competitions, exhibitions and other events for which entry is not confined to members of the club, and make arrangements for such participation.

9.4 The committee shall arrange for the awarding of any cups and trophies owned by the club and for any other cups and trophies which may in future come into the possession of the club.

**10. EQUAL OPPORTUNITIES - STATEMENT OF INTENT**

10.1 For the club’s statement of intent regarding equal opportunities refer to Appendix 2 of this document.

**11. DISSOLUTION**

11.1 Dissolution of the club may be effected by a special resolution requiring a majority of at least two thirds of the paid-up membership.

11.2 Upon dissolution, the committee will apply, so far as is necessary, the assets of the club to discharge liabilities due at the date of the dissolution, and also those incurred in the course thereof. All property of the club shall be realised.

11.3 If, after all liabilities have been met, there remains a surplus of assets, these assets should be handed over to the Welsh Photographic Federation (WPF) to be used as they see fit..

**12. ALTERATIONS TO THE CONSTITUTION**

12.1 No alterations to this constitution may be made except as agreed at the annual general meeting or an emergency general meeting.

**Appendix 1 – Club Officers and Duties.**

**Note:** The roles below do not mean that a different person fulfills each role. One person may cover more than one role (see Rule 7.8).

The responsibilities of each role - unless otherwise agreed by the committees are:

**Chairman:** The responsibilities of the Chairman are:

* To facilitate club meetings. This involves opening and closing the meeting, ensuring that the meeting runs to schedule and relating information, as required, to the membership. When lecturers are present at a meeting, this also involves introducing the lecturer and thanking them at the end of the evening.
* To facilitate and chair all committee meetings. This involves setting the agenda for the meetings, ensuring that the meeting runs to schedule, that the committee stays on agenda and that all members have a chance to air their views. When required, the chairman shall also act as final decision maker.
* To set the agenda for and chair the club AGMs and EGMs when required.
* To support the other committee members, as required, and to ensure that all actions are addressed in good time to ensure the smooth running of the club.
* To ensure that the best interests of the club and the membership are addressed at all times.
* To be a secondary signatory to the club account (as long as the chairman is not related to the treasurer or secretary).

**Vice-Chairman:** The responsibilities of the vice-chairman are:

* To stand in and assist the Chairman.
* To carry out the Chairman’s duties in his absence.
* To be a secondary signatory to the club account (as long as the vice chairman is not related to the treasurer or secretary)

**Secretary:** The responsibilities of the secretary are:

* To be the main point of contact for the club for information and enquiries and to respond to these enquiries in good time in order to maintain the good reputation of the club. When there are enquiries from possible new members, to pass their contact details to the membership secretary in good time for the membership secretary to respond appropriately in order to promote a good image of the club.
* To co-ordinate the distribution of information to all club members (via email and post where appropriate).
* To act as a main point of contact for members of the committee to send out information to the club members.
* To liaise with the chairman on any club matters that arise, to undertake to write and maintain a full record of all formal committee activities and forward committee notices and agendas as required.
* To be a secondary signatory to the club account (as long as the secretary is not related to the treasurer or the chairman).

**Programme Secretary:** The responsibilities of the programme secretary are:

* To undertake to plan a varied and balanced programme to meet the needs of the membership (in conjunction with the committee).
* To liaise with the competition secretary to ensure that all club competitions, including judges and closing dates where appropriate, have been captured within the programme.
* To ensure that the appropriate speakers/presenters are booked in good time to ensure a successful programme.
* To establish the requirements of the speakers/presenters in good time prior to at the meeting so that their needs can be addressed and to confirm attendance.
* To ensure that contingency plans for the programme are in place
* To liaise with the treasurer to ensure that the presenters fees are agreed and noted prior to attendance.
* To brief the chairman, as appropriate, prior to the start of a club meeting when a speaker/presenter is in attendance.
* To appraise the membership of changes in the programme, as necessary, and to provide programme details, as and when requested.
* To liaise with the website and social media manager to ensure that the master programme is held on the web site and is current and complete.
* To be a secondary signatory to the club account (as long as the programme secretary is not related to the treasurer or secretary).

**Internal Competition Secretary:** The responsibilities of the internal competition secretary are:

* To ensure that all submissions to the internal competitions are properly identified and recorded prior to the internal competition and to undertake delivery of entries to the competition judge (where necessary).
* To brief the chairman, as appropriate, prior to the start of a club meeting when a judge is in attendance.
* To organise and run the monthly competition evenings and accurately record all image scores and league table data.
* To liaise with the website and social media manager to ensure that all internal competition details and results are available online.
* To maintain the image bank and liaise with the external competition secretary to provide images for selection as required.
* To maintain a permanent record of monthly competition results.

**External Competition Secretary:** The responsibilities of the external competition secretary are:

* To liaise with the programme secretary to ensure that external competitions are identified in the programme.
* To maintain a record of all prints and/or digital images submitted for External competitions. Note: Pictures and digital images submitted by individuals in national and international competitions where they have not been submitted on behalf of, or by, the club shall be exempt from this activity.
* To ensure that all submitted prints and/or digital images to the external competitions are properly identified and recorded prior to delivery to the sponsoring club or judge and to undertake that delivery where necessary.
* To maintain a list of all external competitions requiring club entry to during the year, the entry dates and the criteria, and to apprise the committee in good time for picture and digital image selection and submittal. Note: Or any other procedure used for selection which is followed by the club.
* To liaise with the website and social media manager to provide all details of club and individual successes in external competitions in order to recognise individuals and promote the club.

**Webmaster:** The responsibilities of the webmaster are:

* To create a website on which club information can be organised in an easy to navigate structure.
* Maintain updatable sections of the website with the following information:
	+ - Important dates, Calendar of events and programme information.
		- Current programme with updates.
		- Information on club events, joining fees and forms.
		- Updates on both internal and external competition results.
		- Archived records of previous club activities.
* Receive from past club webmasters information regarding website passwords, FTP passwords, and any other pertinent information regarding the website and its administration.
* Work on large working components of the website such as new designs or new functional sections of the website as required.

**Membership Secretary:** The responsibilities of the membership secretary are:

* To liaise with the treasurer to maintain a full and accurate list of club members and their details.
* To respond to possible members, either through direct contact or via the club secretary in an appropriate manner and in good time, in order to promote a good view of the club.
* To maintain a ‘welcome pack’ for new members or those who have shown an interest in the club.
* To make welcome all new members to the club.
* To ensure that all members are aware of the club constitution and the rules and guidelines of the club competitions and to ensure that these are updated appropriately.
* To liaise with the treasurer regarding attendance details and to maintain a link to those people who have not been to the club for a number of meetings.
* To liaise with the webmaster to ensure that the constitution, the rules and guidelines of the club competitions and other information as required are current and available on the website.
* To liaise with the treasurer to ensure that all membership fees are paid by members within agreed timescales.

**Treasurer:** The responsibilities of the treasurer are:

* To liaise with the membership secretary to maintain a full and accurate list of club members and their details.
* To provide the members list to the secretary, membership secretary and the competition secretary as necessary.
* To collect all membership fees (including door money), and pay all expenses, within agreed timescales.
* To maintain an accurate and auditable record of all club income and expenditure (petty cash and bank account) and to liaise with the appointed independent auditor (See Rule 7.16) to ensure that all records are fully audited prior to an AGM (or EGM as required).
* To be the main point of contact with regards to matters associated with club finances.
* To be the prime signatory to the club account.
* To purchase the club raffle prizes as required.

**Appendix 2 – Equal Opportunities – Statement of Intent.**

It is a basic and fundamental policy of the club that it shall be open to all persons over the age of 18 years who should wish to become members and that no potential or existing member of the club should face discrimination, either directly or indirectly, through inadequate or discriminatory advertising, through lack of facilities for people with disabilities, or through discriminatory enrolment procedures.

A young person under the age of 18 years may only be allowed to attend club meetings with:

* The approval of the committee as a whole.
* The express written permission of a parent or guardian who will undertake to both bring to, and collect from, the club that young person.
* The appointment of a responsible adult, approved by the parent or guardian, to supervise the young person while at the club.

**Appendix 3 – Data Protection Policy**

**1 Afan Nedd Camera Club Data Protection Policy.**

* 1. This policy explains when and why Afan Nedd CC collects personal information about its members, how it uses it and how it is kept secure and your rights in relation to it.
	2. Afan Nedd CC will collect, use and store your personal data as described in this Data Processing Policy and as described when data is collected from you.
	3. Afan Nedd CC reserves the right to amend this Data Protection Policy from time to time without prior notice. You are advised to check the club website at

<https://www.afannedd.com> regularly for any amendments. Amendments will never be made retrospectively.

* 1. Afan Nedd CC will always comply fully with the General Data Protection Regulation (GDPR) when dealing with your personal data.

Further details of the GDPR can be found here: <https://ico.org.uk>

For the purposes of the GDPR Afan Nedd Camera Club will be the “controller” of all

personal data held on you.

* 1. Afan Nedd CC will not hold any data termed as “Special Category Data” (previously known as “sensitive data”) under the terms of the Regulations.

**2 Protection of personal data.**

* 1. Afan Nedd CC will not transfer your personal data to any third party without your

 consent.

* 1. Afan Nedd CC has implemented generally accepted standards of technology and

 operational security in order to protect your personal data from loss, misuse, or

 unauthorised alteration or destruction. Members will be notified promptly in the event of

 any breach of your personal data which might expose you to serious risk.

* 1. Members should note that any information transmitted to Afan Nedd CC over the

 internet can never be guaranteed to be 100% secure.

**3 Retention of Information**

3.1Afan Nedd CC will retain your personal data on its systems for as long as you are a

 member of the club and for as long afterwards as is necessary to comply with our legal

 obligations.

 3.2 Your data will be reviewed annually to establish whether Afan Nedd Camera Club is still entitled to process it. If it is established that such entitlement no longer exists, your data will no longer be processed except that your personal data will be retained in an archive form in order to be able to comply with any future legal obligations.

**4 Information held and why it is held.**

|  |  |  |
| --- | --- | --- |
| **Type of Information**  | **Purposes**  | **Legal basis for processing**  |
| Members name, address, telephone & Mobile number, email address(es)  | Managing the Member’s membership of the club.  | Performing the Club’s contact with the member for the purpose of Afan Nedd CC’s legitimate interests in operating the club.  |
| Photos and videos of members.  | Putting on the Club’s website and social media pages and using in press releases.  | **Consent.** Afan NeddCC will seek member’s consent on their membership application form and on every subsequent membership renewal form. Members may withdraw their consent at any time by contacting the Data Protection Officer by email or letter.  |

**5 Your rights.**

 5.1 You have rights under the terms of the GDPR:

a. To access your personal data.

b. To be provided with information about how your data is processed.

c. To have your personal data corrected.

d. To have your personal data erased in certain circumstances

e. To object or restrict how your personal data is processed.

f. To have your personal data transferred to yourself or to another business or organisation in certain circumstances.

5.2 You have the right to take any complaints about how your data is processed to the

 Information Commissioner:

https://ico.org.uk/concerns/

0303 123 1113

Information Commissioners Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

5.3 For more details, address any questions, comments and requests regarding Afan Nedd CC’s data processing practices to the Data Protection Officer.