

**THE CAMERA CLUB**  
**RULES**  
**(Updated October 2017)**

**1. PRELIMINARY**

In these Rules:

- 1.1. “**Annual General Meeting**” means an annual general meeting of the Club held in accordance with these Rules;
- 1.2. “**Applicant**” means any person applying for membership of the Club in accordance with these Rules;
- 1.3. “**the Club**” means The Camera Club;
- 1.4. “**the Committee**” means the committee of the Club appointed in accordance with these Rules;
- 1.5. “**Committee Meeting**” means meeting of the Committee held in accordance with these Rules and “**Committee Member**” means a member of the Committee;
- 1.6. “**Committee Rules and Regulations**” means such rules and regulations established by the Committee in accordance with these Rules by which the actions of the Committee shall be governed;
- 1.7. “**Club Premises**” means 16 Bowden Street SE11 4DS or such other land and buildings as the Club may from time to time occupy;
- 1.8. “**Club Facilities**” means those facilities from time to time provided by the Club for the use of Members;
- 1.9. “**Club Property**” means all the property from time to time belonging to the Club and/or The Camera Club Limited;
- 1.10. “**Extraordinary General Meeting**” means an extraordinary general meeting of the Club held in accordance with these Rules;
- 1.11. “**Secretary’s Representative**” means the Member on duty as a steward at any given time;
- 1.12. “**Member**” means a member of the Club
- 1.13. “**Membership**” means membership of the Club in accordance with these Rules;
- 1.14. “**Rules**” means the rules of the Club;

## **2. NAME AND STATUS**

The Club is known as “The Camera Club”. The status of the Club is that of a Charitable Incorporated Organisation (CIO) managed by trustees and by a committee elected from the Members, by the Members and responsible to the Members.

## **3. OBJECTS**

The objects of the Club are:

- 3.1. to foster the art and science of photography in all its forms;
- 3.2. to provide the Members with technical and social facilities;
- 3.3. the provision and maintenance of the Club Premises and the Club Property;  
and
- 3.4. to do all such things as are incidental or conducive to the above objects or any of them.

## **4. MEMBERSHIP**

### **4.1. Application for Membership**

- 4.1.1. Every Applicant shall complete an application form (“Application Form”) in such form as the Committee may from time to time specify.
- 4.1.2. Every Application Form shall be accompanied by a payment in full of the subscription. A new member's name will be presented at the next convenient committee meeting for acceptance of the application.
- 4.1.3. The applicant may use club facilities while awaiting formal acceptance and is entitled to all the benefits of membership and agrees to be bound by these rules and to any regulations that may be in force.
- 4.1.4. If the application is accepted the membership period commences from the month start nearest the date of application.

### **4.2. Eligibility for Membership**

Any person aged eighteen or more years of age shall be eligible for membership.

### **4.3. Membership Register**

- 4.3.1. The Secretary shall cause there to be kept and maintained a register containing the names and addresses and such other Members’ details as the Committee may from time to time deem appropriate (the “Membership Register”);

- 4.3.2. Every Member must when so requested from time to time communicate his address to the Secretary and all notices sent by first class post to that address are deemed to have been given and duly served on the day following the date of posting.

#### **4.4. Categories of Membership**

- 4.4.1. Ordinary membership shall be open to all Applicants who are eligible for Membership under Rules 4.1 and 4.2 and such Members shall be known as Ordinary Members at a rate of £120 per year;
- 4.4.2. Senior citizen membership shall be open to Ordinary Members who have reached the state pensionable age and such Members shall be known as Senior Citizen Members at a rate of £75 per year;
- 4.4.3. Life membership, the Committee may elect a person to Life Membership in recognition of their services to the Club and such Members shall be known as Life Members
- 4.4.4. Honorary membership, the Committee may elect a person to Honorary Membership in recognition of their services to the Club for a period not exceeding two years and such Members shall be known as Honorary Members.
- 4.4.5 Student membership shall be open to full time students and to graduates who have ceased to be full time students within the last two years. Applicants will be subject to approval by the committee. The rate will be 50% of the ordinary membership fee per year.
- 4.4.6 Day membership shall be offered to non-members at a rate of £10. The purpose of Day Membership is to permit the supervised use of studios, darkrooms and digital equipment by non-members at group workshops, events and special courses for a single payment of £10. A day member is not deemed to be accredited to use any equipment or facility in the club without supervision by the group leader or workshop leader on the relevant day. Also they do not have precedence over club members when booking for courses and workshops. No more than three Day Memberships per year shall be offered. If the day member decides to sign up for annual membership their day membership fee(s) shall be deducted from their annual membership fee.
- 4.4.7 “Family membership will be offered at 150% of the ordinary membership fee. Family membership will apply to married couples and civil partnerships.”

#### **4.5. Privileges of Membership**

4.5.1. All Members shall enjoy all the benefits and privileges of Membership including voting rights.

#### **4.6. Procedure after Acceptance**

4.6.1. Immediately after an Applicant is accepted he must:

- 4.6.1.1. be given notice of his acceptance;
- 4.6.1.2. be furnished with a copy of these Rules;
- 4.6.1.3. be requested to release to the Treasurer his Subscription.

4.6.2. On release of his first Subscription an accepted Applicant becomes a Member and is entitled to all the benefits of Membership and agrees to be bound by these Rules and to any Regulations from time to time in force.

### **5. SUBSCRIPTION**

#### **5.1. Subscriptions**

The subscription (“**Subscription**”) payable by each category of Member shall be determined from time to time by the Club in general meeting PROVIDED THAT no Subscription payable by any category of Member shall be less than fifty per cent of the Subscription then payable by Ordinary Members.

#### **5.2. Payment of Subscriptions**

All categories of Membership shall pay their subscriptions annually, in full, in advance.

#### **5.3. Subscriptions in Arrears**

5.3.1. If any Member fails to pay their Subscription on or before the date fourteen days next after it becomes due, they will be judged in arrears and notice must be sent to them calling attention to their failure to pay.

5.3.2. No Member may book Club Facilities whilst their Subscription is in arrears.

5.3.3. If the Member does not pay the amount within fourteen days from the posting of that notice (5.3.1), the Member will be deemed to have resigned with immediate effect.

## **6. RENEWAL OF MEMBERSHIP BY FORMER MEMBERS**

### **6.1 Rejoining of former Members**

A former Member's application will follow the procedure for new Members but they must first pay any outstanding debts from the previous membership periods.

Accreditations for club facilities may continue unless the period of non-membership exceeds three months where the Member will need to be re-accredited.

## **7. SUSPENSION AND TERMINATION OF MEMBERSHIP**

- 7.1. The Secretary shall have the authority to suspend any Member from Membership in breach of these Rules or any Regulations, if in his absolute opinion the interests of the Club so demand.
- 7.2. Notice of suspension may be given verbally or in writing to the Member in question, but if given verbally must be confirmed in writing as soon as practically possible thereafter, and shall have immediate effect. A copy of such notice must be given to the chairman of the Committee forthwith.
- 7.3. The Committee shall consider the suspension at the next Committee Meeting at which due notice of the suspension shall be given. The Committee may invite the Member to present himself before the Committee at the Committee Meeting at which his suspension is being considered and the Committee shall have the power to rescind or continue the suspension or demand the resignation of the suspended Member.
- 7.4. The decision of the Committee shall be the decision of the majority of the Committee present and voting and shall be communicated to the Member in question in writing within seven days.
- 7.5. No Member shall, while suspended, enter upon the Club Premises without the permission of the Secretary.
- 7.6. If at any time the Committee considers that the interests of the Club require it they may invite a Member to resign from the Club, by a letter specifying the time before which the resignation should be made and become effective.
- 7.7. Any Member who has been suspended or invited to resign shall within six weeks of such suspension or invitation to resign have the right request the opportunity to appeal against the same to the Club in general meeting. Such request shall be made in writing to the Secretary.
- 7.8. If no such request is received within the time limit set out in Rule 7.7 above then:

- 7.8.1. in the case of a suspension, such suspension shall be treated as continuing; and
- 7.8.2. in the case of a request to resign, the Member shall be deemed to have resigned his Membership and no further appeals from the Member in question shall be entertained or received.
- 7.9. The Secretary must inform the Member in question of the time and place of the meeting and of the nature of the complaints against him in order to afford him a proper opportunity of offering an explanation.
- 7.10. At the meeting he must be allowed the opportunity to offer an explanation of his conduct verbally or in writing and if two thirds of the Members there present vote for his expulsion he will immediately cease to be a Member.
- 7.11. The voting at such a general meeting must be by ballot if not less than five Members there present so demand.

## **8. RESIGNATION OF MEMBERS**

- 8.1. Any Member may resign his Membership by giving notice in writing to that effect to the Secretary.
- 8.2. Any such notice must, unless otherwise expressed, be deemed to take effect as from fourteen days next following its receipt.

## **9. USE OF THE CLUB**

### **9.1. Use of the Club Premises**

9.1.1. A Member shall not:

- 9.1.1.1. use the Club premises as an address for business;
- 9.1.1.2. without the prior written consent of the Secretary, engage in any activity on the Club Premises in competition with any business of the Club; or
- 9.1.1.3. engage in any activity on the Club premises in the name of the Club, or act within or on behalf of the Club, in any way contrary to the interests of the Club, or in a manner that is likely to bring the Club into disrepute.

### **9.2. Use of the Club Facilities and Property**

- 9.2.1. the Club Facilities and the Club Property shall be available to the Members during normal opening hours PROVIDED THAT the same or any of them may be withdrawn without notice should The Secretary, any Committee Member or the Secretary's Representative deem that circumstances require it.

- 9.2.2. Members shall exercise all reasonable care when using the Club Facilities and the Club Property and shall at all times comply with any Regulations in force relating to the same.
- 9.2.3. Any damage to or loss of Club Property shall be reported without delay to the Secretary, or to the Secretary's Representative.
- 9.2.4. Each Member shall fully indemnify the Club for all and any loss or damage to Club Property, the Club Premises or Club Facilities occasioned directly or indirectly his actions or by his use or misuse of the same.
- 9.2.5. Members shall not remove any item of Club Property from the Club Premises without the prior written consent of the Secretary.

### **9.3. Visitors**

- 9.3.1. Members may introduce visitors (which, for the avoidance of doubt shall mean any person who is not a Member and shall include (but not be limited to) photographic models, assistants and Members' clients), subject to any Regulations.
- 9.3.2. With the exception of visitors to the gallery, club employed workmen and authorised hirers of the club building for meeting space, every visitor is the guest of, and must be accompanied by, the Member introducing them. The Member is responsible for the guest and for all their actions including any damage and injury that they may cause or suffer.
- 9.3.3. Any Member introducing a visitor shall, should the Committee so request, fully and completely indemnify and keep indemnified the Club against all and any loss, damage or liability howsoever occasioned or incurred in connection with such visitor.
- 9.3.4. No one who has been expelled from Membership, or whose conduct or presence on the Club Premises is considered by the Committee objectionable or prejudicial to the interests of the Club, may be introduced as a visitor to the Club.

## **10. THE CLUB COMMITTEE**

### **10.1. The Committee Members**

- 10.1.1. The management of the Club (except as otherwise provided by these Rules) is deputed to the Committee. The Committee shall consist of not more than fourteen members who must be elected at the Annual General Meeting. In addition to the elected Committee Members, the President is an ex-officio Committee Member and shall, unless the Committee shall otherwise resolve, act as the chairman of the Committee ("chairman").

- 10.1.2. the secretary of the Club (“**Secretary**”) and the treasurer of the Club (“**Treasurer**”) (together with the chairman, the “**Officers**”) shall be elected from the membership of the Committee at the first Committee Meeting following the Annual General Meeting to remain in office until the next Annual General Meeting.
- 10.1.3. The chairman shall chair Committee Meetings. In his absence, the Committee Members present shall elect a chair for that meeting.
- 10.1.4. Quotations for work at the club premises  
 For expenditure up to £2,500 one quotation will be required.  
 For expenditure between £2,500 and £10,000 two quotations will be required.  
 For expenditure over £10,000 three quotations will be required.
- 10.1.5. The Committee shall undertake repairs and decoration to ensure the upkeep of the fabric of the building as follows:
- |  |                  |
|--|------------------|
| Studios:                                 | every year       |
| Entrance hall, front office and toilets: | every two years  |
| Darkrooms darkroom corridor:             | every five years |
| Roof:                                    | every ten years  |
| Exterior:                                | every six years  |

Expenditure under this rule may be countermanded under the authority of the Hon Treasurer.

## 10.2. **Election of Committee Members**

- 10.2.1. At each Annual General Meeting all the Committee Members (not being the President or appointed under Rule 10.3 below) must retire but are eligible for re-election.
- 10.2.2. The Committee must nominate a sufficient number of Members to fill the vacancies, and a list of the names of those to retire and those proposed to be appointed must be circulated with the notice of the Annual General Meeting and be posted in the Club Premises fourteen days before the Annual General Meeting.
- 10.2.3. Any two Members may propose any other candidate or candidates by notice in writing to the Secretary on or before the 15th January preceding the Annual General Meeting.
- 10.2.4. The notice of the Annual General Meeting must contain a list in random order of those nominated, showing the names of the proposers and seconders of the candidates.
- 10.2.5. Every Member is entitled, but not obliged, to vote for as many candidates as there are vacancies to be filled and no more. Voting shall be by way of ballot. If the number of nominees for a new



committee is equal to or lower than the number of committee vacancies then a show of hands or a ballot will not be required. The new committee will endeavour to fill empty positions by co-opting.

- 10.2.6. Up to the number of vacancies, the candidates who receive the most votes must be declared elected, and in the case of two or more candidates receiving an equal number of votes, the chairman of the meeting shall have a second or casting vote.

10.3.       **Vacancies on the Committee**

- 10.3.1. The Committee may appoint a Member to fill a casual vacancy on the Committee until the next Annual General Meeting.

- 10.3.2. Any member so appointed must retire at the next Annual General Meeting but may be elected as a Committee Member at that meeting.

10.4.       **Meetings of the Committee**

- 10.4.1. The Committee shall meet as often as necessary, but not less than six times a year to examine the accounts and arrange the affairs of the Club.

- 10.4.2. Notice convening the meetings and an agenda shall be forwarded to every Committee member not later than seven days prior to the date fixed for the meeting. Should any member fail to receive a properly dispatched notice or agenda, the business transacted shall not be invalidated thereby.

- 10.4.3. Five Committee Members present, including at least one Officer, at the due time for the commencement of the meeting shall form a quorum and the meeting shall be postponed or abandoned if a quorum is not present PROVIDED THAT at the first Committee Meeting following the Annual General Meeting in each year five Committee Members present shall be deemed to be a quorum notwithstanding the absence of any Officers.

10.5.       **Regulations**

- 10.5.1. The Committee may from time to time make, repeal and amend any regulations (“**Regulations**”) (including the Committee Rules and Procedures) as it thinks expedient for the management and wellbeing of the Club PROVIDED THAT such Regulations are not inconsistent with these Rules or the CIO's constitution.

10.5.2. All Regulations made by the Committee under this Rule are binding on Members until repealed by the Committee or set aside by resolution of the Club in general meeting.

**10.6. Delegation of Powers and Sub-Committees**

10.6.1. The Committee may delegate any of its powers to any sub-committee consisting of one or more Committee Members and such other Members as the Committee may decide.

10.6.2. The Committee may also delegate to any Committee Member such of their powers as they consider desirable to be exercised by him.

10.6.3. Any such delegation may be made subject to any conditions the Committee may impose and either collaterally with or to the exclusion of their own powers and may be revoked or altered.

10.6.4. Any such sub-committee shall be chaired by a Committee Member and, subject to any such conditions imposed as above, the proceedings of such a sub-committee shall be governed by the Rules regulating the proceedings of the Committee so far as they are capable of applying PROVIDED ALWAYS that the chairman of any subcommittee shall have discretion as to the venue, form and number of any sub-committee meetings.

**10.7. Committee Assistants**

The Committee may appoint such Members as it sees fit to perform such roles in the Club as it shall from time to time see fit.

**11. GENERAL MEETINGS**

11.1. All general meetings other than Annual General Meetings shall be called Extraordinary General Meetings.

**11.2. Annual General Meetings**

11.2.1. The Annual General Meeting of the Club shall be held on a Saturday in February on a date and at a time to be fixed by the Committee and must:

11.2.1.1. Receive from the Committee a report, balance sheet and statement of accounts for the preceding financial year and an estimate of the receipts and expenditure for the current financial year;

11.2.1.2. The minutes of the previous Annual General Meeting;

11.2.1.3. Annual reports by the Officers;

11.2.1.4. fill the vacancies in the Committee for the ensuing year;

- 11.2.1.5. fix the level of the Subscription;
- 11.2.1.6. elect the President; and
- 11.2.1.7. consider any other business as determined by the Committee and/or moved in accordance with Rule 11.3.

**11.3. Notice of Business at the Annual General Meeting**

Any Member who desires to move any resolution at the Annual General Meeting must give notice in writing to the Secretary not later than 15<sup>th</sup> January preceding the meeting.

**11.4. Extraordinary General Meetings**

- 11.4.1. The Committee may call an Extraordinary General Meeting at any time if, in their opinion, the interests of the Club so demand.
- 11.4.2. The Secretary shall call an Extraordinary General Meeting within six weeks of being requested to do so, in writing, by 10% or more Members. Any Member's request for an Extraordinary General Meeting shall be accompanied by a Resolution, or Resolutions, setting out the nature of the business to be transacted.

**11.5. Convening general meetings**

- 11.5.1. At least fourteen days before any general meeting written notice, specifying the place, date and time of the meeting and the business to be transacted at it shall be posted in the Club Premises and a copy sent to all Members.
- 11.5.2. No business other than that of which the notice has been given may be brought forward at a general meeting.

**11.6. Proceedings at general meetings**

- 11.6.1. At all general meetings the President or in his absence a Member selected by the Committee shall take the chair.
- 11.6.2. Every Member present and entitled to vote shall have one vote upon every motion and in the case of an equality of votes, whether on a show of hands or on a ballot, the Chairman may have a second or casting vote.
- 11.6.3. Except as otherwise provided in these Rules a resolution put to the vote of a meeting shall be decided on a show of hands unless before the vote is taken a ballot is demanded. A ballot may be demanded by the chairman or by at least 10% of the members present having the right to vote at the meeting.

11.6.4. Unless a ballot is demanded, a declaration by the chairman that a resolution has been carried, carried unanimously or by a particular majority or lost or not carried by a particular majority an entry to that effect in the minutes of the meeting shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour or against the resolution.

11.6.5. A ballot shall be taken as the chairman directs and he may appoint scrutineers and fix a time and a place for declaring the result of the ballot (if the same cannot be established during the course of the meeting). The result of the ballot shall be deemed to be the resolution of the meeting at which the ballot was demanded.

11.7. **Quorum**

5% Members present shall form a quorum at a general meeting.

**12. PRESIDENT'S TERM OF OFFICE**

The President shall be elected annually at the Annual General Meeting.

**13. MINUTES**

13.1. The Secretary shall cause minutes to be made in books kept for the purpose:

13.1.1. of all appointments of Officers made by the Committee; and

13.1.2. of all proceedings at general meetings and Committee Meetings and meetings of sub-committees including the names of those present; and

13.1.3. display such minutes within one month of such meeting at the Club Premises.

13.2. The minutes of any general meeting may be inspected during the Club's normal opening hours by any Member giving seven days' notice, in writing, to the Secretary.

**14. FINANCE**

14.1. **Financial year**

The Club's financial year shall run from 1<sup>st</sup> October to 30<sup>th</sup> September of the following year.

**14.2. Books of account**

The Treasurer shall at all times maintain proper books of account.

**14.3. Audit of Accounts**

14.3.1. The Club's accounts must be subjected to an independent examination as soon as practicable after the end of the Club's financial year.

14.3.2. The examiner must be appointed by the Committee and must not be a Member.

14.3.3. The report of the suitably qualified and independent examiner must be circulated to the Annual General Meeting alongside the accounts.

**14.4. Inspection of accounts**

The accounts may be inspected during the Club's normal opening hours by any Member giving seven days' notice, in writing, to the Secretary.

**14.5. Authority for payments**

All cheques or payment authorities shall be signed by two Committee Members drawn from four signatories authorised by the Committee, of whom the Treasurer shall be one, except that the Treasurer only is authorised to make on-line payments up to a limit of £1,000.

**14.6. Expenditure**

The Honorary Secretary may authorise any item of expenditure up to a limit determined by the Committee. All expenditure in excess of this limit must be authorised by the Committee in accordance with the Committee Rules and Regulations.

**14.7. Income and Property**

All income and property of the Club shall be applied solely for the promotion of the objects of the Club as set out in Rule 3 and the CIO's constitution, and no portion thereof shall be transferred directly or indirectly to any Member or Members, PROVIDED THAT this Rule shall not prevent the reimbursement of legitimate expenses incurred on behalf of the Club or payment of authorised cash or monetary prizes.

**15. TRUSTEES**

15.1. There must be not less than three or more than five trustees of the Club ("Trustees").

- 15.2. The Club Property is vested in the CIO, and the Trustees have responsibility for it under charity law.
- 15.3. The Trustees may be indemnified against any risk or expense incurred by them as a result of their holding such office out of Club Property.
- 15.4. The Trustees shall be subject to re-appointment by the Annual General Meeting, as provided for in the CIO's constitution.

## **16. OPENING OF CLUB PREMISES**

- 16.1. The Club premises are open to Members on such days and at such hours as the Committee shall from time to time determine.
- 16.2. The Committee may close the Club premises for such times as it considers necessary for (including but not limited to) cleaning, repairs or the lack of any steward.

## **17. INTERPRETATION OF RULES**

- 17.1. The Committee is the sole authority for the interpretation of these Rules and the Regulations made by it from time to time,
- 17.2. Any decision of the Committee upon any question of interpretation or upon any matter affecting the Club and not provided for by these Rules or by the Regulations is final and binding on the Members.

## **18. DISSOLUTION OF THE CLUB**

In the event of the winding up or dissolution of the Club, any assets remaining after the discharge of all liabilities shall be transferred to an organisation whose objects are similar to those of the Club and whose rules preclude the distribution of surplus income or assets among its members, in accordance with the CIO's constitution. A resolution to wind up or dissolve the Club must be passed by three quarters of the Members present and voting at the meeting.

## **19. ALTERATION OF THE CLUB RULES**

No alteration to these rules shall have effect unless ratified by two-thirds of the members present and voting at a General Meeting.

## **20. LOSS OR DAMAGES TO A MEMBER'S OR GUEST'S PROPERTY**

The Club or the Committee, its servants or Officers shall not be liable for loss or damage to any Member's or Member's guest's property, however caused.

## **21. KNOWLEDGE OF AND EFFECT OF CLUB'S RULES**

- 21.1. Every Member shall be deemed to have full knowledge of the Rules.
- 21.2. The Rules bind the Members to the same extent as if they had been signed by each Member and contained covenants on the part of each Member to observe all of the provisions of the Rules.

## **22. MEANING OF WORDS IN THESE RULES**

- 22.1. Whenever the context so requires in these Rules, words importing the singular shall import the plural and words importing the masculine shall include the feminine and vice-versa.
- 22.2. The headings to these Rules are for ease of reference only and are not to be taken into account in their interpretation