



Berwick-upon-Tweed and District Camera Club Constitution - revised 24 March 2026

CONSTITUTION OF THE BERWICK-UPON-TWEED & DISTRICT CAMERA CLUB

- 1 The Club shall be called the Berwick-upon-Tweed & District Camera Club.
- 2 The Objective of the Club shall be to encourage the study, practice and enjoyment of photography.
- 3 The Officers of the Club shall consist of the Chairman, Secretary and Treasurer, to be elected annually at the Annual General Meeting (AGM). All the business of the Club shall be managed by a Committee consisting of the Officers and between 2 and 7 other members elected at the AGM. Office Bearers shall normally hold office for up to 5 years.
- 4 The Committee may appoint any sub-committee that may be needed and co-opt any additional Member to an office that may become vacant before the AGM. For Committee meetings, four shall form a quorum, and at least two of those present must be Officers.
- 5 The Annual General Meeting shall be held at the end of March, or during April at which one quarter of the membership will constitute a quorum. The financial year shall end on March 31st and the Treasurer shall submit to the AGM Accounts duly audited by two Ordinary Members appointed by the Committee. The Secretary will distribute all papers for the AGM, to the membership, at least 7 days before the AGM.
- 6 An Extraordinary General Meeting (EGM) may be convened by the Committee or at the written request of at least five members; at least fourteen days' notice of such meeting must be given to members. The particular business to be considered at an EGM must be stated in the notice and no other business shall be considered. At an EGM one quarter of the membership shall constitute a quorum.
- 7 In the absence of the Chairman the AGM or EGM shall elect its own Chairman.
- 8 A bank account shall be opened in the name of Berwick-upon-Tweed & District Camera Club. The Treasurer will manage the accounts and facilitate all transactions or reimbursements on behalf of the club. Where the conditions of the bank account allow, transactions will be counter-authorised by another member of the Committee as agreed and minuted by the Committee. Should such counter-authorisation not be possible the Committee will agree appropriate and proportionate oversight controls that can be implemented under the terms of the account. The Treasurer will prepare and distribute simple accounts to the committee prior to each meeting.
- 9 The Treasurer will maintain a register of any assets owned by the club, and held in trust by committee members.
- 10 The subscription shall be determined at each Annual General Meeting. Subscriptions shall be payable on admission to membership, and for returning members, by the end of September each year. New Members admitted from January will pay half the annual subscription.

- 11 The Club shall meet weekly from September to March. The Committee shall draw up Programmes of Events for the summer and winter months.
- 12 Each member may, by exception, introduce friends to a limited number of club meetings with the prior permission of the Secretary, Chairman or Treasurer. The Club reserves the right to charge a visitor fee. Members will be held responsible for the behaviour of their guests.
- 13 The Club shall not be liable for any loss or damage or injury sustained by any Member or any visitors in the course of Club Activities. The Club accepts no responsibility for the loss of or damage to images belonging to members either in transit or on display or at exhibitions. The club will annually purchase insurance cover to include Public Liability.
- 14 The Committee shall have power to temporarily suspend any member whose conduct is considered to be in opposition to the well-being and good name of the Club. A member can only be expelled by a majority vote at an EGM or the AGM.
- 14 Members' personal information will be handled and stored in accordance with any prevailing legislation and such information will be the minimum needed to service membership. Any member changing address or e-mail address must notify the changes to the Secretary, otherwise all notices sent to the old addresses shall be held as duly delivered.
- 15 The Committee shall be responsible for developing policies to ensure compliance with prevailing guidance, regulation and legislation. This could include, but is not limited to, data handling, safeguarding and online content.
- 16 In the event of the possible dissolution of the Club, notice shall be given to the members not less than 21 clear days before the meeting at which the dissolution is to be proposed. If such decision is confirmed by at least a two-thirds majority of those members present, the group shall sell all assets as considered appropriate and settle any debts and liabilities of the Club. Any funds or other assets remaining after the satisfaction of such debts and liabilities shall be given to other organisation(s) having objectives similar to the objectives of Berwick-upon-Tweed & District Camera Club as the members may determine.
- 17 These Rules can only be altered by at least a two-thirds majority of those attending and entitled to vote at the AGM or an EGM. Any member desiring to propose any alterations in, or addition to these Rules, may do so by submitting the terms of the motion, in writing, to the Secretary three weeks before the AGM or by requesting an EGM in accordance with the terms of Rule 6.

Signed: Chairman

Signed: Secretary