

# DAVENTRY PHOTOGRAPHIC SOCIETY CONSTITUTION

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## 1 NAME

- a. The name of the Society shall be: Daventry Photographic Society; hereinafter referred to as DPS.
- b. The contact address shall be the residence of the Secretary, or such other place as prescribed by the Management Committee (defined in para 6a below).
- c. Daventry Photographic Society is defined as a 'Not For Profit' organisation as agreed at the Extraordinary General meeting of 19<sup>th</sup> June, 2018

## 2 AIMS AND OBJECTIVES

- a. To encourage a friendly atmosphere in which members can enjoy and improve their photographic interests and abilities.
- b. To afford opportunities for society members to exchange information, to show their work, and to participate in photographic competitions and field trips or other activities arranged via the Society.
- c. To promote and protect the interests of DPS and its members relative to photographic matters, within the community.
- d. To encourage social activities for the members, in particular those which foster the aims and objectives of the Society

## 3 HOW THESE OBJECTIVES WILL BE ACHIEVED

- a. The DPS will arrange to meet regularly at a time and day to be agreed by the members.
- b. Each year a programme of activities will be designed by the Management Committee covering aspects of Photography. This programme will be discussed and agreed with the members and published on the Society Website.

## 4 MEMBERSHIP

- a. The DPS is an independent organisation which meets at the Mayfield Park Sports Club where a suitable meeting room and storage facilities are provided. These facilities are provided on the understanding that all members of the DPS are also members of Mayfield Park Sports Club. Membership of the Mayfield Park Sports Club is achieved by an agreed contribution to the Mayfield Park Sports Club by the DPS Management Committee on an annual basis.

- b. Membership of DPS shall be open to young persons (16-18 years old), and adults interested in photography, regardless of ethnic origin, religious beliefs, gender, disabilities, sexual orientation.
- c. All applications for Membership shall be dealt with by the Membership Secretary or a nominated Committee Member. The Management Committee will have full and absolute power to refuse such applications without giving any reason for such refusal.
- d. The Management Committee shall be empowered, at its discretion, to extend invitations to individuals for election as Life Members of DPS as a mark of appreciation for services rendered.
- e. All members while on Mayfield Park Sports Club premises shall abide by the said Club's rules.
- f. By paying of DPS subscription (whether annual or weekly or visitor) a Member shall be deemed to have accepted and will abide by all DPS rules including their obligations under the DPS Safeguarding Policy and the Society's Competition rules. This is stated on the Membership Application Form signed by members.
- g. The Management Committee can suspend a member from attending the Society for either gross misconduct or not adhering to DPS Constitution, Safeguarding Policy or Competition Rules, in a reasonable manner.
- h. A resolution by an existing Society Member, submitted one week in advance of a Management Committee meeting to the Chairman of the Management Committee, calling for the expulsion of a Member must be supported by at least two thirds of the Committee Members present and will be given to the Member to be expelled in the form of a written notification.
- i. The membership application form shall specifically ask for the consent of members to use their information for marketing or communication purposes as is required by law.

## **5 SUBSCRIPTIONS**

- a. The DPS financial accounting year shall run from 1 January to 31 December.
- b. The DPS membership year shall run from 1 April to 31 March.
- c. The annual membership fee, weekly subscriptions, and visitor fees shall be decided by the Management Committee and announced at the DPS Annual General Meeting.
- d. Annual subscriptions shall fall due on the day of the Annual General Meeting.
- e. Further finance for specific purposes may be raised, by levy, agreed at a Management Committee Meeting.
- f. After a reminder from the membership Secretary in writing, any member, failing to pay the subscription within four weeks of the AGM, shall cease to be a member of DPS.
- g. Members joining after 30 September in any year will be called upon to pay only an agreed pro-rata annual subscription for that year based on the months remaining. This is to encourage people to join the Society part way through the year.

March – September	100% of annual fees
October – November	50% of annual fees
December - January	20% of annual fees
February	10% of annual fees

- h. Subscriptions paid, or any part thereof, are not refundable.
- i. Should DPS at any time be dissolved, any surplus funds, after meeting all liabilities and legal obligations, shall be given to a charity or charities agreed upon by a majority of the remaining Members.
- j. Visitors are welcome to attend meetings of DPS, free of charge for up to two meetings within any one club year. Any subsequent visits would be charged at a visitor rate set by the Management Committee and published at the Annual General Meeting.
- k. For special events outside of normal Society meetings, guests will be charged a fee as defined by the Management Committee for the specific event.

## **6 MANAGEMENT AND CONTROL**

- a) The affairs of DPS shall be managed by the Management Committee. The Management Committee shall consist of the Chairman, Vice Chairman, Secretary and Treasurer and five Full Members (who have attained the age of eighteen years) elected at the Annual General Meeting each year to hold office until the termination of the following Annual General Meeting.
- b) At the Annual General Meeting each year the elected Management Committee shall retire.
- c) Candidates for election to the Management Committee shall be those members of the retiring Committee who offer themselves for re-election and such other Full Members whose nominations are duly proposed and seconded by Full Members of DPS with their consent either at the Annual General Meeting, if all present, or received in writing by the DPS Secretary before the date of the Annual General Meeting, in each year. Committee roles are not specified in the nomination except for the special case of DPS Chairman. See below.
- d) The management of the meeting will be handed over to the Secretary for the election of the new Chairman, which will take place first. If two or more nominations are received for the role of DPS Chairman, each candidate will have the opportunity to present their case for election. The candidates will then leave the room while a show of hands takes place. The candidate with the higher number of votes will be elected.
- e) Following the election of the new Chairman, s/he will take Chair for the remainder of the AGM.
- f) All other roles are agreed within the newly elected Management Committee.
- g) To fill the remaining 8 places on the Committee, the number of previously sitting committee members willing to stand for re-election will be considered. If the number of candidates for re-election is equal to or less than the number

of vacancies to be filled then all candidates shall be deemed to be elected if two thirds of those present at the Annual General Meeting, and entitled to vote, vote in favour of such election.

- h) If the number of candidates for election for any remaining places on the committee is greater than the number of vacancies to be filled, then there shall be a ballot among the new applicants. The ballot forms will be collected and counted by the Secretary and checked by the Chairman, prior to announcement of the outcome.
- i) In the case of equality of votes, the Chairman shall have a second and casting vote.
- j) Additional roles can be assigned to Management Committee members as required for the successful management of DPS.
- k) If, for any reason, a casual vacancy shall occur, the Management Committee may co-opt a Full Member to fill such a vacancy until the next following Annual General Meeting.
- l) At the discretion of the Management Committee, sub-committees for specific purposes may be formed with their own Officers, but the business transacted shall be limited to their area of influence, and all major decisions must be approved by the Management Committee.
- m) The Management Committee shall be jointly responsible for the management and content of any external communications made on behalf of the Society including the DPS website and Facebook page. The Committee shall have the right to ask for proof of copyright ownership of any image submitted by members to be displayed on the website or Facebook page or entered into internal or external competitions in the name of the Society. The Committee reserves the right to check copyright ownership using appropriate means as determined by the Committee. The Committee shall have the right to ask for any non-complying image to be removed.
- n) The Chairman and/or Vice-Chairman and one Committee Member are empowered to call a meeting of the Management Committee.
- o) The Management Committee is empowered to co-opt additional Members if it considers this necessary.
- p) The Management Committee shall meet at least once every three calendar months.
- q) Management Committee members shall be given a minimum of fourteen days' notice, under normal circumstances, of a committee meeting.
- r) A minimum of four Management Committee members are required at a
- s) Management Committee meeting to constitute a quorum to conduct business.
- t) Any new expenditure in excess of £100, made on behalf of DPS, must be fully discussed and approved by the Management Committee before such purchases are made. Items less than this can be approved by the Chairman, Secretary or Treasurer.

## **7 ANNUAL GENERAL MEETING**

- a. An Annual General Meeting shall be held in the month of March once in each calendar year, at such time, date and place as may be decided by the

Management Committee, provided that it is not more than fifteen months after the holding of the preceding Annual General Meeting.

- b. An Extra-ordinary General Meeting may be called at any time by the Chairman and/or Vice-Chairman and two members of the Management Committee, or by four Ordinary Members.
- c. At least fourteen days' notice shall be given for an Annual General Meeting, accompanied by an Agenda, detailing the business to be discussed and transacted, and any special resolutions proposed.
- d. In all matters, with the exception of the expulsion of a Member, the vote of a majority of Members present shall be decisive. In the event of a tie, the Chairman shall exercise a casting vote.
- e. The Chairman shall preside at all meetings, but if he/she fails to attend within fifteen minutes, the Vice- Chairman or an elected member of those present shall occupy the chair.
- f. The business of the Annual General Meeting shall be:  
To receive the Chairman's Annual Report, Receiving and adopting the Accounts of the preceding year, together with the Treasurers report thereon, and other competent business including the election of Officers and other Members of the Management Committee, and  
To appoint an independent assessor of the DPS Financial Accounts.

## **8 VOTING**

- a. Every Management Committee member attending a committee meeting shall be entitled to one vote, provided that their annual subscription has been paid within the due period.
- b. At an Annual General Meeting, each member of DPS shall be entitled to exercise one vote, provided that their annual subscription has been paid within the due period.

## **9 ROLES AND RESPONSIBILITIES**

### **CHAIRMAN/VICE CHAIRMAN**

- a. The Chairman or Vice Chairman shall preside over all Management Committee and Annual General Meetings, excluding Sub-Committees.
- b. The Chairman or Vice Chairman shall ensure that all meetings are conducted in accordance with DPS constitution.
- c. The Chairman or Vice Chairman shall provide a written report to the Annual General Meeting.
- d. The Chairman or Vice Chairman shall have a casting vote only in the event of a tied vote.

### **SECRETARY**

- a. The Secretary shall keep minutes recording the business of all meetings and resolutions.
- b. The Secretary shall keep a register of membership.

- c. The Secretary shall deal with all correspondence, carry into effect all requirements of DPS and generally act as its representative.

## TREASURER

- a. The Treasurer shall keep a full and clear record of all financial transactions relating to the business of the DPS.
- b. The Treasurer shall collect annual subscriptions as they fall due.
- c. The Treasurer shall ensure that any cash collected with regards to weekly subscriptions is accounted for in a secure manner.
- d. The Treasurer shall keep a record of member attendance at each Society meeting and any attendance fees paid.
- e. The Treasurer shall ensure that any invoices paid by the DPS have been approved for payment by the appropriate person(s) to comply with para 6 n.
- f. The Treasurer shall maintain a bank account on behalf of DPS Cheques drawn on behalf of DPS shall be signed by any two of three persons so authorized by the Management Committee.
- g. The Treasurer shall present a Receipt and Expenditure Account plus Assets and Liabilities Statement when called upon at Committee meetings.
- h. The Treasurer shall prepare independently examined Receipt and Expenditure Account plus Assets and Liabilities Statement and a report thereon at each Annual General Meeting.

## 10 ALTERATIONS TO CONSTITUTION

The Constitution may only be altered, rescinded or replaced by the votes of not less than two thirds of Members present at an Annual General Meeting or at an Extraordinary General Meeting.

## 11 OTHER OPERATING RULES

Other operating rules will include the Safeguarding Policy and Competition Rules and shall be set and modified by the Management Committee. These shall be published on the DPS website and if any changes are made these shall be announced to the members at a suitable time. The date that changes will be implemented shall be announced at the same time.

## 12 SAFEGUARDING POLICY

The DPS shall maintain a Safeguarding Policy for the protection of young persons (16-18 years old) and any vulnerable adults who are members of the DPS. The Safeguarding Policy will be reviewed on an annual basis by the Management Committee and members informed of their responsibilities at the Annual General Meeting.

**13 COMPETITION RULES**

The DPS shall maintain a set of Competition Rules relating to DPS internal competitions which will be published on the DPS website. The Competition rules will be fixed for the period of the competitions, which is from March to April the following year. The Management Committee will review the Competition Rules on an annual basis and announce any changes at the Annual General Meeting prior to the competition period to which the rules apply.

**14. DAVENTRY PHOTOGRAPHIC SOCIETY DATA PROTECTION FAIR PROCESSING & PRIVACY POLICY**

The DPS will maintain a Data Protection Fair Processing and Privacy Policy which will be published on the DPS website. The Management Committee will amend this policy in the light of any new UK Government legislation.