

NAVAN CAMERA CLUB

CONSTITUTION

TITLE

The club shall be called “Navan Camera Club” here in after called “the club”.

OBJECT

To promote and develop the art of photography among the members of the club.

MEMBERSHIP

Any person over the age of 18 years is eligible for membership of the club. Membership is subject to submitting a completed club application form and payment of the annual subscription as laid down at the A.G.M.

TEMPORARY MEMBERSHIP is given to the following:

1. Guests of the Club
2. People visiting the club for functions or exhibitions

HONORARY MEMBERSHIP may be granted at the discretion of the Executive Committee. Only Full and Honorary members may engage in the running of the club.

EXPULSION FROM THE CLUB

The Executive Committee has the power to withdraw membership or suspend any member for:

1. Bringing the club into disrepute
2. Disobeying rules and regulations of the club

Any complaints by a member against another must be set down in writing and handed to the Secretary or the Chairperson. These complaints must be read out at the next Committee Meeting and appropriate action taken.

ANNUAL SUBSCRIPTION

The full subscription as laid down by the A.G.M. must be paid on enrolment.

EXECUTIVE COMMITTEE

The business and affairs of the club shall be under the control and management of the Executive Committee elected each year at the A.G.M. The Executive Committee shall consist of:

1. Chairperson
2. Secretary
3. Treasurer
4. Assistant Treasurer
5. Programme Secretary
6. Competitions Secretary

The committee may assign roles such as a Public Relations Officer, events/outings Coordinator or other from within the membership of the Executive.

EXECUTIVE COMMITTEE

The quorum for a committee meeting shall be half of the total committee. The Executive Committee shall:

- 1 Make rules and regulations for the club, but may not change the constitution.
- 2 Categorise members for competitions etc.
- 3 Adjudicate on alleged causes of misconduct.
- 4 Run the affairs of the club.

The trustees shall be the chairperson, the secretary and the treasurer for the duration of their office.

Should any committee person fail to attend three consecutive committee meetings without adequate reason, then that person may be replaced by a nominee of the Executive Committee.

COMMITTEE MEETINGS

A committee meeting shall be called by:

- 1 Secretary.
- 2 A written request signed by one third of the committee

EXTORDINARY GENERAL MEETING

May be called by:

1. Executive Committee
2. A request signed by one third of the fully paid up members. This requisition to state the objective of the meeting. All members must be given at least two weeks written notice of this meeting and the motion for same. The meeting shall be held within four weeks of receiving the requisition

ASSETS AND TRUSTEES

The assets of the club shall be vested in the trustees. The finances of the club shall be controlled by the Treasurer in conjunction with the Executive Committee. The disposal of income above annual income must be approved by the trustees. The trustees shall be indemnified against any loss or out of pocket expenses incurred by him / her in or about the execution of his / her trust.

The trustees shall see that the club is properly and adequately insured for its purpose. Should the club cease to exist, the assets of the club shall be disposed of by the trustees in clearing outstanding debts etc. and the remainder divided equally among paid up members at the time

AMENDMENT OF CONSTITUTION

The constitution may only be changed:

- 1 At the A.G.M. / Extraordinary General Meeting, if a motion is carried by more than two thirds of the members present. The Motion(s) for the proposed amendment(s) must be with the secretary two weeks before the A.G.M.
- 2 Amendments to motions may be taken at A.G.M. or Extraordinary General Meeting.

TERMS OF OFFICE

Terms of office for the Executive Committee is one year and all positions must be filled by ballot. Full and Honorary members only may vote. Only Full and Honorary members may be elected. The outgoing chairperson, secretary and treasurer may be members of

the incoming Executive Committee. Elected Executive officers take up office immediately on being elected. An elected executive officer of Navan Camera Club can only hold the office for up to two consecutive years.

ANNUAL GENERAL MEETING

Shall be held in May of each year. Four weeks before the A.G.M. the secretary shall give notice of the A.G.M. to all Full & Honorary Members, inviting names for each position on the Executive Committee. Nominations close two weeks before the A.G.M. Each nominee must be proposed and seconded by two members and the person nominated must consent to his/her name going forward. When only one person has been nominated for a position before the AGM that person is automatically elected. When more nominees are proposed than position available, then an election will be by secret ballot. If there are insufficient nominees for the position vacant, then the Chairperson may invite names from the attendance for the positions not filled. If only three names appear for five positions, then the three are automatically elected, and the remaining two are balloted for. A person may not be nominated for two positions on the Executive. However, a person defeated for one Executive position may be elected to another position on the Executive Committee, as he/she has been previously nominated to the Executive Committee.

The following will be the order of business at the AGM.

1. Minutes of previous AGM.
2. Secretary's report.
3. Chairpersons report.
4. Treasurers report.
5. Election of Executive Committee.
6. Motions before the AGM.
7. A.O.B.

Motions before the A.G.M. to be with the secretary two weeks in advance. The quorum for the A.G.M. (or extraordinary general meeting) is a quarter of the registered members.

ADDENDUM DUTIES OF THE OFFICERS

Chairperson: Shall preside over all club meetings. He /she shall have a casting vote at meetings when a vote is tied.

Secretary: Shall keep accurate minutes of meetings and the AGM. Shall attend to all correspondence. He / she shall call at least three committee meetings during the year and notify the Executive Committee of same. He / she shall notify all members of AGM or any Extraordinary General Meeting.

Treasures and Assistant Treasurer: Shall look after the funds of the club. Shall furnish a full and accurate statement of the financial position of the club at the AGM or to the Executive Committee at any time on request.