

RULES OF HUDDERSFIELD PHOTO-IMAGING CLUB (“the Club”)

Adopted on the 1st September 2004 pursuant to a Special Resolution common to both The Huddersfield Photographic Society and Huddersfield Camera Circle to merge their respective undertakings.

1. NAME

The Club shall henceforth be known as Huddersfield Photo-Imaging Club.

2. OBJECTS

- (i) To further the practice, art and interest of and in photography in all its current and future aspects and with due regard to the development and history of the subject since discovery.
- (ii) To promote mutual understanding and fellowship in all its dealings by the holding of regular meetings, social and competitive events, lectures, demonstrations and visits.

3. MEMBERSHIP

Membership is open to all persons having a genuine interest in fulfilling the aims and objects of the Club upon payment of the annual subscription fixed from time to time at an Annual General Meeting.

Membership shall be divided into the following classes:-

- 1. (a) Ordinary Member (b) Retired Member (c) Life Member
- 2. Social Member
- 3. Student Member (meaning full time student)

4. CLASS RIGHTS & SUBSCRIPTIONS

- (i) Ordinary Student and Retired Members shall pay subscriptions at the rates fixed from time to time by the Committee and shall be entitled to all the aspects and privileges of membership.
- (ii) Social Members shall pay such subscriptions at the rate fixed from time to time by the Committee but shall not be entitled to vote at General Meetings and shall not be entitled to participate in the Annual Exhibition. They shall be entitled to be Committee Members but not Officers of the Club.
- (iii) Life membership may be granted to any member at the discretion of the Committee. Life members shall not be required to pay the annual subscription after appointment. They shall be entitled to all the rights and privileges of membership.

- (iv) Membership subscriptions shall be due each year on the 1st day of January. (Members are reminded that non-payment of subscriptions may render members ineligible for entry into Club competition or exhibition).

5. OFFICERS

The following officials (known as Officers) shall be elected at the Annual General Meeting and shall hold office as set out below:-

- (a) President, who shall act as chairman at all general and other meetings of the Club. The tenure of office of the President shall be no more than two years successively.
- (b) Vice-President who shall act as the President's deputy when required and who shall serve as such for no more than two years successively.
- (c) Hon. Secretary, who shall be responsible for all correspondence relating to the affairs of the Club and who shall keep minutes of all General Meetings as well as meetings of the Committee. The tenure of office of the Hon. Secretary shall be one year unless re-elected at the Annual General Meeting.
- (d) Hon. Treasurer who shall be responsible for the security of all monetary aspects of the Club and shall keep a proper record of all monies received and paid and who shall prepare and submit an account thereof together with a balance sheet for adoption at the Annual General Meeting. The tenure of office of the Hon. Treasurer shall be one year unless re-elected at the Annual General Meeting.

The Officers shall be elected at the Annual General Meeting of the Club after having been first nominated and seconded and having consented so to act. Election shall be upon a simple majority of members voting at the meeting.

6. GENERAL COMMITTEE

The General Committee shall consist of the Officers and four other members of the Club, the latter also being nominated, seconded and elected at the Annual General Meeting after having consented so to act.

The Committee shall appoint the following additional officials:-

- (i) Competitions Secretary who shall supervise the running of internal and external competitions in which the Club shall from time to time become involved and who shall be responsible for correspondence relating to competitions.
- (ii) Syllabus Secretary who shall be responsible for the preparation of the annual syllabus of meetings and events and the completion of a printed card or booklet containing brief details of each upon an annual basis. The Syllabus Secretary shall also deal with any correspondence in relation to his responsibilities and delegated to him by the Hon. Secretary.

- (iii) Regional Representatives shall be two members appointed to have charge of all matters concerning the holding of events organised by outside groups including Interclub and the Yorkshire Photographic Union (or their respective successors) and other extraneous organisations. They (or one of them at least) shall attend meetings arranged by such organisations and report proceedings back to the Club on a regular basis.

The Committee shall have power to co-opt up to three members from the general membership of the Club to assist them in their deliberations but co-opted members shall have no vote at meetings of the Committee and shall retire prior to the Annual General Meeting.

The Committee shall be responsible to the members for the general management of the affairs of the Club and shall meet as and when it decides but not less than six times per annum.

Committee members shall hold office for one year but shall be entitled to offer themselves for re-election to the Committee at the Annual General Meeting without further nomination.

7. AUDITOR

A person who is not currently serving on the Committee shall be appointed auditor at the Annual General Meeting and shall audit the financial affairs of the Club and sign the annual Account and Balance Sheet as representing a fair and accurate view of the Club's financial position.

8. ASSETS OF THE CLUB

Assets shall consist of all equipment, trophies, land and property formerly belonging to the organisations merging to constitute the Club together with all after-acquired assets and shall be the property of the Club as managed by the Committee. Where it is necessary for any such asset to be legally vested in the Club existing Trustees shall be deemed to be Trustees for the Club and new Trustees shall be appointed where necessary upon the recommendation of the Committee which recommendation shall be ratified by the members in General Meeting.

The Committee shall maintain an accurate record of such assets and a register giving particulars of the whereabouts of deeds, equipment and trophies, such register being kept with the Club's documents and general correspondence in the care of the Hon. Secretary.

9. PROCEEDINGS AT MEETINGS

(I) General Meetings:

(i) An AGM shall be held no later than 30th June in each year and publication of the date thereof in the annual syllabus shall constitute adequate notice thereof. The following business shall be transacted at the AGM;-

- (a) the receipt of reports from the Committee;
- (b) consideration of an audited statement of accounts for the preceding year and the approval of the annual subscription rate recommended by the Committee;
- (c) election of Officers and committee members
- (d) appointment of honorary auditor
- (e) any other business of which formal notice has been given

(II) Extraordinary (or special) General Meeting may be convened by

- (a) a resolution of the Committee; or
- (b) a requisition of at least 12 members or 10% of the membership whichever shall be the smaller number, by written notice to the Hon. Secretary, who shall forthwith convene a meeting of the Committee and at such meeting a date for the holding of the EGM shall be fixed which date shall be within a period of 42 days of the date of the receipt of the written requisition. At least 21 days notice to members shall be given by display of such notice on the Club's Notice Board after the attention of the members has been drawn thereto by the President at any ordinary meeting.

(III) Committee Meetings shall be held at least six times per annum to manage effectively the business of the Club and the Hon. Secretary shall keep minutes of the proceedings.

(IV) Quorum

- (a) at any General Meeting 12 members or 10% of the membership whichever shall be the smaller member (to include at least one Officer) shall constitute a quorum.
- (b) at a Committee Meeting 4 members (to include at least one Officer) shall constitute a quorum.

(V) Miscellaneous

(i) At ordinary meetings of the Club the President or in his absence the Vice-President shall take the chair. If both are absent then one of the officers or the senior member present shall take the chair.

- (ii) Members who express their apologies for absence at any General Meeting shall be entitled to vote by proxy provided such proxy is appointed in due time by completion of a form of proxy which may be obtained from the Hon. Secretary. Such form of proxy shall also count to establish a quorum at any General Meeting.
- (iii) At General Meetings resolutions properly proposed and seconded shall be adopted by simple majority and voting shall be by show of hands unless a ballot is demanded by a majority of those present. (This provision shall not however apply to (a) a resolution to dissolve the Club or to merge with any other organisation or (b) to alter these Rules for which special provisions are set out in Rules 14 and 15 hereof.)
- (iv) “formal notice” referred to in Rule 9 (I) (e) shall mean notice in writing given to the Hon. Secretary at least 21 days prior to the date of the meeting.

10. VISITORS

Members are encouraged to invite visitors to ordinary meetings. If however a visitor attends five or more meetings in any one year such person shall be required to pay the annual subscription before attending again in that year.

11. TERMINATION OF MEMBERSHIP AND COMPLAINTS PROCEDURE

- (i) a member may resign at any time but shall not be entitled to any proportionate refund of his subscription.
- (ii) a member may be suspended or expelled from membership on a majority of the Committee. The expelled member shall be entitled (a) to receive in writing reasons for his suspension or expulsion and (b) to appeal against the decision of the Committee provided he lodges a written notice of his wish to appeal with the Hon. Secretary within 21 days of his expulsion. Upon receipt of such written notice the Hon. Secretary will within 14 days notify the Yorkshire Photographic Union of the member’s notice of appeal and request such Union to set up a tribunal in accordance with their procedures to hear the appeal. The decision of that tribunal shall be final and binding.
- (iii) the Committee shall have the right to refuse admission to any meeting. A member wishing to lodge a complaint shall do so in writing to the Hon. Secretary who shall forthwith convene a meeting of the Committee to consider the same. The date of such committee meeting shall be advised to the complainant who shall be invited to attend to discuss the complaint. At the conclusion of the Committee’s deliberation their decision shall be communicated to the complainant in writing.

12. **BYE-LAWS AND COMPETITION RULES** shall be made by the Committee provided they do not conflict with these rules.

13. **RELATIONSHIP WITH YORKSHIRE PHOTOGRAPHIC UNION**

Whilst remaining a member of the Union the Club shall comply with such rules and regulations as shall concern such membership.

14. **DISSOLUTION & MERGER**

Merger with another organisation may be effected or the affairs of the Club may be wound up following a resolution passed at any General Meeting provided such resolution enjoys a majority of those members attending such meeting. In the event of such winding up and after discharge of outstanding liabilities any surplus funds of the Club and all assets thereof shall be paid to the Yorkshire Photographic Union or if such Union no longer exists then to the Photographic Alliance of Great Britain for general purposes. If both such organisations do not exist at the date of dissolution then such surplus shall be disposed of in the general interests of photography as the dissolution meeting shall resolve.

15. **RULE ALTERATION**

These Rules may be amended only by a resolution enjoying a majority of those members attending a General Meeting. Notice of any proposed amendment together with the names of the proposer and seconder shall be given in writing to the Hon. Secretary at least 42 days prior to the date of the meeting at which the resolution shall be considered. At least 21 days notice of the resolution shall be given to members by notice displayed on the Club's Notice Board after the attention of members has been drawn thereto by the President at any ordinary meeting.

16. **GENDER**

In these Rules words importing the masculine gender shall include the feminine and vice versa.