

## CONSTITUTION OF THE LANE COVE CAMERA CLUB

### 1. Name and status

The name of the Club shall be the “**LANE COVE CAMERA CLUB**” (Club), operating as “**LANE COVE CREATIVE PHOTOGRAPHY**”.

The Club shall be non-proprietary and all income and expenditures shall be applied towards the promotion of its objectives.

### 2. Objectives.

- (a) To facilitate the meeting and interactions of like-minded persons with an interest in photography.
- (b) To assist and educate Club members and members of the community in general regarding the art and techniques of photography and presentation of photographs.
- (c) To arrange social, workshop and outdoor activities for the benefit of Club members.
- (d) To organise and manage Club photographic competitions and to host and/or be otherwise involved in competitions and events with other photographic clubs and other organisations.

### 2. Club Membership and Attendees

#### *Members*

All members of the Club will provide his or her name, address and telephone number and email address (as available) and notify any changes, either to the Club Secretary or Treasurer. Such particulars will be entered in the list of Members, administered by the Secretary.

#### *Life Members*

Life membership may be granted to any member who has given exceptional or distinguished service to the Club. Nominations may be submitted to the Club Committee who, after careful consideration, will make an appropriate recommendation, ratified at the Annual General Meeting (AGM). A life member has all privileges of full membership of the Club, with the exemption of annual membership fees.

#### *Visitors and Guests*

Visitors and guests to the Club may be required to pay an evening fee at Club nights and other events at the discretion of the President or Treasurer.

A regular visitor who attends more than one half of the scheduled meetings over a three (3) month period will be required to join the Club as a member.

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## *Resignations*

- (a) A member who gives written notice to the Secretary of his or her resignation will be deemed to have resigned.
- (b) A member whose subscription is more than 12 months in arrears will be deemed to have resigned.
- (e) On resignation, there will be no entitlement to refund of fees or portion to that former member without the consent of a majority of the Committee.

## *Expulsion*

The Club, by at least 75% majority resolution at a Club Committee meeting, shall have the power to expel any member for conduct which may be deemed by the Committee to be either detrimental to the Club or appears to be calculated to bring the Club into disrepute .

Written notice is to be given to the member so charged and a copy of such notice is to be given to every member of the Committee, containing full particulars of the charge or charges. The member so charged shall have the right to appear at the appropriate meeting and enter their defence or offer explanations. Provided that the Committee has acted in good faith in relation to such expulsion, no member of that Committee may be held liable for any loss or damages of or by any person, including that member to whom the expulsion applies.

### **3. Membership fees and costs**

The annual membership fee will be due on joining the Club and thereafter at the first meeting of each year. Fees for newly joining members will be *pro rata* after 30 June until 31 December of each year.

The annual fee will be proposed by the Treasurer, in consultation with the Committee for recommendation to the AGM. Annual subscription cost for the following calendar year shall be confirmed at the AGM.

Membership fees must be paid within two calendar months of becoming due. Until such payment is made, the person will not be considered to be a full member and therefore may not take part in Club activities as determined by the majority of the Committee.

Any member whose subscription becomes more than two months in arrears will cease to be a member.

Should a member anticipate being away when payment of Club fees are due, payment may be made in advance.

Fees and costs may be charged for casual events and services. Such fees and costs will be set by the member of the Committee or Club member as appropriate to the circumstances.

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## 4. Conduct of Meetings

The President will preside at all meetings of the Club and in the President's absence, the Vice-President will preside. In the event of both being absent the members will nominate one of their number to preside over the meeting.

### *Club nights*

Club nights are organised and provided to enable members to fulfil the objectives of the Club.

Club nights will normally be held on a fortnightly basis, unless extraordinary circumstances prevent this frequency.

Date, time, location and frequency will be determined by the Committee and advised to the members.

A Calendar of Events will be published for each calendar year.

### *Annual General Meeting (AGM)*

An AGM shall be held in the 4th quarter of the calendar year, at a date as nominated by the President (or in the absence of the President, a Vice-President).

An agenda for the AGM shall be distributed to all members no less than three weeks prior to the AGM.

### *Presiding Officer/Returning Officer/Secretary*

The Presiding Officer (Chair) of the AGM will be the President (or in the absence of the President, a Vice-President). The Presiding Officer will nominate a Returning Officer who is not an existing Executive Committee member to conduct elections for office-bearers.

The Secretary, or their delegate, will take minutes of the meeting.

### *Quorum*

A quorum comprises not less than 40% of eligible financial members present. If a quorum is not reached, the Presiding Officer will adjourn the meeting to a suitable date, within six (6) weeks of the original date.

### *Agenda*

The agenda for the Annual General Meeting will include:

- (a) To receive apologies for absences.
- (b) To receive the minutes of the previous AGM.
- (c) To consider matters arising from those minutes.
- (d) To receive the President's report for the period since the previous AGM.
- (e) To receive the Secretary's report for the period since the previous AGM.

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- (e) To receive the Treasurer's report, Income and Expenditure Account and Balance Sheet for the period since the previous AGM.
- (f) To elect the incoming Committee.
- (h) To deal with any other business of which due notice has been given.
- (i) To deal with any other business, raised at the meeting.

### ***Election of Committee***

Nominations for membership of the Committee may be made in writing to the Secretary within one (1) month of the AGM. The nomination must have the date of nomination, nominator's name and signature, the seconder's name and signature and the nominee's name and signature.

Nominations with a seconder will be accepted "from the floor" of the AGM. Under these circumstances, for Executive positions, nominator, seconder and nominee must be present at the AGM. For non-executive position, a nominee may be absent from the AGM but can be nominated and seconded, with election to the Committee "subject to the nominee's consent".

In the event of there being more than one candidate for a position, an election will be called by the Returning Officer. This will be conducted by secret ballot, with the Returning Officer adjudicating on the voting and announcing the result of the ballot. The winner shall be the candidate with highest number of votes cast in his or her favour.

### ***Voting Rights***

Members must be financial and present at the meeting to be eligible to vote. At all meetings of the Club, each member has one vote except the meeting Presiding officer who shall have a casting vote, where required. This excepts an election for Committee members where, in the event of a tie, a new ballot shall be made until a candidate with a majority vote occurs.

Except for voting for to elect members of the Committee, voting shall be by show of hands; a simple majority of members will be sufficient in determining the outcome of a vote.

### ***Extraordinary General Meeting***

An Extraordinary General Meeting may be called by any two members of the Executive or by six (6) members to consider business, relevant to the membership of the Club, as may arise from time to time and not able to be adjudicated at the AGM.

Any call for Extraordinary General Meeting and Notice of Motion will be given to the Secretary. The Secretary will circulate the time, date and location and Agenda/business of the meeting electronically, at least two (2) weeks prior to the meeting.

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## 5. Committee and Office bearers

### *Business of Committee Meetings*

The business of Committee Meetings will be to manage and control the day to day affairs of the Club, to arrange and distribute a program of events for the year, govern competitions and distribute awards.

### *Membership of the Committee*

The Committee will be elected at the Annual General Meeting (AGM).

Membership of the Committee will comprise no more than eleven (11) persons.

Executive office bearers will be:

President  
Vice-President(s)  
Secretary  
Treasurer

Replacement(s) for casual vacancy(ies) for Executive office bearers may be filled by nomination of the Committee with ratification by an Extraordinary General Meeting. Casual vacancies for other (non-executive) Committee members may be made by the Committee.

Specific titles and/or functions may be allocated to one or more of the non-executive Committee by Club members at the AGM or by the Committee.

### *Committee Meetings*

Committee meeting(s) may be convened by the President (or in the absence of the President, a Vice-President) at a frequency, time, location and agenda as designated by the person convening the meeting.

A quorum of no less than 6 Committee members should be present, including, at least, one Executive Committee member.

### *Sub-committees*

The Committee may from time to time appoint from among its number and/or Club members such sub-committees as it considers necessary and may delegate to that sub-committee such powers and duties as the Committee may determine.

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## *Duties – Executive Officers*

### ***President:***

- (a) To administer and manage the Club in order that it may achieve its objectives under the Constitution;
- (b) To ensure that all meetings and proceedings are conducted in a proper and meaningful manner;
- (c) To ensure that members understand any relevant matters or questions;
- (d) To delegate administrative and specialist functions of the Club to the Committee and/or members;
- (e) To convene and be Presiding officer at a frequency, time and location as deemed appropriate by the President.

A President shall serve a term not exceeding 2 consecutive years.

### ***Vice-President(s)***

- (a) To carry out the duties of President in his or her absence;
- (b) To perform those duties and functions as designated from time to time by the President and/or Committee.

### ***Secretary***

- (a) To keep the list of all members (in conjunction with the Treasurer);
- (b) To keep a true record of the proceedings of all meetings of the Club and Committee;
- (c) To issue notices and activity announcements to members.

### ***Treasurer***

- (a) To keep an accurate record of all accounts and financial books pertaining to the Club;
- (b) To receive all fees and other income of the Club and issue receipts, where appropriate;
- (c) To organise payment for venue(s) for Club meetings;
- (d) To pay all invoices and debts as they arise;
- (e) To submit an annual report and audited statement of receipts and payments and such financial statements as may be required by the Club at the AGM;
- (f) To bank all monies promptly in a bank or credit union account;
- (g) To be responsible for the administration and renewal of insurance policy(ies).

All payments made on behalf of the Club will be by cheque or Credit Card. Cheques will be signed by, at least, one of the authorised signatories as determined by the Committee.

## **6. Membership of Federation of Camera Clubs (N.S.W.) Inc. (FCC)**

The Club is to be affiliated to the Federation of Camera Clubs (N.S.W.) Inc. Such an affiliation may be withdrawn and subsequently renewed by resolutions of Extraordinary General Meetings or AGMs.

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### **7. Dissolution**

A motion to dissolve the Club shall only be proposed at an Extraordinary General Meeting or AGM.

Such a motion must be proposed in writing by not less than 10 members or 40% of eligible financial members whichever is the lower under the provisions of Extraordinary General Meeting and Notice of Motion.

The dissolution shall take effect from the date of the acceptance of resolution by the Meeting.

The members of the Committee shall be responsible for the winding up of the Club's assets. All monies, property and assets remaining after the discharge of the debts and liabilities and any sale of assets shall be transferred to a non profit, like-minded, unassociated organisation as nominated by members of the Committee. Under no circumstances are any remaining funds or assets to be distributed to the Committee and/or members of the Lane Cove Camera Club.

### **8. Alterations to the Constitution**

These Articles may be added to, deleted or amended by resolution at any Annual General Meeting or Extraordinary General Meeting. Change to the Constitution requires a majority of at least two-thirds ( $\frac{2}{3}$ ) of the voting members.