

RULES

1. NAME OF THE CLUB

The Title "Eastwood Photographic Society" hereafter referred to as The Club

2. OBJECTIVES

To provide facilities for amateur photographers to meet and promote interest in photography
To provide a programme of events, including lectures, demonstrations, digital and print shows, competitions and social events.

3. MEMBERSHIP

All members of the general public are eligible for membership, all attendees must sign in on entering the Club.

Under 18's should be accompanied by a responsible adult subject to the rules of the venue.

It will be a condition of the membership that members will at all times conduct themselves in a reasonable manner at meetings or at premises used by the group

Interested parties can attend three times before being asked to join

4. DISCIPLINE AND APPEALS

A Disciplinary Sub-Committee of five will be elected from the Committee.

All complaints regarding behaviour of members must be submitted in writing to the Secretary.

Three of the nominated Officials will hear complaints within 14 days of a complaint being lodged.

They have the power to take appropriate disciplinary action including termination of membership.

All parties will be informed of the outcome by a hardcopy letter within 7 days of the hearing.

There will be a right of appeal to the full Committee following disciplinary action being announced. The Full Committee (excluding the three who served) shall consider the appeal within 14 days of receipt by the Secretary.

5. SUBSCRIPTIONS

Members shall pay an annual subscription set at the Annual General Meeting each year

Members who have not paid their subscriptions by 1st October will be deemed to have resigned from the Club.

All subscriptions to the Club must be paid before a member can enter any competitions.

6. RESIGNATIONS AND VACANCIES

Should any of the Officers resign their position the Committee may co-opt Club Members to fill such vacancy until the next AGM.

7. FINANCE

A financial year shall run from 6th April to 5th April; after which time a statement of audited accounts will be produced.

Any bank accounts opened shall be in the name of the Eastwood Photographic Society.

Any cheques issued shall be signed by two of the three signatories.

All monies raised are to be used for the benefit of "The Club"; no payments shall be made to Management Committee or general members except for reasonable out of pocket expenses.

8. ANNUAL GENERAL MEETING

The Club hold an Annual General Meeting during the active season. All members shall be given at least four week's notice and be entitled to attend and cast a single vote.

The business of the Annual General Meeting shall include:

Approval of previous Annual General Meeting Minutes

To receive a report from the Secretary on the "Club's" activities over the year.

To receive a Financial Report and Approval of the audited accounts.

Election of Officials.

Voting on recommendations/amendments to the rules or constitution.

The quorum for this Meeting shall consist of at least 50% of the current membership.

The roles and duties of all officers are outlined held by the Secretary (appendix 1) and will be provided to any members wishing to seek election at an Annual General Meeting.

9. SPECIAL (OR EXTRAORDINARY) GENERAL MEETING

A Special General Meeting may be called by the Management Committee or five ordinary members to discuss an urgent and serious matter. The Secretary shall give all members 14 days notice of any Special General Meeting together with agenda and notice of the business to be discussed. The quorum of the this meeting shall consist of at least 50% of the current membership.

10. OFFICERS and MANAGEMENT COMMITTEE

The Club shall be governed by a Management Committee, all elected at the Annual General Meeting; they shall have the power to raise funds lawfully and further the objectives of the Club. They hold office upon election until the next Annual General Meeting where all officers are elected. It is recommended no officer shall serve more than five years in one position.

President Chairman Secretary Treasurer (*Senior Officials of the Club*)

Programme Secretary Competition Secretary Exhibition Secretary IT Officer

Computer and Digital Image Officer Press Officer

Four other members - *The roles of each officer are listed separately in Appendix 4*

11. ALTERATIONS TO THE CONSTITUTION

Any alterations to the Constitution must be made at the Annual General Meeting or a meeting specially called for that purpose and providing that notice of alterations have been received by the Secretary in writing not less than 14 days before the Meeting. Notice of this meeting must be given to all members not less than ten days before the meeting together with an agenda.

12. MANAGEMENT COMMITTEE MEETINGS

Meetings will be held at least three times a year; the Secretary shall notify the date, venue, time and agenda. All attendance and apologies must be noted. Minutes of previous Committee Meeting must be read proposed and seconded.

All propositions made at Committee Meetings must be proposed and seconded, a vote taken by a show of hands and recorded. If there is a tied vote, then the chair shall have a casting vote. (provided a deliberative vote was cast).

Quorum will consist of at least 50% of members rounded down (but never less than three).

Members will be notified of decisions once the Minutes have been approved

13. SUB COMMITTEE

Sub Committees or working parties may from time to time be formed to investigate specific issues and report back to the full Committee where all issues are ratified.

14. DISSOLUTION

If a motion is passed for the dissolution of the Club. The Management shall thereupon or as soon as has been specified in the resolution, proceed to realise the assets of The Club and discharge all debts and liabilities. Once this has been achieved any remaining assets will be transferred to the existing Club members.

Appendix 1 - COMPETITION AND EXHIBITION RULES

1. GENERAL RULES

No one is allowed to enter a competition until all their subscriptions have been paid. Judging will be by external judges wherever possible.

All entries must be given to the Competition Secretary the Thursday before each competition together with a completed entry form

The entries must have the following information on them:-

Title_Open or Theme Competition_Membership Number

Prints should preferably be displayed on 500mm x 400mm mounts; if window mounted it is advisable to attach a supporting mount behind the print for its protection.

Projected images from digital files should be presented on a memory stick or smart card.

Projected images to be submitted in JPEG format and should be a maximum of 1400 pixels wide x 1050 pixels high for landscape format, portrait format should not exceed 1050 pixels high.

A print or projected image can be used only once in a Monthly Competition.

An image from a digital file cannot be entered as both a print and a projected image in the same competition.

The Club reserves the right to display all competition entries for the website and advertising.

A print or projected image cannot be used more than once in a monthly competition. Prints or projected images used in monthly competitions can be used in other competitions and the Annual Exhibition.

Replicas are awarded to the Annual Exhibition overall winners print and projected image, the highest total scores in Monthly print and projected image Competitions, and the following competitions - Medley Print colour and mono, Medley projected image colour and mono, Print Panel colour and mono and the two Novice Competitions.

2. Medley Print Photographer of the Year and Medley Projected Photographer of the year.

Two separate competitions, one colour one monochrome (no mixed panels). Four prints or four digital images for each competition. The Medley should display a range of subject matter showing a variety of technical ability, artistic and good presentation skills. Entries to be judged as a group.

3. Panel Competitions

Two trophies - one for Colour Prints, one for Monochrome prints. A panel of four prints on a theme of the member's choice. No mixed panels allowed. Entries to be judged as a group.

4. Best Novice Print Competition and Projected Image Competition

Members can enter up to four images in each competition and can be either colour or monochrome (mixed). Each award is for a single image.

This competition is open to any member who has not won a competition in "The Club". Each category is treated as a separate competition.

5. Monthly Competitions

Each Monthly Competition consists of an Open image and a Themed image.

Maximum monthly competition entry is four images one themed print, one open print, one themed projected image and one open projected image.

The judge will be asked for a winner, second and third, if there is twenty or more entries the judge can allocate more than one second or third.

The Competition Secretary shall allocate the votes on these ratio: first 20 points, second 19 points and third 18 points. The rest of the competition entries shall have a score of 16.

Though not compulsory the first three winning position may speak on their images; the rest of the images will be displayed. for all members

Diplomas are issued for the first three winning images and will be presented by the President at the next Club evening.

A trophy is awarded for the highest total points in monthly competitions; only four competitions are counted, the lowest score being discarded.

6. Annual Exhibition

At the end of the season the Annual Exhibition will be judged by an outside judge with members able to submit six prints and six projected images. Prints must also be sent as digital images to enable their use at the Presentation Evening.

A replica is issued for the overall winner of the Print and Digital Image; diplomas are issued for Highly Commended and Commended.

Appendix 2 - DATA PROTECTION POLICY

It is important that all members read this section

Every member of The Eastwood Photographic Society is required to complete a club membership form. The details you provide are used solely for the purposes of your club membership and will not be used for commercial or marketing purposes. Your details are securely held by the committee in both hardcopy and electronic form which places a responsibility upon the club committee in relation to the Data Protection Act 1998. Data Protection Act Principles

The Data Protection Act 1998 puts in place 8 principles to ensure that the information you provide to us is handled properly. The data must be:

- * Fairly and lawfully processed.
- * Processed for limited purposes.
- * Adequate, relevant, accurate and not excessive.
- * Not kept for longer than is necessary.
- * Processed in line with your rights.
- * Secure.
- * Not transferred to countries without adequate protection.
- * Club membership records are regularly reviewed by the committee to ensure compliance with these principles (e.g. when a person ceases to be a member of the club, their membership details are destroyed).
- * Confidentially contact members who have overdue subscriptions

The following information is requested from every member when they join The Club or has since been requested from existing members:-

First Name - Last Name - Full Address - Home phone number - Mobile phone number - e-mail and an emergency contact no.

The data is used to communicate information to the club members. It is important that you keep it up to date by letting the Secretary know of any changes. This is especially important for e-mail accounts as many people have more than one account for security or change them on a regular basis.

Appendix 3 - HEALTH AND SAFETY POLICY

The Eastwood Conservative Club has its own Health and Safety Policy which we must adhere to. In addition it is Members of the Eastwood Photographic Society's personal responsibility to:-

1. Take reasonable care for their own health and safety whilst attending Club meetings or events organised by the Club.
2. Report any concerns to a committee member who will raise the matter with the committee, as necessary.
3. Members with conditions are expected to carry with them any necessary medication and to be aware of how to use it.

Fire and Evacuation - At the beginning of each meeting, those in attendance should be made aware of the location of emergency exits and the location of the assembly point should evacuation of the building be required. In the event of a fire members must:-

1. Activate the fire alarm and ensure that the appropriate emergency services are summoned.
2. Evacuate the building without endangering others in the process. Gather at an assembly point where a roll call can be taken

Equipment :

Anyone using the Club's equipment must be competent to do so without placing themselves or the Club at risk.

With regard to electrical equipment, there is no legal requirement that Club's electrical equipment must be subject to Portable Appliance Testing (PAT). However, the Conservative Club administration may insist on this. If so, it will only be required to test earthed electrical equipment. Non-earthed electrical equipment is double insulated and it is not possible to carry out a meaningful test on such equipment.

Trip hazards from trailing wires, all care must be taken to ensure that trailing wires are covered wherever possible.

Accidents:

In the event of an accident a member of the Committee must be informed and they will decide on the appropriate course of action to take, which may involve summoning external help.

Insurance:

It will be the Committee's responsibility to ensure that The Club has adequate public liability insurance and that this covers all activities and equipment.

Appendix 4 - ROLES OF THE CLUB OFFICIALS

THE ROLE OF THE CLUB PRESIDENT is to provide leadership, advice and support to all officers, sub-committees and members. *(The President must have a good working relationship with the Secretary, Chairman and Treasurer and be a source of advice for all specialist officers)*

- Work with all other officers to ensure the smooth running of the Club
- Lead the entire membership in a well rounded programme of activities
- Ensure all members have fun and fellowship in all regular Meetings

THE ROLE OF THE CLUB CHAIRMAN is to take the chair; plan and run meetings, (along with the Secretary) being sure everything is covered and decisions are made when required, keeping order, helping the group deal with differences of opinion and conflicts, being sure that everyone who wants to has a chance to speak.

Should correspondence be received it must be discussed with the other three senior officers and if necessary brought to the attention of the next meeting in which case the decision of the Committee is final and binding..

To liaise closely with the Secretary about dates, arrangements, agendas, correspondence for committee meetings, and content of minutes

To liaise with the Treasurer about the financial state of the Club

To be familiar with the Club's Constitution and Rules.

Start the meeting on time, facilitate discussion and encourage all members to participate

Bring items on the agenda to a conclusion with a brief review of points, which may involve inviting specific proposals from the committee

Ensure formal proposals are proposed and seconded prior to a vote, In the event of a tie the Chairman may have the casting vote *(The casting vote can only be used if the person presiding has already cast their deliberative vote. So if the chair puts an issue to the vote but does not vote and the issue is tied the casting vote does not apply. If the casting vote is used it should be cast in favour of the status quo meaning the situation stays the same and can then be the subject of a further proposal in the future. Situations sometimes occur whereby an immediate decision for change is necessary after several attempts to resolve, they are rare but can happen).*

At the close of a meeting make arrangements for the next meeting and liaise with the other three senior Officers on actions resulting from the meeting, e.g. press release or letters

At each General Club Meeting

- Welcome members, visitors, special guests and make any announcements necessary.
- Inform attendees of safety regulations at venue
- Introduce demonstrator, speaker or guest
- Thanks to be given to special guests, lecturers and judges.

THE ROLE OF THE CLUB SECRETARY is to administer the Club, he should be familiar with the Club's constitution and the rules. **There should always be a close link between the Secretary, President, Treasurer and Chairman. (The four senior officers)** Together they should draw up the agenda for each Committee meeting and be aware of what decisions needed to be taken.

All new members should receive a "welcome pack", consisting of the Handbook, and any leaflets produced by the Club and to ensure all members have an access card.

It is the duty of the Secretary, in consultation with the other three senior Officers, to draw up the agenda.

Any major items which are on-going warrant their own place on the agenda and should not be brought up under matters arising. Matters arising should consist only of brief updates from the previous Meeting. Sub committees should each have a slot on the main committee agenda so that any decisions taken by the subcommittee can be ratified or approved.

All items should appear on the Agenda in a logical order: All important correspondence and financial records should be filed and stored in a safe place for seven years

The style of the Minutes should be consistent and satisfy the requirements of the "The Club" Minutes should record an unbiased short statement of what has been discussed, proposers and seconders plus the decision taken including the vote. Any actions resulting from the discussion must be recorded together with the action to be taken

The Club's Annual Report, relating to the activities during that year should be given by the Secretary.

The Minutes should include:-

- Name of the Club and committee title, date, venue
- Members present plus guests, observers
- Apologies for absence
- Corrections, if any, to the previous minutes
- The minutes of the previous meeting must be adopted
- Matters arising from the previous minutes. This should only consist of very brief update
- A separate record of all other items discussed at the meeting
- Date, time and venue of next meeting.
- The Minutes should be written (impartial and factual) as soon as possible after the meeting
- The minutes should be numbered and written following the order of the agenda
- Members tasked for advice must be recorded
- The Committee must approve the minutes before they are released or circulated to members

THE ROLE OF A CLUB TREASURER is that of Financial Management of the money of "The Club" can be divided into two over-lapping categories financial responsibility and financial accountability. This means not taking obligations "The Club" cannot meet, paying bills on time, keeping proper records of all money which comes into and goes out of the Club, Financial Accountability, provide accounts to the members each year. Club accounts can be checked and certified by a competent independent examiner if required by the Committee.

General Financial Responsibilities

- Ensuring that funds are used in accordance with the constitution and committee decisions
- Advising financial policy, e.g. charging for services, financial implications of new activities etc.
- Liaising with the bank
- Preparing accounts for examining and discussing them with the examiner
- Ensure all members have paid their dues and has a Competition Number and Brochure

Financial Reporting

- Presenting written financial statements to the committee
- Presenting the end of year financial report in draft form to the committee
- Presenting examined accounts at the AGM and answer any questions on them
- Serving as a signatory together with another for issued cheques and bank accounts
- Setting up appropriate book-keeping and petty cash systems
- Ensuring membership subscriptions are collected and records kept
- Ensuring receipts are issued if required
- Ensuring all income is paid into the bank
- Ensuring all accounts are paid (including affiliation fees and insurance)
- Ensuring the Club keeps proper records of its equipment and property
- Ensuring the Club has sufficient funds to meet all its obligations

GUIDELINES FOR THE PROGRAMME SECRETARY - A successful club is one where members are happy and pleased with the programme.

1. At least one year ahead discuss the budget for the year in question.

2. Check Club meeting dates are available for that year.
3. When choosing speakers take into account travelling distance.
4. Telephone the speakers personally for availability, ask the fee. Then confirm in writing
5. Ensure a person can assist by carrying items both before and after the meeting.
6. Select Themes for the Competitions
7. Make contingency for late Cancellations
8. Make sure the Members opinion of and Lecturers scoring is sent to NEMPF

GUIDELINES FOR THE COMPETITION SECRETARY A successful club is one where members are happy and pleased with the competitions.

1. At least one year ahead discuss the budget for the year in question.
2. Liaise with the Programme Secretary for the dates and structure of Club Competitions.
3. When choosing Judges take into account travelling distance.
4. Telephone the judges personally for availability, ask the fee; then confirm in writing
6. Accurately record all scores and announce winning members
7. Keep a record of all scores for the Annual Competitions
8. Keep a record of all titles, authors and scores for the Diplomas
9. Make sure the digital entries are uploaded on a USB for the Computer Officer

COMPUTER AND DIGITAL IMAGE OFFICER is responsible for the smooth running of projected images.

1. Ensure the Club computer is up to date and virus free.
2. Set the system up ahead of each evening.
3. Safely load away all equipment at the completion of the evening.

GUIDELINES FOR THE WEB OFFICER is responsible for managing the Club's web site.