



## OTLEY CAMERA CLUB – CONSTITUTION

### 1. Name and Purpose

The club shall be known as *Otley Camera Club*.

The purpose of the club is to promote the enjoyment and development of photography through:

- Mutual support and shared learning
  - Talks, demonstrations and practical sessions
  - Internal and external competitions
  - Exhibitions and public engagement
  - Any other activities that support photographic development
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### 2. Membership

- Membership is open to anyone with an interest in photography.
  - Membership subscriptions shall be set annually and approved at the Annual General Meeting (AGM).
  - Subscriptions are payable at the start of the season.
  - Members who have not paid by 1st November may be deemed to be in arrears and membership may lapse at the discretion of the Committee.
  - Only fully paid members are entitled to vote at General Meetings.
  - Guests may attend club meetings at the discretion of the Committee.
  - The Treasurer and the Committee will review the club's financial position throughout the year and notify the membership of any proposed changes where necessary.
  - The Committee reserves the right to refuse or withdraw membership where necessary in the interests of the club.
  - Any member barred from attending meetings by the landlord, or by decision of the Committee, will not be entitled to a refund of subscriptions.
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### **3. Management and Committee**

The club shall be managed by a Committee elected at the AGM.

The core officer roles which will be voted on are:

- Chair
- Secretary
- Treasurer
- Competition Secretary

The Committee may:

- Create additional roles as required (e.g. Programme, Social Media, Inclusivity, Outings)
- Co-opt members to support specific tasks
- Fill vacancies that arise during the year
- Meet as required to manage the business of the club and may receive reports from sub-groups or working groups.

The Committee is responsible for:

- Running the club's programme and activities
  - Managing finances
  - Supporting members
  - Ensuring the smooth operation of the club
  - Liaison with Otley Common, including the appointment of appropriate liaison representatives.
  - Receiving and responding to complaints raised by members in a fair and appropriate manner.
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### **4. Meetings**

- Ordinary club meetings shall normally be held weekly between September and May, as outlined in the programme.
  - The Committee may vary the programme as required.
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### **5. Annual General Meeting (AGM)**

An AGM shall be held each year, with the date published in the programme.

The business of the AGM shall include:

- Presentation of reports (Chair,, Treasurer)
- Election of officers and committee

- Approval of subscription fees
- Any other business

Nominations for committee roles:

- Can be self nominated
- A member can be nominated but they must have the consent of the nominee
- Should be submitted in advance where possible

Voting shall be by show of hands. A simple majority shall apply.

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## **6. Extraordinary General Meeting (EGM)**

An EGM may be called:

- By the Committee, with at least 14 days' notice
- By the Secretary upon written request from at least one-third of members

Notice shall include details of the business to be discussed.

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## **7. Competitions and Exhibitions**

The club shall organise competitions and when possible an annual exhibition to:

- Encourage participation
- Support development
- Showcase members' work

The format and structure of competitions and exhibitions shall be determined by the Committee.

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## **8. Finance**

- The Treasurer shall maintain proper accounts of the club's finances.
  - A financial statement shall be presented at the AGM.
  - The Committee shall ensure responsible financial management.
  - The Committee will monitor and review the financial position of the club throughout the year to ensure its ongoing sustainability.
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## **9. Use of Images and Data**

- The club is authorised to hold and process personal data for camera club activities in accordance with the Data Protection Act.
  - New members will be provided with the club's Data Protection Policy upon joining, and this will be reviewed periodically to maintain compliance.
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## **10. External Activities and Partnerships**

The club may engage in:

- Community events
- External photographic projects
- Partnerships with other organisations

Such activities shall be managed by the Committee in the best interests of the club.

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## **11. Alteration of the Constitution**

This constitution may only be amended at an AGM or EGM by a majority vote of members present.

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## **12. Dissolution**

The club may only be dissolved by a resolution passed by at least two-thirds of members present at an AGM or EGM.

Any remaining assets, after settlement of debts, shall be transferred to organisations that promote photography or related arts, as agreed at that meeting.

**April 2026**