



CONSTITUTION

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CONSTITUTION

1. NAME

The name of the association is 'Aperture Woolwich Photographic Society' (AWPS), hereinafter referred to as the 'Club'. AWPS has evolved from the Woolwich Photographic Society, which was founded in 1892.

2. AFFILIATIONS

The Club is affiliated to the Photographic Alliance of Great Britain (PAGB) through the Kent County Photographic Association (KCPA) and to the Federation of South London Photographic Societies (FSLPS). The Club is also affiliated to the Shrewsbury House Community Association.

3. AIMS

The aims of the Club are to promote and develop appreciation, skills and understanding of still photography to anyone interested in photography as a pastime, living in Woolwich, Greenwich, or the surrounding area. These aims will be achieved by means of lectures, demonstrations, workshops, image evaluations, competitions and public exhibitions.

4. MEMBERSHIP

[A] Membership of the Club shall be open to all without discrimination on grounds of gender, ethnicity, nationality, special needs, disability, sexual orientation, religion or beliefs. Before paying their membership subscription to join the Club, prospective new members may attend THREE regular meetings and any other social or fund raising events. Application for membership must be made through the Membership Secretary on the appropriate form, together with the current applicable subscription.

[B] Young Person's Membership. The Club will accept membership applications from young people as long as they have attained the age of 16 years. Applications from prospective young members who are under 18 years of age on 1st September in the current Club year, must be countersigned by their parent or guardian. Once enrolled the Young Member must be accompanied by an appropriate adult and remain under their direct supervision during all Club meetings and activities until they attain the age of 18 years.

[C] Subscriptions

- i. The annual Membership subscriptions shall be such amounts as the Club may from time to time determine at a General Meeting.
- ii. Such subscriptions shall be due and run from the date of joining.
- iii. Any Member whose subscription is overdue by more than one month without a reason acceptable to the Committee shall be deemed to have resigned membership and all offices of the Club.
- iv. The Committee may, at their discretion, waive all or part of any subscription or in case of financial hardship accept payment of a subscription by instalments. This can be negotiated on an individual basis.

[D] Conduct

Members of the club are expected to uphold the principles of the club, in public and on all public forums operated by or for the club. This means that it is unacceptable for members to use offensive, obscene, derogatory or hurtful language or postings about anyone else within or outside of the club. Members are also expected to operate wholly within the law with regards to their photography and their fair and reasonable treatment of the subjects of their photography. Members can contact the Chair of the society if they have any concerns about their own or another member's photographs or if they would like advice about specific ethical or legal issues about their photography.

[E] Expulsion of Members

- i. If the conduct of any member either in or out of the Club meeting place is in the opinion of the Club Committee detrimental to the interests or the good name of the Club, the Club Committee is empowered to immediately suspend or expel such member, subject to appeal. Such Member shall be given not less than seven days notice in writing or by email to attend a meeting of the Committee such notice shall specify the complaint made.

- ii. So far as is reasonably practicable the meeting of the Committee shall be held on a date and at a time convenient to both the Member and the Committee.
- iii. A Member can only be expelled (a) after having the opportunity of appearing before the Committee and answering the complaint and (b) with a Resolution in favour of expulsion by at least two-thirds of the Committee Members present and voting at such meeting.
- iv. A Member who is expelled shall not be entitled to any refund of subscription.

5. MANAGEMENT

- [A] The Club shall be governed by a Committee consisting of the following Officers: Chair, Vice Chair, General Secretary, Treasurer, Membership Secretary, Programme Secretary Competitions Team leader and three other Officers. All Committee Officers (with the exception of Honorary Life Members) shall be elected at the Annual General Meeting or at an Extraordinary General Meeting by majority vote. Committee members can continue in office for successive years if re-elected.
- [B] Immediately following the Annual General Meeting the Committee will appoint, or re-appoint, Club Officials for specific Support Team roles such as Membership Secretary, Programme Secretary, Competitions Secretaries, Front Desk Team and such other roles as may be required at the discretion of the Committee. The Committee may replace Officials during the Club year by a majority Committee vote.
- [C] No Admin Team officer may incur any expense on behalf of the Club without specific authority of at least two other members of the Committee, one of which must be either the Chair, Vice Chair or Treasurer.
- [D] The Committee may invite Club Officials who are not Committee members to Committee meetings when required.

- [E] The quorum for the conduct of business shall be at least two of the following: the Chair, the General Secretary, the Treasurer or the Vice Chair and four other Committee members. Each Committee member shall have one vote. In the event of a tied vote, the meeting Chair shall have the casting vote.
- [F] A meeting of the Committee will normally be chaired by the Club Chair or by the Vice Chair. In the absence of these, a quorate meeting will elect a Chair for the meeting.
- [G] In the event of a Committee vacancy arising, the Committee shall be empowered to appoint a temporary successor until an election can be arranged. The membership will be informed of such a decision by announcement at an ordinary meeting and also by email and a notice posted on the Club's website.

6. ELECTIONS

- [A] Elections shall be held for all Committee positions at the Annual General Meeting (or Extraordinary General Meeting).
- [B] Candidates must be nominated by one Club Member and seconded by at least two Club members. Completed nomination forms must be sent to the Secretary at least twenty-eight days before the date of the Annual General Meeting. The candidates must sign the nomination forms indicating their willingness to serve. A candidate for the Chair must have been a Club member for at least three years including the year of the election and have undertaken a responsible organisational role within the Club for at least a period of one year.
- [C] The Treasurer must have been a Member of the Society for no less than two years prior to being appointed to the post.

7. FINANCIAL MANAGEMENT

- [A] The Club is non-profit making and any surplus income or gains shall be re-invested in the Club. Surpluses or assets cannot be given to members or third parties.
- [B] The Club financial year will run a full calendar year. An Interim Statement of Accounts shall be provided at the Annual General Meeting with the Final Audited Accounts presented at a designated club evening during the following season.
- [C] The Treasurer is responsible for the safe custody of Club funds. All Club funds shall be banked at recognised Banks or Building Societies. The Treasurer may hold a fund of petty cash up to an amount determined by the Committee. All expenditure must be approved, in advance, by the Committee.
- [D] The following Officers shall be designated as authorised signatories for bank accounts: Chair, Vice Chair, General Secretary and Treasurer. Cheques or direct debit payments must be signed by any two of the authorised signatories. Sign off limits will be set by the Committee.
- [E] The Committee through the Secretary and Treasurer is responsible for ensuring that the Club is adequately insured to cover Public Liability and property belonging to the Club.
- [F] The Committee has the authorisation to appoint the financial auditors.

8. USE OF RENTED ROOMS AT SHREWSBURY HOUSE

The Society has access to rooms at Shrewsbury House, which can be used as a store room and a Photographic Studio. The use of these rooms by Members will be entirely at the discretion of the Committee.

9. HONORARY LIFE MEMBERS

The Chair and full Committee shall have the power to elect honorary members without subscription subject to ratification by Annual General Meeting or Extraordinary General Meeting. These honorary members are those deemed to have made an

outstanding contribution to the Club. They shall have the full rights and privileges of membership. This will be subject to ratification by Annual General Meeting or Extraordinary General Meeting.

10. ANNUAL GENERAL MEETING

The Annual General Meeting shall be held at the end of the season each year. A notice convening the meeting, with Agenda shall be sent to all members at least fourteen days before the date of the meeting.

11. EXTRAORDINARY GENERAL MEETING

- [A] An Extraordinary General Meeting may be convened when the Committee deem it necessary. Notice of the meeting and the reasons for summoning it shall be sent to members at least two weeks before the proposed date of such meeting.
- [B] Ten members may, in writing, request and require the Committee to convene an Extraordinary General Meeting for any purpose. The notice must be signed by the members concerned making the request and the Committee shall be required to summon such a meeting within two months of the receipt of such notice.

12. ALTERATION OF RULES

No alteration of rules shall be made except at the Annual General Meeting or an Extraordinary General Meeting, specially convened for that purpose. Details of any proposed alteration must be circulated to all members. Any proposed alteration for consideration at the Annual General Meeting or an Extraordinary General Meeting must be forwarded to the Secretary in writing at least fourteen days before the meeting. No alteration of these rules shall be effective unless approved by a two thirds majority of those members at such meeting.

13. LIMITATION OF LIABILITY

All Club Members and visitors are expected to act so as to minimise the risk of injury to themselves, or any other person, or any items belonging to, or used by, the Club. The Club is not responsible for any items belonging to, or used by a member or visitor. All Club activities are undertaken at the member's or visitor's own risk.

14. DISSOLUTION OF THE CLUB

If at any General Meeting a resolution for the dissolution of the Club is passed by a majority of the members present, a further Extraordinary General Meeting shall be convened not less than six weeks later, giving every member not less than four weeks written notice. At the Extraordinary General Meeting not less than half of the members must attend and not less than two thirds of such members must vote to confirm the resolution to dissolve the Club. If both meetings resolve to dissolve the Club, the Committee must proceed to realize the assets of the Club and after discharging all liabilities donate all the remaining funds to other photographic clubs or suitable charities as chosen by the members. Upon completion of the disposal of the assets the Club shall be dissolved.

This Constitution now supersedes all previous AWPS Rules and Constitutions.

Date of Adoption: 13 May 2014

Signed by Chair:

Marshall Pinsent



Signed by General Secretary:

Sue Green

