CARLUKE CAMERA CLUB CONSTITUTION

(Amended - AGM MAY 2025)

I Club Name

The name of the Club to be Carluke Camera Club.

II Objectives

To further the art and science of photography by means of education, friendly competition and social intercourse between members, and with other Camera Clubs.

III Membership

a) **Membership is open to anyone over the age of 18 at enrolment date.**

b) Junior Membership is accepted for anyone 14 or over and under 18 years of age at enrolment date subject to their parent's/guardian's acceptance of the conditions laid out in section XIII of this constitution.

c) The Club has a duty of care to such young people and vulnerable adults, and in order to safeguard the interests of all members the Club has adopted a 'A Safe Club Charter' and 'Protection Policy' (as appended to this constitution) which is maintained by the committee.

Allegations concerning incidents set out in the 'protection policy' should be reported to any member of the committee, who should immediately implement the Protection Policy 'Incident Checklist'

Any changes to the 'policy' or 'charter' will be ratified by a majority vote at committee meetings and all members will be informed by announcement at club meetings, on the club notice board and via the club web site of such changes. These changes shall remain in effected until the next A.G.M.

d) The General Management Committee shall have the power to grant or withhold membership without giving any reason.

e) The size of the Club shall be determined from time to time by resolution of the general committee to the A.G.M.

(f) The Club has a duty to handle member's data in accordance with the current Data Protection legislation, and has adopted a 'Data Protection Policy' (As appended to this Constitution).

Any changes to this 'policy' will be ratified by a majority vote at committee meetings and all members will be informed by announcement at club meetings, on the club notice board and via the club web site of such changes. These changes shall remain in effect until the next A.G.M.

Members will be asked to sign when joining (re-joining) agreeing to their data being used as laid out in the Club's Data Protection Policy.

IV Meetings

a) Carluke Camera Club will meet on Friday evenings, September to May, or as at such other times as may be determined by the Committee.

b) The Annual General Meeting will be held in May. At that meeting the annual accounts and reports will be considered. The officers and elective members of the Committee shall be appointed at this meeting.

The A.G.M. shall be called by circular at least 7 days prior to the meeting.

c) A Special Meeting for the purpose of Club activity may be arranged by the management committee at any time, always provided that notification is given to members at a regular meeting.

d) A Special General Meeting may be called by a unanimous resolution of the General Committee. All members attending and voting.

Special General Meetings may be convened on the written request of one third of the membership or 20 members if the membership exceeds 60. The request for a meeting must state the purpose for which it is being called.

Notice of a Special General Meeting shall be by circular giving notice of motion at least 14 days prior to the meeting if constitutional and at least 7 days if non-constitutional.

Note: At a special general meeting only the items contained in the circular calling the meeting may be discussed.

Decisions reached at a special meeting shall only be effective till the A.G.M. unless passed on a notice of motion.

e) Notice of Motion - must be lodged with the Secretary at least 21 days prior to the A.G.M. or Special Meeting.

V Management

The Management of the Club shall be vested in the general committee who shall have the power to transact all the business of the Club.

VI Office Bearers

The officers of the Club shall be President, Vice-President, Secretary, and Treasurer. All officers shall be elected annually at the A.G.M.

The President of the Club will be elected annually and shall have served at least one year on the General Management Committee prior to election.

VII General Committee

a) The General Committee shall consist of President, Vice-President, Secretary, Treasurer, Past President, Syllabus Secretary, along with four elected members and shall take office upon election at the A.G.M.

b) The Committee shall elect from among their number conveners of any sub-section they may set up. (e.g. Competitions, Fund Raising, Social, etc)

c) The General Committee shall have the power to Co-opt up to two members to any sub committee. Co-opted members may make suggestions but shall have no voting rights.

d) Sub Committee's and Ad hoc Committees shall reach decisions by agreement. In matters where agreement is not reached the matter shall be referred to the General Committee for a decision.

e) The President shall be de facto an ex officio member of each sub or ad hoc committee.

VIII Discipline

The general committee shall have the power to discipline a member for a breach of Club rules or misconduct. They may suspend a member till the A.G.M. but only the members at an A.G.M. or a special meeting convened for that purpose might expel a member.

IX Finance

a) In addition to section fees payable for each attendance the Camera Club may levy an annual subscription for Club use. Such subscription to be determined annually at the A.G.M.

b) The Treasurer shall be responsible for ensuring that the weekly attendance register is marked, and that any fees due are collected and lodged **in the Club bank account**.

c) The annual subscription shall be payable at the start of the season on enrolment or within one month thereof. Members who join after 31st December shall be entitled to pay half the subscription rate.

d) Junior members and pensioners (OAP's) may pay annual subscription by installments but shall be liable for their full subscription over the season.
The subscription rate will be a proportion of the senior rate.

e) Use of Club equipment or Competition entry not being permitted until such payments have been made.

f) All monies collected belonging to Carluke Camera Club shall be deposited in Carluke Camera Club's Bank Account, held with The Royal Bank of Scotland. The Treasurer may operate this account via online banking. The Treasurer may operate a Cash Float system, to defray incidental expenses.

g) Authority to draw money from the Club's Bank Account shall be vested in the President and Treasurer, or in the absence of one of them another officer of the Club, two signatures being required. This may be done via Digital Banking.

h) Notification to be given by the **Treasurer** to the Bank of the persons authorised immediately after each A.G.M. and new mandates completed by the office bearers.

i) The Fiscal year of the Club shall run from 1st January to 31st December.

j) The Treasurer shall present a completed Balance Sheet to the Auditors prior to the A.G.M., and a completed Balance Sheet to be adopted by the members at the A.G.M. each May.

An Auditor who shall not be a member of the General Committee, shall be appointed at the A.C.M. An Auditor should be able, by training or experience, to fulfill this post. If no members fill this requirement then the post should be referred to the General Committee who should appoint two non-members to fill the post.

X Bye-laws

The General Committee may from time to time issue such byelaws as it may think necessary for the well being of the Club and all its members.

Such byelaws shall only run during the life of that committee and must be re-enacted annually.

A minute of re-enactment must be made and reported to a regular meeting, and a copy posted **on the Club notice board.**

The Byelaws shall govern the general rules of conduct of members and the rules of Competition.

XI Affiliations

The Club may be affiliated to such photographic Federations and Alliances as the Committee may decide, or the members at the A.G.M. direct.

Delegates to Federations/Alliance meetings shall be in accordance with the Federation/Alliance rules.

XII Competitions

The rules for competitions for the ensuing year shall be enacted at the A.G.M. and incorporated into the Club Byelaws.

XIII Junior Membership

Young people are very welcome to join Carluke Camera Club and take part in most of its activities. The Club recognizes its duty of care to such young people, however, and in order to safeguard the interests of all members the following conditions shall apply.

a) Junior Membership is open to young people aged 14 to under 18 years of age at time of enrolment.
b) Junior Members must be accompanied at all meetings and other events by a parent or guardian, or an adult with the specific agreement of the parent/guardian, who will assume full responsibility for the well-being of the young person during that time. This may not be a sibling.
c) During the Club's Friday Syllabus, portfolios of work covering a wide range of photographic styles and content are frequently shown at meetings. From time to time this may include content more appropriate to 18 years or older, but all such content will be appropriate to be shown to the public in exhibition galleries. The parent/guardian will be made aware of this at time of enrolment, and it will be solely their responsibility to deem whether or not images are inappropriate.

d) Junior Members are excluded from all Portrait Group Nights
e) When joining the Club, the membership application form in respect to a young person 'Young Person Details Form' must be signed by their parent / guardian to signify acceptance of this policy. If the 'young person' is not to be accompanied at meetings by their parent / guardian, the designated responsible adult(s) taking their place should be named on the membership form. On signing the parent/guardian will be accepting the full conditions of Junior Membership, and that the Club accepts no responsibility or liability for the 'young person'
f) No Junior Member shall be put on the Coffee Rota or be expected to have responsibility for any Club equipment.

XIIII Dissolution

In the event of dissolution, after the satisfaction of all its debts and liabilities, any Club property shall be distributed between other Camera Clubs or Societies within South Lanarkshire. Any funds remaining shall be donated to a charity.

XV Standing Orders

Procedures

a) Debate
In all debates, the debate will be governed by the 'Rules of Procedure' (i.e. Parliamentary rules apply)

b) Agenda
Notice of all meetings including committee meetings should contain an agenda.

c) Quorum

At an A.G.M. 10 members shall constitute a quorum. At a special general meeting, one third of the membership or 20 members if the total membership exceeds 60.
At Committee meetings 4 shall constitute a quorum, 2 of who must be officers of the Club.

d) Motions
Motions of a nature which do not alter the constitution may be made from the floor.
Exception: A motion calling for the disciplining or expulsion of a member.
All other motions, i.e. of a constitutional nature shall be submitted to the secretary at least 21 days before the relevant meeting.

e) Voting

At all meetings the Chairman shall have a deliberative as well as a casting vote.

When a vote is about to be taken, the Chairman shall appoint two tellers.

All votes on matters of alteration to the constitution shall require a two-thirds majority of those attending.

The result will declare the number attending, the total number of votes for, the total number of votes against and the number of abstentions.

Votes on all, other questions will be by simple majority.

Votes on all motions shall be by show of hands unless there is an objection whereupon the voting will be by secret ballot.

Voting in committee elections and matters of discipline must be by secret ballot.

Except on a motion of dissolution proxy voting is not permitted.

Only members who have paid their club subscription in full shall be allowed to vote at meetings.

f) Resolutions

A motion, which is carried, is thereafter called a resolution.

No resolution once passed may not be rescinded unless at an A.G.M. or until a period of 12 months has elapsed.

When a motion is rejected, no motion to the same effect may be discussed at the same meeting.

g) Point of Order

The decision of the Chairman on all points of order shall be final.

Points of order must confine themselves to the conduct or procedure of the meeting. It must show that the speaker is straying from the subject, is using un-parliamentary language, is breaking the rules of the club, or breaking the rules of debate.

Persons making a point of order and being refused by the Chairman who persist may be deemed by the chair to be in "Disorder" and may be named by the Chairman in which case they will have to withdraw from the meeting.

h) Order of Speaking

The mover of the motion shall open the debate followed by the seconder. Next to speak will be the mover against the motion followed by his supporter. The debate will then proceed with each speaker declaring for or against the motion before speaking. The mover will be given the right to reply, at which point all debate shall cease, and following the reply the Chairman shall "Put the question".

At the start of each debate the Chairman shall state the maximum time allocated to each speaker. Normally this shall be 5 minutes to the movers for and against, 23 minutes for the seconders and 2 minutes for other speakers.

i) Nominations

Nominations for officers or General Committee must be made from the floor at the A.C.M.
The proposer and the seconder must be present.

If a member seeks nomination and is unable to attend, he may be considered for nomination provided a letter stating his willingness for nomination is deposited with the secretary prior to the start of the A.G.M.

OFFICERS AND THEIR DUTIES

To the public a Club is represented by its officers who, therefore cannot speak or act or write publicly against the declared policy of the club, as an ordinary member might do. If an officer disagrees with the general policy of the club he must be either silent or resign. The officers of the club are its leaders and, at the same time, its servants.

The President

The President is the chief officer and his duties require skill and tact. His principal duty is to guide the club and he requires a wide knowledge of people and affairs, and of other similar organisations.

He must have a sound knowledge of the rules and constitution of the club as well as a sound knowledge of, the rules of debate and the 'Rules of Procedure".

The President will take the chair at all public or general committee meetings. The President must have sound judgment, for part of his duties are to enforce rules on a committee or on speakers at public meetings.

He must deal with any interruption, and when speeches are limited as to time he must see that the limit is not exceeded.

Any resolution or amendment must be put clearly to the meeting after which he calls for the vote. If the meeting is large he will appoint tellers to count the votes. After counting the votes he will announce the result. If there is any uncertainty the vote must be retaken. Personal opinion must not be shown, but absolute impartiality. If the Voting is even he may give a casting vote. (Usually but not always in favour of the status quo).

He should never propose a contentious resolution.

The President should sign any public document issued in the name of the club, and in his capacity as Chairman he signs the Minutes.

The Vice President

The Vice President has no definite duty, except to take the place of an absent president at a meeting.

The Treasurer

The Treasurer is responsible for the financial transactions of the club. His duties are: -
To check expenditure and ensure that it does not exceed income. He must keep the committee informed regularly of the state of the finances and to warn them if expenditure is becoming more than funds will allow.

To collect subscriptions. A very strict record should be kept of subscriptions due and paid.

To keep a weekly register of club attendances, to collect section fees and ensure they are paid in to the **Bank**.

To keep proper account of all monies in for consumable stock.

To pay all accounts. (These must first be passed by the General Committee).

To keep proper accounts. At the end of the financial year the Treasurer must draw up a financial statement to present to his committee and then to the Club.

To keep a proper inventory of all equipment owned by the club, and a separate inventory of any equipment loaned to the club

To raise funds for special objects

To see any financial business as instructed by the General Committee

The Secretary

The duties of the secretary are: -

To know the members and keep them interested in the club's work

To keep up to date a list of members and their addresses, and report any resignations or applications for membership to the committee

To keep up to date lists of all committees and see that resignations are reported and vacancies filled

To keep an up to date lists of representatives to affiliated societies and see that they are re—elected from time to time, as necessary, and that they send the necessary reports to the general committee

To answer and deal with all correspondence.

In dealing with any business or correspondence between meetings the secretary must act in accordance with the instructions of the committee and the general policy of the club. If in doubt he should consult his fellow officers and, if all agree, act and report at the next meeting. If the officers disagree or feel that they cannot accept responsibility, a special meeting of the committee should be called. All correspondence received by the secretary is the correspondence of the committee, and may be inspected by them at any time.

To call meetings and make all the necessary arrangements for them

To draw up the agenda for all meetings in consultation with the Chairman of that meeting. (An item of any other business, is

usually included to cover omissions)

To prepare the business of the meeting and to be able to give any information to the Chairman or the committee on any point.

To take notes of the proceedings at a meeting and write the Minutes.

After the meeting, to carry out the committee's instructions, and write the letters made necessary by these instructions

To write an annual report of the work of the club to be presented to the General Committee at the same time as the financial report is given by the Treasurer. After adoption by the committee this is presented as the General Committee's Report to the A.G.M. and if approved at the A.C.M. is then recorded as the report of the club's activities for the year.

Record entries and results of all Club and Inter-Club Competitions, and to keep records of same. He must collect and deliver all entries for Inter—Club Competitions, and see them safely returned to their owners. This duty is usually delegated to another Committee Member, as Competition Secretary. (Where a **Competition Secretary** is appointed from the members of the Committee he shall be considered the Convener of that Sub Committee but shall not be an officer of the Club.)

Syllabus Secretary

The duties of the Syllabus Secretary are to pre-arrange and publish a program of events for the regular Friday meetings of members of the Club. In doing so he will liaise with the members of the General Committee and the Club Secretary in particular.

Appendix to this Constitution

Club Competition Rules

Data Protection Policy

Protection Policy (inc. Incident Checklist, Incident Report Form, Accident Report Form, Young Person Details Form)

A Safe Club Charter

CARLUKE CAMERA CLUB DATA PROTECTION POLICY

(Effective - AGM MAY 2025)

Carluke Camera Club (Club) is established with the objects set out in its constitution and is a data controller within the UK.

The personal information referred to in this Policy may include name, contact details, service records, records of entries to events, photographs at events, and such other information as may be necessary for the effective management of the legitimate interests of the Club. Any person wishing to verify the information held by the Club may apply to the Treasurer.

The Club collects and holds personal information about:

1. The Committee and its Members; others who assist, and those offering their services to other Clubs or the GDPU*/SPF*/PAGB* communities *(e.g. as Judges or Lecturers)*. This information is used to facilitate administration of the Club, its services and events.

- The information (*Name, Photo Distinctions, Address, Telephone Number, email address (& Club if applicable)*) is compiled electronically, or as a PDF, and only available to Committee Members.
- Limited data (Usually *Name, Club and email address*) is used electronically by the Committee; for secure website log-in, and to circulate information for administration or event purposes. e.g. emails re events, details of Competitions, and/or information. (*Most emails via Mailchimp or by Committee Members*)
- The contact details of Club officials allocated to provide particular services may be published generally, including on our website, and on event paperwork or in the Club syllabus/flyer as permitted.
- Additionally, information will be held on prospective members for administration purposes for a limited time
- On submitting an entry members agree to the Club using any images entered into competitions on social media as required to help promote the Club via these channels.

2. Photographers, as Image Makers, participating in the activities of the Club, including external events. *(Normally for Club entries; only Name, Photo Distinctions, Club are required to go with submitted photographs) (in addition email address and phone number are required for Club Competition Secretaries)*

- This information is managed subject to the event or competition rules, and includes participation in GDPU, SPF, PAGB events.

'Any photographs submitted may be selected to represent the Club. By virtue of submitting an entry the entrant certifies the work as his own and permits the Club to reproduce all or part of the entered material free of charge for publication and /or display in media related to the Competition, including on website or by circulation to the Clubs. The Photographer of each image will normally be credited with any use. The Club assumes no liability for any misuse of copyright.'
By entering, the Photographer consents to the retention by the Club of information identifying the Photographer as the creator of an Image. Where a Federation or Club is the Entrant on behalf of multiple Photographers, then the Entrant warrants that each Photographer has consented to the retention of identifying information as if the Photographer had entered in person.'

3. Others necessary for the conduct of the business of the Club. This information is used to satisfy a requested service or a contractual requirement and may be retained to confirm the outcome.

The Club may retain historical archives for example but not limited to, records of meetings, handbooks, catalogues, prints and images, awards and other event results.

* GDPU – Glasgow District Photographic Union; SPF – Scottish Photographic Federation; PAGB – Photographic Alliance of Great Britain