



CONSTITUTION (amended on 25/1/2012)

1. **The name of the society shall be Carlow Photographic Society herein after called CPS.**
2. **CPS shall be non-sectarian and non-political.**
3. **The objectives of CPS shall be:**
 - 3.1 To promote and foster photography among the members of CPS.
 - 3.2 To provide facilities where members can meet to discuss and carry out their photography.
 - 3.3 To teach by arranging lectures and demonstrations etc.
 - 3.4. To enter into competitions with other photographic clubs and societies.
 - 3.5 To hold an exhibition of members' photographic work at least once a year.
 - 3.6 To provide where possible a service (in photographic terms) to the community.
4. **Membership**
 - 4.1 A person is not deemed to be a member until such time as he/she has paid his/her annual subscription fees and may not take part in any competitions or exhibitions in the name of the club, nor can they vote on any issue, until such time as the membership fee has been paid.
 - 4.2 The amount of membership fee to be decided upon by the committee who may take into account when deciding upon a figure such groups as old age pensioners, students and others.
 - 4.3 Honorary life membership may be conferred by the committee. The provisions of 9.2 relating to code of conduct of members shall apply to those conferred with honorary life membership.
 - 4.4 Applications for membership shall be made in the Form prescribed by the Committee, and applicants shall provide such further information to the Committee as it deems fit.
 - 4.5 Applicants for membership must be over 18. Associate membership may be granted to persons aged 16 and 17 provided that their parent or guardian is a fully paid up member and shall accompany them to all club activities.
 - 4.6 The committee has the right to accept or reject application for membership from any person or persons at its sole discretion, with or without additional conditions as it deems fit, and without the necessity to explain any decisions taken, and applications are presented and accepted for consideration only on that basis.

5. The Committee

- 5.1 The Committee of CPS shall comprise of the Officers - Chairperson, Secretary, Treasurer and Competitions Secretary and 3 ordinary members. Election to all posts on the committee shall take place at the AGM. Only full members of CPS are eligible for election.
- 5.2 A nomination form for candidates for the committee to record their names and the names of proposers and seconders who shall be full members of the club, shall be posted on the notice board in the club meeting room at least fourteen days before an Annual General Meeting of the club. Such form shall close at 10.00 p.m. seven days before the said Annual General Meeting. The secretary of the club shall have a copy of the said form at the Annual General Meeting. Ballot paper shall be available as necessary. Should there be insufficient nominations for the committee on the said form, the chairperson shall call for further nominations (proposed and seconded) at the said Annual General Meeting. In the event that no further nominations are proposed, then the committee may subsequently fill any vacancy arising.
- 5.3 The Chairperson shall serve not more than two consecutive years in that position.
- 5.4 The committee shall meet at least four times per year or more often if necessary to plan and implement a programme of activities for CPS and to deal with any other business.
- 5.5 Four members of the committee shall constitute a quorum for a meeting of the committee.
- 5.6 Proper minutes of all meetings shall be kept by the secretary. They shall be read at all subsequent meetings and, if deemed to be in order by the meeting, shall be signed by the Chairperson.
- 5.7 In the event of the Chairperson not being able to attend a committee meeting the other members present shall elect from amongst themselves a Chairperson for that meeting.
- 5.8 All committee members are expected to attend meetings regularly. A record of each member's attendance shall be included in the secretary's report.
- 5.9 A committee member who fails to attend a committee meeting on three consecutive occasions without an acceptable or reasonable excuse communicated to the secretary shall be deemed to have resigned from the committee and will be replaced in accordance with paragraph 5.10.
- 5.10 The committee shall have the power to co-opt a member should a vacancy occur amongst its members.
- 5.11 The committee shall have the power to appoint subcommittees from its members and may call on any member of the club to serve on a subcommittee.
- 5.12 The Chairperson shall have a casting vote (in addition to his/her own vote) in the event of an equality of votes cast for and against any motion before the committee (except in the case of a vote to expel a member from the society for whatever reason).

6. Finance

- 6.1 CPS shall be considered a not for profit organization. It will be the function of the Committee to raise funds necessary for the efficient day to day running of the society and for the future growth of CPS.
- 6.2 The committee shall open or close whatever bank accounts it deems necessary for the proper handling of the society's funds.
- 6.3 No society funds shall be invested in any venture other than bank accounts unless a

- majority of society members, present and voting at an EGM, called for the specific purpose of discussing such actions vote in favour of such investment.
- 6.4 Proper accounts will be kept by the treasurer who will submit a full annual report at the AGM.
- 6.5 Gifts, donations, etc. which may be offered to the society may be accepted or rejected by the committee.
- 6.6 If upon the winding up or dissolution of Carlow Photographic Society there remains, after the satisfaction of all its debts and liabilities, any property or money whatsoever, the same shall not be paid to or distributed among the members of Carlow Photographic Society but shall be given or transferred to a registered charitable association.

7. General Meetings

- 7.1 General meetings of the society shall be Annual or Extraordinary.
- 7.2 An Annual General Meeting, AGM, shall be held each year during the months of January or February.
- 7.3 Time, date and venue shall be fixed by the committee, and at least fourteen days notice shall be given to each member in writing or by email.
- 7.4 The meeting shall be presided over by the chairperson or, in his/her absence, by a committee member duly elected.
- 7.5. No business shall be transacted at any Annual or Extraordinary General Meeting unless a quorum of 10 members is present at the time when the meeting proceeds to business.
- 7.5 The business of the AGM shall be to receive and consider the reports of the Chairperson, Secretary and Treasurer, elect incoming Officers and committee members, and to consider and dispose of the agenda, and thereafter any other business matter which shall be introduced and which shall appear to the chairperson as appropriate for discussion.
- 7.6 Any motions under AOB shall be submitted in writing to the secretary at least seven days prior to the AGM.
- 7.7 An Extraordinary General Meeting (EGM) shall be convened whenever it appears to the committee that such a course is necessary.
- 7.8 The provisions of 7.3 and 7.4 relating to the AGM shall apply to an EGM.
- 7.9 An Extraordinary General Meeting, (EGM), shall be convened without delay on the written demand of same being received by the chairperson or secretary, signed by no fewer than ten ordinary members and which the nature or the matter to be discussed is clearly set out. The provisions of paragraph 7.3 and 7.4 shall also apply.
- 7.10 At all Annual or Extraordinary General meetings the Chairperson shall, in addition to a personal vote also have a casting vote which he/she may exercise in the event of there being an equality of votes for and against any matter which is to be decided by vote at the meeting except for the election of Chairperson.

8. Competitions Rules and Regulations

- 8.1 The committee shall draw up rules for entry into competitions organized by CPS and all members entering work into these competitions will be advised of same.
- 8.2 Society members entering any competition in the name of CPS shall abide strictly by the Rules and regulations governing that competition, and will not compromise or jeopardize the good name of CPS by breaking these rules.

9. Code of Conduct of Members

9.1 The good name of CPS must be protected at all times by its members.

9.2 Any member who in the opinion of the committee has compromised the good name of CPS through any word, deed or omission may be suspended from taking part in any CPS activity for a period of time which the committee feels justified or may be expelled.

10. Insurance

10.1 CPS shall be obliged to carry public liability insurance and any other insurance as the committee deems fit from time to time.

11. Amendment to the Constitution

11.1 These rules may be altered only at an AGM, or an EGM specifically called for this purpose only, and no amendment shall be valid unless two thirds of society members present shall vote in favor of it.

END

Reference:

The last amendments to this constitution were passed and adopted at an AGM of members held in The Cedar Room (Seven Oaks Hotel), on Wednesday 25th January, 2012.