

DUNDALK PHOTOGRAPHIC SOCIETY

CONSTITUTION

The constitution is simply the aims and objectives of the club and the rules which govern the day to day running of the club - a statement in plain language of what the club will do and how it is going to do it. Without the written constitution members could find themselves at cross-purposes and work will not be done. It will serve as a reference and help to resolve problems in times of controversy. Outsiders will expect to see that the club is democratic and accountable. It is particularly important to have everything stated clearly and as straightforward as possible.

1. NAME OF THE ORGANISATION

The name of the group will be Dundalk Photographic Society
(The Club)

2. AIMS

The aims of the club are:

- (i) To provide a platform where members can meet with the common purpose of the promotion of the art of photography.
- (ii) To seek membership of National and International organizations.
- (iii) To participate in photographic competitions at, club, national and international level.

3. MEMBERS

- (i) Anyone who pays a membership fee is entitled to be a member and is bound by the Constitution and rules of the club.
- (ii) The membership fee (decided each year at the AGM) will be payable at the beginning of each "club" year - normally September.
- (iii) Membership shall cease when membership fee has not been paid for one year.
- (iv) Membership may cease under a disciplinary ruling by the committee
- (v) Members can resign at any time by writing to The Secretary.
- (vi) Where membership of an individual is considered to be detrimental and inappropriate to the aims and objectives of The Club, the committee reserves the right to refuse membership, terminate membership or to suspend membership by resolution passed at a committee meeting.

3.1 New Members

- (a) Application for membership is made by the completion of an application form
- (b) All applications for new membership will be considered at a meeting of the committee, with successful applicants being notified in due course.
- (c) A "New Member Pack/Welcome Pack" will be issued to every new paid up member outlining the Competition Rules of the Club, Club Constitution and Rules, useful websites and other information.

4. EQUAL OPPORTUNITIES

The club will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

5. MODELS

All models used by the club in the club premises must be, if under the age of 18 years, be accompanied at all times by a parent/guardian who shall retain full responsibility for them at all times.

6. PROPERTY

All property/assets owned by the club are vested in the committee for the time being.

7. COMMITTEE & OFFICERS

An elected group called the committee will run the club. The committee will be elected once each year at the Annual General Meeting.

The committee will consist of the following officers:

- The Chairperson:** will represent the club officially and chair meetings.
- Vice Chairperson :** will stand in for Chairperson.
- The Secretary:** will maintain all club records and conduct all club meetings.
- The Treasurer:** will be responsible for maintaining club accounts.
- The Public Relations Officer:** will promote the club as required.
- The Competition Secretary:** will conduct all competitions and maintain records.
- The Webmaster:** will maintain the club website.
- The Three Selectors:** will select all images to represent the club in competitions.

In certain circumstances, some positions on the committee may be shared.

The committee will be responsible for:

- (a) The general club membership;

- (b) The day to day running of the club;
- (c) Organisation of club functions;
- (d) Where a committee member resigns mid-term, the committee reserves the right to appoint another club member to fill the vacated position.
- (e) Any other issues which may arise from time to time.

8. AGM & OTHER MEETINGS

- (i) The Secretary will convene an “annual general meeting” where all members can attend.
- (ii) The annual general meeting will normally be held towards the end of the club year and will be notified both in the club programme and separately by email at least 28 days beforehand.
- (iii) The maximum time between AGM's will be limited to 15 months.
- (iv) Members may submit items for discussion to The Secretary up to 7 days in advance of the AGM.
- (v) Nominations for the committee may be made in advance of the AGM.
- (vi) The election of officers of the committee at the AGM will be by majority decision on the night.
- (vii) The committee will meet monthly or where convened by The Secretary. A quorum of 75% of the appointed committee in any given year has to be present when the committee are making any major decisions in relation to the club.
- (viii) Where the committee deems it necessary, it reserves the right to call an Extraordinary General Meeting.
- (ix) An EGM may be called by the membership of the club where a quorum of 50% of the members request an EGM.

9. RULES OF PROCEDURE

- (i) The aim of the club is to have all decisions made by consensus or by a majority vote if consensus cannot be reached.
- (ii) Meetings will be chaired by The Chairperson or Vice Chairperson and will be held under the general acceptance of respect for each other.

- (iii) Voting will normally be held by a show of hands, which will be monitored by The Secretary.

10. DISCIPLINE POLICY

- (i) Where a member is reported to the committee as having either verbally or physically behaved in an inappropriate manner the committee will consider the allegations made.
- (ii) The committee will determine the appropriate course of action/sanction to be taken.
- (iii) Each allegation of inappropriate behaviour will be examined on its merits and the committee may, if deemed appropriate:
 - (a) Issue a verbal warning;
 - (b) Issue a written warning.
- (iv) Where the actions/behaviour of a member is deemed to be extreme in nature, the committee reserves the right to suspend or terminate membership with immediate effect.
- (v) Where a member fails to comply with any of the DPS Competition Rules the committee reserves the right to take any of the following actions:
 - (a) Issue an oral warning;
 - (b) Issue a written warning;
 - (c) Disqualify the member from current club competitions;
 - (d) Exclude the member from participating in future club competitions;
 - (e) Exclude the member from representing the club at external competitions, both nationally and internationally;
 - (f) Expel the member from the club.

Other actions and activities which may result in the club's Disciplinary Procedures being invoked may typically include (but this list is not exhaustive) the following:

- a. Criminal activity/record deemed to be detrimental to the club;
- b. Bringing the club into disrepute;
- c. Using club mailing lists for personal purposes without the express permission of the The Secretary, through whom all such requests should be made.
- d. Adverse comments, including on social media forums criticising the club, its members or appointed judges in any way;
- e. Membership of illegal organisations;

11. FINANCES.

- (i) The Treasurer will deal with all monies on behalf of the club.
- (ii) A bank account will be maintained on behalf of the club by the Treasurer.
- (iii) The Treasurer will maintain records of income and expenditure and a financial statement will be available to the committee at each meeting.
- (iv) An annual statement will be presented at the AGM.
- (v) All monies raised by the club will be spent solely for the benefit of the club or as decided by the committee.

12. IRISH LAW

- (i) The laws governing Ireland will bind all members.
- (ii) The Law - **Ensuring The Safety and Welfare of Children / Young People** - as published by the Minister for Children and all updates will be adopted in full and form our child protection policy

13. CHANGES TO THE CONSTITUTION

The constitution can be changed by consensus only at an AGM/EGM

14. DISSOLUTION.

- (i) A resolution to dissolve the club can only be taken at an AGM/EGM
- (ii) Notice of Dissolution must be given to all members at least three months in advance of an AGM/EGM
- (ii) All monies and assets held on behalf of the club will be dealt with by consensus at an AGM/EGM

15. SIGN & DATE

This constitution was agreed by committee and ratified by the membership at the AGM held on theday of2013.

Signed: The Committee of Dundalk Photographic Society

Chairperson: _____

Vice-Chairperson: _____

Secretary: _____

Treasurer: _____

PRO: _____

Competition Secretary: _____

Webmaster: _____

Selectors: _____

On this theday of2013