

CLUB RULES AND ORGANISATION

The purpose of this leaflet is to give helpful guidance on the fundamental principles of club organisation. It is hoped that the information and suggestions given will prove useful not only to newly-formed clubs and those yet to be founded, but also to established societies who may wish to examine, overhaul and make improvements to their existing rules and methods of procedure.

INTRODUCTION

We will assume that you have already inaugurated your club or are in process of doing so. We express the hope that the name of it is not too elaborate: the shorter it is the better. Geographical names are almost universal. They place the club and give it a community identity. Avoid any confusion of names with other local clubs, particularly photographic ones. Check with your local Federation directory.

Rules are, of course, necessary from the outset but should be kept to a minimum and quite simple. You need only a few to start with; others can be added later when, and if, required. It is easier to add a straightforward new rule than to rescind or amend an unsatisfactory existing one. Don't blindly copy a set of rules from some other club (which may not be similar to yours). Also, don't tie yourselves down in the rules as to the dates of meetings, exhibitions, etc., or to the actual rate of subscription.

The more complicated are your rules, the more time you will waste at meetings when members with a flair for "points of order" and legal quibbles start arguing and showing off.

SUGGESTED RULES

The following specimen rules are given as a basis upon which to work. They represent the fruits of many years of club organising and you should find their adoption, with perhaps minor variations to suit your particular case, well worth while.

1. Name. The Club (or Society) shall be called "TheCamera Club" or "ThePhotographic Society".

2. Objects. The objects of the Club are the furtherance of Photographic Art and Technique among amateur workers and others; by exchanging friendly ideas and mutual assistance among members as well as organising and holding lectures, demonstrations, exhibitions, etc.

3. Membership. Any person interested in or practicing photography as an amateur or professional, who agrees actively to support the Club's objects may apply to the Hon. Secretary

for membership. Membership is subject to election at an ordinary meeting of the Club and to the approval of the Committee.

4. Subscriptions. Entrance fees and subscriptions shall be such amounts as are from time to time determined by the Annual General Meeting or by a Special General Meeting. Membership of the Club shall cease if Subscriptions are not paid prior to the Annual General Meeting of that year. No person shall take part in a club competition or enter for a club exhibition unless his or her subscription is paid up to date.

5. Organisation. The Officers of the Club shall consist of a President (or Chairman): Vice President (or Vice Chairman). Hon. Secretary; Hon. Treasurer and such Assistant Officers as may from time to time be decided: all to be elected each year, at the Annual General Meeting.

6. Management. The affairs of the Club shall be managed by a Committee consisting of the Officers, the Immediate Past President and 3 (or up to 6) other elected Members. 5 persons constitute a Quorum

7. Annual General Meeting. The AGM of the Club shall be held during the month of each year. The Business shall include: Minutes of the previous AGM; Annual Report of the Committee Audited Statement of Accounts and Balance Sheet: Election of President and Officers: Election of Committee Members and Appointment of Auditor.

8. Special General Meeting. A SGM can be called at any time by the Committee or on receipt of a requisition signed by not less than (one Quarter) of the members. Twenty one days notice must be given to all members of any Annual or Special General Meeting, with particulars of all business to be transacted. No business other than that appearing on the notice of such meeting shall be transacted thereat.

9. Rules. A copy of the Rules shall be supplied to every member of the club. No alteration to these Rules shall be made except at an Annual or Special General Meeting.

10. Propositions. All Nominations and Propositions for Annual and Special General Meetings shall not be accepted unless given to the Hon Secretary fourteen days before the date of the meeting, signed by two members of the Club as proposer and seconder.

11. Emergencies. In the event of anything occurring not provided for or not clear in the foregoing rules, the Committee shall have power to deal with the same at their discretion.

12. Dissolution. The Club may be dissolved only by the consent of three-fourths of the Members present at a Special General Meeting called for that purpose. Such meeting shall appoint a Liquidator and decide on the disposal of all club funds and assets.

NOTES ON RULES

Rule 3. It is usual for a proposed new member to be confidentially vetted by the Committee before election. In most cases this is nominal but could be used to keep out undesirables (particularly on licensed premises). If an elected member later proves to be undesirable or detrimental to the Club he can have a private warning from the Chairman or Hon Secretary and, if this is not corrective, he can be dealt with by the Committee under the last sentence of Rule 3, with the minimum of publicity. If necessary the Treasurer can be instructed not to accept that person's future subscriptions.

Rules 4, 5 and 6. The Officers should lead the Club and the Committee control its weekly activities but the whole membership must feel involved so that all major decisions should be made by the members together at the Annual General Meeting.

Rule 7. The Committee should ensure that suitable nominations for Chairman and Officers are included in the notice for the AGM. It must be possible for any member to make additional nominations or proposals 14 days before the meeting. 14 days gives the Committee time to meet to discuss any proposal and decide their attitude before the meeting. It also prevents any important or controversial matters being brought up at the last minute to be voted without proper consideration by perhaps a small attendance at the AGM.

Rule 9. Every member must be provided with an up-to-date copy of the rules. It is common practice to have the rules on the membership card, supplied to each member when he pays his subscription. The syllabus for the year can be combined on the same card. This will more likely ensure that members will have the list of

officers and rules available for reference whenever the need arises - especially at the AGM.

Committee. Don't overload the Club with a long list of Officers just because some other club does it. If in due course you find you need an Assistant Secretary, a New Members Secretary, a Publicity Officer, a Programme or Syllabus Secretary, an Exhibition Secretary a Competitions, Outings, Portfolio, Social Secretary or Librarian - then appoint one when the time comes but do wait until the need arises. Only the most important of these Assistant Secretaries should be given a seat on the Committee; provided always the Junior Officers are invited to attend for consultation whenever their items are to be discussed.

Insurance. In addition to insuring the Club equipment it would be wise to consider insurance against third party liability. Whether the club owns or merely hires its premises, there is always the possibility of a mishap to a visitor during open meetings or exhibitions. It is suggested that advice should be taken on this point; if you join a Federation you will be able to use the Alliance scheme.

Your Local Federation. The photographic societies of Great Britain are grouped in 14 Federations which have joined together to form the Photographic Alliance of Great Britain. You will naturally wish to join your local Federation; to take part in its activities, enter its competitions and share its facilities, including its approved Judges and Lecturers. You will find the Alliance scheme of Public Liability Insurance a considerable asset and the terms more advantageous than trying to go alone.

Annual Subscriptions. The amount of the subscription must depend on the cost of running the club; it is related to the number of members, cost of premises, lecturers' travel expenses, cost of exhibitions and so on. There will be secretarial expenses, printing, postages, stationery etc. You may also face the cost of a projector and screen. A comfortable margin must be allowed for contingencies and future capital expenditure. It is very unwise to keep the subscription too low or to the bare minimum. People appreciate most what they pay most for. Even if some of your expenses are being met by a firm of parent club, it is still advisable to give the camera club a decent 'status' by charging a fair price for it. The members may criticise - but they'll think all the more of their club and roll up more regularly for their 'money's worth'. That will make things far more worthwhile and more enjoyable for everybody.