

# WITNEY PHOTO GROUP

## CONSTITUTION

This Constitution, dated 18 May 2021, supersedes all previous Rules and Constitutions of the Group.

### 1. Name.

- a. The organisation shall be called Witney Photo Group (the Group)

### 2. Objectives and Aims.

- a. To promote interest in all aspects of amateur photography.
- b. To ensure a duty of care to all members of the Group.
- c. To ensure all members receive fair and equal treatment.

### 3. Membership.

- a. The membership consists of members who shall have joined by paying the subscription set out elsewhere in this constitution.
- b. The Committee have the right to refuse membership to any person without an obligation to state the reasons for such refusal.
- c. The Committee may decide to limit the number of members of the Group.
- d. Those wishing to join the Group after the membership numbers in 3.c. above have been reached will be listed in a waiting list, to be created in an order of precedence based on the date and time in which membership application is received.
- e. Members join the Group for 12 months. Notice of renewal is given by the Group and if 14 days after a reminder is issued the member does not re-join, that member will be offered to be placed on the waiting list.

### 4. Subscriptions.

- a. The Group's subscription for a full year and the visitor fee are decided at each Annual General Meeting (AGM) and come into force on the day of the AGM.
- b. A member is not refunded any part of their subscription after leaving the Group.
- c. Only members may enter any competition, vote at any meeting or be appointed as an officer or Committee member.

### 5. Visitors.

- a. Visitors are not members of the Group.
- b. Non-members attending meetings from the first Group's meeting in September/October in any year are a visitor and pay a visitor fee at each meeting.
- c. A visitor who in the same season becomes a member may have up to four visitors fees deducted from the full or reduced subscription.

### 6. Vulnerable Individuals.

- a. A Vulnerable individual is described below in Rules of the Group 3 a.
- b. No vulnerable person may attend any Group event unless accompanied at all times by a responsible supervising adult. The responsible adult must be a parent, legal guardian, or person deputed by the parents or legal guardians of such individual, over the age of 21 directly taking responsibility for the vulnerable individual at an event.
- c. No vulnerable individual may become a member of the group without prior written permission of a parent or legal guardian.
- d. At the discretion of the Officers and Committee the responsible adult may be allowed to attend the group event free of a visitor's fee.
- e. If any vulnerable person arrives at a Group event not accompanied by a responsible adult that vulnerable person shall be taken out of the event and the Chairman or Secretary shall make arrangements for their return home.

- f. A responsible adult taking a vulnerable individual to a Group event does so at their own risk.
- g. WPG's insurance has an exclusion in respect of any claims for abuse of vulnerable individuals; therefore, when the club organises events held away from the club's usual venue, vulnerable individuals will not be able to attend unless always accompanied by a responsible adult.
- h. However 6.g. will not apply where members and their families attend a public event where the Club has merely suggested the event as a place to link up, and is not responsible for organising the event.

#### **7. Officers.**

- a. The Officers of the Group shall be members and consist of a President, Chairperson, Vice-Chairperson, Honorary Secretary, Honorary Treasurer, Honorary Programme Secretary, Honorary Competition Secretary and Honorary Membership Secretary.

#### **8. Committee.**

- a. The Committee shall consist of 4 members in addition to the elected officers.

#### **9. Election of Officers and Committee.**

- a. The President shall be elected at an AGM in recognition of services to the Group and shall hold this honorary position without re-election for a number of years until the President or members propose and elect a new President.
- b. The President may attend Committee meetings, without the power of voting.
- c. All other Officers and Committee shall retire annually but be eligible for re-election at the AGM except that the Chairperson shall not serve as Chairperson for more than three consecutive years unless otherwise agreed at the AGM.
- d. The President shall act as Chairperson for the Election of Officers and Committee at the AGM. The elected officers and Committee may co-opt further members to the Committee.

#### **10. Annual General Meeting and Special General Meetings.**

- a. The AGM of the Group shall be held in May of each Year.
- b. A Special General Meeting (SGM) may be convened on a requisition signed by five members, stating the purpose of the meeting, and sent to the Honorary Secretary at least 14 days before the date proposed.
- c. At AGM and special meetings thirteen members shall form a quorum.
- d. The elected Committee may co-opt further members to the Committee for special reason. Co-opted Committee members have the same voting rights as elected Committee members.
- e. All members have the right to vote at an AGM or SGM.

#### **11. Group Affairs.**

- a. The affairs of the Group shall be managed by the officers and the Committee elected at the AGM.
- b. At Committee meetings six members shall form a quorum.
- c. The Committee shall have powers to appoint honorary life members and to appoint sub-committees.
- d. The Honorary Secretary shall ensure minutes of all meetings are kept and conduct the correspondence of the Group.

#### **12. Finances.**

- a. The Honorary Treasurer shall collect all subscriptions and monies due and pay monies owing, after authorisation by the Committee.
- b. The Honorary Treasurer shall open and maintain any bank accounts required for the running of the Group's finances and the Committee shall authorise signatories for cheques and other transactions. HSBC, our current bank, requires at least two signatories, one of which is to be the Secretary.
- c. An up to date Statement and Balance Sheet will be presented at the AGM and the year-end Statement and Balance Sheet will be presented to the Group at the first meeting in September.

- d. At the close of each financial year, which shall end on 31 May, a statement of accounts and a balance sheet shall be drawn up by the Honorary Treasurer and audited by two other members appointed for this purpose.
- e. The Group's funds will be solely applied to the use of the Group.
- f. Members of the Group will not receive any payment, either direct or indirect, for their services, other than legitimate expenses.
- g. Any profit made by the Group shall be used solely to further the Group's interests and activities.
- h. In the event of dissolution, the remaining funds will be devoted to objects similar to those of the Group or to other purposes approved by the commissioners of the Inland Revenue.

### **13. Insurance.**

- a. The Treasurer will ensure that the Group has Third Party Liability Insurance and that all equipment owned by the Group is adequately insured.

### **14. Exclusion of a Member.**

- a. A member may be expelled from or asked to resign from the Group at the discretion of the Committee.
- b. The Committee can request that a member appear before it, without stating the reason, provided that where any charge or accusation is made, the member shall be given full and reasonable opportunity to put forward a defence and bring witnesses at a later meeting.
- c. A member expelled or asked to resign shall have the right to appeal to a specific SGM of the Group called for this purpose.
- d. The Committee proceedings and any SGM called at the request of a member under this rule shall be treated as privileged and confidential.

### **15. Amendments to this Constitution and Rules.**

- a. No alteration or addition to this constitution or rules shall be made except at the AGM or SGM called in accordance with 10 above.

## **RULES OF THE GROUP**

### **1. Health and Safety.**

- a. The Officers and Committee have a duty to consider and act in the interests of the health, safety and welfare of all members and visitors at all the Group meetings.
- b. Any activity that the Officers and Committee are organising that may have a recognised exceptional risk to members or the public shall be raised as a risk assessment and a solution to the risk written and actioned.
- c. The Officers and Committee shall ensure they are aware of the location of Fire Fighting and First Aid equipment at meetings.
- d. At the beginning of each Group meeting those attending should be made aware of emergency exits and the location of an assembly point in the event of an evacuation.
- e. Members will be asked to sign an attendance register on arrival at a Group meeting.
- f. Any person using electrical equipment at a Group meeting shall ascertain that the equipment is being used on electrical circuits with RCD Circuit Breakers.
- g. The Officers and Committee shall assume responsibility to ensure any disabled person is approached to ensure they are aided, particularly in the event of an emergency.
- h. The Officers and Committee shall ensure that any trailing cables are placed, taped or covered to prevent trip hazards.
- i. When activities over and above the normal meetings are anticipated, the person organising the event shall consider the additional risks likely to be incurred and their likelihood of causing injury and shall complete a risk assessment. Residual risks shall be notified to those attending the meetings.

### **2. Data Protection Policy**

- a. The Group is a data controller within the UK.

- b. Members providing personal data by implication agree that data which may include name, contact details, archive records, records of entries to events, and such other information will be used solely as may be necessary for the effective management of the legitimate interests of the Group.
- c. The Group collects, holds, maintains and reviews personal information about:
  - Members and visitors.
  - The PAGB and CACC and those offering their services to the Club community e.g. as judges or speakers. This information is used to facilitate administration and services. The contact details of Club officials allocated to provide particular services may be published generally.
  - Others necessary for the conduct of the business of the Group e.g. Members.
  - Photographers as the creators of Images used in the activities of the Club. This information is managed subject to the General Conditions for Club competitions and exhibitions.
- d. The Group may retain historical data and management archives until the Group decide to delete the data. Any member may request to verify the accuracy of their personal contact data or to request its deletion by request to the Secretary.
- e. The contact data is reviewed and updated annually and is only distributed to Group Committee members. No Group Committee member may divulge any contact information to any person outside the Group.

### **3. Vulnerable Individuals.**

- a. A vulnerable individual is any person under 18 or any person over 18 who may be offended by their sensitive nature over and above a normally responsible adult where a person is exposed to the possibility of being attacked or harmed, either physically or emotionally, is in need of special care, support, or protection because of age, disability, or risk of abuse or neglect.
- b. The Officers and Committee shall take all practical measures to observe and report formally for review and/or action of any activity by any member that may be construed as sexual, emotional or physical abuse, exploitation or any other actions or activities that may be considered harmful. Anybody found taking an exceptional interest in any vulnerable individual should be immediately similarly reported.
- c. The Officers and Committee shall take all practical measures to ensure that no vulnerable person is allowed to attend any meeting when there is risk of any photograph being taken or displayed that may possibly be described as indecent or suggestive or where photographs are taken of people in a state of undress.
- d. The Officers and Committee must ensure that no vulnerable individual is allowed to be photographed without the prior written permission of that person's parents or legal guardian.

### **4. Member's Work.**

- a. No club member shall be allowed to alter either physically or digitally, apart from the usual preparation required under the rules of competition, another club member's photographic work without the express permission of the author of the image.

### **5. Complaints.**

- a. Members and others in correspondence with or connected with the Group shall be requested by the Honorary Secretary to submit in writing any complaint to the Honorary Secretary, setting out the circumstances and details of the person's/member's complaint.
- b. The Secretary on receipt of the complaint shall acknowledge receipt of the complaint and detail to the complainant the procedure for complaints.
- c. The Secretary shall not deal in detail with the complaint, either in writing or in person, by telephone or in writing. The Secretary shall refer the complaint to the Officers and Committee by copying the letter detailing the complaint and, if agreed by the Officers, convene a Committee Meeting to discuss the complaint, at which meeting a reply will be formulated that the Secretary will make in writing to the complainant.

- d. Further correspondence, if required with the complainant will be dealt with by the Chairman, Vice-Chairman and Honorary Secretary, bringing in any other members that may, in the above Officers' opinions be necessary to attempt to resolve the complaint satisfactorily.
- e. The Group are not obliged to hold meetings with the complainant but, in order to ensure proper understanding of the matter, conduct the complaint by correspondence.