

Ossett and District Camera Club

Committee Rules

General

This document outlines the primary duties of ODCC committee members, who must at all times conduct themselves in a proper manner, being polite and courteous to other committee and club members. If a member is unable to attend a committee meeting and has items they wish to be discussed in their absence they may send the information to the Secretary.

The committee may co-opt a member to fill any vacancy; providing such a member is willing, that member will have full voting rights.

The committee may form sub-committees as deemed necessary by the committee.

Number of Meetings

A minimum of 4 committee meetings shall be held each season; further meetings being at the discretion of the committee.

The President's Duties

The President shall preside at all Club meetings unless absent, when the Vice President shall deputise. In the absence of both the General Secretary will preside. Otherwise the members present shall elect one of their number to act as the Chairperson

The President shall open, chair, control and close the Annual General Meeting (AGM), any Extra-Ordinary General Meetings (EGMs) and Committee Meetings. They shall sign the minutes of such meetings and, after asking for any matters arising out of the minutes, call for a proposer and seconder that the minutes be accepted as read, and are a true record of the meeting to which they pertain. At the AGM after calling for and hearing the Treasurer's Financial Report, to ask for matters arising out of the report and request a proposer and seconder that the report be accepted.

At any meeting it is the chair's responsibility to ensure that all items on the agenda are fully considered and to bring matters arising to a satisfactory conclusion, or else ensure that they are carried forward to the next meeting.

Note: At all club meetings the presiding chairperson does not vote, but in the event of tied votes the chairperson has the casting vote.

In addition the President shall announce both visiting speakers and other visitors to the club. This duty shall be undertaken by the Vice-Chairman in the absence of the President or the Secretary in his or her absence.

The Vice-President's Duties

The Vice President shall in their absence of the President deputise and carry out the duties of the President. The Vice-President or their nominated representative shall at the end of any club meeting involving a judge or speaker give a short "thank you" speech for each judge or speaker, and propose a vote of thanks from the club.

The Secretary's Duties

Prior to any meeting the Secretary shall call for agenda items and draw up the agenda and book the meeting room. They should record the minutes of the meeting, and publish these to committee members and also make these available to all members on request.

To notify the members as to the date, time and place of committee meetings, together with the meeting agenda

To notify all club members of the date, time and place of the AGM and any EGM, and to publish an agenda for such meetings for all club members to read. In addition requesting that they bring any ideas and/or complaints to the meeting. In the case of an EGM a short resume of the matter to be discussed should be produced, either by the member raising the matter or the secretary, and then circulated by the secretary to all members.

The Programme Secretary

To oversee the running of the club's programme for the current season and to arrange the programme for the next season. To ensure the programme is arranged to facilitate the selection of images for the interclub competitions, battles and any other external competitions as advised by the competition secretaries.

To keep the competition secretary/secretaries apprised of the dates, specifically liaising with them with regard to competition dates. To arrange workshop evenings, liaise with other club secretaries to set the dates for interclub battles. To search for speakers and lecturers to attend the club, to arrange dates for such speakers and lecturers and to attend the club and present to members.

To produce a draft programme for the next season and make it available to all members at the AGM and to ensure the programme is finalised and passed for printing in sufficient time to ensure copies are ready for the start of the season.

The Competition Secretaries

There are two competition secretaries, Projected Digital Image and Print, although these roles may be combined or split at the discretion the committee.

The competition secretaries are responsible for arranging and notifying members as to the requirements and rules for all internal and external competitions, including inter-club competitions. Arranging judges, maintaining the club competition rules and any other business associated with the smooth running of competitions, and informing the programme secretary of the names and honours of the judges in sufficient time for their inclusion in the programme.

In conjunction with the print competition secretary maintain a set of general and individual competition rules.

Treasurer

The treasurer shall keep adequate records of all pecuniary transactions of receipts and payments, the latter to be supported by vouchers and/or receipts from suppliers. Give Financial Reports at meetings held during the Club year and prepare a set of annual accounts covering the club year, closing at the end of April annually. The accounts shall be independently audited by a suitable individual, appointed by the treasurer in conjunction with the committee, and shall be presented at the AGM.

The treasurer shall ensure that:

1. There shall be a minimum of two signatories applicable to the club account, the bank being notified and given specimen signatures. Two signatures are required for all cheques (one of which must be the treasurer).
2. No items of expenditure, be they of a capital nature, be made in excess of fifty pounds without the vote of the committee members. In the event of a purchase for capital expenditure being required in excess of fifty pounds, a committee meeting shall be called and a quorum of members shall be present.
3. In conjunction with the membership secretary:
 - a. They, or another nominated individual, shall collect funds at club meetings and record the collected funds.
 - b. Ensure all annual subscriptions are collected.
4. All officers and members of the club are reimbursed from club funds for approved out of pocket expenses as evidenced by a receipt handed to the treasurer.
5. List any subscriptions paid in advance, this being necessary for the compilation of the yearly final accounts.

6. List items purchased and not paid for at the club year end in order to show any creditors to be incorporated in the final accounts.
7. Show the true state of the finances of the club as shown by the club's annual balance sheet.
8. Bank statements are obtained and kept for a rolling period of 7 years.

Membership Secretary

The membership secretary shall compile a register of members giving telephone, number, name and address and photographic qualifications, if any plus indicating if a full or social member. Records shall be retained and shared for club use only.

The membership secretary will, in conjunction with the treasurer, ensure all annual subscriptions are collected. They or their designated representatives shall collect all monies due at the start of each club meeting and pass such monies to the treasurer.

Publicity Secretary

The publicity secretary shall be responsible for publicising the club and its events, and where appropriate collate the results of competitions and send them to the local press. Produce press releases/articles to promote and publicise the club through the media, build and document a list of local media contacts and keep a record of all press cuttings/coverage.

The publicity secretary is responsible for ensuring that all articles submitted to the media are in keeping with club policy and ensuring that the profile of the club is kept as high as possible.

The Website Member

The website member shall act as webmaster for the clubs website and maintain the club's Facebook page, ensuring both are regularly updated to reflect the current status of all club activities and that members galleries are maintained. In addition working with the competition secretaries to ensure that selection of images for interclub battles and competitions can be carried out through use of the website.

Other Committee Members

Other committee members whether elected or co-opted shall ensure they contribute to the debate at meetings and support the designated post holders in their functions whenever possible. They should also endeavour to carry out an oversight function of other committee functions and bring to the attention of post holders any discrepancies they note.