

**RULE 18** (continued)

The Agenda should be limited to the following:-

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- b). Minutes of the last EGM, if applicable.
- c). Matters arising from the Minutes.
- d). Statement of the purpose for which the EGM was requested.
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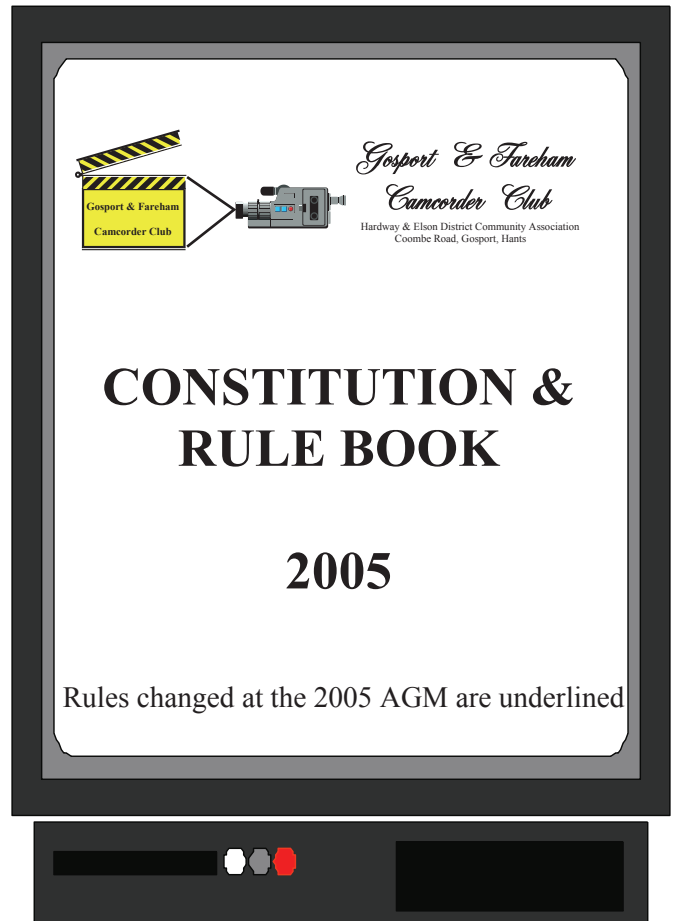
**RULE 19**

The club cannot accept any responsibility for copyright liability concerning visual or audio material used by Members in their own productions and which are presented at Meetings, competitions or to members of the public.

Signed on behalf of the Committee of the Gosport and Fareham Camcorder Club.

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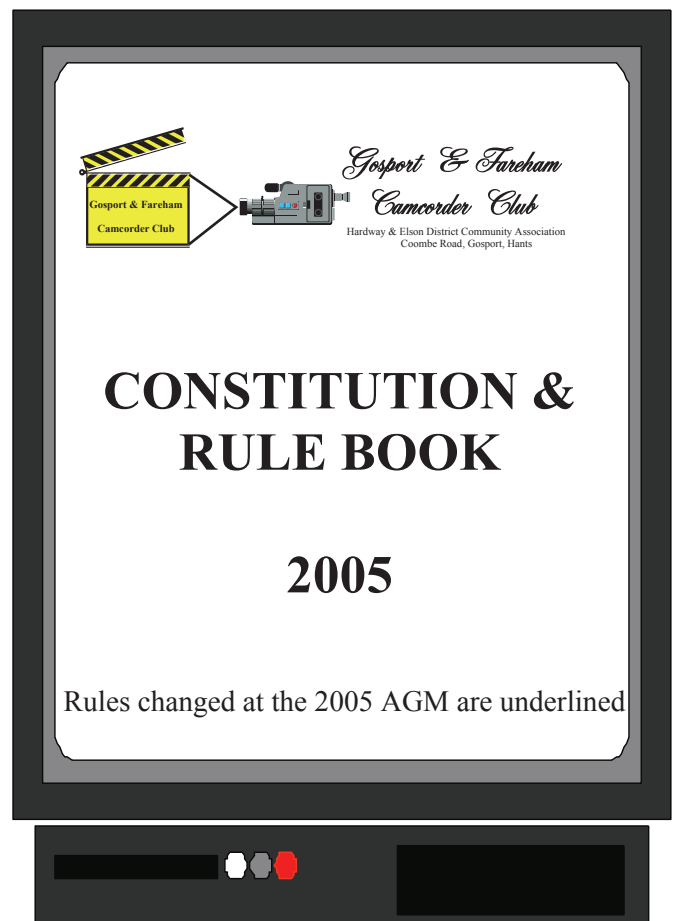
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## The Constitution of the Gosport & Fareham Camcorder Club

### **RULE 1**

The name of the Club shall be the “**Gosport & Fareham Camcorder Club.**”

### **RULE 2**

The objectives of the Club shall be:-

1. To further the videographic and cinematographic arts and to encourage the making of films and videos by individual Members of the Club and also by Group productions in the name of the Club, providing they are approved by the Committee.
2. To exhibit the “Works” of Members and of other Societies and Clubs. (“Works” include photographic and electronic recordings.)
3. To give lectures and demonstrations with visual aids and any required instruction and techniques of videographic and cinematographic arts, within the capability of the Club.
4. To be associated with other similar Societies and Clubs.
5. To have a social aspect to the Club.
6. To be twinned with Royan Camera Club, Royan, France.

### **RULE 14** (continued)

Members joining after **1st September** shall pay a proportion of the **Annual** subscription as determined by the Treasurer.

Renewal of the subscription will be at the full rate.

New paid up Members will be issued with Club and HEDCA Membership cards.

### **RULE 15**

A Minute Book shall be kept and available for perusal of all Members.

### **RULE 16**

Proposed alterations, additions, deletions to Club Rules must be published at least two meetings before the AGM or Extraordinary General Meeting called especially for the Purpose.

### **RULE 17**

**One independent** Auditor shall be appointed at least two meetings before the AGM to audit the books and balance sheet for the current year.

### **RULE 18**

The Secretary shall call an Extraordinary General Meeting at the request of five or more members, or by four or more Committee Members, stating the purpose.

All Members shall be informed of the Meeting. A quorum of 50% of the total Members shall be required to hold the Meeting

**RULE 18** (continued on Page 8)

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**RULE 18** (continued on Page 8)

**RULE 11** (Continued)

**NOTES:** Motions shall be notified, in writing, in accordance with RULE 16. Any Other Business shall be discussed only if a majority of the members, by show of hands, are in favour of doing so.

The Minutes of an AGM are to be available for Club Members one month from the date of the AGM.

**RULE 12**

Nominations for Officers duly proposed and seconded and, with the agreement of the Nominee to serve if elected, must be submitted to the Secretary on or before the meeting prior to the AGM.

**RULE 13**

At the AGM, the Committee will remain in office until the Meeting is closed, when the next Committee will take over.

The Election of Chairman for the next year will be conducted by the Secretary. Election of Officers and Committee Members for the next year will be conducted by the Chairman.

A secret ballot will be held, if more than one candidate is proposed for any post. Where a ballot is by show of hands, the candidates will leave the room.

**RULE 14**

The Annual Subscription shall be agreed at the Annual General Meeting. It will include the Member's subscription to HEDCA and will be paid by the Treasurer on the Member's behalf.

The subscription is payable in advance from the **1st January** for members joining up to **31st August**. (Continued on page 7)

**RULE 3**

The management of the Club will be in the hands of the Chairman, Vice Chairman, Hon Secretary, Hon Treasurer, Competitions Secretary, Equipment Manager and three other members. These will constitute the Committee. **Five shall form a quorum.**

The Committee shall have the power to co-opt Members for any special purposes. They shall have the power to fill any vacancies that occur on the Committee until the next AGM. The Committee will meet as required.

**RULE 4**

The Committee shall have the power to elect new Members and also to expel any Member whose conduct is considered prejudicial to the interests of the Club. The Member must have the opportunity to answer any charges before any final decision is made. The Member shall also have the right to appeal to an Extraordinary General Meeting called in Accordance to Rule 18. A majority of five of the Committee shall be necessary before any expulsion.

**RULE 5**

Membership of the Club will be to all persons who are eligible for the Hardway & Elson District Community Association. Candidate must be proposed and seconded and shown a copy of the Club Rules. The Committee reserve the right to refuse membership, by a majority vote of the Committee, without giving a reason.

**RULE 6**

The Committee shall have the authority to elect Honorary Life Members.

**RULE 11** (Continued)

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#### **RULE 7**

The Funds of the Club, claiming tax exemption, shall be applied solely to stated objectives (Rule 2) and Members shall not receive payment either direct or indirect, for their services or for anything except legitimate expenses incurred in their work.

In the event of dissolution, any remaining funds shall be devoted to objectives similar to those of the Club, (Rule 2), or to other purposes agreed and approved by an AGM or an Extraordinary General Meeting.

#### **RULE 8**

The Treasurer is responsible for the Club accounts.

The Committee shall be in full control of the Club funds and all monies expended must first be sanctioned by them.

Normal minor expenses for the running of the Club, should be covered for auditing purposes by a receipt or a covering note by the Treasurer countersigned by the Chairman or Vice Chairman.

All other expenses should be agreed by the Committee beforehand. Where expenditure is in the name of the Club, including Club productions and also when any one sum may exceed £50, ordinary Members should be informed and their approval sought before proceeding.

Such approval may be sought by a show of hands at an ordinary Club meeting and shall be recorded by the Secretary or the Treasurer and included in the Annual Treasurer's Report.

**The Clubs Financial Year will be from January to December.**

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#### **RULE 9**

Except where the Committee deems otherwise, all meetings will be private and as such, not open to the public.

#### **RULE 10**

Certain Club meetings, decided by the Committee, will not be limited to Members only. Members may bring guests. Such guests will be considered as "**Members without the right to vote**" for the duration of the meeting.

Current attendance fees must be paid for each guest unless waived by the Committee. Such guests should be limited to no more than three meetings per year

#### **RULE 11**

The Annual General Meeting shall be held in April. Notice shall be given to each member. The Agenda should be limited to the following:-

- a). Apologies
- b). Minutes of the last AGM
- c). Minutes of any EGM held during the year, if applicable
- d). Matters arising from the Minutes.
- e). Chairman's Report.
- f). Treasurer's Report and Balance Sheet
- g). Motions.
- f). Election of Officers.
- h). Any Other Business relevant to the AGM
- i). Close the AGM and hand over to the next Committee.

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