

Committee Guidelines

1. Managing the Club
 - 1.1. Committee
 - 1.1.1. Our Club is managed by a Committee who have full power and authority to manage and control the affairs and business of the Club.
 - 1.1.2. In the absence of the full Committee being in position, for whatever reason(s), the remaining Committee members have the power to manage, on a temporary basis, the affairs of the Club until a full Committee is appointed. In these circumstances all members of the Club will be informed of the situation and the actions being taken to institute a full Committee.
 - 1.1.3. The remaining Committee Members may exercise all the powers of the Committee so long as a Quorum of the Committee remains in office.
 - 1.2. Quorum - At least 60 % of the elected Committee Members shall constitute a quorum for the transaction of business at any meeting of the Committee. The Committee may from time to time fill any vacancy occurring in their own body or co-opt another member for any purpose they see necessary. They shall have power to appoint a subcommittee from among their number or from other members that will be accountable to the Committee. Co-opted members have no vote on the Committee.
 - 1.3. Elections and Voting - A simple majority vote of the Committee will carry any resolution. The Chair does not have a vote, except in the event of a tie when it will be the duty of the Chair to declare the motion for or against with a casting vote.
 - 1.4. Notice of Committee Meetings - The Committee meets on the 2nd Thursday of each month and no notice is given for these meetings. Reasonable notice of other Committee meetings will be given to each Committee Member, verbally at another Committee meeting or via email at their last known email address at least 3 days before the meeting.
 - 1.5. Term of Office:
 - 1.5.1. The Chair is expected to serve for a one-year term of office. However, they can be re-elected for a second term of office if so desired by the membership, but cannot hold the office of Chair for more than two consecutive years. At the end of their term, the Chair will be considered to have resigned.
 - 1.5.2. The other Committee Members shall hold office from the date of the meeting at which they were elected or appointed until the next Annual General Meeting ("AGM").
 - 1.5.3. All Committee Members will be considered to have resigned at the next AGM, but if nominated may stand for election for the next term.
 - 1.5.4. So long as a Quorum of the Committee remains in office, any vacancies from time to time occurring in the Committee may be filled by the Committee Members from the membership of the club. A person

appointed to fill a vacancy in the Committee shall hold office for the balance of the unexpired term of the vacant position.

1.6. Removal from Office:

1.6.1. Any member of the Committee may at any time be removed from office, with cause, by a resolution passed at a Special Meeting of the Club members called for that purpose. This vacancy may be filled at the same meeting from anyone nominated at the meeting, and the elected individual shall hold office, subject to the terms of this clause, for the remainder of the term of office of the Committee member removed.

1.7. Resignation:

1.7.1. Any member of the Committee may at any time resign from their position if they wish to do so.

1.7.2. The resignation of a Committee Member shall become effective upon the acceptance thereof by the Committee or at the expiration of 5 days after notice in writing (or email) signed by the resigning Committee Member, having been sent to the Chair.

1.7.3. A vacancy so caused may be filled and the person elected shall hold office for the remainder of the term of office of the Committee member who resigned.

1.8. Disqualification:

1.8.1. At any general meeting of the members, the meeting may, by resolution, declare that any member shall cease to be a member of the Committee and the office be vacated if the Committee Member is concerned in, or participates in the profits of any contract with the Club, provided that no Committee Member shall vacate their office by reason of being a shareholder or member of any corporation, which has entered into any contract with ordinary work for the Club, but the Committee Member shall not vote in respect of any such contract or work.

1.9. Irregularity:

1.9.1. No act or proceeding of any Committee Member, taken (with due diligence) in good faith or reasonably shall be deemed invalid or ineffective by reason of subsequently learning of any irregularity in regard to such act or proceeding.

1.10. Committee Meetings

The Order of Business at meetings of the Committee shall be as follows:

1.10.1. Agreement of the minutes of the last meeting of the Committee

1.10.2. Unfinished business

1.10.3. Receiving reports

1.10.4. New business

This order of business may be altered at any meeting by a majority of the Committee Members present.

1.11. Nominations and Elections:

At least 2 weeks prior to the AGM, the Committee shall seek nominations of possible candidates for election at the next AGM from the membership. All full members are able to make nominations, proposals and second potential candidates. All Candidates must be chosen from the membership of the Club to fill all positions on the Committee including that of Chair. A proposed list of candidates will be presented for a vote at the AGM. At that time additional nominations may be received from the floor of the meeting. Any member so nominated must be present in person at the meeting and be in agreement with the nomination and have a proposer and seconder.

1.12. These shall be elected as described in "Term of Office" above, to hold office until the next AGM of the Club or until their successors shall have been elected or appointed.

1.13. The responsibilities of these officers are as follows:

Chair: The Chair is the Chief Officer of the Club and will preside at all meetings. It is their responsibility to enforce the Club's rules and regulations.

Secretary: It is the responsibility of the Secretary to prepare and distribute the agenda of meetings and to issue all notices of such meetings, keep all records, including the minutes of all meetings as may be required by the rules and make all requisite entries therein. The Secretary may appoint assistant secretaries with the approval of the Committee.

Treasurer: It is the responsibility of the Treasurer to receive all revenues of the Club, to prepare estimates of revenue and expenditures from year to year, to prepare a complete statement of the Club's finances and submit the same to the Committee prior to the AGM. The Treasurer shall keep a full and accurate account of the receipts and disbursements of the Club and books belonging to the Club and shall have the care and custody of all the funds and securities of the Club, and shall deposit the same in the name of the Club in such bank or other depository as the Committee may direct.

Competition Secretary: It is the responsibility of the Competition Secretary to ensure that equipment is available for all "in hall" meetings (Internal and External). Ensure that all competitions are conducted in accordance with Club guidelines. The collection, checking and listing of entries into the Club's Competitions, ensuring that Print and PDI entries meet the requirements as set out in the relevant Club Competition Rules. Ensuring that scores from all competitions are recorded and distributed to the Publicity Secretary. Briefing the judge before each competition.

Publicity Secretary: It is the responsibility of the Publicity Secretary to ensure that Club talks are promoted at least two weeks in advance, via Social Media and emails. Also, ensuring any outward facing Club events such as Exhibitions and Festival events are advertised, designing leaflets and posters to promote the Club and utilising Social media to promote and raise the awareness of the Club and its activities. Ensuring that all efforts to encourage new members to join are geared towards maximising the diversity of the membership.

Programme Secretary: Prepares the annual Programme using and following the guidelines as laid down by the PAGB. Contacting suitable judges and speakers, confirming the booking and costs involved in writing and reminding the judge or speaker two weeks before the visit. Ensuring that the venue is booked and paid for. Organising Photowalks and activities for the membership to partake in on at least a monthly basis. Ensuring participants are clear about the Outing by working with the Publicity Secretary to ensure details are added to Club's Website.

Signing Officers: Three members of the Committee shall be designated to sign cheques and orders for the payment of money unless otherwise provided by the Committee.

General Committee Members: Ensuring that the Officers above conduct their roles according to the Club's guidelines, properly and fully. Ensuring that the venue for meetings is suitable and the club has access to appropriate equipment, such as projector and screen or print stand.