
BELFAST PHOTO-IMAGING CLUB

RULES AND CONSTITUTION

1. NAME AND OBJECTIVES

1.1 The Club shall be known as the **Belfast Photo-Imaging Club** ("the Club").

1.2 The objectives of the Club are:

- to promote, advance, and encourage the art and practice of photography;
 - to provide opportunities for learning, discussion, and constructive critique;
 - to foster a friendly and inclusive photographic community.
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2. MEMBERSHIP

2.1 Membership shall be open to any person with an interest in photography, subject to approval by the Committee and payment of the annual subscription.

2.2 Applications for membership shall be made using the online application form available on the Club's website.

2.3 The Committee may approve or decline any application at its discretion and is not obliged to provide reasons for its decision.

2.4 Applicants whose membership is approved shall be invited to pay the annual subscription. Membership shall not take effect until payment has been received in full.

2.4 Once payment in full has been made, members will have full access to all club activities and facilities including social media and rental of Club equipment.

3. SUBSCRIPTIONS, CONDUCT, AND TERMINATION OF MEMBERSHIP

A. Subscription Rules

3.1 Members shall be liable for payment of the annual subscription (Full member or Associate member) for as long as they remain members of the Club.

3.2 No person shall be deemed a member unless the prescribed subscription has been paid in full. Subscription fees are non-refundable.

3.3 Membership shall cease upon:

- written resignation to the Honorary Secretary; or
- removal from the membership list by the Committee in accordance with Club Rules.

B. Disciplinary Rules

3.4 If, in the opinion of the Committee, a member's conduct is injurious to the reputation, interests, or wellbeing of the Club or its members, the Committee may suspend or terminate that member's privileges.

3.5 Any matter under Rule 3.4 shall be considered by a quorate Committee. The member concerned shall be given a full opportunity to present their case before any decision is made.

4. ASSOCIATE MEMBERSHIP

4.1 The Committee may award Associate Membership (AM) under the following rules:

- The member concerned has been a full member for a minimum of two (2) consecutive Club seasons prior to becoming inactive;
- The subscription rate for AM shall be set at 30% of the full subscription rate and shall be subject to periodic review by the Committee;
- Associate members shall retain the following rights and privileges:
 - Inclusion in all Club communications including Honorary Secretary emails, WhatsApp group and social media

- Right to enter external competitions only, where a condition entry includes being a current member of an affiliated camera club (PAGB, FIAP).

4.2 Associate members may not avail of the rights and privileges of being a full member, including:

- Being eligible to hold office, or vote at Annual or Special General Meetings
- entering NIPA competitions where a condition of entry includes being a current member of an affiliated camera club (NIPA Inter-club, NIPA Exhibition, NIPA Novice, Roy Finlay Natural History);
- attending Club meetings, event, and activities at Morton Community Centre or any other venue that may be used by the Club;
- attending or participating in Club organised outings or trips;
- borrowing or using Club equipment

5. VISITORS

5.1 Visitors to the Club must be aged 18 or above. Visitors may attend Club meetings, activities or outings only when introduced and accompanied by a full member. Occasionally, the Club Chairperson or Honorary Secretary may invite a prospective new member to participate in Club activities on a trial basis prior to making a final decision to join the Club.

5.2 Visitors shall comply with the same rules of conduct and safety as members while attending Club events or when using Club equipment.

5.3 Club members who admit guests shall be always be held accountable for the behaviour of their visitors when participating in Club activity.

6. MANAGEMENT OF THE CLUB

6.1 The affairs of the Club shall be managed by a Committee consisting of:

- Chairperson
- Vice-Chairperson
- Honorary Secretary
- Honorary Treasurer
- Four Committee Members

6.2 All Officers and Committee Members shall retire annually and shall be eligible for re-election.

6.3 Elections shall take place at the Annual General Meeting.

6.4 The Committee shall meet as required for the conduct of Club business. Four Committee members shall constitute a quorum.

6.5 Committee decisions shall be made by a simple majority of those present and voting. In the event of an equality of votes, the Chairperson shall have a casting vote.

6.6 In the absence of both the Chairperson and Vice-Chairperson, the Committee shall appoint one of its members to chair the meeting.

6.7 The Committee shall have the power to:

- make and amend Bye-Laws;
- appoint sub-committees and officers for specific purposes;
- fill vacancies among Officers or Committee Members arising during the year; and
- Temporarily co-opt any other Club member for a specific task or role, without that member having to be appointed to the Committee.

7. MEETINGS

7.1 The Chairperson shall preside at all meetings of the Club and the Committee. In their absence, the Vice-Chairperson or another member elected by those present shall preside.

7.2 Officers of the Club shall be ex-officio members of all sub-committees.

7.3 An Annual General Meeting (AGM) shall be held each year for the purposes of:

- receiving reports from the Officers;
- electing Officers and Committee Members;
- considering any other business of which due notice has been given.

7.4 At least twenty one (21) days' advance notice of the AGM shall be given to all members and include an invitation for any proposals or amendments to Club Rules or the Constitution to be returned to the Honorary Secretary in order to allow time for the Committee to consider the business and provide a response.

7.5 At least fourteen (14) days notice of the AGM shall be given when there are written proposals to be considered at the AGM and details of such proposals shall be included in the final AGM notice.

7.6 No business shall be considered or discuss at the AGM or SGM that has not been notified to the Honorary Secretary at least five (5) days in advance of the meeting and in writing¹.

¹ 'In writing' includes by proposals or questions contained in the body of an email

- 7.5 A Special General Meeting (SGM) may be called by the Committee at any time.
- 7.6 An SGM shall be called within twenty-eight days of receipt by the Honorary Secretary of a written request signed by at least thirty (30%) per cent of the current membership, stating the business to be considered.
- 7.7 At least fourteen days' notice shall be given for any SGM.
- 7.8 No business shall be transacted at an SGM other than that specified in the notice convening the meeting. No meeting shall proceed unless at least ten members are present.
- 7.9 At an AGM, decisions shall be made by a simple majority of members present and voting. In the event of an equality of votes, the Chairperson shall have a casting vote.
- 7.10 At an SGM, decisions shall require a two-thirds majority of members present and voting.
- 7.11 Only those Full members whose subscriptions for the current year have been paid in full shall be entitled to vote.
- 7.12 Minutes of all meetings shall be recorded by the Honorary Secretary (or a deputy) and made available to members electronically.
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8. FINANCES

A. General Rules

- 8.1 The annual subscription shall be determined at each AGM, having regard to the advice of the outgoing Committee and the financial position of the Club.
- 8.2 Subscriptions shall be payable from September each year. Current subscription rates shall be published on the Club website.
- 8.3 The Honorary Treasurer shall receive and manage all monies due to the Club and shall make payments authorised by the Committee.
- 8.4 Club funds shall be held in a bank account in the name of the Club and operated by online banking and/or cheques authorised by the Honorary Treasurer or another authorised signatory.
- 8.5 Monies shall not be expended by the Honorary Treasurer or any other member without the explicit sanction of the Committee in advance, save in the case of petty cash expenses.
- 8.6 The financial year of the Club shall run from the 1st April to the 31st March in any given Club season.

8.7 A financial statement shall be prepared and independently audited prior to presentation at the AGM.

B. Winding-up Clauses

8.8 Upon the winding up of the Club all contents of the Club in the hands of the Committee or its officers shall be available for realisation of its saleable value towards the debts or liabilities of the Club.

8.9 **Upon the dissolution of the Club, each paid-up member at that time will be jointly and equally liable for any liabilities of the Club.** Any assets of the club at that time, may be realised and any surplus distributed equally between each current member of the Club who has paid a full subscription at that date.

9. CLUB EQUIPMENT

9.1 Club equipment includes, but is not limited to, photographic equipment, lighting equipment, computing equipment, and reference materials.

9.2 Club equipment shall not be used for financial gain without the prior approval of the Committee. Any member found doing so may be subject to disciplinary proceedings under Rule 3.4 above.

9.3 The Honorary Treasurer shall hold and maintain a register of the Club equipment (Fixed Assets) and renewable stock (mount boards and related items), in accordance with Committee policy, including the retention of a safety deposit for equipment on loan.

9.4 Members borrowing equipment shall be responsible for its safe return in the same condition as loaned and shall be held liable for the repair or replacement of any damage, as a condition of the loan.

10. AMENDMENT OF RULES OR THE CONSTITUTION

10.1 These Rules may be amended only at an AGM or an SGM convened for that purpose.

10.2 Amendments at an AGM shall require a simple majority of members present and voting.

10.3 Amendments at an SGM shall require a two-thirds majority of members present and voting.

10.4 The Committee may determine matters not provided for in these Rules, subject to appeal to an SGM.

10.5 The current Rules and any Bye-Laws shall be made available to members in PDF format on the Club website.

11. HEALTH, SAFETY, AND CHILD PROTECTION

11.1 The Committee shall, so far as is reasonably practicable, ensure the health, safety, and welfare of Club members.

11.2 Members shall comply with all safety procedures, instructions, and codes of practice adopted by the Club.

11.3 Accidents shall be reported to the Committee, which shall investigate and take reasonable steps to prevent recurrence. If an accident occurs at Morton Community Centre, the member reporting it shall ensure that the Community Centre Duty Manager is informed as soon as possible.

11.4 Members under the age of eighteen (18) may join the Club only when accompanied by a parent or guardian at **all** Club activities.

11.5 Full details of the Club's '*Safeguarding of Children and Vulnerable Adults Policy*' shall be made available to members in PDF format on the Club website.

11.6 The Committee shall appoint one of its members to be the Designated Safeguarding Officer (DSO) to comply with legislative requirements on Safeguarding of Children and Vulnerable Adults at Risk.

12. DISSOLUTION OF THE CLUB

12.1 In the event of the dissolution of the Club, its assets shall be realised and its liabilities discharged.

12.2 Any remaining surplus shall be distributed equally among members whose subscriptions are fully paid at the date of dissolution.

13. DATA PROTECTION, PRIVACY, AND POLICY COMPLIANCE

13.1 Legislative Compliance

The Club shall comply with all applicable data protection legislation in force within the United Kingdom, including the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**. In doing so, the Club recognises its responsibilities as a data controller in respect of the personal data of its members, visitors, and other individuals with whom it engages.

13.2 Data Protection and Member Privacy

The Club shall collect, process, store, and retain personal data only where necessary for the lawful and legitimate purposes of administering the Club and delivering its activities. Personal data shall be processed fairly, lawfully, and transparently, limited to what is necessary, kept accurate and up to date, and retained only for as long as required. Appropriate technical and organisational measures shall be taken to safeguard personal data against unauthorised access, loss, or misuse, in accordance with guidance issued by the **Information Commissioner's Office (ICO)** for clubs and societies.

13.2.1 The Club limits the personal data recorded and retained to:

- Forename, given name and surname
- Email address; and
- Mobile number

Personal data is held only by the Committee Officers in pursuance of their official roles within the Club and using only the designated role-specific Gmail account(s).

13.3 Associated Policies

This Constitution shall be read in conjunction with the Club's supporting policies, which set out further detail on specific obligations and procedures, including but not limited to:

- the **Data Protection Policy**;
- the **Member Privacy Policy**; and
- the **Complaints Procedure**.

These policies are approved by the Committee, shall be reviewed periodically, and made available to members via the Club's website in downloadable PDF format or other appropriate electronic means.

13.4 Individual Rights

The Club recognises and upholds the rights of individuals under UK data protection legislation, including rights of access, rectification, erasure, restriction of processing, and objection. Requests relating to personal data shall be handled in accordance with the Club's Data Protection Policy and within the timescales prescribed by law.

13.5 Complaints and Oversight

Any concern or complaint relating to the handling of personal data or member privacy shall be addressed in accordance with the Club's Complaints Procedure. Where appropriate, individuals shall be informed of their right to raise concerns with the **Information Commissioner's Office**².

² <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/>