

**Document Information**

**Reference Number:** CCG-0001  
**Subject:** Cork Camera Group Constitution  
**Revision:** 3

**Document History**

<b>Rev</b>	<b>Description of Change</b>	<b>Issue Date</b>
1	Initial draft from PDF version of constitution.	Not Known
2	Updated per successful motions put forward at the CCG AGM 2022. Clauses 8.3 in relation to a minimum balance of €2000 and 10.7 in relation to use of club equipment were added.	16-Feb-2023
3	Updated for the motion passed at the 2024 AGM limiting the date by which images for internal club competitions must have been taken (see clause 10.8)	2024 AGM

## 1. Name

- 1.1. The name of the organisation shall be the Cork Camera Group. This may be abbreviated to CCG.

## 2. Address

- 2.1. The address of the CCG shall be that of the premises rented by it at any given time or, alternatively, that of the Secretary.

## 3. Objectives

- 3.1. The objectives of the CCG shall be to develop, promote and improve the knowledge, practice, and appreciation of the art of photography.

## 4. Membership

- 4.1. Membership is open to anyone over 18 years of age.
- 4.2. Prospective members may attend one meeting free of charge.
- 4.3. Membership is subject to approval by the Committee.
- 4.4. The Committee may reject an application for membership without giving a reason.
- 4.5. The Committee shall have the power to expel any member whose conduct shall in their opinion render his/her continued membership untenable.
- 4.6. No member shall be expelled without first having an opportunity to appear before the Committee and answering the complaint. At least two-thirds of the Committee must vote in favor of the expulsion for it to be valid.
- 4.7. A member who is expelled shall not be entitled to any refund of subscription.
- 4.8. The Committee shall be empowered to grant honorary membership of the CCG.
- 4.9. Honorary members shall not exceed 10% of the total membership.

## 5. Management

- 5.1. The CCG shall be managed by a Committee consisting of a Chairperson, Secretary, Treasurer, Competition Secretary, Webmaster, Events Officer and such assistant officers as may from time to time be decided.
- 5.2. All offices shall be held in an honorary capacity.
- 5.3. The Committee shall be elected each year at the Annual General Meeting.
- 5.4. The Committee shall have the power to co-opt other members as circumstances require.
- 5.5. The Committee may appoint Sub-Committees as required.

## 6. Duties of Officers

- 6.1. The **Chairperson** (or nominee in his/her absence) shall preside over all Committee meetings and all meetings of the CCG. The Chairperson shall provide general direction to the Committee for the running of the CCG and shall be the primary spokesperson for the club.
- 6.2. The **Secretary** shall prepare an agenda of all business to be submitted at general and Committee meetings; keep minutes of all meetings (other than ordinary meetings) and submit for them for approval at the next succeeding meeting; keep a record of attendance at Committee meetings; conduct all correspondence, and generally act upon the orders of the Committee and general body.
- 6.3. The **Treasurer** shall dispose of CCG funds in such a manner as the Committee may from time to time direct and no expenditure shall be made unless authorised by the Committee. Two authorised Committee members must sign all cheques/electronic

payment authorisation forms. (Three authorised signatories should be advised to the Bank.) Incoming payments must be made payable to Cork Camera Group and receipts must be issued for all cash transactions including membership subscriptions.

- 6.4. The **Competition Secretary** shall be responsible for the running of competitions, for compiling the results, and for notifying members of same.
- 6.5. The **Webmaster** shall be responsible for maintaining the CCG website and other CCG online presences, for updating them on an ongoing basis and for maintaining the CCG electronic mailing lists.
- 6.6. The **Events Officer** shall be responsible for organising outings.
- 6.7. Outgoing officers may seek re-election (at the AGM) for further periods but in the case of the Chairperson, his/her term of office shall be restricted to a maximum of two consecutive years. A member who has already served as Chairperson may stand again as Chairperson after a period of at least one year has elapsed since he/she was last in office.

## 7. Subscriptions

- 7.1. The annual membership subscription shall be such amount as the CCG shall determine at the Annual General Meeting or at a Special General Meeting.
- 7.2. New members' subscriptions are payable in full on application for membership.
- 7.3. Existing members' subscriptions shall be payable within two months of the resumption of CCG activities after the summer break.
- 7.4. Any member whose subscription is overdue by more than two months without a reason acceptable to the Committee shall be deemed to have resigned membership of the CCG.
- 7.5. The Treasurer has discretion to accept payment of a subscription by instalments. This will apply to existing members only.
- 7.6. Members joining the CCG part way through the year shall pay a proportional amount to be determined by the Committee.
- 7.7. Only paid-up members, or members who have agreed and abided by an instalment payment arrangement, may enter CCG competitions and exhibitions.

## 8. Finances

- 8.1. Details of receipts and expenditure shall be submitted by the Treasurer to the Committee quarterly and as requested. He/she shall present the statement of accounts and balance sheet at the AGM.
- 8.2. The accounts of the CCG shall be audited and signed by two members of the committee other than the Treasurer, or by two members appointed by the committee, before being presented to the Annual General Meeting.
- 8.3. A minimum balance of €2000 shall be held in the club accounts. If this has to be breached due to lack of funding in a given year, the committee shall call a general meeting with club members to discuss a plan of action to address it.

## 9. Meetings

- 9.1. Ordinary meetings will be held weekly or not less than monthly during the club season and shall be held at the CCG premises unless otherwise changed by the Committee who must notify members of any change in venue.
- 9.2. The Committee shall meet not less than quarterly. The Chairperson or Secretary may call a meeting at any time. A meeting may also be called by any three members of the Committee upon request in writing to the Secretary.
- 9.3. A quorum of a Committee meeting shall consist of the Chairperson (or nominee) and not less than half the members thereof.

- 9.4. The minutes of any Committee meeting shall be confidential except by consent of the majority of the members present at that meeting.
- 9.5. If a vacancy should arise among the officers of the Committee during the elected term, the Committee shall have the power to fill it by co-option.
- 9.6. Officers of the Committee will present reports, including audited accounts, to the membership at the Annual General Meeting.
- 9.7. An Extraordinary General Meeting may be called by not less than one quarter of members, or the Committee, and due notice of fourteen days shall be given to the membership.
- 9.8. There will be an Annual General Meeting (AGM) each year which shall be called on a date not less than eleven months and not more than fourteen months after the preceding AGM and on twenty-one days minimum notice to all members.
- 9.9. At the AGM the members shall elect officers and Committee members for the coming year. The election rules shall be that a candidate shall be proposed and seconded by members present. If more than one member is proposed for any office, the member receiving the greatest number of votes, by secret ballot, shall be elected.
- 9.10. No member shall propose another member for any position without their consent.
- 9.11. The Annual General Meeting shall be conducted as follows:
  - 9.11.1. The reading of the minutes of the preceding AGM and of any Extraordinary General Meetings held during the preceding year.
  - 9.11.2. Chairperson's Report.
  - 9.11.3. Secretary's Report.
  - 9.11.4. Treasurer's Report.
  - 9.11.5. Competition Secretary's Report.
  - 9.11.6. Webmaster's Report.
  - 9.11.7. Event Officer's Report.
  - 9.11.8. Motions.
  - 9.11.9. Election of officers and Committee members.
  - 9.11.10. Any Other Business.

## 10. General Rules

- 10.1. Members shall at all times be expected to conduct themselves in a responsible manner and with courtesy and respect towards their fellow members.
- 10.2. The Committee shall reserve the right to refuse to accept an image for inclusion in exhibition/competition and shall also reserve the right to remove an image from exhibition/competition.
- 10.3. The Committee is the sole body authorised to issue statements on behalf of the CCG. No individual member may disseminate statements or opinions purporting to represent the views of the CCG.
- 10.4. Members may not use the CCG name, branding or premises for commercial gain.
- 10.5. The CCG accepts no responsibility for any articles left, stolen or mislaid on or off the premises of the CCG and accepts no responsibility for personal or property damage.
- 10.6. The CCG, while all reasonable care will be taken, is not responsible for entries to projects, competitions or exhibitions which may be lost, damaged or stolen.
- 10.7. Equipment purchased using club funds is owned by the members of the club, and shall be used to support the function of the club only. Such equipment shall not be used for personal use by any member. This includes club laptop, projector, colour calibration systems etc.
- 10.8. Images submitted for CCG internal members' competitions must not have been taken any earlier than the date which falls three years before 1 May prior to the club season in which the competition is held.

## **11. Constitutional Changes and Interpretation**

- 11.1. This Constitution shall not be changed except by a two-thirds majority of the eligible members present and voting at a General Meeting.
- 11.2. Notice of any proposed alteration(s) must be delivered to the Secretary, in writing, at least fourteen days prior to any Annual General Meeting or Special General Meeting.
- 11.3. The Committee shall be the sole authority for the interpretation of this Constitution and their decision shall be final and binding.
- 11.4. "Eligible members" means members who have paid the membership subscription or have entered into an arrangement to pay it by instalments.

## **12. Dissolution**

- 12.1. If at any General Meeting or Extraordinary General Meeting a resolution to wind up the CCG is passed by the required number of members present and voting, the Committee shall as soon as reasonably practical act as follows:
  - 12.1.1. All debts and liabilities shall be fully discharged if assets allow;
  - 12.1.2. Any remaining assets and property shall be given or transferred free of charge (save for any costs of or associated with transportation and delivery) to such not-for-profit organisation having objects similar to those of the CCG as shall be determined at either of the above-mentioned meetings or, if such an organisation cannot be identified, then to such other not-for-profit organisation or group as shall be determined by either of the said meetings. Upon completion of the disposal of the assets the Club shall be dissolved.