

GAMMA PHOTOFORUM (established in 1981)

CONSTITUTION

Approved by Resolution of Members

On 6th December 2020

Amended by Resolution of Members pursuant to Rule 11 at an AGM on 11 April 2021

GAMMA PHOTOFORUM is a group of enthusiast and professional photographers formed in the north of England by Wilf Hall in 1981.

1. OBJECT

GAMMA Photoforum is an organisation formed to:

- (a) Cultivate an informed perception of the photographic image.
- (b) Be educational in concept by seeking out speakers, events or visits likely to contribute to a wider understanding of the medium.
- (c) Meet the need for a higher level of dialogue by those whose photographic skills are already of a proficient standard.
- (d) Be individual and not replace other photographic organisations, groups or societies.
- (e) Provide a source of supplementary education for independent photographers who wish to extend their photographic horizons.
- (f) Offer learning by discussion. Members are encouraged to participate in debate and comment on the speaker's work and views.
- (g) Be non-competitive within its own ranks, yet support members'

projects, lectures, demonstrations, publishing, exhibitions, and other photographic activities.

2. MEMBERSHIP

(a) Membership is by invitation or application and open to photographers who achieve a high standard in their personal work and who are prepared to make regular input into the group's proceedings.

(b) Membership will begin as soon as the completed membership form and annual subscription has been received. Membership will last for the Gamma season in which the subscription is paid and until the start of the following season.

(c) There will be an annual membership subscription, which will be agreed at the Annual General Meeting (AGM) and will be payable by all members.

(d) The annual subscriptions for the following year will be proposed by the Committee at each AGM (or a Special General Meeting called for the purpose) and will be agreed by a vote of members present at the AGM. Subscriptions are non-refundable and payable in advance on the date of the first meeting of the season.

(e) A list of all members will be kept by the Chair. The membership records of Gamma are kept on a computer for record and mailing purposes. The data will only be used for the purposes of running Gamma and made available to all members, following their prior agreement, for personal use only.

(f) Non-members may attend meetings of Gamma at the discretion of the Committee.

(g) No member may vote at any meeting, or exhibit at any exhibition or contribute to any publication of Gamma, if his or her subscription is in arrears. For the purposes of this clause, a member's subscription will not be considered to be in arrears until one month after the date on which it was due.

3. MEMBERSHIP CESSATION

(a) A member may resign from Gamma at any time by giving written notice to the Chair.

(b) If any member's subscription is in arrears for more than two months, their membership may be terminated, without giving notice, by an Officer of the Committee and with immediate effect.

(c) Any generally unacceptable behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the group, if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the Management Committee, accompanied by a friend, before a final decision is made.

(d) A member may be expelled from Gamma by a resolution of the Committee, should they have reasonable grounds for believing that continuing the person's membership would not be in Gamma's best interests.

4. EQUAL OPPORTUNITES

(a) Gamma will not discriminate on the grounds of sex, race (including colour, ethnic or national origin), sexual orientation, disability, gender reassignment, religious or political belief, pregnancy or maternity, marital status or age.

(b) If a young person or vulnerable adult is invited to join, they must be accompanied at all meetings by an appropriate adult, or must have an approved member present

5. OFFICERS AND COMMITTEE

(a) Gamma's management will be vested in a Committee to be elected annually by a ballot and to consist of the following officers:

- Chair
- Past Chair
- Treasurer
- Members' Day Organiser
- Auditor

(b) Each Committee Member (other than the Past Chair) will be elected at the AGM each year.

(c) The Chair is expected to serve for two years unless there are exceptional circumstances. The Chair shall be given at least one year's notice of the start of his / her term of office. Nominations for the position of the next Chair shall be given to the current Chair, no later than seven days before the AGM at which the next Chair is to be appointed. If more than one member is nominated, a ballot shall take place at the AGM, with the winner deemed to be the nominee with the most votes. In the event of a tie, the Chair of the meeting shall have an additional casting vote.

(d) The role of Past Chair will be filled by the immediate predecessor to the current Chair, without election, unless a majority of members present at a General Meeting vote in favour of a motion to remove the Past Chair from the Committee. The Past Chair will continue to serve during the Chair's Incumbency.

(e) The Committee Members' roles are as follows:

- Chair, who shall chair both general and Committee meetings, assign the Programme and be responsible for keeping records of members
- Past Chair, who shall deputise for the Chair when required
- Treasurer, who shall be responsible for maintaining accounts

- Members' Day Organiser, who shall co-ordinate Members' Days
- Auditor, who shall be responsible for issuing an auditor's report confirming (or otherwise) that financial statements are free from material misstatement, whether due to fraud or error. In the event of Gamma employing an external auditor, this person shall not form part of the Committee.

(f) In the event of a Committee Member standing down during the year, a replacement will be elected by the next General Meeting of members.

(g) Any Committee Member not attending a meeting without apology for three months will be contacted by the Committee and asked if they wish to resign from the Committee.

(h) The Management Committee will meet as required over the year. The Committee shall:

- Authorise the Treasurer to establish and maintain a Bank Account including a Business Internet Banking service ("the Bank Account") to hold, manage and disburse Gamma's funds; and
- Nominate and appoint the Treasurer as Primary User of the Bank Account; and
- Delegate Bank Account access, for up to two other members of Gamma, as Secondary Users of the Bank Account; and
- Authorise signatories to the Bank Account's mandate.

(i) The Treasurer will collect all subscriptions and will keep the funds of Gamma, pay all necessary expenses and make up the accounts for a date immediately prior to the AGM in each year and cause the same to be audited by the Auditor. The financial year will run from the date of the first meeting in every new season.

(j) Gamma's meetings will be held on such dates and at such times as the

Committee determines from time to time.

(k) The Committee will have the power to fill any casual vacancy occurring on the Committee from the time of such vacancy arising until the next AGM.

(l) The Committee will have power to act in any emergency. It will also have the power to appoint Sub-Committees to deal with special matters and to co-opt members who are not themselves members of the Committee. The Chair of any such Sub-Committee will be a member of the Committee.

6. ANNUAL GENERAL MEETINGS

(a) The Annual General Meeting (the 'AGM'), at which the Report and Balance Sheet will be presented, will generally be held on Gamma's last appointed meeting in every season.

(b) The Committee will be elected by a vote of hands at the AGM after the Report and Balance Sheet has been passed.

(c) The quorum for the AGM will be 25% of the membership or five members whichever is the greater number.

(d) At the AGM:

- The Committee will present a report of the work of Gamma over the year
- The Committee will present the accounts of Gamma for the previous year
- The officers and Committee for the next year will be elected
- Any proposals given to the Chair, no later than seven days in advance of the meeting, will be discussed

7. SPECIAL GENERAL MEETINGS

(a) The Chair will call a Special General Meeting at the request of the majority of the Committee or at least three other members giving a written request to the Chair stating the reason for their request.

(b) The meeting will take place within one month of the request.

(c) All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda. Notice may be by telephone, email or post.

(d) The quorum for the Special General Meeting will be 25% of the membership or five members whichever is the greater number.

8. RULES OF PROCEDURE FOR ANNUAL AND SPECIAL GENERAL MEETINGS

(a) All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

(b) If a consensus cannot be reached, a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the Chair of the meeting shall have an additional casting vote.

9. COMMITTEE MEETINGS

(a) Committee meetings may be called by the Chair. Committee members must receive notice of meetings no later than seven days before the meeting, except in exceptional circumstances, in which case the Committee may convene at shorter notice.

(b) The quorum for Committee meetings is three Committee members.

10. FINANCES

(a) An account will be maintained on behalf of Gamma at a bank agreed by the Committee. Three cheque signatories will be nominated by the Committee (one to be the Treasurer). The signatories must not be related, nor members of the same household.

(b) All payments will be signed by two of the signatories.

- For cheque payments, the signatories will sign the cheque, after the presentation of relevant receipts
- For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by two

signatories and held by the Treasurer

- (c) Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each Committee meeting.
- (d) All money raised by or on behalf of Gamma is only to be used to further the Object of the group.
- (e) The Auditor must not be authorised to sign cheques or to authorise any financial transaction.

11. CONSTITUTION AMENDMENTS

- (a) Any member wishing to propose an alteration in the Constitution will give one month's notice to the Chair in writing. Such alteration is to be considered at a Special General Meeting called for the purposes or at the next AGM. The proposed alteration or alterations are to be operative if sanctioned by a vote of two thirds of the members present.
- (b) Amendments to the constitution may only be made at the AGM or a Special General Meeting.
- (c) Any proposal to amend the constitution must be given to the Chair in writing. The proposal must then be circulated with the notice of meeting.

12. DISSOLUTION

- (a) Gamma may be dissolved only by the consent of three quarters of the members present at a Special General Meeting called for that purpose.
- (b) If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a charitable and / or likeminded organisation.
- (c) The disposal of any money or assets (or the organisation to which they will be given) will be agreed at the meeting which agrees the dissolution.

13. COPYRIGHT

- (a) Copyright in any photographic images submitted for any of Gamma's purposes remains the property of the original author. Members submitting images for other events agree that Gamma may use them for its own, non-commercial purposes (either electronically or in print) for example, to publicise Gamma's activities.
- (b) A copy of this Constitution is to be made available on Gamma's website.