

# CATHAY CAMERA CLUB CONSTITUTION

## Chapter 1 GENERAL STIPULATIONS

### NAME

1. The name of the organisation shall be Cathay Camera Club (hereinafter referred to as 'the Club').

### ADDRESS

2. The address of the Club shall be P.C. Box No. 5681, General Post Office, Central, Hong Kong.
3. The object of the Club is to stimulate interest in and improve standards of amateur photography in all its forms through bringing together people of like interest, in an English-speaking environment and, in addition, to stage photographic exhibitions for members' work.

## Chapter 2 MEMBERSHIP

4. The Club is open to all. Membership is open to any person living in Hong Kong who is interested in photography and is willing to abide by the Constitution of the Club. A person shall become a member on receipt of the prescribed fee and with the approval of the Committee.

### RIGHTS OF THE MEMBERS

5. The rights of the Members shall be
  - a. To elect, stand for election, propose, vote and recall.
  - b. To enjoy the benefits as arranged by the Committee in pursuit of the objects of the Club as set out in paragraph 3 of this Constitution.

### OBLIGATIONS OF THE MEMBERS

6. The obligations of the Members shall be
  - a. To abide by the constitution of the Club and the resolutions passed by the General and Extraordinary General Meetings.
  - b. To pay the prescribed fees.

# CATHAY CAMERA CLUB CONSTITUTION

## LIMITATION ON NUMBER OF MEMBERS

7. The number of Members shall be limited to such a number as is from time to time set by the Committee.

## TYPES OF MEMBERSHIP

8. Membership shall consist of the following categories

- a. Full Membership

Any person who lives in Hong Kong having an interest in photography and is approved by the Committee upon receipt of the prescribed fee.

- b. Honorary Membership

Any person who the Committee decides has made an outstanding contribution to the club and its interests and who is approved by the Club at a General Meeting. Honorary Members shall not have any voting rights nor shall they be required to pay the prescribed fee under paragraph 5(a) or 6(b) above.

## Chapter 3 - ORGANISATION, FUNCTIONS AND POWERS

9. The supreme authority of the Club shall be vested in the General Meeting, during the recess of which the Committee shall be the executive organ.
10. All the Committee members shall serve gratis and shall not become the salaried staff of the club, nor shall they receive from it any remuneration. Their term of office shall be one year and they may be re-elected.
11. If the Chairman vacates his office, he shall be replaced by the Vice-Chairman, while the Vice-chairmanship shall be taken over by one of the other Committee members.

## FUNCTIONS AND POWERS OF THE GENERAL MEETINGS

12. The functions and powers of the General Meetings shall be :-
  - a. TO pass amendments to the Constitution of the Club.

## **CATHAY CAMERA CLUB CONSTITUTION**

- b. To elect a Chairman, Vice-Chairman, Secretary, Treasurer and eight Committee Members. These twelve persons will form the Committee of the Club.
- c. To approve Honorary Membership.
- d. To consider and adopt the progress and financial reports of the Club.
- e. To decide on any innovation which the Club may require and on the recall of derelict office bearers.

### FUNCTIONS AND POWERS OF THE COMMITTEE

- 13. The functions and powers of the Committee shall be
  - a. To implement the resolutions passed by the General and Extraordinary General Meetings.
  - b. To prepare the budget.
  - c. To attend to the daily affairs of the Club.
  - d. To decide on nominations for honorary Membership.
  - e. To approve membership.
  - f. To make recommendations to the General meeting.

### FUNCTIONS AND POWERS OF COMMITTEE MEMBERS

- 14. The Chairman shall represent the Club, direct the various officers of the Committee in their work, take overall charge of the work of the Club and preside over all meetings.
- 15. The vice-Chairman shall assist the chairman in his work and shall act for him when he is absent, on leave or has vacated his office.
- 16. The Secretary shall keep the documents under safe custody, attend to all the secretarial work, compile the agenda and take minutes of all meetings.
- 17. The Treasurer shall make purchases for the Club and shall take charge of the financial matters of the Club. He shall compile the annual statement of accounts which shall be submitted for audit 15 days before the General Meeting to which it shall be presented for adoption. Funds of the Club shall be deposited with a bank designated by the Committee. Valid cheques or withdrawal forms shall be signed jointly by any two of the elected officers of

## **CATHAY CAMERA CLUB CONSTITUTION**

the Club. If the sum exceeds HKD1,000 approval from the Committee shall be obtained before the money shall be used.

18. In preparation of the budget the Chairman can appoint a Full member to audit the accounts of the Club.

### Chapter 4 - MEETINGS

19. The General Meeting shall be held annually in the month of January and it shall be convened by the Chairman. Members of the Club shall be informed of the meeting 14 days in advance in writing by post. The quorum of the Annual General Meeting shall consist of over one third of all the members. In the absence of a quorum, the meeting shall be adjourned and shall be convened again within 21 days. For this adjourned meeting the members of the Club shall again be notified 14 days in advance in writing by post. At this adjourned meeting any number of members present shall be a quorum.
20. If necessary, an Extraordinary General Meeting may be held upon the request of over half of all the Committee members or one third of the members of the Club who shall raise such a request in written form, bearing their signatures, to the Chairman. Upon receipt, the chairman shall cause the meeting to be held within 15 days. However, discussions held and resolutions passed at the meeting shall be confined to only those points listed in the request. The quorum of the meeting and the way of notifying members shall be the same as that for the Annual General Meeting.
21. The Committee shall hold regular meetings whenever the Chairman deems it necessary. The quorum of a Committee meeting shall consist of over half of all the Committee members.
22. Motions at all meetings shall be carried by the approval of over half those present. If a tie occurs in the voting the chairman of the meeting shall have a casting vote. Voting shall be by a show of hands.
23. If both the Chairman and Vice-Chairman are absent from a meeting, those committee members present shall elect amongst themselves a temporary chairman to preside over the meeting.

### Chapter 5 - ELECTIONS

24. One month before the Annual General Meeting the Chairman shall call for nominations from the full members of persons willing to serve as Chairman, Vice-Chairman, Secretary, Treasurer and committee Member. The list of nominations will be circulated to members at least 14 days before the Annual General meeting. At the Annual General Meeting each nomination shall be proposed and seconded by a full member. The meeting will then vote on the nominations. Those who receive the highest number of votes shall become elected. In the event of a tie in votes, a decision shall be made by drawing lots. Voting shall be by a show of hands. The outgoing office bearers shall hand over their duties within seven days.

## **CATHAY CAMERA CLUB CONSTITUTION**

### Chapter 6    AWARDS AND PENALTIES

25.    The Committee may, subject to the approval of the General Meeting, present awards of commendation to those who have offered meritorious service to the Club.
26.    Members who commit one of the following may, subject to the approval of the General Meeting, be warned or expelled from the Club by the Committee :-
  - a.            Infringement of the Constitution of the Club or the resolutions passed by the General or Extraordinary General Meeting.
  - b.            Unauthorised use of the name of the Club, In unlawful acts or otherwise, thereby impairing its reputation.
  - c.            Arrears of payment of Club fees for one month.
27.    Fees already paid or donations made by members who withdraw voluntarily or are expelled from the Club shall not be recoverable. if the members concerned are office bearers they shall have their offices forfeited automatically.

### Chapter 7    - CLUB FEES AND USE OF FUNDS

28.    Funds of the Club shall be applied solely to meet its recurrent expenditure and for the activities set forth in paragraph 3, 'objects', of this Constitution and shall not be used for any other purpose.
29.    Membership fees shall be as set from time to time by the Committee and approved at a General Meeting.
30.    Club fees may also include the costs incurred by the Club in staging a photographic exhibition and may be reclaimed from exhibiting members by equal share allocated to each exhibited photograph.

### Chapter 8    DEBTS AND LIABILITIES

31.    In the event of any debt or liability being incurred by the Club, such debt or liability shall be the responsibility of each and every member of the Club or determined in accordance with the general principles of 'agency'.

## **CATHAY CAMERA CLUB CONSTITUTION**

### Chapter 9 - DISSOLUTION

32. In case the Club should dissolve, it shall be approved by the General or Extraordinary General meeting and assented to by over half of all the members of the Club. Any remaining assets of the Club upon its dissolution shall be donated to local charitable organisations.

### Chapter 10 - AMENDMENTS TO THE CONSTITUTION

33. Any amendment to this constitution shall be passed by the General or Extraordinary General meeting and approved by the Registrar of Societies before it comes into effect.

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