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## CONSTITUTION FOR SECTIONS

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Constitution for Section Councils of The Camping and Caravanning Club as approved by the National Council on 11<sup>th</sup> February 2017.

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### 1 INTERPRETATION

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- a)* The word “Club” shall mean The Camping and Caravanning Club Limited.
- b)* The words “National Council” shall mean the National Council of the Club.
- c)* The word “Section” shall mean The Photographic Group.
- d)* The word “Council” shall mean the Council of The Photographic Group
- e)* The words “Executive Committee” shall mean the Executive Committee of The Photographic Group.
- f)* The word “Area” shall mean an Area of The Photographic Group.
- g)* The word “member” shall mean a Club member of The Photographic Group.

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### 2 NAME

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The name shall be The Photographic Group a Special Interest Section of The Camping and Caravanning Club Limited.

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### 3 MEMBERSHIP

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Membership of the Section shall be open to any member of the Club upon payment of the appropriate Section annual subscription.

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### 4 OBJECTS

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The objects of the Section shall be to promote the policy and protect the interests of the Club; to co-ordinate activities, as may be approved by National Council; to encourage the growth of the Club and, where appropriate, the formation of new Areas within the Section; to represent the views of its members to National Council and to undertake such work and activities as may be decided upon by the National Council. The Council shall be responsible to the National Council (who shall decide matters of higher policy and higher finance) for the operation of Areas within the Section.

The specific objectives of the Section are:

To further the interests of members of all abilities with an interest in photography who are members of the Camping and Caravanning Club

Further Section Rules and Requirements may be found under Schedule D in the Appendices.

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## 5 SECTION COUNCIL

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a) **Officers** The Officers of the Section shall consist of a Chairman, Vice-Chairman, Secretary and Treasurer (the named positions shall not be combined).

b) **Appointment of Treasurer** The Treasurer shall be appointed, and may be removed, by the Council. The appointment shall be made annually by the second Saturday in November and will commence on 1 January. The appointment shall be reported to the AGM. If there is a change of Treasurer, wherever possible the outgoing Treasurer is responsible for the completion and presentation of the year-end accounts and obtaining audit approval.

The Treasurer shall be accorded full speaking and voting rights if they are not already a member of the Council.

A vacancy in the office of Treasurer, arising for any reason between AGMs, shall be filled by the Council and notified to the Director General with immediate effect.

If possible, the Treasurer should not combine their Office in the Section with any other, and they should not be related to, or reside in the same household as, any other Officer or Auditor (see 5(a)).

The Treasurer must not hold office as Treasurer in any other Unit within the Club.

c) **Section Youth Liaison Officers (SYLOs)** SYLOs, may be appointed, and may be removed by the Council. The appointments shall be made annually by the second Saturday in November and will commence on 1 January. The appointments shall be reported to the AGM. It is essential that both a male and female Officer are appointed.

The appointments must not commence, nor should the appointees become involved with caring for, training, supervising or being in sole charge of CCJ or CCY members, until a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure has been applied for and received – see Green Paper 4.1. Provision of an existing satisfactory Enhanced Disclosure is acceptable.

A vacancy in the office of SYLOs, arising for any reason between AGMs, shall be filled by the Council and notified to Headquarters with immediate effect.

The SYLOs shall not have voting rights unless they are elected members of the Council.

d) **Auditors** The Auditor(s) shall be elected at the AGM. They shall not be proposed by the Treasurer.

They must not be members of, or related to members of, the Council or each other, and must not reside in the same household.

e) **Council** The Council shall consist of the Chairman, Vice-Chairman, Secretary, Treasurer, and at least two elected members, one Appointed Officer from each Area in Schedule A and other elected members in accordance with Schedule B in the Appendices, together with such advisory members as may be deemed appropriate.

Elected members, Appointed Officers and Treasurer shall have full voting rights on the Section Council. The number of elected Council members shall be divisible by three.

A member of The Camping and Caravanning Club National Executive shall be appointed to the Council.

f) **Further appointments** Office Bearers considered appropriate by the Council are shown in Schedule C of the Appendices.

g) **Election of Council** Nominations for election to the Council shall be delivered to the Section Secretary not less than 14 days prior to the AGM. A nomination should be submitted on the approved form, obtained from the Section Secretary.

Members of the Council shall be elected at the AGM, which may include a postal ballot and shall serve for three years. One-third of the elected members shall retire annually by rotation but shall be eligible for re-election.

If insufficient nominations have been received then all written nominations are considered elected. For remaining vacancies verbal nominations may be received by the Chairman from the floor.

h) **Members eligible for election** . Any member who has voting rights in the Club shall be eligible for election to the Council either (i) from the start of their third consecutive year of full membership as stated on their membership card, including one year's membership of the Section or (ii) having successfully fulfilled a co-opted Council role as a Section member for a minimum of 12 months together with unanimous approval of the Section Council.

i) **Appointment of President and Vice-Presidents** The President and Vice-Presidents, shall be appointed at the AGM. These positions have no voting rights.

The President upon retirement shall be appointed a Vice-President.

j) **Ordinary Council Meetings** The Council shall meet a minimum of three times a year on dates previously agreed by the Council. At the first meeting following the AGM, the Council shall elect or appoint:

- i) **Officers** Chairman, Vice-Chairman, Secretary.
- ii) **Executive Committee** Consisting of the Chairman, Vice-Chairman, Secretary, Treasurer and a voting member of the Council.
- iii) **Appointed Section Advisory Officer/ Councillor and Deputy Appointed Advisory Officer/ Councillor to the National Council** from the voting members of the Council.
- iv) **Representatives** to such other bodies as the Council may decide.
- v) **Advisory members** to the Council who shall have no voting rights.
- vi) **Other Officer** positions as maybe required such as Sites Officer

The appointment of all Officers is subject to ratification by the Management Committee of National Council.

k) **Extraordinary General Meetings (EGMs) of the Council** may be called by a majority of the Executive Committee, or at the request of a majority of the Council who have signed a request.

l) **Executive Committee** The Executive Committee shall deal with any business referred to it by the Council and decide matters of urgency, which shall subsequently be reported to the Council.

m) **Absences** Any Section Council member absent from 65 per cent of meetings within a 12-month administrative period shall be deemed to have vacated their post.

The Council has the power to take into account extenuating circumstances and overrule this.

n) **Vacancies** Should a vacancy occur on the Executive Committee or the Council between AGMs it may be filled by the Council until the next AGM.

o) **Records** All books, records, correspondence and similar belonging to the Section may be inspected by any member of the Council or higher authority. Other members may inspect the records subject to any confidentiality conditions in force at the time of the request.

Inspections shall be at a time convenient to the Officer responsible for the custody of the records, or at the direction of the Council.

p) **Representation on Area Committees** The Council shall have the right to appoint a Section Council member to represent it on the Committee of an Area. When the appointment has been communicated to the Secretary of the Area, the Section Council member so appointed shall have full speaking and voting rights at all meetings of the Area Committee.

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## 6 MEETINGS

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a) **Annual General Meeting (AGM)** The AGM shall be held during May or June at a place decided by the Council. The Agenda shall include the Annual Report (which shall incorporate a summary of Area Reports), audited Annual Accounts, Auditor's Report, Notices of Motion, Appointed National Councilor's Report, election of Council and Auditors. The appointment of Treasurer and if appointed SYLOs shall be reported and other relevant business, including appointment of the President and Vice-President(s).

Where there are no Areas, the Section AGM may be held between 1 February and 30 June.

The results of the ballot for election to the Council shall be announced, if appropriate.

b) **Extraordinary General Meetings (EGMs)** EGMs may be called by the National Council, the Section Council or at the written request of a minimum of 50 voting members.

c) **Business of Annual General and Extraordinary General Meetings** At AGMs and EGMs, only the business for which the meeting has been called shall be considered.

d) **Voting** Each member over the age of 18, attending an AGM or EGM shall have one vote. The Chairman shall have a vote and, if necessary, exercise a casting vote.

e) **Notice of Meeting** Notice of all Council and Sub-Committee meetings shall be sent to the members concerned not later than seven days prior to a meeting and shall be accompanied by a copy of the Agenda. Notice of the AGM shall be deemed to have been fully and properly given if published in the Club magazine due for publication not less than 21 days before the date of the AGM.

f) **Notices of Motion** Notices of Motion for inclusion in the Agenda of the AGM shall be delivered to the Secretary by a date specified by the Council, 60 days or more prior to the AGM. A preliminary notice of the AGM shall be published in the Club magazine in sufficient time to allow Notices of Motion to be submitted by the date specified.

Copies of the Agenda, including details of any Notices of Motion, will be available from the Secretary on submission of a stamped addressed envelope.

Any Notice of Motion must be supported by the signatures of 25 members.

A Motion will be presented on the Agenda and discussed by the meeting exactly as written. Amendments to a Notice of Motion are not permitted.

For a Motion to be carried it will require a two thirds majority of voting members present at the meeting.

In the case of an equality of votes, the Chairman of the meeting shall have the casting vote.

Any instrument appointing a proxy shall be in the following form or as near thereto as circumstances will admit.

The Section Name

I [.....] of [ Section Name ] hereby appoint [.....] and failing him , [.....] of [.....], to vote for me and on my behalf at the [Annual or, as the case maybe] General Meeting of the Section to be held on the [...] day of [.....] and at every adjournment thereof. As witness my hand this [...] day of [...]

g) **Approval of decision** No decision approved at the AGM shall take effect until it has been approved by the National Council.

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## 7 CHAIRMAN OF MEETINGS

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a) At the first meeting following the AGM the President or, in their absence, the Treasurer will conduct proceedings until the appointment of the Chairman.

b) The Chairman or, in their absence, the Vice-Chairman shall preside at all meetings. Should the Chairman and Vice-Chairman both be absent, the members present shall elect a Chairman from their number for that meeting only.

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## 8 QUORUMS

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The minimum numbers attending meetings shall be:

Section AGM and EGMs:	15
Council:	50 per cent of voting members

A minimum of two Executive Committee members shall attend. If these minimum numbers are not present, the meeting shall be postponed.

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## 9 MINUTES

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Within 21 days of the meeting to which they refer:

a) A copy of the unapproved minutes shall be sent by the Section Secretary to the Director General, Council members, Area and Group Secretaries.

b) Minutes of the AGM accompanied by a copy of the Annual Report and Accounts shall be

submitted to the Director General.

- c) In accordance with the National Council requirements, details of the Officers shall be submitted to the Director General.

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## 10 FINANCE

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- a) **Section funds** The funds of the Section may be obtained as follows:
- i) By payment of Section subscriptions, as proposed by Council.
  - ii) By donations from Areas and members.
  - iii) By any means approved by the National Council and Section Council.
- b) **Bank accounts**
- i) The Treasurer shall operate one Current Account. Club Headquarters shall act as bankers for all funds in excess of immediate requirements, which will attract interest. The Current Account shall be in the name of the Section. Dealings on the Section's Current Account shall be on the signature of two of three approved signatories of the Council. The signatories must not be related or members of the same household.
  - ii) Where the Current Account attracts interest, this must be paid net of tax.
- c) **Financial Year** The Financial Year of the Section shall end on 31 December.
- d) **Auditing of Accounts** The Section Treasurer shall forward copies of audited Accounts to the Club Honorary Treasurer no later than 7 March.
- e) **Club property** All property for which the Section is responsible shall be included in an Inventory completed and checked by the end of December and attached to the Accounts submitted to the Auditors.
- f) **Funds and property** In the event of the Section ceasing to exist, all funds, property and records in its possession shall be transferred to the National Council to be disposed of as deemed appropriate and any funds obtained shall be used as directed by the National Council.
- g) **Expenditure** Expenditure from the Section funds should be limited to matters relevant to the activities of the Club and the Section. Large capital expenditure should be approved by the Club Honorary Treasurer before any commitments are made.

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## 11 CONSTITUTION

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This Constitution is standard for all Sections.

- a) Section Councils may make proposals to the Administration Committee for alteration to the standard Constitution.
- b) Alterations must be approved by National Council.
- c) The Council may amend Schedules A, B, C and D as necessary to conform to the provisions of the Constitution. Amendments must be approved by the Administration Committee on behalf of the National Council.

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## 12 AREAS

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The Section Council shall:

- a) Have the power to sanction the formation of specified Areas of the Section.
- b) Be fully responsible for the management and finances of any such Area.

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## 13 RIGHT OF APPEAL

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Members shall have the right of appeal to the National Council against any decision of the Council.

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## 14 MATTERS NOT PROVIDED FOR

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Subject to Rules and Regulations of the National Council in force from time to time any questions arising that are not provided for in this Constitution shall be referred to the National Council for guidance.

For further details, please refer to the appropriate section of the Voluntary Officers' Manual.

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## APPENDICES

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### SCHEDULE A

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The following Areas comprise the Section:

There are no areas within the Photographic Group

### SCHEDULE B

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The number of elected Council members (divisible by three) will be 12 (twelve)

This shall exceed the number of appointed members by a minimum of one.

### SCHEDULE C

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As required further appointments/Office bearers may be:

~~Public Relations Officer (PRO)~~

Sites Co-ordinator

Web Master

~~Web Co-ordinator~~ Social Media Co-ordinator

Regalia Officer(s)

Membership Secretary

### SCHEDULE D

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Further Section Rules and Requirements:

Further appointments may include:

**Advisory Members** (No voting rights (unless elected Council member) and others as required:

Up to two Assistant to Sites Coordinator (s)

~~Exhibition Secretary~~

~~Festival Secretary~~

Magazine/Newsletter Editor