

OffShoot Photography Society Constitution

1 Name and Purpose of the Society

1. The name of the organisation shall be "OffShoot Photography Society" or "OffShoot" for short.
2. It shall be a non-political, non-profit making organisation.
3. The main aim of the Society shall be the promotion of photography as an art form, as a medium of education and communication, and as a leisure activity.

2 Glossary

1. AGM – Annual General Meeting.
2. EGM – Extraordinary General Meeting.
3. Society – "OffShoot Photography Society" or "OffShoot"

3 Committee

1. The controlling body of the Society will consist of a committee drawn from members of the Society. The committee will be elected at the AGM.
2. The committee will be made up of four mandatory roles - a Chairperson, Secretary, Treasurer and Competitions Secretary.
3. Additional positions shall be determined from a time to time basis by the committee, such positions being appointed on an annual basis generally at the next meeting of the committee following an AGM.
4. At the AGM all committee positions will be open to the nomination and voting selection.
5. The committee may create and co-opt members of the Society on to sub-committees to discharge particular functions as described by the committee.
6. A sub-committee of members will be appointed to organise events when requested to do so by the main committee.
7. No committee member shall serve on the committee for longer than five years consecutively.
8. No committee member shall hold the same post for more than three consecutive years.
9. All decisions of the committee shall be based on a majority vote taken by that body.
10. Every motion must have a proposer and a seconder before it can be discussed at an AGM or at a committee meeting.
11. The committee shall hold a minimum of four meetings during its year of office.
12. No meeting of the committee will take place without a majority in attendance.
13. All minutes from committee meetings will be circulated by the Secretary to committee members within fourteen (14) days of a committee meeting.

4 Membership

1. Membership of the Society will be at the discretion of the committee.
2. A member of the Society is a person over the age of eighteen (18) who has paid their subscription for the current membership subscription period.
3. The membership subscription period will run for 12 months from January 1st to December 31st.
4. By paying their membership subscription members agree to abide by the rules and regulations of the Society as laid out in the Competition Rules and this Constitution.

5. Visitors may attend a maximum of three weekly meetings before they are required to become a fully paid-up member.

5 AGM / EGM

1. The AGM of the Society will be held on or before the first Monday of December.
2. Members will be notified of an AGM or EGM by announcement at meetings or by circular or by email or mail at least fourteen (14) days in advance of the meeting date.
3. All motions to be put forward at an AGM must be submitted to the Secretary by mail or email at least seven (7) days before the date of the AGM.
4. This constitution may be amended by the majority of members present at an AGM or EGM.
5. An EGM may be convened by the committee or by any member with the written approval of at least one-third of the members.
6. Motions can only be carried at an AGM or EGM by a quorum of at least ten (10) Society members of which no more than half may be committee members.

6 Fees / Subscriptions

1. Membership fees / subscriptions will be proposed by the committee and approved by a majority of members at the AGM.

7 Society Finances

1. The committee shall maintain a bank account in the name of the Society.
2. The Chairperson, Secretary and Treasurer shall be named on the account as the account holders.
3. For payments or withdrawals over €150, a decision by at least 3 members of the committee shall be required.
4. The bank account shall require at least two signatures to withdraw monies or sign cheques.
5. The Treasurer shall be responsible for ensuring that the account does not enter arrears.
6. The Society will not enter into any credit agreement.

8 Outings / Events

1. Unless specifically stated these are only open to members and the Society will have no liability regarding the attendance of non-members.

9 Privacy & Data Protection

1. All personally identifiable data collected by the Society will be kept securely by the elected Society committee members, and available only to these members for the duration of their term in office, for the express sole purpose of running the Society safely.
2. No personally identifiable data will be shared with any other individual or organisation except where:
 - a. The Society needs to share this data to provide a service requested by the member(s).
 - b. The Society may be required to disclose limited personal data, for example, a member's name, for eligibility to enter competitions, or in the event of an emergency.
 - c. The Society needs to respond to subpoenas, court orders, legal process, or to any legitimate request by authorities with which we must legally comply.
3. The Society shall adhere to current national Data Protection legislation in all its activities.

10 Winding up OffShoot Photography Society

1. Any decision to disband or wind up OffShoot Photography Society (other than an involuntary winding up) must be made by at least two-thirds of the members present at an AGM or EGM. If upon the winding up or dissolution of OffShoot Photography Society, there remains, after the satisfaction of all its debts and liabilities, any residual property or money whatsoever, the same shall be donated to the Irish Photographic Federation (IPF).

11 Roles and Responsibilities of Committee Members

Chairperson

1. Runs the order of business.
2. Fields motions.
3. Responsible for the implementation of the long-term goals of the society.
4. Runs the meetings - timekeeping and progress.
5. Has the casting vote.

Vice Chairperson

1. Carries out the functions of the Chairperson in his or her absence.

Secretary

1. Main contact person for the Society
2. Minutes meetings
3. Keeps track of outstanding actions
4. Responsible for the documentation and maintenance of the Society's event programme including all meetings and outings.

Treasurer

1. Maintains the Society's financial books.
2. Looks after the Society's bank accounts, insurance and buildings/rent etc.
3. Provides funds for rewarding judges, talkers, etc. at Society events.
4. Organises spending approvals and arranges for payments of Society's expenses.

Competitions Secretary

1. Organiser and facilitator of the formal internal competitions.
2. Organises judges and judging of all internal competitions.
3. Maintains records of the formal Society competitions.
4. Facilitates informal Society competitions, where possible.

Any contingency not covered by this published constitution will be dealt with at the discretion of the Committee and members will be notified as soon as is practical.

This Constitution was agreed by the committee and ratified by the membership at the AGM held on the 22nd January 2018.