

HENLEY PHOTOGRAPHIC CLUB RULES

1. The name of the club shall be the Henley Photographic Club.
2. The Club is formed for the promotion and enjoyment of photography in all its forms.
3. The Committee of the Club shall comprise the Officers of the Club with two additional Committee members. The Officers of the Club shall be the Chairman, Secretary, Treasurer, Programme Secretary, Internal Competition Secretary, External Competition Secretary, and Public Relations Officer. An attendance of four of these shall form a quorum at any Committee meeting.
4. The Annual General Meeting of the Club shall be held in April or May, when the report of the Committee, and the Auditor's statement for the past 12 months ending the previous 31 March shall be submitted, and the Officers for the year until the next Annual General Meeting shall be elected.
5. The Officers and Committee of the Club shall retire annually but shall be eligible for re-election. Should any Officer or Committee Member resign or become incapable of acting the Committee may, at its next meeting, proceed to fill the vacancy.
6. The Secretary shall be required to keep a record of the proceedings of the Club.
7. The annual subscription shall be set at the Annual General Meeting for the following membership categories:
 - Single Membership
 - Family Membership (including children not in full-time employment)
 - Student Membership.The Committee shall be empowered to vary the rate of membership subscription during the year if valid economic reasons arise. Notice of such alteration shall be given prior to its implementation.
8. The accounts of the Club shall be audited annually.
9. The Committee shall have the power to co-opt for special purposes.
10. The Committee shall have full power to deal with any contingency that may arise and which is not provided for in these Rules.
11. On the requisition of five members a Special General Meeting of the Club shall be called by the Secretary within 14 days' clear notice of the meeting. No subject shall be discussed thereat except that stated on the requisition calling the meeting.
12. No alteration shall be made in these Rules except at the Annual General Meeting or a Special General meeting called for the purpose. Notice of such alteration in detail must be given in writing at least 14 days prior to such a meeting.

Additional Rule for the Digital Audiovisual Group

The Digital Audiovisual Group shall be a special interest group formed from members of Henley Photographic Club. An annual membership fee, agreed at the Annual General Meeting, shall be payable to cover the cost of venue hire.