

# Reflex Camera Club Constitution & Rules

**Aims** of the Club Reflex Camera Club aim to promote, encourage, and cultivate interest in all aspects of photography and further develop skill sets through lectures, competitions and tuition within a social environment.

## **GDPR (GENERAL DATA PROTECTION REGULATION)**

Please be aware that your personal details are held by the Reflex Club while you are a member and will be deleted when you leave. This information is held by the Club Secretary and will not be shared with any third party unless you need to be contacted by a Committee member. Photos entered into any club competition may be used by the club for display, outside competitions unless you state otherwise. The club will not intentionally financially benefit from any member's photo.

## **DUTY OF CARE OF CHILDREN AND VULNERABLE ADULTS**

The term 'minor' will be used to refer to any member of the Club or visitor under 18 years old. A junior wishing to become a Club member under the age of 18 must be accompanied by a parent or guardian. Vulnerable adults who normally have the services of a carer must be accompanied by an approved carer at all times during Club events. The needs of vulnerable adults will be assessed after discussion with the carer and Club Chairman or nominated committee member.

## **EQUALITY & DIVERSITY**

The Reflex Camera Club is committed to ensuring that all our activities, provide equality of opportunity, including the Anti-Discrimination (direct or indirect) laws of The Equality Act 2010 relating to the Protected Characteristics below: -

Age, Disability, Race, Religion or belief, Pregnancy and maternity, Gender, Sexual orientation, Gender reassignment, Marriage or civil partnership

## **CLUB AGREES TO THE OBJECTIVES OF:-**

Ensuring the Club presents itself as a diverse, forward thinking and respectful group of people. Ensure our membership framework is fair and free from discrimination; Promote professional values that protect a diverse public. Promote equality of opportunity within the Reflex Camera Club. Ensure that the Club Committee and Club members support equality and diversity.

## **HEALTH AND SAFETY AT WORK ACT 1974**

This is the Health and Safety Policy Statement of Reflex Camera Club (2016).

**Our Statement of General Policy is:** to provide adequate control of the health and safety risks arising from our Club activities; to consult with our members on matters affecting their health and safety; to provide and maintain safe equipment; to provide information, instruction and supervision for members; to ensure all members are competent to do assigned Club tasks, and to give them adequate training for these as needed; to prevent accidents and cases of activity-related ill health; to maintain safe and healthy conditions for all Club activities, and to review and revise this policy as necessary. Maintain an attendance list for use in the event of evacuation. The Reflex Camera Club accepts children and vulnerable adults at its meetings and functions only when in the care of a responsible adult.

Responsibilities overall and final responsibility of Health and Safety is that of the Club Chair.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the members of the Committee.

All members have to: Co-operate with committee members on health and safety matters; Not interfere with anything provided to safeguard their health and safety; take reasonable care of their own health and safety and report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Health and Safety Risks Arising From Our Activities Action required to remove/control risks will be agreed by the committee, who will be responsible for ensuring that the action required is taken.

Committee meetings will check that the implemented actions have removed/reduced risks. Assessments will be reviewed annually, or when the activity changes whichever is sooner.

All Club activities must be approved in advance by the Programme Secretary and added to the programme. Members must be informed of any specific health and safety issues associated with Club activities. A register of members and visitors attending Club activities will be kept. Club members take part in club activities at their own risk.

**Safe Equipment.** The equipment officer will be responsible for identifying all equipment/plant requiring maintenance and for ensuring effective maintenance procedures are carried out.

The committee will be responsible for ensuring that all identified maintenance procedures are implemented. Any problems with equipment should be reported to any available committee member. The equipment officer will check that new plant and equipment meets health and safety standards before it is purchased.

**Membership Secretary.** The Membership Secretary is to ensure that all attendees sign in during the Club (School) meetings for evacuation purposes. In the event of the Membership Secretary's absence the Treasurer should nominate a suitable temporary replacement.

**Conduct of Members.** A member shall comply with the constitution and Rules of the Club and shall not act in a way detrimental or prejudicial to the interests of the Club or its members. A member may be expelled from or asked to resign from the Club at the decision of the committee. The committee can request a member to appear before it without stating the reason, provided that where any charge or accusation is made, the member shall be given full and reasonable opportunity to put forward a defence and bring witnesses at a later meeting. A member expelled or asked to resign shall have the right to appear at a special general meeting of the Club called for that purpose. All committee proceedings and any special general meeting called at the request of a member under this rule shall be treated as confidential and privileged. A Member who is expelled shall not be entitled to any refund of subscription. The Committee reserves the right to refuse entry to anyone who in anyway contravenes the rules, regulations or conditions imposed by the Committee of Reflex Camera Club.

Further to the above, to protect everyone, a member should not ask another member of the club to model outside of the club's official evenings without there being at least three members present within that group. This is to protect all parties, model and photographer against accusations in any form.

**Complaints Procedure** Complaints made against the Club, its officers or individual members shall in the first instance be made in writing to the Secretary who will make an initial investigation and report to place before the committee at its next meeting. The outcome will be reported to the person making the complaint. Any decision of the committee will be final.

MLT Amended May 2019