

1 Constitution

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

2 Standing Orders

1. The controlling body of OffShoot will consist of a committee of members who will be elected at the Annual General Meeting (AGM).
2. The committee will be made up of five mandatory roles - a chairperson, vice chairperson, club 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 nomination and voting.
5. The committee may create and co-opt members of the club on to sub-committees to discharge particular functions as described by the committee.
6. A Subcommittee of members will be appointed to organize events when requested to do so by the main committee.
7. No Person shall serve on the committee for longer than five years consecutively.
8. No committee officer shall hold the same post for more than three consecutive years.
9. All decisions of the committee shall be based on a 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 two weeks of a committee meeting.
14. The AGM of the club will be held on or before the first Monday of February.
15. All motions must be submitted to the Club Secretary by Mail/Email.
16. Members will be notified of the AGM by announcement at meetings or by circular or by email/mail in advance of the meeting.
17. Yearly membership subscriptions will be proposed by the committee and approved by all members at the AGM.
18. Membership fees will be set annually at the AGM.
19. Attendance fees will be set by the committee.
20. Attendance fees will be payable on each evening attended.
21. Visitors attending 4 or more meetings of the society will be required to pay membership fees to continue to attend meetings.
22. Membership will be at the discretion of the committee.
23. This constitution may be amended by the majority of members present at an AGM or an EGM.
24. Winding up OffShoot Photography Society: 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).

3 Society Finances

1. The committee shall open 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 insuring the account does not enter arrears.
6. The society will not enter into any credit agreement.

4 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. Arranges the Club Meetings program (inc. weekly outings during Summer).
5. Arranges / delegates Club Exhibition organization.

Treasurer

1. Lodges weekly subscriptions and yearly memberships.
2. Maintains Club's financial books.
3. Organizes spending approvals.
4. Looks after Club's bank accounts, Insurance and buildings/rent etc.
5. Provides funds for rewarding judges, talkers, etc. at club events.
6. Arranges payments for club's ongoing 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 club competitions.
4. Facilitates informal club competitions, where possible.