



Rules of the CERN Photo CLUB

28. July 2016

ARTICLE 1 : Designation

The CERN Photo Club was created in 1958 and operates within the framework of the CERN Staff Association and its rules. This document defines the governing rules of the CERN Photo Club which are complemented by the regulations of the Photo Club. The Photo Club regulations define the practical aspects of the daily operations and are defined in a separate document. The name of the club is:

« CERN Photo Club » and is equivalent to « Photo Club CERN » and referred to in this document as « the club ».

The name of the club can be modified following a decision of the executive committee (called 'the committee' in this document) but this needs ratification by the general assembly.

Members are normally people who are affiliated with CERN but the club is open to those who are not affiliated with CERN.

The official portal of the club is its web site with its official logo.

ARTICLE 2: Aims

The aims of the club are to bring together people from the beginner to the expert who are interested in photography and want to share their passion, to make photographic material available for use by club members, to provide training in topics related to photography and to organise events and activities related to photography.

The club is a non-profit organization and its members contribute to the club activities on a voluntary basis and are not paid by the club. The use of the club premises, material or software which is licensed through the club must not be used for any commercial activity.

ARTICLE 3: Base

The base of the club is CERN. The address is

CERN Photo Club
Staff Association
CERN
1211 Genève 23

The address can be modified following a decision of the CERN Staff Association or of the committee in which case it needs the ratification of the general assembly.

ARTICLE 4 : Validity

The club validity is unlimited. It can be terminated on the proposal of the committee but needs the ratification of the general assembly. In case of the termination of the club the remaining funds are transferred to the accounts of the staff association in profit of other CERN clubs.

ARTICLE 5 : Executive power

The club is managed on a day by day basis by the committee. The committee is composed of at least a president, a vice president, a treasurer, a deputy treasurer and a secretary. These functions cannot be combined except for the function of the deputy treasurer. The deputy treasurer acts during the absence of the treasurer. Committee members have to be a member of the club. Directional decisions are taken by the General Assembly.

The election rules are defined in Article 14.

The life of the club is carried by all members who are encouraged to propose and conduct club activities with the agreement of the committee.

ARTICLE 6: Members

The club is composed of Ordinary members Honorary members.

Members are those who have duly paid their club membership fee as club member and are accepted by the executive committee. They agree to respect the rules and regulations of the club at all times. Non-respect of the rules and regulations may result in withdrawal of club membership without receiving indemnity of the payment already made. The minimum age for becoming a member is 18. People aged less than 18 can attend a normal club meeting as a guest with their parent or legal guardian. They are not allowed to use club equipment.

Committee members should be active or retired Members of the CERN Personnel as far as it is possible and at least one of them must be a CERN Staff member.

The club membership fee is defined each year at the general assembly for the following year. The club pays a financial contribution for club members who are member of Photo Swiss.

Membership of the club includes automatically accepting the Rules and the internal regulations of the club.

Honorary members are persons who had participated significantly in the development and in the standing of the club. Honorary members are exempt from paying the membership fee and apart from this have the same rights and obligations as an ordinary club member. If an Honorary member chooses to be a member of Photo Suisse this membership fee must be paid for.

ARTICLE 7: Personal Data

Personal data: By accepting membership of the club, every club member accepts that his/her personal data including name, first name and email address are shared between club members.

ARTICLE 8: Authorship and copyright of photos and other intellectual property material

1. Photos and other material from club members may be presented within the activities of the club but remain the intellectual property of the author. Club members agree that their material presented in the club, submitted for exhibitions or competitions may be used to promote the club.

2. Club members are deemed to respect the property rights of other photographers regarding club members and external authors who have shared their work specifically with CERN club members as part of CERN Photo club activities. Non-respect may lead to dismissal.
3. Club members may not breach intellectual property laws with any material they produce or present for club activities.
4. The club cannot use the intellectual property of members, beyond the promotion of the club and membership for club events and for training purposes within the club. The club cannot sell or rent the image use in any form (for example physical or digital image).

ARTICLE 9: Event organization

The club may organize events like exhibitions, competitions, seminars or outings. The committee prepares dedicated regulations governing such an event on a case by case basis.

ARTICLE 10: Insurance

The club is normally insured via the staff association against civil responsibility. The club and the staff association decline all responsibility for any loss, theft or damage of members' belongings during its activities which might not be covered by this insurance.

ARTICLE 11: Sponsors

Sponsors are persons who make a donation to the club. The executive committee defines the participation models for sponsors on a case by case basis within the limits of the rules of the club and in line with the ethical policy on fundraising at CERN.

ARTICLE 12: Termination and dismissal of club membership

Club membership is withdrawn in one of the following cases:

- Written termination of the member
- Death of the member
- Non-payment of membership fee
- Dismissal

A withdrawal of membership is declared by the Committee in case of serious failure in abiding to the Rules or Regulations of the club including the Staff Rules and Regulations of CERN and the Staff Association Rules. This includes but is not limited to cases like theft, the use of the club resources for commercial activities, harassment and fraud. The person must be heard before a decision for a dismissal can be declared. The person must be invited to the hearing at least 8 days before the date. In case of the absence of the person at the hearing the Committee can proceed to the dismissal.

A two thirds majority of the full committee is necessary for the decision for dismissal. The person must be informed of the decision in writing.

On termination of membership, ex-members may no longer use club resources. They do not have access to club rooms and are requested to return their access card at once. They may neither continue to attend regular meetings nor the general assembly. The membership fee is not refundable.

ARTICLE 13: Resources

The financial resources of the club include:

- The membership fees
- Funds provided by the CERN Staff Association
- Donation from members, sponsors or from public sources
- Income from activities and events organized by the club

The treasurer and the deputy treasurer are responsible for keeping accurate books that will enable him/her to give a full financial report whenever requested. He/she records the income and keeps the receipts of expenses and reconciles bank statements. The book keeping is accessible to each club member on a simple request at all times and reported at the general assembly

Only the treasurer and in his or her absence the deputy treasurer and the president have individually the mandate and the capacity to access bank account, sign documents concerning bank accounts, checks and other engagements.

ARTICLE 14: General Assembly

14.1

The general assembly is only open to club members (see article 6: to be a member of the club the fee must be paid). The general assembly is held at least once per year. The committee can hold an extraordinaire general assembly for the discussion and vote of major decisions which cannot be taken solely by the committee. Club members can request an extraordinary assembly if they have the support of at least 25% of the club members who are eligible to vote. In this case the committee must propose the extraordinary assembly within a delay of 6 weeks following the request.

14.2

An invitation is sent to the club members at the latest 6 weeks before the date of the general assembly. The general assembly is also announced on the web pages of the club and information is distributed via electronic means.

14.3

The invitation to the general assembly includes an open call for applications to stand as committee candidates for the next year and includes a delegated voting form. A member can accept a maximum of two delegations.

The agenda is prepared by the committee. Additional points can be added:

- on written request of a club member and with the agreement of the committee
- on written request of at least six club members

These requests must be sent at least 8 days before the date of the general assembly to the committee. Ad-hoc points can be added to the general assembly up to the beginning of the assembly if they do not require any voting.

The final agenda is published on the web site of the club at least 5 days before the date when the general assembly will take place. The list of candidates for the committee is sent to the club members together with the final agenda.

14.4 .

The general assembly is valid irrespective of the number of members present.

The general assembly is headed by a president of the assembly who is elected by an open vote at the beginning of the assembly, generally a senior club member. It presents the reports on the management of the committee, the financial status of the club and the other items on the agenda. Minutes are taken by the current secretary or a person to whom he/she delegates this task. Voting methodology is usually open by hand raise except for a change of the Rules and the election of the next committee (secret ballot for committee members). Votes are approved if more than 50% of the total of members who are present or represented by a valid delegated vote are in favour.

14.5

The annual general assembly nominates two controllers to verify the accounts and to validate the financial annual report prepared by the treasurer. A controller cannot be a member of the committee.

The treasurer presents the financial report and the controllers present their verification report and their approval or disapproval. The general assembly accepts or rejects the financial report.

The general assembly approves the provisional budget for the next year which, amongst others, includes the maximum amount which the president can spend without consulting the committee and the maximum amount which the committee can spend without inviting an extraordinary general assembly.

14.6

A general assembly must include the following agenda points:

- Nomination of the president of the session and two vote counters
- Count of the number of club members who are present and their delegated votes and their registration
- Presentation and approval of the report of the previous general assembly
- Presentation and approval of the report of the president and, if applicable, the technical responsible(s)
- Presentation and approval of the financial accounts by the treasurer and the two controllers
- Presentation and approval of the provisional budget; determination of the membership fee for the coming year
- Individual proposals
- Presentation of the candidates for the committee of the coming year and voting for them
- Announcement of honorary members nominated by the committee of proposed changes to Rules and vote
- Election of 2 account controllers
- Election of new committee; a successful election of the new committee implies automatically the simultaneous dismissal of the previous committee
- Nomination of the treasurer and a deputy treasurer both being a member of the club committee

14.7

An Extraordinary general assembly is called in the following cases:

1. On the initiative of the committee
2. On request of at least a third of the club members

The same rules as for the annual general assembly apply regarding the votes.

ARTICLE 15 : Election of the Committee

Following the Rules of the Staff Association the committee shall be composed primarily of active and retired Members of the Personnel at CERN and in any case at least of one CERN staff member.

The executive committee is composed of a minimum of 5 and a maximum of 9 members. The members are elected by secret vote in the annual general assembly. The mandate of the committee is valid for one year and ends automatically with the next annual general assembly.

Each honorary member and each club member is eligible for the committee. Committee member can be re-elected without limit. Candidates must postulate latest 7 days before the annual general assembly in writing to the club secretariat. If not sufficient candidates present themselves to achieve the minimum number of candidates then supplementary candidates can be accepted during the assembly.

The ballot paper lists the candidates irrespective of their future role in the committee and the voters indicate the candidates they vote for. Candidates can be presented in a combined list for voting or each candidate can be presented for individual vote. The committee member roles are attributed by the newly elected committee in mutual agreement in their first meeting following the election and following the decisions by the general assembly regarding the names of the treasurer and his/her deputy.

The candidates who received the majority of the votes are elected. In case of equal count between candidates, a second round of election will take place to vote between these candidates if more than the maximum number of candidates are available.

If during the year the minimum number of posts is no longer reached due to the departure of a committee member/ members then the committee can decide to provisionally replace the vacant post(s). The mandate of the new member terminates at the next annual general assembly.

The mandate of the committee members can be revoked at any time by an extraordinary general assembly which results in a majority vote to revoke the mandate. In this case, these committee members lose their functions with immediate effect. A new committee must be elected in the same general assembly or, if not possible, in the following 6 weeks under the heading of the chairperson of the extraordinary general assembly.

ARTICLE 16 : Responsibilities of the club

At its first session the newly elected committee elects the president amongst the committee members with simple majority.

The elected president proposes an office amongst the committee members composed at least of

- a vice president who fulfils the functions of the president during his/her absence
- a secretary
- the treasurer and the deputy treasurer

Other responsibilities may be defined, notably a person responsible for the material and a person responsible for the web site. These responsibilities can be cumulated and trusted to any active club member on the decision of the executive committee. The committee defines the work program and the acquisitions for the mandated year. Club members other than committee members may specifically be invited to committee meetings. The committee may assign one or more club members who are not member of the committee to be responsible for certain organisational tasks.

ARTICLE 18: Operation and office of the committee

The committee holds the executive power of the club. It administrates the club and takes decisions which are necessary for its good functioning. The club is represented in all actions by its president or during his/her absence and by default, by its vice president.

The assignments of the mandatory roles of the club committee to its members are decided by the newly elected committee at its first meeting after its election in the general assembly.

The activities of the committee include but are not limited to membership registration, space access, communication with the Staff Association, official communications, Safety matters, account handling, general assembly planning, activity coordination, decisions on new acquisitions and maintenance of club material.

The committee meets at least five times per year. Additional meetings can be organized by the president or by the committee members and to ensure the healthy functioning of the club. The president defines dates and agenda in mutual agreement with the committee members. The agenda contains at least all necessary points which were brought to the attention of the committee in writing.

All decisions of the committee require at least the presence of 1/3 of the committee members to be valid. The decisions are taken with simple majority. In case of even vote, the president has the casting vote.

A summary of each committee meeting is made available to the club members.

The club committee can decide to reimburse members who organize one or more activities dedicated to the club for the expenses needed for these club activities if they are agreed in advance

All official correspondence prepared by the president, committee members or mandated club members is archived and accessible to the club members on their request.

ARTICLE 18 : Internal Club Regulation

The committee prepares internal club regulations and communicates them in timely manner to the members.

The regulations define those points which concern the daily functioning of the club. This includes and is not limited to information about the club space, the management, handling and usage of material and equipment.

The committee can change the internal regulations at any time to adapt them to the evolving needs of the club.

ARTICLE 19: Modification of the Rules

The Rules can be modified on the proposal of the committee or of at least 10 active club members. The request must be addressed to the committee at least 21 days before the next general assembly. Any modification of the Rules must be voted by the general assembly.

ARTICLE 20: Dissolution

The dissolution of the club may be pronounced by a two third majority of the general assembly. In this case it nominates one or more liquidators who must be active members of the club.

Date:

5/10/16

The President:

Bidier Steyaert



These Rules replace completely the previous Rules prepared in 1955.

The present Rules were prepared by the working group composed of Doris Chromek-Burckhart and John Williams. They were revised by the CERN Photo Club Committee and by the President of the Clubs Coordinating Committee Rachel Bray. They were adopted at the extraordinary general assembly at ...



2. L'AVERRIERE
Vice presidente de l'AP