

# CAERFFILI AND DISTRICT RAMBLERS

## CONSTITUTION

### 1. Name

The Club shall be called *Caerffili and District Ramblers* (hereinafter called the Club).

### 2. Affiliation

The Club shall be affiliated to the Ramblers' Association.

### 3. Aims and Objectives

3.1 The Club shall aim to promote walking and offer a programme of walks to all its members. It will seek to involve all members in taking part in the programme of walks and encourage members to lead walks. By encouraging walking, it is intended that the health and well-being of members will be enhanced.

3.2 In addition to promoting walking, the Club may seek to protect rights of way and seek to defend the beauty and natural habitats of the countryside.

3.3 The Club may also organise not for profit activities for the benefit of its members and these may include holidays, coach trips and other social events.

### 4. Equality Statement

The Club is committed to treating everyone fairly and with respect. It opposes all forms of discrimination including those on the grounds of age, disability, gender, gender reassignment, race, religion or belief, and sexual orientation.

### 5. Welfare Statement

Whilst encouraging children under the age of 18 and vulnerable adults to become members such members must always be accompanied by a responsible adult. The Club recognises its responsibility to safeguard the welfare of young people and vulnerable adults who are members; the Committee shall seek to designate an appropriate member as the Club's Safeguarding Officer.

### 6. Membership

6.1 The Club members shall consist of the officers and other members.

6.2 Membership of the Club shall be open to any person completing a membership

application form and paying the relevant membership fee as determined by the Annual General Meeting (AGM) of the members.

6.3 In accepting membership, a person agrees to abide by the Constitution of the Club and the decisions of the Club Committee.

## **7. Walking**

7.1 All taking part in walking must be properly equipped with appropriate clothing, footwear, food and drink, and should be physically fit enough to participate in the programmed walk.

7.2 Registered assistance dogs are welcome to accompany members. Other dogs are not permitted to join the walks.

## **8. Membership Fees**

8.1 Membership fees shall be set at the AGM, following a recommendation by the Committee.

8.2 Membership fees shall be collected annually following the AGM and should be made payable to the Club and given to the Treasurer, who shall arrange for the fees to be banked. A membership card will be issued to the member.

8.3 Members who have not renewed fees within a month of the date of the AGM shall be deemed to have relinquished membership.

8.4 Non-members may come on up to three walks without joining the Club. Thereafter they must join the Club, paying the annual fee.

## **9. Committee**

9.1 The Committee will act for the members of the Club and shall consist of the following nominated officers: Chair, Secretary, Treasurer, Walk Secretary and up to five other committee officers.

9.2 These officers shall be appointed at the AGM and hold their posts until the next AGM, at which they may seek re-election.

9.3 Should there be a vacancy on the committee then the committee may nominate a replacement who will hold office until the next AGM.

9.4 In addition the committee may nominate an additional 2 members to join the committee, in any capacity, and their term of office shall last for 12 months. They will be eligible for reappointment.

9.5 Any costs incurred by the Committee fall upon the membership of the Club providing the Committee acts in accordance with the Constitution and in good faith.

9.6 The Committee shall meet quarterly or as determined by the Chair, and the Secretary will convene all meetings.

9.7 The quorum necessary for Committee meetings shall be five.

9.8 The Committee shall be responsible for interpreting the Club's Constitution in relation to the operation of the Club's affairs.

9.9 Responsibility for all property owned or leased by the Club rests with the Committee.

9.10 The Committee will publish guidance on walking on the Club's website and provide walk leaders with guidance on leading walks. Members must appreciate and follow the guidance. The Committee will support the decisions of walk leaders who may limit the numbers on walks or cancel them for reasons of excessive numbers or any other reasons that may impact on health and safety such as the nature of the terrain or weather conditions.

## **10. Finance**

10.1 All monies raised by, or on behalf of the Club shall be applied to further the aims and objectives of the Club and for no other purpose.

10.2 The Club Treasurer is responsible for collecting membership subscriptions and maintaining the financial accounts of the Club detailing all income received and expenditure made.

10.3 The financial year of the Club starts on 1 September and ends on 31 August.

10.4 The funds of the Club shall be lodged at a bank or building society in an account in the name of the Club. All cheques, drafts, etc. drawn on this account shall be signed by the Treasurer and one other designated signatory. The Treasurer will provide the Committee with regular updates concerning the Club's financial position.

## **11. Communication with members**

The primary means of communication with members is electronic, mainly via a regular bulletin and a website, which keep members informed of the Club's activities. Other social media such as Facebook may be used by members primarily to share experiences from their enjoyment of the Club's activities. Members may wish to withhold personal information from the Club; this will inhibit the Club's ability to keep them informed of activities.

## **12. Annual General Meeting and other meetings**

12.1 The Annual General Meeting (AGM) of the club shall be held in September of each year or within three months of the end of the Club's financial year at a date decided by the Committee. At this meeting the minutes of the previous AGM, the annual report of the Committee officers and the statement of accounts up to the end of the financial year shall be presented.

12.2 At least 21 days' notice of the date of the AGM shall be provided to all members by circulating a copy of the notice and agenda for the AGM by e-mail to all members who have opted to receive them. Members who are not on-line and who wish to receive a hard copy of the details of the AGM should inform the secretary by the end of July of the relevant year. The details will also be published on the Club's website.

12.3 All elections of officers shall be confirmed at the AGM. Nominations shall require a proposer and seconder from members of the Club and may be made orally at the meeting.

12.4 Other proposals put to the AGM shall require a proposer and seconder from members with notice provided to the Chair 7 days before the meeting.

12.5 An extraordinary general meeting (EGM) may be called by the Committee by decision of a simple majority of its members. In addition, the Chair may call such a meeting when he or she considers it necessary, or shall call a meeting upon the request of at least three members of the Committee. An EGM shall also be called by an application in writing to the Chair signed by at least 10 members. Any call for an EGM must specify the purpose of the meeting and contain notice of any motion(s) that are to be presented.

12.6 The quorum for general meetings shall be a minimum of 20 members present.

## **13. Voting Procedures for all meetings**

13.1 All members shall have equal voting rights, subject to 13.3.

13.2 A motion shall be carried by a simple majority of those voting, except when the motion is a Constitutional amendment, which shall require a two-thirds majority.

13.3 In the event of equal votes being cast, the Chair shall have a casting vote in addition to his or her personal vote.

## **14. Discipline and Appeals**

14.1 The Committee shall have the authority to take appropriate disciplinary action against any member and the discretion to terminate membership if any person is found guilty of conduct deemed detrimental to the Club.

14.2 The Committee may expel or suspend a member who will forfeit their membership fee if they are deemed to have shown inappropriate conduct.

14.3 All individuals have a direct right of appeal to the Committee and a request for an appeal hearing should be made to the Committee within 14 days of a decision being made.

14.4 An appeal hearing should be convened within 14 days of the request for the appeal being submitted.

14.5 An appeal hearing should be convened by the Committee and an appeal may be made in person.

## 15. **Dissolution procedures**

15.1 In the event of the Club ceasing to exist, and following the discharge of all debts and liabilities, any assets at the time of dissolution shall be passed to the Ramblers' Association. No member shall obtain any asset from the Club.

15.2 The Club may be wound up upon a motion proposed and seconded by Club members and passed by a two-thirds majority at a special meeting convened for that purpose following a written request signed by two thirds of the members of the Club.

## 16. **Review of the Constitution**

16.1 This Constitution should be reviewed by the Committee at least every two years.

16.2 Any amendments to the Constitution can only be agreed at the Club's AGM.

16.3 Proposed additions to, or alterations of, the Constitution shall be submitted in writing to the Chair not less than 21 days before the date of the AGM. All suggested amendments should be signed and seconded. No motion involving an amendment to the Constitution may be proposed from the floor of a meeting,

16.4 In the event of a proposal for amending the Constitution being submitted, the Chair shall inform the membership of the proposed motion not less than 14 days prior to the AGM by publicising this on the Club website.

16.5 Any amendments to the proposed motion duly proposed and seconded shall be submitted not later than seven days before the meeting and publicised on the Club website.

16.6 Any alteration to the Constitution shall require a two-thirds majority of members voting.

16.7 All matters arising that are not provided for by the Constitution will be dealt with by the Committee, whose decision shall be final.

**17. Declarations**

Caerffili and District Ramblers hereby adopts and accepts this Constitution as a current operating guide regulating the actions of members.

SIGNED: \_\_\_\_\_ DATE: 7 October 2021

NAME: Robert D Macey

POSITION IN CLUB: Chair

SIGNED: \_\_\_\_\_ DATE: 7 October 2021

NAME: Carol Franks

POSITION IN CLUB: Secretary