

STOURBRIDGE HF RAMBLING CLUB

CONSTITUTION

1. NAME

The Club shall be called the “Stourbridge HF Rambling Club”.

2. PURPOSE AND OBJECTS

2.1 The main purposes of the Club are to provide facilities for and promote participation in the amateur sport of rambling in Stourbridge and District.

2.2 All surplus income or profits are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties.

3. MEMBERSHIP

3.1 Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowed on a non-discriminatory basis. Temporary members may attend up to 3 rambles or events, but then must complete a membership application form and pay the joining fee and annual membership fee, or not attend any future rambles or events.

3.2 The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. Membership classes and subscription rates will be determined at a General Meeting of the Club, such classes to include a junior membership class. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating. Members shall pay an annual subscription that becomes due on January 1. A member shall be deemed to have terminated his/her membership if he/she fails to pay the annual subscription by January 1. All paid up members shall be entitled to one vote at the Annual General Meeting (AGM), or an Extraordinary General Meeting (EGM). The President shall be entitled to a casting vote.

3.3 The Club Committee may refuse membership, or remove it, only for good cause, such as inappropriate conduct or violation of the Club’s Rules or conduct or character likely to bring the Club or sport into disrepute. Such members may be expelled or suspended by a resolution passed at a meeting of the Committee. Entrance fees and subscriptions may be forfeited. Such members shall be informed in writing of the Committee's decision and shall have the right to appeal in person, provided that notice of such an appeal be submitted to the General Secretary, in writing, within

14 days of notification of the decision. The appeal will be heard by a panel appointed by the committee consisting of a minimum of 3 members that are independent of the committee's decision process. The decision of the panel shall be final.

- 3.4 The Club may maintain such rules as are deemed necessary for the operation of the club in order to ensure that the club complies with legal requirements, safe walking practice and appropriate financial management. Such rules will be drawn up by the committee and approved by the membership where appropriate. In addition the club will maintain a published ethos that sets out the manner in which it wishes to operate.
- 3.5 Members cannot receive any money or property from the club. Except to reimburse them in full or part for reasonable expenses. Such approval will normally be necessary prior to such expenses being incurred.
- 3.6 The Committee may award honorary membership to a person who has given outstanding service to the Club.

4. OFFICERS AND COMMITTEE

- 4.1 The Club shall be administered by a Committee consisting of the President, the General Secretary, the Treasurer, the Membership Secretary, Walk Secretaries and other officers that are deemed appropriate. These 'other officers' shall be appointed for specific roles, in addition a maximum of two general committee members, without specific responsibilities, may be appointed.
- 4.2 An "Officer" of the Club is a member elected at the AGM/EGM to perform a specific duty for the Club on a regular basis. The Committee shall have the power to co-opt additional members for non-regular duties as necessary. The Committee will determine whether such co-opted members shall be voting members or not.
- 4.3 The President shall be elected by members at an AGM/EGM to serve for a maximum period of 3 years, and, on retiring, shall not be eligible for re-election as President for a period of 3 years, or to any other office in the Club for a period of one year. A candidate for the position of Club President shall be an active walking member of the Club, shall have been a club member for at least the preceding 3 years and shall have a proposer and 3 seconders, at least one of whom shall be a serving Committee member.
- 4.4 All other Officers shall be elected annually at the AGM/EGM; the retiring Officers shall be eligible for re-election.

- 4.5 The General Committee members, if required, shall be elected at an AGM/EGM, each member to serve on the Committee for 3 years. They shall not be eligible for re-election until one year has elapsed since the date of their retirement from the committee.
- 4.6 All appointments become effective from the end of the AGM/EGM.
- 4.7 If there are 2 or more candidates for any appointment as an officer, the matter shall be decided by secret ballot amongst the members attending the AGM/EGM.
- 4.8 If there are more nominees for General Committee Members than are required, a secret ballot shall be held amongst the members attending the AGM/EGM. Each member will be invited to vote for any number of candidates up to the required number.
- 4.9 The affairs of the Club shall be managed by the Committee which shall meet not less than 4 times each year. The Agenda shall be issued at least a week before the date of the committee meeting. At committee meetings, 5 members or officers shall form a quorum. The result of the meeting shall be recorded and notified to the other Committee Members.
- 4.10 The committee will be permitted to appoint replacements for posts that become vacant. A vice-president, who may be an existing committee member, may be appointed if the committee deems it appropriate. All such appointments will last until the following AGM/EGM of the Club.
- 4.11 The committee shall prepare a programme of events and circulate details to all members. The committee shall have the power to authorise expenditure. The voting rights of co-opted members will be agreed by the committee at the time of appointment.
- 4.12 To ensure that the Club operates in a safe and healthy manner and complies with any requirements of its Insurers a committee member or members will be assigned specific responsibility to monitor and report on such compliance. Any necessary actions will be the responsibility of the committee
- 4.13 To facilitate management of the club a sub-set of the committee will meet as and when necessary to discuss issues and make proposals for the full committee to approve.
- 4.14 Accurate accounts shall be kept by the Treasurer and shall be inspected by an appropriate person appointed by the Committee for the purpose.

- 4.15 Committee members must be deemed a 'Fit and Proper' person, as acceptable to the HMRC, and be supportive of the club ethos.

5 ANNUAL GENERAL MEETING

The financial year shall end on December 31 and the AGM shall be called within 3 months, at which (a) all the Officers shall give reports of the year's activities, (b) any necessary elections shall be held (see item 4), (c) annual subscriptions and passenger fare contributions shall be approved, any change coming into immediate effect unless agreed otherwise at the AGM, (d) The General Secretary must be informed in writing, at least one calendar month before the meeting, of any item to be raised.

AGM's will require a minimum of 10% of the members to be present to be quorate. Approval of appointments and motions will be by simple majority.

6 CONSTITUTION AND RULES

Alterations to the Constitution shall only be made at an AGM or EGM. Any changes must be consistent with the HMRC CASC status of the club.

The committee may introduce such rules as are deemed appropriate at any time, any such rules to be approved by the membership at the next general meeting.

All rules must be consistent with the Constitution and the law

7 DISSOLUTION

The Club shall be dissolved after two thirds of the members present at an Extraordinary General Meeting have supported a resolution to this effect. Upon dissolution of the Club any remaining assets shall be given or transferred to another registered CASC, a registered charity or the sport's governing body for use by them in related community sports.

8 EXTRAORDINARY GENERAL MEETING

An Extraordinary General Meeting may be called by the unanimous decision of the Committee or by the written application to the General Secretary of not less than 15% of the membership of the Club, The application must state the proposal or proposals to be discussed. The date of the meeting shall be not less than 21 days after receipt of the application by the General Secretary. The date, time, agenda and venue

for the meeting shall be notified to all club members by the General Secretary.

EGM's will require a minimum of 10% of the members to be present to be quorate. Approval of appointments and motions will be by simple majority, except in the case of Dissolution.

9 **APPLICABILITY OF CONSTITUTION**

This constitution is effective from April 13, 2020