Manor Walking Club

CONSTITUTION AND RULES – updated January 2025

1. **NAME**

The Club shall be called “Manor Walking Club”. In the following constitution, 'The Club' refers to "Manor Walking Club".

2. **ADDRESS**

The Club shall use whatever premises its Committee decides, with the address for correspondence being that of the Secretary.

3. **AIMS AND POWERS**

The aim of the Club is to provide regular weekday walks and occasional related social activities.

The Club shall have the following powers:-

to -

a) raise funds and apply for, invite, obtain, collect and receive contributions, grants, subscriptions, and fees
b) affiliate to any local or national group or association that the Committee decides is appropriate and disaffiliate from any group or organisation if continued affiliation be, in the Committee's view, against the interest of the Club.
c) do all such other lawful things as shall further the attainment of the Aims.

4. **MEMBERSHIP**

a) Membership will be open to all who share the aims of the Club, regardless of sex, age (but see b) below), disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
b) Club membership is not open to those under the age of 18
c) The number of members may be limited at the discretion of the Committee.
d) All members may attend and vote at the Annual General Meetings and shall be eligible for election to the Committee subject to their annual subscription not being in arrears.
e) Club membership shall be terminated without refund of any portion of the annual subscription in the following circumstances:-

1. By a member giving written notice of resignation to the Club's Membership Secretary
2. By an annual subscription falling into arrears by more than three months.
3. At the discretion of the Committee or following the request in writing, to the Secretary, of a member of the Club, the conduct of a member shall be considered by the Committee. Members whose conduct is inappropriate or who decline to abide by any of the rules may be expelled or suspended by a resolution passed at a meeting of the Club Committee and their subscriptions may be forfeited. Members shall have the right to appeal in person to the Committee with regard to any decision affecting themselves, such appeal to be considered by the Chair or by his/her nominee, provided that notice of such appeal be submitted to the Secretary in writing, within seven days of notification of the decision by the Club Committee.

f) Guests may join Club activities subject to the agreement of the walk leader or event organiser.
g) Guests will be required to join the Club if they wish to continue to participate after three events as guests.

5. **FUNDS AND FINANCE**

a) All funds shall be devoted to the aims of the Club
b) A bank account shall be opened in the name of the Club
c) All cheques shall be signed by either the Treasurer or the Chair or the Secretary
d) The Club's financial year shall run from 1st January to 31st December.
e) The elected officers of the Club, namely Treasurer, Chair, and Secretary, are the only persons

authorised to make purchases or enter into any financial contract or any other form of contract or agreement on behalf of the Club insofar as there are sufficient funds to cover any such transaction

6. **SUBSCRIPTIONS**

The annual subscription shall be determined by the Committee and shall be due on 1st January. Members joining within 6 months prior to the end of the financial year may pay a full year's subscription which will cover their membership until the end of the following financial year. If the need arises, a levy or a supplementary subscription may be imposed by a majority vote at an Extraordinary General Meeting.

The annual subscription shall be determined at a level to cover essential costs and incidental expenditure.

7. **MEETINGS**

a) An Annual General Meeting shall be held annually, normally during the months of January or February and not more than fifteen months after the holding of the preceding AGM.

b) The purpose of the Annual General Meeting is to :-

- Approve the minutes of the previous year's AGM.
- Receive reports from the Chairman and Secretary.
- Receive a report from the Treasurer and approve the Annual Accounts.
- Receive a report from those responsible for certifying the Club's accounts.
- Appoint an appropriate person to independently examine the books and determine their remuneration(if any) for the following year.
- Elect the officers on the committee.
- Agree the membership fees for the following year.
- Consider any proposed changes to the Constitution.
- Deal with other relevant business.

c) An Extraordinary General Meeting shall be convened either by the Committee or upon a written requisition, signed by not less than one tenth of the full members of the Club, stating the purpose for which the meeting is to be convened. The business to be discussed must be specified in the notice of meeting and that will be the only item on the agenda.

d) An Annual General Meeting or an Extraordinary General Meeting shall be convened by 21 clear days' notice in writing or via e-mail to every Member and shall include an Agenda. Notice shall be deemed to have been served four days after being posted. The non-receipt of a notice by any member shall not invalidate the proceedings of that General Meeting.

e) Matters for inclusion under 'Any other business' for an AGM shall be submitted in writing no less than two weeks prior to the meeting.

f) A quorum of members at any General Meeting shall be one-tenth of the membership.

g) All questions, other than changes to the Constitution, shall be decided by a simple majority and in the event of a tied vote, the Chair shall have a casting vote.

h) The Chair shall hold office until the conclusion of the Annual General Meeting after his or her appointment.

8. CLUB **OFFICERS**

a) Members whose annual subscriptions are not in arrears may be elected to the following positions at the Annual General Meeting and shall be members of the Committee.

Chair,
Treasurer/Membership secretary,
Secretary
Programme secretary
Social Secretary

b)The term of office shall be for one year, and members shall be eligible for re-election.

c) Officers of the Club will not normally hold their office for more than three years, if re-elected.

d) Successor officers will be appointed in the penultimate year of the current post holders' term, normally at the Club AGM.

9. **COMMITTEE**

a) The affairs of the Club shall be conducted by a Committee.

b) The Committee shall consist of:-

1. Chair, Secretary, Programme Secretary, Social Secretary and Treasurer/Membership Secretary.
2. Up to a maximum of two ordinary members may be co-opted to the Committee.

c) The club treasurer will be responsible for the finances of the club.

d) The Committee shall have the power to co-opt additional members for a specific purpose and to fill any vacancies that occur as a result of elected members leaving the Committee.

e) A quorum shall be three members.

f) All questions shall be decided by a simple majority and in the event of a tied vote the Chair shall have a casting vote.

g) The Committee will meet as required, normally to plan the AGM as a minimum.

h) The Committee may establish time-limited subgroups for specific purposes and with specified authority.

10. **AUDITOR**

An Honorary Auditor or Independent Examiner shall be appointed at the Annual General Meeting.

11. **CLUB ACCOUNTS**

a))An audited statement of annual accounts made up to 31st December each year will be presented by the treasurer at the Annual General Meeting.

b) A copy of the Club Accounts shall be affixed in the Minute Book or electronic record beside the minutes of the General Meeting at which they are approved.

12. **MINUTES**

a) Minutes of every general meeting and of every Committee meeting shall be kept and shall be read at the next such meetings respectively, and signed by the Chair at the meeting at which they are so read.

b) The unconfirmed minutes of an EGM or AGM will be distributed to all members within three weeks of the meeting.

13. **AMENDMENT OF RULES**

Any rule may be rescinded or amended, or a new rule may be made, by a resolution carried by two-thirds of the votes given thereon at any General Meeting, notice having previously been given specifying the intention to propose such rescission, amendment or rule.

14. **DISSOLUTION**

a) If at any General Meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Secretary shall immediately convene a Special General Meeting of the Club to be held not less than one month thereafter to discuss and vote on the resolution.

b) If at that Special General Meeting, the resolution is carried by at least two-thirds of the Full Members present at the meeting, the Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.

c) If the assets of the club are insufficient to meet any debts or liabilities on dissolution then a levy will be made upon club members, in equal shares, to meet the shortfall.

d) After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the Members of the Club but shall be given or transferred to one or more charities as agreed at the Special General Meeting

15. **RETENTION OF RECORDS**

The Minute Book, or Books, or electronic record, shall be retained until seven years have elapsed after the date on which the Club is dissolved or disbanded.

The Accident Book shall likewise be retained until seven years have elapsed after the date on which the Club is dissolved or disbanded.

The other records of the Club, including correspondence, accounts and vouchers, shall be retained for seven years after the end of the financial year to which they relate, after which they may, with the Committee's recorded permission, be destroyed.

16. **LIABILITY**

The Club cannot accept liability for injury to, or loss of or damage to clothing or belongings of, any member or guest during an activity of the Club

17. **COPY OF CONSTITUTION AND RULES**

A copy of the Constitution and Rules shall be placed on the Club website.

18. **SAFETY AND RULES**

i) Members will be responsible for their own safety, in particular determining whether they will be able to complete the planned activities.

ii) All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted.

iii) The club will adopt and follow 'Guidelines for Best Practice' for countryside walking (see separate document)

ii) Walk or activity leaders may refuse to allow a member or guest to participate if they believe that the member or guest is inadequately prepared.

iv) Dogs are not permitted on walks.

21. **SAFEGUARDING**

The club will follow best practice as outlined in Ramblers UK guidance notes (March 2017), in particular noting that guests under the age of 18 must be accompanied by a parent or guardian or other responsible adult and that any vulnerable adult must be accompanied by a responsible adult.

If any Club member or guest has any concerns about the safety or welfare of a guest under the age of 18 or a vulnerable adult then they must report those concerns immediately to the activity leader. Other matters regarding safeguarding should be raised with the Club Chair at the earliest opportunity.

22. **DATA PROTECTION**

Privacy of Club Members' Data

The Club will keep records of members' names, addresses, telephone number(s), and email addresses. This information is held for Club use only – it is not passed on to other organisations and is used in order to contact members on Club business. In applying to join the Club and in renewing membership, applicants and members are giving consent to the officers of the Club to record and use the above information as described. Any applicant or Club member who has queries concerning the Club's application of the General Data Protection Regulation 2018 should raise such queries with the Club committee.

A full statement of the Club's procedures in line with current GDPR legislation will be placed on the Club website and made available to any Club member upon request.

23. **ADOPTION OF THE CONSTITUTION**

This constitution was amended on Thursday 23rd January 2025