



Avon Outdoor Activities Club Rules

Adopted by the Committee on 21 March 2016

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1. Interpretation

Accounts Date: the accounting reference date of the Club for the time being.

Act: means the Companies Act 2006;

Annual Accounts: the audited annual accounts of the Club for any Financial Period.

AGM: annual general meeting;

Articles: means the Club's articles of association for the time being in force;

Bankrupt: includes individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy;

Chair: the elected chairman of the Club;

Club: the private company known as the Avon Outdoor Activities Club;

Committee Accounts: the periodic statements of income and expenditure and up to date bank balances produced by the Treasurer for the Committee Meetings.

Committee Member: a committee member duly elected in accordance with Article 5 or co-opted in accordance with these Rules;

Conflict: has the meaning given in Article 19.1;

Document: includes, unless otherwise specified, any document sent or supplied in electronic form;

Electronic form: has the meaning given in section 1168 of the Companies Act 2006;

Financial Period: the period from the day following the Accounts Date in one year to the Accounts Date in the following year.

Financial Regulations: the financial regulations of the Club from time to time.

Interim Accounts: The profit and loss account for period of the 11 months from the Accounts Date to the end of February in each year and a balance sheet as at the end of February in each year.

Member and Membership: refer to the members of the Company for the purposes of, and as defined by, the Act and their membership of the Company

Ordinary resolution: has the meaning given in section 282 of the Companies Act 2006;

Unincorporated Club: the unincorporated association known as the Avon Outdoor Activities Club which subsisted immediately prior to the incorporation of the Club.

Policies: the various policies of the Club adopted pursuant to Article 22 which apply in the management and operation of the Club;

Proxy notice: has the meaning given in Article 27 and Rule 31;

RON: reopen nominations - see Rule 22;

Rules: these rules or any other rules in force for the time being adopted pursuant to Article 22;

Special resolution: has the meaning given in section 283 of the Companies Act 2006;

1.1 **writing:** means the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in electronic form or otherwise and includes email.

1.2 Any phrase introduced by the terms "**including**", "**include**", "**in particular**" or any similar expression shall be construed as illustrative and shall not limit the sense of the words preceding those terms.

Committee positions and non-committee positions

2. Committee positions

2.1 In addition to the Chair, Treasurer, Secretary, Membership Secretary and Activities Coordinator, there shall be the following positions on the Committee:

2.1.1 Equipment Officer;

2.1.2 Communications Officer;

2.1.3 Development Officer; and

2.1.4 Policy Officer,

together with such other positions as shall be approved from time to time at an AGM of the Club.

2.2 All Committee positions shall be voluntary.

2.3 The positions of Chair and Treasurer may each only be held by one person. More than one person may hold any other committee position.

2.4 At the first Committee meeting after the AGM, the Committee shall appoint a Vice-chair from the elected Committee Members to deputise in the Chair's absence or where the Chair has a Conflict.

3. Non committee positions

3.1 The Committee is able to create various non-committee roles as required, which as at the date of adoption of these Rules comprise the following positions:

3.1.1 Assistant treasurer;

3.1.2 Sport co-ordinators;

3.1.3 Ski trip organisers;

3.1.4 First aid co-ordinator;

3.1.5 Social Activities co-ordinator;

3.1.6 Equipment holders; and

3.1.7 Store Key Holders.

Committee roles

4. Introductory

4.1 While roles may be allocated to a certain committee position under these Rules, they are to be undertaken by the Committee as a whole and, where appropriate, may be delegated to another Committee Member or Members.

5. Chair

5.1 The Chair shall be responsible for:

5.1.1 guiding the activities of the Club in accordance with its Rules and Policies.

5.1.2 chairing general meetings and committee meetings.

5.1.3 ensuring that all members of the Committee carry out their responsibilities;

5.1.4 presenting a full report of the year's activities at the AGM; and

5.1.5 retaining the policy documents.

5.2 If the Chair is unavailable to chair meetings, this function will be undertaken by the Vice-Chair or, in their further absence, by any other person elected by the meeting in accordance with Article 16.

5.3 The Chair shall be an ex officio member of any sub-committee or other organising group within the Club.

5.4 The Chair is the primary representative of the Club both to Members and outside of the Club (particularly to the media) and will represent the Club at any official functions, but the Chair will liaise with the Communications Officer in respect of media relations.

6. Vice-Chair

6.1 The Vice-Chair will deputise for the Chair at committee meetings and general meetings, when the Chair is unavailable.

6.2 Subject to Rule 2.3, where the role of Chair is vacant, it will be filled by the Vice-Chair as acting Chair until such time as the vacancy is filled.

7. Treasurer

7.1 The Treasurer shall be responsible for:

7.1.1 for safeguarding of the Club's assets, the retention and maintenance of the accounting records and books of account;

7.1.2 reviewing, when requested, trip/event budgets which are submitted by activity organisers, and providing guidance to activities organisers on aiming to ensure that the trip/event breaks even;

7.1.3 preparing Committee Accounts and providing regular updates on the Club's financial position and any foreseen financial difficulties at Committee Meetings, which shall include drawing to the attention of the Committee those planned activities which are likely to make a loss unless action is taken;

7.1.4 For audit purposes the Treasurer may examine, after giving one week's notice, the accounts of any activity and should report any discrepancies in those accounts to the Committee;

7.1.5 preparing the Interim Accounts in each year for presentation at the AGM. These will be passed to the Secretary for distribution to the Committee Members 7 days prior to the AGM;

7.1.6 presenting the Interim Accounts and the Annual Accounts to the AGM;

7.1.7 review annually the Club's Financial Regulations;

7.1.8 considering annually with the Chair, the level of reserves which ought to be retained by the Club and documenting the purposes for which such reserves are held; and

7.1.9 undertaking or co-ordinating all banking activities of the Club, including only issuing cheques once satisfactory details have been provided; and

7.1.10 maintaining and updating the Deposits Funding Policy, in conjunction with the Policy officer.

7.2 The outgoing Treasurer will present the Annual Accounts to the incoming Treasurer within two months of the Accounts Date.

8. Secretary

8.1 The Secretary shall be responsible for:

8.1.1 all general correspondence with third parties and within the Club;

8.1.2 arranging committee meetings and general meetings as directed by the Chair and advertising them as appropriate;

8.1.3 the taking, keeping and distributing of minutes of Committee Meetings, the AGM and general meetings;

8.1.4 monitoring the Club's subscriptions to appropriate governing bodies (e.g. BMC, BCU, YHA);

8.1.5 retaining a copy of all general club documentation i.e. Articles, these Rules and Policies and the Club's insurance policies; and

8.1.6 reminding the Chair or other appropriate persons of the timetable for action of items referred to in the Articles or in these Rules or in any Policies; and

8.1.7 keeping copies of the Articles and ensuring that any amendments necessary are brought to the attention of the Committee at least 2 months before the following years AGM where ever possible.

9. Membership Secretary

9.1 The Membership Secretary shall be responsible for:

9.1.1 Annually taking a list of members and storing it securely for 7 years, as well as maintaining any other records of Club membership, such as banned members etc. (see the Data Protection Policy);

9.1.2 the analysis of collective membership details and activities in which Members express an interest in participating and reporting trends to the Committee; and

9.1.3 hosting regular open evenings and other recruitment activities as required.

10. Activities Coordinator

10.1 The Activities Coordinator shall be responsible for:

10.1.1 co-ordination of the efforts of individual Sport Coordinators, Event Organisers and Approved Leaders in order to produce a varied and full programme of events while avoiding clashes or congestion of events;

10.1.2 supporting Sports Coordinators in:

- (a) the production of Generic Risk Assessments and Standard Operating Procedures,
- (b) the approval of Activity Leaders,
- (c) the production of an annual Programme of Events;
- (d) Development and Equipment planning.

10.1.3 maintaining the Club's Activity Management Policy and the non-core sports Generic Risk Assessment;

10.1.4 evaluating (where necessary with the Treasurer or Committee) Event Proposals to minimise the risk of financial loss to the Club;

10.1.5 approving events, with a maximum overall cost to the Club of £1,500, and seeking Committee approval for events where either:

- (a) the cost to the Club will exceed £1,500; or
- (b) where the Activities Coordinator is uncertain about approving an event for any reason.

10.1.6 advising Event Organisers on:

- (a) the submission of Event Proposals;
- (b) the management of events, including financial planning and control;
- (c) the selection of Approved Leaders to support events.

10.1.7 encouraging and promoting new events consistent with the aims of the Club;

10.1.8 ensuring so far as possible that all activities are organised and carried out in accordance with the Articles, these Rules, the Club's Policies and its insurance policy;

10.1.9 producing and reviewing an Activities Policy and guidance material for Activity Organisers, including: "how to organise an activity or event";

10.1.10 maintaining a record of those people who have supported the Club in an official capacity over the year in order to have a list of invitees to the Annual Organisers and Leaders' Party; and,

10.1.11 organising the Annual Organisers and Leaders' Party.

11. Communications

11.1 The Communications Officer shall be responsible for:

11.1.1 developing, maintaining and editing of the Club website;

11.1.2 liaising with the Activities Coordinator regarding events / trips which have vacancies and need additional marketing on the website and in the email service;

11.1.3 maintaining and monitoring of the website forum board, editing it to ensure that the contents are in the spirit of the club;

11.1.4 ensuring that all incoming emails are distributed to the appropriate person;

11.1.5 maintaining and updating the Club website.

12. Equipment Officer

12.1 The Equipment Officer shall be responsible for:

12.1.1 maintaining and publishing the list of Club equipment available for hire,

12.1.2 updating (in conjunction with the Equipment Holders) the approximate current valuations for each item of Club equipment (for the purposes of the Club's finances and insurance policies maintained) following the 6 monthly equipment risk assessments;

12.1.3 maintaining of the list of key holders to the Club stores;

12.1.4 checking all Club kit and equipment on a regular basis to ensure it continues to be safe for use, coordinating any repairs and decommissioning any kit or equipment which has become dangerous or which is in a potentially dangerous condition;

12.1.5 undertaking (in conjunction with the Equipment Holders) 6 monthly risk assessment of Club equipment and ensuring that the documentation is kept for 7 years.

12.1.6 the co-ordination of the efforts of the Equipment Holders and Store Keepers;

12.1.7 the management of all the equipment owned by the Club;

12.1.8 ensuring that Club equipment is kept in safe custody whilst not on hire

12.1.9 ensuring that Club equipment is not used by unauthorised persons;

12.1.10 recommending (in consultation with the Activities Coordinator and the Sport Coordinators) the purchase of new/replacement equipment.

12.1.11 purchasing such items for the maintenance and repair of the Club equipment and replacement of safety equipment, up to and including a limit to be agreed by the Committee, without prior reference to the Committee (current limit £100 per month).

12.1.12 obtaining receipts for any kit and equipment purchases and submitting them to the Treasurer as soon as possible. All such purchases are to be reported to the next Committee meeting.

12.1.13 hiring, collecting and recording of the proceeds from the use of Club Equipment and passing funds and details to the Treasurer; and.

12.1.14 creating and reviewing of an Equipment Policy in conjunction with the Policy Officer; and

12.1.15 maintaining and updating the Equipment Policy, in conjunction with the Policy officer.

12.2 The decision to purchase the equipment (in excess of the limit in Rule 12.1.10) shall be by Committee or, where the equipment is urgently required before the next committee meeting, by a majority of Committee positions (including the Chair or Vice-Chairman, the Treasurer and the Equipment Officer).

13. Policy Officer

13.1 The policy officer shall be responsible for:

13.1.1 maintaining and updating copies of all Policies and any other club management documents to include:-

- a) Health and Safety Policy;
- b) Complaints Procedures;
- c) Data Protection Policy;
- d) in conjunction with the Equipment Officer, Equipment Policy;
- e) in conjunction with the Treasurer, Deposit Funding Policy;
- f) in conjunction with the Treasurer, Treasury (Financial Procedures) Policy;
- g) Equality Policy;
- h) Non-members on Club trips;
- i) Code of Conduct;
- j) Sailing Policy;
- k) Travel (& Personal Accident) Insurance;
- l) in conjunction with Activity Manager, Activity Management Policy.

13.1.2 ensuring that any changes to these Policies are recorded and amendments passed to the Communications Officer to put on the website;

13.1.3 reviewing and suggesting updates to the Committee for the Committee Roles and these Rules;

13.1.4 ensuring that any new Policies or club management documents that may become necessary are written by the relevant person;

13.1.5 ensure that Policies have a consistent format and do not contradict Club rules or objectives;

13.1.6 keep a register of reported accidents (from First Aid Officer) involving Club members requiring hospital treatment and if necessary report to the Chair for onward reporting to the Club insurers;

13.1.7 reporting regularly to the Committee on safety incidents (if any) and suggesting methods by which identified risks can be mitigated to bring the risk down to an acceptable level; and

13.1.8 coordinating the drafting of Club Policies when identified. Periodically coordinating the reviewing of all Club Policies.

14. Development Officer

14.1 The Development Officer shall be responsible for:-

14.1.1 improving the range and quality of Club activities, through discussion with Sport Co-ordinators, Equipment Officers and other Club members, aiming to stimulate and develop new ideas and activities and to find out what Club members want;

14.1.2 working with the Sport Co-ordinator and interested parties to pursue any other developmental opportunities as they see fit, such as leadership training events for members and website development

14.1.3 identifying the training and development needs of the Club and its membership and co-ordinating the organisation of events to answer those needs;

14.1.4 encouraging the development of outdoor proficiency and leadership skills for activity organisers/leaders or prospective organisers;

14.1.5 maintaining the training subsidies spreadsheet and liaising with the Treasurer regarding the payment of reimbursements to members;

14.1.6 ensuring that training subsidy rules and allowances are reviewed annually.

Non Committee roles

15. Treasurer's assistant

15.1 The Committee may appoint an assistant to the Treasurer to undertake such administrative parts of the treasury function of the Club as the Committee consider appropriate.

16. Sport Coordinators

16.1 The Sports Coordinators shall be responsible for:

16.1.1 the promotion of their sport/activity in conjunction with the Communications Officer;

16.1.2 arranging events, arranging regular event planning sessions, and encouraging members to arrange and organise events;

16.1.3 complying with the Health & Safety Policy in ensuring the participants are aware of the responsibility for their own health and safety and that of the group;

16.1.4 ensuring they are aware being aware undertaking the activity in accordance with the best practice and safety procedures advised by the sports' governing body;

16.1.5 ensuring, so far as possible, that all activities are executed as advertised, where economically viable;

16.1.6 reviewing annually and updating activity generic risks assessment forms and developing risk assessments forms for specific locations or specific genres of the sport or activity which present different or specific additional risks;

16.1.7 ensuring, so far as possible, and subject to Policy about non-members on Club trips and events, that all those participating in activities are members;

16.1.9 developing appropriate training programmes (in conjunction with the Development Officer) to enhance the outdoor proficiency and leadership skills of all club members in that activity.

17. Ski Trip Organisers

17.1 The ski trip organisers (due to the size of the payment) are appointed upon election at an appropriate Committee meeting following the previous ski trip. The role will be advertised (with the job description) to the membership for at least 14 days in advance of the committee meeting at which the election will take place.

17.2 Ski Trip Organisers shall be responsible for the organisation of the Club annual ski trip. This will include selecting a suitable resort for all abilities, booking, advertising, and account maintenance (in conjunction with the Treasurer), filling the places and ensuring the smooth running of the event by liaising with the travel company's representatives and trip participants, and checking that all members participating have adequate third party liability insurance.

17.3 All those participating in the annual Club ski trip shall be members of the Club.

18. First Aid Co-ordinator

18.1 The first aid co-ordinator shall be responsible for:

18.1.1 promoting first aid activities in Club and to making members generally more safety conscious;

18.1.2 ensuring (in conjunction with Equipment Officer) that Club first aid equipment is kept up-to-date, in good condition and accessible to members, making Club members aware of its availability, and ensuring that first aid kits are taken on Club events as appropriate;

18.1.3 assessing (in conjunction with the Sports Coordinators) the first aid needs of Club members in specialist areas (including white-water kayaking, sea-kayaking, mountain biking, mountain walking and sailing);

18.1.4 co-ordinating the organisation and advertisement of specialist courses; and

18.1.5 responding to Members' requirements and requests, to develop the expertise of Club members in these first aid activities.

18.1.6 liaising with and reporting to the Committee on first aid developments;

18.1.7 maintaining an incident/accident book and first aid kit usage record book (in conjunction with the Equipment Officer) and ensuring that any accidents reported involving Club members requiring hospital treatment are reported to Policy officer;

19. Social Activities Co-ordinator

19.1 The Social Activities Co-ordinator is responsible for:

19.1.1 promoting social activities in the Club, through the organisation, and management of a programme of social events, including but not limited to the Christmas Party, Event Organisers' Party and at least one major charitable fund raising event per year;

19.1.2 encouraging members to organise and take part in conservation events, fostering relationships with conservations bodies such as Exmoor National Park;

19.1.3 liaising with the Committee regarding the Club's social and fundraising activities; and

19.1.4 recommending suitable charities to benefit from the Club's fundraising activities (taking suggestions from the membership into consideration).

20. Equipment Holders

20.1 These are members who hold, inspect, maintain and hire out small items of Club equipment for their particular sport which are not normally stored in the club store.

20.2 The Equipment Holders shall be responsible for:

20.2.1 providing and updating details of the Club equipment held by them to the Equipment Officer;

20.2.2 providing to the Equipment Officer the approximate current valuations for each item of Club equipment held by them;

20.2.3 checking all Club equipment held by them on a regular basis to ensure it continues to be safe for use, coordinating with the Equipment Officer any repairs and decommissioning any kit or equipment which has become dangerous or which is in a potentially dangerous condition;

20.2.4 undertaking 6 monthly risk assessment of Club equipment held by them and passing the documentation to the Equipment Officer.

20.2.5 the co-ordination of the efforts of the Equipment Holders and Store Keepers;

20.2.6 recommending (in consultation with the Equipment Officer, Activities Coordinator and the Sport Coordinators) the purchase of new/replacement equipment.

21. Store Key Holders

21.1 Store Key Holders are the hold keys to the Club stores. When club equipment stored in the Club stores is hired out the Store Key Holders will attend the store (arranged by Equipment Officer), and are responsible for issuing and returning to storage the hired items.

22. Committee Elections

22.1 These provisions supplement the provisions in Article 5.

22.2 All persons standing for election to the Committee under this Rule 22, or who are standing to fill a vacancy under Rule 23, shall be Members who are not made ineligible by virtue of any provision of Rule 24.

22.3 Each nomination for election shall be proposed and seconded by Members and shall indicate the candidate's consent that they are willing to stand for election or re-election.

22.4 Written notice of all nominations shall be given to the Secretary prior to the date of the AGM.

22.5 The Chair may also accept nominations for Committee positions at the AGM, provided that any such candidate has been proposed by a member and seconded by a second member of the Club.

22.6 In addition to every candidate who stands for election as a Committee Member, there shall be an option to vote for RON – reopen nominations.

22.7 If elections for a committee position are contested, all candidates (other than RON) will be given an opportunity to give a short presentation in favour of their candidacy. Candidates will not make comments about any other candidate.

22.8 Elections will normally take place at an AGM. The Chair, Vice-Chair or Secretary will appoint two Members present to act as election scrutineers and the following procedures (adapted as necessary by the Chair or Vice-Chair) shall apply:

22.8.1 unless a poll vote is demanded, elections will be by a show of hands;

22.8.2 candidates will be asked to leave the room in which the AGM is taking place while the Members vote in favour of candidates;

22.8.3 Where an election result is such that the vote is tied, the Chair shall have the casting vote;

22.8.4 the candidate receiving the highest number of votes will be declared elected, and will take office with effect from 1st April (unless the winning candidate is RON);

22.8.5 where most votes for any committee position are cast in favour of RON, the Chair may re-run the election at the AGM, should alternative candidates be put themselves forward for election at the AGM. If there are no such candidates Rule 23 (filling a vacancy) shall apply;

22.8.6 an election that takes place at a General Meeting which is inquorate shall be declared null and void;

22.9 The results of the elections shall be published on the Club's website.

22.10 A Member standing for election as a Committee Member or standing to fill a vacancy under Rule 23 shall, if appointed, provide the Secretary with the personal details necessary for the appropriate Companies House forms (notice of appointment of a director) to be completed;

22.11 A Committee Member may hold no more than one Committee position except:

22.11.1 any Committee Member (other than Chair) may be elected as Vice-Chair;

22.11.2 that in the event of a position being unfilled, an existing Committee Member (with the exception of Chair and Treasurer) may put himself forward for the vacant position.

23. Filing vacant positions

23.1 Should a Committee position not be filled at the AGM or otherwise become vacant, the remaining Committee Members may engage another person to act in that position (which could be another Committee Member provided that they are eligible under Article 5 and Rule 22.2) until a replacement is duly co-opted at Committee meeting, by a majority vote of committee positions represented at that meeting.

23.2 Should a non-committee position become vacant, the Committee Member may engage another Member to act in that position.

23.3 Any vacant Committee position or non-committee position will be notified to the members for not less than 14 days prior to the Committee meeting at which a decision regarding the appointment of a replacement will be made.

23.4 It is the responsibility of the Chair to ensure that any vacant committee position or non-committee position is filled in a timely manner.

24. Termination of appointment of a Committee Member

24.1 The Committee position or non-committee position shall be vacated if:

24.1.1 the Committee decide that a Committee Member should be relieved of their position by reasons of failure to fulfil their duties;

24.1.2 a Committee Member ceases to be a Committee Member by virtue of any provision of the Act or he becomes prohibited by law from being a Committee Member; or

24.1.3 a Committee Member becomes bankrupt or makes any arrangement or composition with his creditors generally; or

24.1.4 a registered medical practitioner who is treating that person gives a written opinion to the Club stating that that person has become physically or mentally incapable of acting as a Committee Member and may remain so for more than three months; or

24.1.5 by reason of that person's mental health, a court makes an order which wholly or partly prevents that person from personally exercising any powers or rights which that person would otherwise have; or

24.1.6 notification is received by the Club from the Committee Member that the Committee Member is resigning from office, and such resignation has taken effect in accordance with its terms, or if no effective date is stipulate in the notice of resignation, such resignation shall be effective immediately upon receipt.

24.2 In addition, a Committee position shall be vacated if:

24.2.1 a Committee Member shall have been absent from more than three consecutive committee meetings without good reason and the Committee resolve that the office be vacated.

24.2.2 an ordinary resolution of the members in general meeting has been passed pursuant to section 168 of the Act.

24.3 Any vacancy arising as a result of this Rule shall be dealt with in accordance with Rule 23.

25. Principles of Committee decision making

25.1 This Rule supplements Articles 11 to 17.

25.2 Subject to Rule 25.5, all committee meetings will be open to all Members. The Chair may invite Members to speak at committee meetings, but members shall not be entitled to vote

25.3 Members who wish for a matter to be considered by the Committee shall notify the Secretary by requesting that the matter be added to the next committee agenda. The Secretary in conjunction with the Chair shall decide whether or not to add the item to the agenda, or to hold the item over to a subsequent meeting and shall inform the Member accordingly.

25.4 The member submitting the matter to be considered and any other member who is interested in the matter, may make representations at the meeting, at the invitation of the Chair.

25.5 Occasionally the Chair may declare a meeting or part of the meeting to be closed, where the Committee have reason to consider a matter in private, for example where the suspension or potential termination of membership is being considered.

Membership

26. Membership, applications and renewals

26.1 Any person over the age of 18 may apply to become a member of the Club.

26.2 Applications for membership must be completed and submitted through the Club website where a membership fee is payable (at such rates as shall be determined at the preceding AGM).

26.3 The Club reserves the right to refuse membership in circumstances where the Committee consider that conferring membership to an applicant could bring the Club into disrepute. The Committee's decision in refusing membership is final.

26.4 Subject to Rule 26.6, membership (except Honorary Life Membership) runs from 1st October in to 30th September in the following year, when it shall lapse.

26.5 Prospective new members who apply for membership between 1 July and 30 September will, if admitted as a Member, be a Member for both of the remainder of the current membership year and the whole of the following membership year, therefore having a consecutive Membership period of up to 15 months expiring on the 30 September of the following membership year. The membership fees for only one year are applied. There will be no reduction in membership fees from the rates determined at the AGM.

26.6 Members may apply to renew their membership from 1 July in each year. If any Member's subscription is not renewed by 1st November, their entitlement to receive communications about Club activities will cease.

26.7 Where membership is renewed after 1st October the membership shall be valid until 30 September in the following year.

26.8 Membership of the Club is not transferable.

26.9 The Membership Secretary will maintain an annual register of Members (with data held for 7 years) including banned/suspended members.

26.10 Membership fees shall be as may be determined from time to time by the Club at the AGM.

27. Suspension and termination of membership

27.1 Membership is terminated if the Member concerned:

27.1.1 gives written notice of resignation to the Chair, Secretary or Membership Secretary, which will take effect from the date specified in the notice, or if no date is specified, from the date on which the notice is received by the Chair, Secretary or Membership Secretary; or

27.1.2 the Member dies; or

27.1.3 fails to renew their membership prior to the relevant 1st October.

27.2 The Committee shall have the right to suspend or terminate the membership of any Member by written notice with good reason including if the Committee considers that:

27.2.1 the Member's continued Membership is not in the best interests of the Club; or

27.2.2 the Member no longer meets all or any of any criteria or Rules; or

27.2.3 the Member has failed to abide by these Rules or Policies of the Club or whose conduct is adjudged as being unsatisfactory; or

27.2.4 the Member has had a wanton disregard for safety or has or is likely to put the safety of other Members and/or the public at risk; or

27.2.5 the Member has failed to pay any membership fees or, following request, any other monies due or owed to the Club;

27.3 The Committee may immediately suspend membership of any Member where it considers it necessary in the interests of the safety of other Members participating in Club activities or events, pending further investigation by the Committee.

27.4 A Member whose membership had been suspended, may either make written representations of their position to the Committee or shall be entitled to appear before the Committee and state their case. The Committee will take such steps as it may determine to be appropriate in the circumstance to obtain evidence of the alleged conduct of a Member whose membership is under consideration, including inviting written representations or appearances before the Committee.

27.5 Any such termination will take effect immediately following the decision of the Committee.

27.6 The Committee may publish details of any suspensions or terminations of membership.

27.7 A Member whose membership is terminated or whose membership lapses, shall:

27.7.1 forfeit their membership fee; and

27.7.2 continue to be liable to contribute the sum of £1 to the liabilities of the Club, if the Club is wound up within 12 months of the Member ceasing to be a member of the Club.

27.8 Any former Member who re-considers their position after resignation must re-join the Club, and pay another membership fee, save that the Committee may reinstate a former Honorary Life Member without further charge.

28. Participation in Club events

28.1 Except as otherwise provided in these Rules or in any Policy, all persons participating in Club activities or events or booking places on Club activities or events must be current members of the Club.

28.2 The organisers of events may verify the membership status by requesting that the Member produce a valid membership card, or by checking with a Committee Member whether the Member appears in the register of members for the current membership year.

29. Members Safety

29.1 Members shall abide by the Health & Safety Policy, and are reminded that they are responsible for their own safety and well-being when participating in any Club activity or social event.

30. AGM and meetings

30.1 The Committee may make whatever arrangements they consider appropriate to enable those attending a general meeting to exercise their rights to speak or vote at it.

30.2 The notice of AGM or general meeting issued by the Committee shall invite the membership to propose resolutions.

30.3 Resolutions for discussion at the AGM or any other general meeting, not of origin from within the Committee, shall be lodged with the Secretary at least 28 days before the AGM, and need to be proposed and seconded by members.

30.4 Resolutions for discussion at the AGM or any other general meeting originating from within the Committee shall be lodged with the Secretary prior to circulate of the agenda for the AGM.

30.5 The agenda for the AGM shall be notified to members at least 17 days before the AGM.

30.6 The business of the AGM shall include:

30.6.1 committee reports including:

- (a) Chairman's report;
- (b) Treasurer's report on the Annual Accounts for the preceding year and the Interim Accounts;
- (c) reports from such other Committee Members who wish to make a report.

30.6.2 consideration of resolutions proposed by the Committee and by the membership pursuant to Rules 30.3 and 30.4;

30.6.3 determination of membership fees for the forthcoming membership year;

30.6.4 election of Committee Members; and

30.6.5 such other business as considered appropriate by the Committee and included on the AGM or general meeting agenda.

30.7 Only resolutions and agenda items will be eligible for discussion and voting decisions, and subject to Rule 30.8, no resolution shall be put to an AGM or general meeting which has not been included on the agenda notified to members in accordance with Rule 30.5.

30.8 The Chair may, in his discretion, permit non-binding discussion of other matters which have not been included on the AGM or general meeting agenda.

30.9 The Chairman may invite non-members to attend general meetings as guests of the Club.

30.10 In accordance with company law, special resolutions may be amended on the Chair's proposal only, to correct a grammatical or other non-substantive error. No other changes can be proposed to a special resolution.

30.11 Amendments to the text of ordinary resolutions may be proposed by any Member entitled to vote on the relevant resolution. However, any such proposed amendment must be received at least 48 hours (or such shorter period as the Chair may agree) before the meeting, provided that the scope of the ordinary resolution shall not, in the Chair's reasonable opinion, be changed.

31. Proxies

31.1 A Member who is entitled to speak, attend or vote (either on a show of hands or on a poll) at a general meeting remains so entitled to vote in respect of that meeting or any adjournment of it, even though a valid proxy notice has been delivered to the Club by or on behalf of that person.

31.2 An appointment under a proxy notice may be revoked by delivering to the Club a notice in writing given by or on behalf of the person by whom or on whose behalf the proxy notice was given.

31.3 A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.

31.4 Proxies may only validly be appointed by a notice in writing (proxy notice) which:

31.4.1 states the name and address of the Member appointing the proxy;

31.4.2 identifies the person appointed to be that Member's proxy and the general meeting in relation to which that person is appointed;

31.4.3 is signed by or on behalf of the Member appointing the proxy or is authenticated in such manner as the Committee may determine; and

31.4.4 is delivered to the Club in accordance with these Articles and any instructions contained in the notice of the general meeting to which they relate.

31.5 Proxy notices may specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions.

31.6 Unless a proxy notice indicates otherwise, it must be treated as:

31.6.1 allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting; and

31.6.2 by appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates, as well as to the meeting itself.

32. Polls

32.1 Subject to any provision in these Rules regarding disenfranchisement of a Member, a Member present in person or by proxy has one vote on a poll and one vote on a show of hands.

32.2 A demand for a poll shall be made in accordance with the Act, and may, before the poll is taken, be withdrawn but only with the consent of the Chair. A demand for a poll which is withdrawn does not invalidate the result of a show of hands declared before the demand was made.

32.3 A poll shall be taken as the Chair directs. The result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.

32.4 A poll demanded on any question shall be taken forthwith.

Miscellaneous

33. Development Training

33.1 In pursuit of the objects of the Club, in Article 2.1.2 "encouraging members to reach high standards of proficiency, develop leadership skills and reach nationally recognised standards in outdoor pursuits" training subsidies for outdoor pursuit training to national governing body standards are encouraged on the following basis as supplemented by the Training Policy:

33.1.1 members must apply to the Committee prior to the course with full details of the course, outlining the benefits to the Club and Club members to be gained from their attendance and the cost of the course to be subsidised/expenses to be incurred;

33.1.2 the Committee may grant an amount usually up to 50% of the course fees and/or expenses, which may be amended at the Committee's discretion;

33.1.3 consideration of any subsidy should be made by the Committee, subject to considering any other funding that may be available to the applicant, such as grant funding from external granting bodies, and the training needs of the Club;

33.1.4 it is hoped that the Member should have demonstrated their commitment to assisting with events prior to application and that they must be willing to use their new skills gained on the course for the benefit of the Club and other Members;

33.1.5 payment of subsidies is likely to be linked to the use by the Member of the skills or knowledge acquired on the course over a series of events or activities.

34. Expenses

34.1 Except as provided in Articles 3 and 31, all Committee positions and support organisers shall be voluntary, with no payment for services rendered after payment of reasonable expenses. The definition of reasonable shall lie with the Committee, if a person is unsure

whether an item is considered to be a reasonable expense they should consult the Committee for guidance.

34.2 In general, use of Club equipment for the purpose of tuition, provision of equipment and additional transport expenses solely for the benefit of the group, consumable materials and communication expenses are deemed to be reasonable.

35. Professional instruction

35.1 Where a Member is organising new activities, or wishes to encourage participation in activities where there are insufficient skills to lead the activity within the Club, or the activities are not covered by the Club's insurance policy, appropriate courses or instruction may be arranged with appropriately insured professional instructors.

35.2 Where the Committee considers that an activity which would ordinarily be provided by the Club, is or has the potential to fail, due to the lack of willing Activity Organisers, it may, in exceptional circumstances where it would not be appropriate to cancel the event, consider buying in the services of an appropriately qualified and insured instructor.

36. Finance and accounts

36.1 The Committee shall have power to defray out of Club funds the reasonable expenses of the Club, the Committee or any Club or Committee Member empowered to act on its behalf.

36.2 The Club accounts will be audited by an external auditor for the proceeding financial year from 1 April to 31 March. Any issues arising from the audited accounts will be taken up by the in-coming Treasurer. Audited accounts will be made available to the members upon request made to the in-coming Treasurer.

36.3 The Committee shall ensure that Club funds are not used for any purpose that is not in the best interest of the Club and its members (with the exception of donations to registered charities which have been approved by the Committee).

37. Financial Year

37.1 The Club's financial year shall end on 31st March each year.