

Constitution

This Constitution represents the rules under which Avon Outdoor Activities Club (AOAC) shall be governed and is binding on all members.

1. NAME

The Club will be known as the Avon Outdoor Activities Club or AOAC and shall be referred to as "the Club" throughout this Constitution document.

2. AIMS

The aim of the Club is to provide opportunities for its members to enjoy and to gain experience in outdoor activities, and to further their ability in reasonable safety.

It is hoped that members will reach high standards of proficiency, develop leadership skills and reach nationally recognised standards in outdoor pursuits.

The Club is run for the benefit of its members on a non-commercial basis and is a not-for-profit organisation.

3. OFFICERS

3.1 The Committee

The club will be run by an elected Committee. The Committee will be made up of nine full time equivalent positions, as listed below. All positions shall be voluntary.

Officers commence their positions on 1 April, following their election at the AGM.

A Committee member may hold no more than one Committee position except that in the event of a position being unfilled, an existing Officer may put themselves forward for the vacant position with the exception of Chairperson and Treasurer who may not hold more than one position. No Officer may hold more than two positions.

All Committee members will resign at the AGM and may present themselves for re-election. No Officer shall hold the position of Chair, Secretary or Treasurer for more than three consecutive years.

Any Officer who does not fulfil their duties may be relieved of their position by a majority decision taken by the Committee at a Committee meeting.

The Committee shall elect a Vice-chairperson from the elected Officers to deputise in the Chairperson's absence.

Each post carries one vote at Committee meetings, with the Chairperson holding the casting vote. Where there is job sharing of a post, the Committee members representing such post shall have one indivisible vote between them.

Any financial or legal liability incurred by Committee Officers or Club Representative during the course of exercising their bona fide powers shall not be the personal liability, but shall be the responsibility of the Club as a whole.

3.2 Committee Posts

- Chairperson
- Treasurer
- Secretary
- Membership Secretary
- Activity Co-ordinator
- Equipment Officer
- Communications Officer

- Development Officer
- Policy Officer

3.3 Job sharing of Positions

Each post will be held by one person except for the following positions. More than one elected person may hold these positions for any reason the Club deems necessary:

- Secretary
- Membership Secretary
- Activity Co-ordinator
- Equipment Officer
- Communications Officer
- Development Officer
- Policy Officer

3.4 Vacant Committee Positions

Should a Committee position become vacant between Committee meetings, the remaining Committee members may engage another person to act in that position (this could be another Committee member provided that they are eligible under clause 3.1) until a replacement is duly elected at Committee meeting, by a majority vote of all members present. Any vacant position will be notified to the members for not less than 14 days prior to the Committee meeting.

It is the responsibility of the Chairperson to ensure that any vacant position is filled in a timely manner.

4. MEETINGS

4.1 Voting

At any meeting, a resolution put to the vote shall be decided by a show of hands of those entitled to vote.

Where more than one nomination for an elected position has been received either a secret ballot or secret to the nominee ballot may take place if requested by either the nominee or those entitled to vote.

4.2 Annual General Meeting (AGM)

The Club AGM shall be held in March of each year. Notice of the AGM must be given to all members at least 35 days in advance.

All full members present at the AGM are entitled to vote (with the exception of those applying for expenses under clause 11.2 Major Expense for that issue only).

Motions for discussion at the AGM, not of origin from within the Committee, shall be lodged with the Secretary at least 28 days before the AGM, and be signed by a proposing and seconding member.

The agenda for the AGM shall be notified to members at least 21 days before the AGM.

An AGM shall be quorate provided the number of full members exceeds the number of Committee members present.

A Statement of Income and Expenditure of all the Club's bank accounts for the current financial year to date, signed by the Treasurer and Chairman, shall be made available to the Committee 7 days in advance of the AGM and be presented to all present at the AGM.

The Club accounts will be audited by an external auditor during April for the proceeding financial year from 1 April to 31 March. The audited accounts will be presented to the Committee by the out-

going treasurer at the next Committee meeting following completion of the audit. Any issues arising from the audited accounts will be taken up by the in-coming Committee. Audited accounts will be made available to the members upon request made to the in-coming Committee.

4.3 Committee Meetings

Committee meetings must be held at least four times each year. Attendance will be open to all Club members, though only elected Committee members are entitled to vote (with the exception of those applying for expenses under clause 13.2 Major Expense for that issue only).

A quorum of Committee members representing five Committee posts is required for Committee meetings and including either a Chairperson or Vice-Chairperson.

Notice of Committee meetings shall be given to the members at least 7 days in advance of the meeting.

The Committee may take urgent decisions by email discussion with responses representing at least five Committee posts including either the Chairperson or the Vice Chairperson.

4.4 Special Committee Meeting

The Chairperson may also call a special Committee meeting or any other meeting, in addition to the above, at short notice to discuss matters considered urgent. A quorum is required.

4.5 Extraordinary General Meeting (EGM)

The Chairperson, or 3 Committee members, or a petition signed by not less than 20% of Club members, may call an EGM. Notice of an EGM must be circulated at least 35 days in advance. The notice must be given to the members.

Motions for discussion at EGM, not of origin from within the Committee, shall be lodged with the Secretary at least 28 days preceding the EGM, and be signed by a proposing and seconding member. Only motions and agenda items duly submitted for the EGM will be eligible for discussion and voting decisions. The agenda shall be notified to members at least 21 days before the EGM.

All full members present at the EGM are entitled to vote (with the exception of those applying for expenses under clause 11.2 Major Expense for that issue only).

An EGM shall be quorate provided the number of full members exceeds the number of Committee members present.

5. MEMBERSHIP

5.1 Eligibility

All persons participating in Club activities or events must be members of the Club.

Membership will be open to persons over the age of 18 at the date of application who have completed an AOAC membership form.

The Club reserves the right to refuse membership where there is a risk that the potential member's membership could bring the Club into disrepute. The majority Committee decision is final.

5.2 Classes of Membership

Full Members

Individual..... Any age over 18

Individual (student, unwaged and distant)... Full-time students and distant defined as more than 100 miles from the centre of Bristol

Joint (couples)..... 2 partners at same address

Honorary membership Lifetime, free membership shall be restricted to persons who have made a lasting contribution to the benefit of the Club. Nominations for honorary members may be made at an AGM of the Club, and a vote taken by members present to confirm their

acceptance.

5.3 Subscription

An annual subscription will be paid by members at a rate to be determined at the AGM.

Membership will expire on 30th September, except Honorary Membership and Trial Members.

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

5.4. Rules

Members must abide by the spirit of the Constitution and the Club Management Documents.

Members are responsible for their own safety and well being when participating in any Club activity or social event.

5.5 Termination of Membership

Members who do not abide by the rules of the Club or being adjudged of unsatisfactory conduct may have their membership suspended or terminated at the discretion of the Committee.

Subscription is forfeited for membership that is resigned, suspended or terminated.

6. CONSTITUTION

6.1 Amendments

Members may alter or add to this Constitution, within reason, at the AGM (or at an EGM if necessary). Any proposed changes shall be lodged with the Secretary at least 28 days before the AGM and be signed by a proposing and seconding member.

The proposed changes shall be notified to the members at least 21 days before the AGM. The changes must be sanctioned by a majority vote by those entitled to vote.

6.2 Disputes

Any matter or matter of interpretation not provided for in this Constitution shall be dealt with by the Committee, whose majority decision shall be final.

7. CLUB MANAGEMENT DOCUMENTS (CMD)

The Constitution is an enabling document that provides a framework for the development and provision of management documents that expand on the clauses contained in the Constitution. These documents support the running of the Club through explicit policies, regulations, Committee positions' job descriptions and the Club rules, collectively known as the CMD. The CMDs do not form part of the Constitution.

CMDs shall be added to, deleted, amended and ratified by the Committee. Any proposed changes must be notified to the members at least 14 days in advance and must be sanctioned by a majority vote at a Committee meeting.

8. TERMINATION OF THE CLUB

The Club shall not terminate except by a resolution of an EGM convened for the purpose. In such an event, any surplus assets shall be handed over to a body or bodies with similar objectives or to a charity or charities agreed by the meeting, which formally terminates the Club.

9. DISTRIBUTION OF PROFITS

In no circumstances can any profit be distributed to members, but any surplus income earned shall be contributed to a General Fund for furthering the objectives of the Club.

10. DEVELOPMENT TRAINING

In pursuit of the Aims of the Club, section 2, "It is hoped that members will reach high standards of proficiency, develop leadership skills and reach nationally recognised standards in outdoor pursuits". Assistance to event organisers/leaders with expenses for outdoor pursuit training to National Governing Body standards (BCU etc) is encouraged on the following basis.

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.

The Committee may grant an amount usually up to 50% of the course fees and/or expenses. Consideration 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.

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. This may be supplemented by a CMD on training policy.

11. EXPENSES

11.1 Minor Expenses

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.

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.

11.2 Major Expenses

Where the Committee considers that an activity is or has the potential to fail due to the lack of willing Activity Organisers they can offer an inducement to potential Activity Organisers in the form of subsidising major expenses. These expenses shall be directly associated with the delivery of the event and the requirement for the Activity Organiser to be engaged in that particular element of the event for the benefit of the group.

Any offer of an inducement and payment of expenses must be open and transparent.

The Committee shall approve all major expense claims on a case-by-case basis, with details of all payments being published in the Committee meeting Minutes.

Activity Organisers applying for an inducement payment must abstain from voting on this issue, as there could be a conflict of interest.

Last Updated - Monday 8th March 2010