

FORFAR AND DISTRICT HILL WALKING CLUB CONSTITUTION AND RULES

1. Name

The club shall be called "Forfar and District Hill Walking Club".

2. Objective:

The objective of the club shall be to encourage public interest in hill walking and arrange events for club members at moderate cost.

3. Constitution

The club shall have a written constitution (this document) which defines the workings of the club and its rules. All motions relative to the Constitution of the club are to be recorded by the Secretary at the back of the Minute book and brought up for discussion at the next Annual General Meeting (AGM).

4. Membership

Membership of the club is open to all. The club has 4 classes of membership: - Full members. Associate members, Honorary members, Junior members.

Full members: These members are subscribed to the Mountaineering Council of Scotland (MCofS) insurance scheme and are allowed on all club meets.

Associate members: These members are not subscribed to the MCofS insurance scheme and are allowed on one meet per year.

Honorary members: These members are made members for life. They pay no annual fee and are subscribed to the MCofS insurance scheme if still active. Honorary members have the same rights as full members.

Junior members are aged less than 18 years, i.e. a child as defined in the Protection of Children (Scotland) Act 2003. These members are subscribed to the MCofS insurance scheme and are allowed on all club meets (but see 10.6). Junior members have no voting rights in the club and are not permitted to be a member of the committee.

An Associate member can upgrade to a Full member at any time on payment of the difference in the membership fee.

5. Governance

The club shall be governed by a committee of seven (7) members.

These are: - President, Secretary, Treasurer, Meet Secretary, Assistant Meet Secretary, Press Secretary, and ordinary Committee Member. Five (5) committee members shall form a quorum at any committee meeting.

5.1 Responsibility

The committee shall be responsible for running of club affairs.

5.3 President

The President, if present, shall be in charge of all official club meetings, acting as chair-person. The President will remain neutral as much as possible but hold the right to intervene in any argument which may be detrimental to the good of the club and its members. The President will have a casting vote which may be used in the event of deadlock.

5.4 Secretary

The secretary shall record the Minutes of all official club meetings in the Club Minute Book. These minutes shall be signed by the President (or acting chair-person) at the meeting at which the minutes were read, approved and seconded. All official correspondence shall be dealt with through the Secretary unless otherwise decided by the President.

5.5 Treasurer

The Treasurer shall be responsible for the financial affairs of the club. All funds shall be placed in the club's bank account except for a small sum which the Treasurer shall retain for immediate needs. A cash book shall be kept by the Treasurer where all transactions shall be recorded. This must be kept up to date in order that a monthly financial report shall be given. The Treasurer shall be responsible for payment of all club accounts. The Treasurer will present a partial financial report at every open meeting. The Treasurer will present an annual financial report and an audited Balance Sheet at the Annual General Meeting.

5.6 Meet Secretary

The Meet Secretary shall be responsible for the good behaviour of members on club meets, and also for the hiring and payment of buses and the collection of bus fares. A log book shall be kept by him giving a record of events regarding club meets, and a report shall be given at the monthly meeting.

5.7 Press Secretary

The Press Secretary shall be responsible for advertising club meets and submitting reports to the Press. All Press items relating to the club shall be kept in a book reserved for this purpose, and a report given at the monthly meeting.

5.8 Neglect of duties

Any committee member who neglects official duties may be called upon by the rest of the committee to resign.

5.9 Election of office-bearers

The office-bearers (committee and auditors) are elected at each Annual General Meeting. All posts are up for re-election at each AGM. Members seeking election requires to be proposed by a member and seconded by a member. If more than one member has been proposed for a post, these members will be asked to leave the room and a vote will be taken. The member receiving the most votes will be elected to that post. The elected committee will take up their responsibilities immediately after the closure of the AGM.

5.10 Honorary Members

The committee has the authority to elect honorary members at any time. Honorary membership commences following the next AGM.

6. Finance

The club is a non-profit making organisation. No surpluses of club funds or club assets are distributed to club members or to third parties. The club shall hold a bank account in the name of "Forfar and District Hill Walking Club". Money can only be withdrawn from the account on the signatures of the Treasurer and either the President or the Secretary.

6.1 Auditing

The Treasurer's annual Balance Sheet shall be audited by two auditors. Auditors are elected at the Annual General Meeting.

6.2 Membership fees

Membership fees are to be paid annually. The amount of the fee is to be decided at the Annual General Meeting (AGM). All memberships fees are payable immediately after the AGM. A membership card shall be given to members on receipt of the membership fee. A junior fee is payable if the member is aged under 18 years at the date of the AGM. A new member joining 6 months after the AGM will be charged half of the annual membership fee. A new member joining 9 months after the AGM will be charged one quarter of the annual membership fee.

6.3 Dissolution

In the event of dissolution of the club, all net assets (if any) are to be donated to a mountaineering-related charitable organisation. This organisation will be chosen at the discretion of the club's final committee.

7. Data Protection

The club is compliant with the Data Protection Act 1988. All contact details of club members (address, telephone numbers and email addresses) are held by the committee and are not provided to any third party other than the Mountaineering Council of Scotland for insurance and mailing purposes. The club shall seek written permission from the member before distributing that member's details to other club members (e.g. in the form of a membership list).

8. Child Protection

The club acknowledges the existence of the Protection of Children (Scotland) Act 2003. The club follows the Child Protection Policy of the Mountaineering Council of Scotland. The club will not take unaccompanied children on any activity. Accompanied children (i.e. those who are in the care of their parent or guardian at all times) are allowed on club activities.

9. Club Events

The club holds the following types of events. Written records will be kept of all events.

9.1 Day Meet

A hill walking event which takes place on one day. Day meets will be held on a monthly basis.

9.2 Weekend Meet

A hill walking event which takes places over a weekend (or a long weekend). Weekend meets will be additional to the monthly calendar.

9.3 Open Meeting

A meeting of the club which is open to the whole membership of the club. These are to be held monthly except in the months of July and August. No major decision can be made at an open meeting. There is no quorum required for this type of meeting. The agenda for this type of meeting shall be

- Welcome
- Apologies
- Minutes of last open meeting
- Matters arising from minutes
- Treasurer's Report
- Meet secretary's report and plans for next meet
- Press Secretary's report
- Correspondence received
- Any Other Business
- Closure of Meeting

9.4 Annual General Meeting (AGM)

The Annual General Meeting shall be held in March. Fifteen (15) members other than junior members shall form a quorum. The agenda for this type of meeting shall be

- Welcome
- Apologies
- President's annual report
- Minutes of last Annual General Meeting
- Matters arising from minutes
- Treasurer's annual report
- Meet secretary's annual report
- Press Secretary's annual report
- Debate and approval of written motions received
- Election of office-bearers
- Election of auditors
- Any Other Business appropriate to AGM only
- Closure of Meeting

9.5 Extra-Special General Meeting (EGM)

An extra-special general meeting can be called at any time if requested by the committee or at least fifteen members of the club. The request must be made in writing to the Secretary. The committee must give notification of the date of the meeting within two weeks of receiving the request and must hold the meeting within four weeks of receiving the request. Fifteen (15) members other than junior members shall form a quorum. The agenda of this meeting shall be

- Welcome
- Apologies
- Debate and approval of written motions received
- Closure of Meeting

9.6 Committee Meeting

A meeting of the club's committee.

10.0 Affiliations

The club shall be affiliated to the Mountaineering Council of Scotland, and the Scottish Rights of Way Society.

11.0 Discipline

Any club member who disobeys club rules may be brought before the committee.

12. Meets

12.1 Intention to attend a Day Meet

Members must inform the Meet Secretary of their intention to attend a Day Meet. The Meet Secretary shall issue a sheet on the open meeting prior to a day meet. Members can add their names to this sheet. Alternatively members can inform the Meet Secretary or his assistant by 8pm on the Friday evening prior to the Day Meet.

12.2 Bus Transport

The club will organise a bus for certain day meets. The bus will depart from and return to one central location. It is responsibility of the committee to ensure that the bus company is reliable and that the bus meets current public transport safety standards. There shall be a fare charged for the bus. This amount of this fare will be decided at the AGM for the following 12 months. The fare is payable on the day of the day meet. Junior members shall pay half the adult fare. Non-members will pay the same fare as members.

12.3 Car Transport

If car sharing is used, it is the responsibility of the passengers to check that the driver has a valid driving licence and comprehensive insurance cover, and to check the legal status of the car. The club takes absolutely no responsibility for any accident incurred using a car on a club meet.

12.4 Cancellation

The committee has the right to cancel any bus for a Day Meet at any time, and a right to alter or cancel the Day Meet at the last minute.

12.5 Equipment

It is important that members and guests be appropriately prepared for hillwalking, especially winter conditions. Therefore the Meet Secretary has the authority to inspect members' equipment and advise accordingly.

12.6 Junior Members

Junior members must be accompanied by their parent or legal guardian at all times while on club meets.

12.7 Non-Members on meets

Non-members and guests shall come under the same rules as members on club meets, but after attendance at one meet will be expected to join the club.

12.8 Weekend Meets

All accommodation places on weekend meets must be paid for on booking a place. No refunds will be given unless a substitute is found

12.9 Animals

No animals shall be allowed on any club meet.

12.10 Club Responsibility

The club is in no way responsible for any member or non-member who becomes the victim of any accidental mishap while on a club meet.

12.11 Meet Attendance List

The Meet Secretary shall present a Meet Attendance sheet at all meets. This sheet shall carry a warning about accidents. The Meet Secretary shall carry with him/her, on the meet, a current list of all members and their contact details. All non-members must write emergency contact details on the Meet Attendance Sheet, prior to setting off walking.

12.12 Discipline

Any member whose action in any way endangers the safety of other members shall be reported by the Meet Secretary to the committee.

12.13 Sub-parties

Any members wishing to leave the main party must first obtain permission from the Meet Secretary or his/her representative.

LIST OF RULES FOR PHOTOGRAPHIC COMPETITION

1. The photos entered must have some connection with hillwalking (the club preferred) and be taken not earlier than 1 year prior to the competition.
2. There will be one class of entries. An entry can be one of the following: - a slide, a print from a film negative or a print from a digital image. Any size of print can be submitted.
3. All entries to be handed to a committee member by the published closing date.
4. A member can submit no more than 5 entries.
5. The competition to be judged by an independent judge, appointed by the committee.

Constitution adopted at AGM on 5th March 2007