

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.

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 should be submitted in writing or by e-mail to the Secretary no later than twenty-one (21) days prior to the AGM. These motions are to be recorded by the Secretary and brought up for discussion at the next Annual General Meeting (AGM). Club members will receive notification of the AGM no later than fourteen (14) days prior to the meeting.

4. Membership

Membership of the Club is open to all. In accordance with Equality Legislation, the Club respects the rights, dignity and worth of every person and will treat all members equally and with respect regardless of age, ability, gender, sexual orientation, race, ethnicity, religion, politics, and social and economic status.

4.1 Classes of Membership

The Club has four classes of membership:

- Full members: These members are subscribed to the Mountaineering Scotland (Mountaineering Council of Scotland Limited) insurance scheme and are allowed on all club meets.
- Associate members: These members are not subscribed to the Mountaineering Scotland insurance scheme and are allowed on two meets per year. An Associate member can upgrade to a Full member at any time on payment of the difference in the membership fee.
- Honorary members: These members are made members for life. They pay no annual fee and are subscribed to the Mountaineering Scotland insurance scheme if still active. Honorary members have the same rights as full members.
- Junior members: These members are aged less than eighteen (18) years i.e., a child as defined by current Child Protection Legislation in Scotland. These members are subscribed to the Mountaineering Scotland insurance scheme and are allowed to attend all club events (but see 12.6). Junior members have no voting rights in the Club and are not permitted to be a member of the Committee.

4.2 Resignation

Resignation should be tendered in writing or by e-mail to the Secretary. Members will be deemed to have resigned if their subscription is not paid within three (3) months after it is due.

5. Governance

The Club shall be governed by a committee of six (6) members.

These are: President, Secretary, Treasurer, Meet Secretary, Assistant Meet Secretary, and Ordinary Committee Member. Four (4) committee members shall form a quorum at any committee meeting.

5.1 Responsibility

The Committee shall be responsible for the running of club affairs.

5.2 Time limitation of posts

A person may hold a particular committee post for a maximum of four (4) years. They may not be elected to the same post until one (1) year has elapsed from their date of resignation either at the end of their four year term or within it.

5.3 President

The President, if present, shall be in charge of all official club meetings, acting as chairperson. The President will remain neutral as much as possible but hold the right to intervene in any disagreement 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. These minutes shall be approved and seconded at the meeting at which the minutes were read. All official correspondence shall be dealt with through the Secretary unless otherwise decided by the President. Any press items relating to the Club shall be kept in a book reserved for this purpose and/or an online folder.

5.5 Treasurer

The Treasurer shall be responsible for the financial affairs of the Club in accordance with a Finance Policy. All funds shall be placed in the Club's bank account. The Treasurer shall be responsible for the payment of accounts, maintaining an up-to-date record of transactions and presenting a brief financial report at indoor Open Meetings. The Treasurer shall 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 organising Day Meets and for the hiring of buses. A record of club meets shall be kept by the Meet Secretary and a report shall be given at the monthly meeting.

5.7 Assistant Meet Secretary

The Assistant Meet Secretary acts as an assistant to the Meet Secretary.

5.8 Ordinary Committee Member

The Ordinary Committee Member's role is to support other Committee members in their duties. The Ordinary Committee Member may be asked to undertake certain additional tasks.

5.9 Neglect of duties

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

5.10 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 require 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.

5.11 Honorary Members

The Committee has the authority to elect honorary members. Honorary membership will be granted at 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". The Committee will be responsible for maintaining a Finance Policy and overseeing compliance with the policy.

6.1 Auditing

The Treasurer's annual Balance Sheet shall be audited by two auditors. Auditors are elected at the Annual General Meeting and will be members of the Club who are not members of the Committee.

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 membership fees are payable immediately after the AGM. A membership card will be given to members on receipt of the membership fee. A junior fee is payable if the member is aged under eighteen (18) years at the date of the AGM. A new member joining six (6) months after the AGM will be charged half of the annual membership fee. A new member joining nine (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 will have a Data Privacy Policy prepared by the Committee. The Club will comply with all Data Protection Legislation.

8. Child and Vulnerable Adult Protection

The Club acknowledges the existence of Scottish Government legislation relating to the Protection of Children and Vulnerable Adults. The Club will not allow unaccompanied children or unaccompanied vulnerable adults to attend any club event.

9. Club Events

The Club holds the following types of events. 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 monthly.

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 and guests. 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. At the close of the formal business of an Open Meeting, the evening may continue with a presentation or a Club social activity.

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
- 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
- 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 Extraordinary General Meeting (EGM)

An Extraordinary General Meeting can be called at any time if requested by the Committee or at least fifteen (15) members of the Club. The request must be made in writing or by e-mail to the Secretary. The Committee must give notification of the date of the meeting within two (2) weeks of receiving the request and must hold the meeting within four (4) 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. Affiliations

The Club shall be affiliated to Mountaineering Scotland and ScotWays (the Scottish Rights of Way & Access Society).

11. Discipline and Complaints

The Club will maintain a Discipline and Complaints Policy.

11.1 Discipline

Any club member who disobeys club rules may be brought before the Committee. (See also 12.12)

11.2 Complaints

A formal complaint concerning a member, or a formal complaint of a member against the Club should be communicated to the Secretary or the President in writing or by e-mail and will be dealt with by the Committee in accordance with the Club's Discipline and Complaints Policy.

12. Meets

12.1 Intention to attend a Day Meet

The Meet Secretary will provide details of a Day Meet to members prior to the meet. Members must inform the Meet Secretary in advance, by e-mail or telephone, of their intention to attend a 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 the responsibility of the Committee to ensure that the bus company is reliable and that the bus meets current public transport safety standards. There will be a fare charged for the bus and this will be decided in advance of the meet.

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 alter or cancel the Day Meet at the last minute and to cancel any bus for a Day Meet at any time.

12.5 Equipment

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

12.6 Junior Members and Vulnerable Adults

Junior members and Vulnerable Adults must be accompanied by their parent or legal guardian at all times while on club meets. The parent or guardian need not be a club member but will be expected to become a member if they exceed the number of non-member visits. (See 12.7)

12.7 Non-Members on meets

Non-members shall come under the same rules as members on club meets, but after attendance at two meets 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 and shall carry the Meet Attendance Sheet with him/her on the meet. This sheet will carry a warning about potential risks. All attendees must write emergency contact details (valid for that day) on the Meet Attendance Sheet, prior to setting off walking.

12.12 Discipline on Meets

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.

Constitution adopted at AGM on 7th March 2022