

# POYNTON RAMBLING CLUB CONSTITUTION

## 1. TITLE

The Club shall be called Poynton Rambling Club, hereafter to be referred to as "the Club" and shall be affiliated to the Ramblers Association.

## 2. OBJECT

To promote walking/rambling as a recreation.

## 3. MEMBERSHIP

Membership of the Club shall be open to any person completing a membership application form and paying the relevant subscription/joining fee as determined by the Annual General Meeting of the Club Members.

There shall be three classes of membership available:

- 3.1. Full Member;
- 3.2. Junior Member (Under 16 years of age);
- 3.3. Honorary Member.

## 4. EXPULSION OF MEMBERS

Members of the Club whose conduct is inappropriate or who decline to abide by any of the rules or guidelines may be expelled or suspended by a resolution passed at a meeting of the club committee where their subscriptions may be forfeited. Members shall have the right to appeal in person to the Club committee with regard to any decision affecting them, provided that notice of such appeal is submitted to the club secretary, in writing, within fourteen days of notification of the decision.

## 5. OFFICERS

The Officers of the Club shall be as follows:-

Chairperson  
Secretary  
Treasurer

## 6. ELECTION OF OFFICERS

- 6.1. All Officers shall be elected at the Annual General Meeting of the Club from and by the Members of the Club.
- 6.2. All Officers are elected for a period of one year but may be re-elected to the same office or another office.

## 7. CLUB COMMITTEE

- 7.1. The affairs of the Club shall be controlled by a Club Committee (hereafter referred to as "the Committee") comprising of the Officers of the Club and up to ten other Members elected from, and by, the Full Members of the Club. The Committee shall meet at agreed intervals and not less than four times per year.
- 7.2. The duties of the Committee shall be:
  - 7.2.1. To control the affairs of the Club on behalf of the Members.
  - 7.2.2. To keep accurate accounts of the finances of the Club through the Treasurer. The Club's financial year will be from July 1<sup>st</sup> to the following June 30<sup>th</sup>. Accounts should be available for reasonable inspection by Members and should be independently reviewed before every Annual General Meeting. The Club shall maintain a bank current account. The Bank Account will normally be managed through online Banking with payments authorised by one Officer, normally the Treasurer, and reviewed by the Committee at Committee meetings. Exceptionally a cheque may be written. The following shall be authorised to sign Club cheques: two from the following:-  
  
Chairperson  
Treasurer  
Secretary
  - 7.2.3. To co-opt additional members of the Committee as the Committee feels this is necessary. Co-

opted members shall not be entitled to a vote on the Committee.

7.2.4. To make decisions on the basis of a simple majority vote. In the case of equal votes, the Chairperson shall be entitled to an additional casting vote.

## **8. GENERAL MEETINGS**

- 8.1. The Annual General Meeting of the Club (AGM) shall be held not later than the end of August each year. 21 days written notice of the AGM shall be given to Members by circulating a copy of the notice to every member at their home address, or by e-mail if that has been agreed with the Member. Members must advise the Secretary in writing of any business to be moved at the AGM at least 14 days before a meeting. The Secretary shall circulate or give notice of the agenda for the meeting to Members not less than 7 days before the meeting.
- 8.2. The business of the AGM shall be to:
  - 8.2.1. Confirm the minutes of the previous AGM and any General Meetings held since the last AGM.
  - 8.2.2. Receive the reviewed accounts for the year from the Treasurer.
  - 8.2.3. Receive the annual report of the Committee from the Secretary.
  - 8.2.4. Elect an auditor.
  - 8.2.5. Elect the Officers of the Club (i.e. Chairperson, Secretary and Treasurer) and other Committee Members.
  - 8.2.6. Review Club subscription rates and agree them for the forthcoming year.
  - 8.2.7. Transact such other business received in writing by the Secretary from Members 14 days prior to the meeting and included on the agenda.

***NOTE:** The agenda could provide for "Any Other Business", but Members should be encouraged to refer other items to the Committee and give the required notice for important AGM business.*

- 8.3. Special General Meetings may be convened by the Committee or on receipt by the Secretary of a request in writing, from not less than ten Full Members of the Club. At least 21 days notice of the meeting shall be given.
- 8.4. Nomination of candidates for election of Officers shall be made in writing to the Secretary at least 14 days in advance of the AGM date. A nomination can only be made by a Full Member and must be seconded by another Full Member.
- 8.5. At all General Meetings, the chair will be taken by the Chairperson or, in their absence, by a deputy appointed by Full Members attending the meeting.
- 8.6. Decisions made at a General Meeting shall be by a simple majority of votes from those Full Members attending the meeting. In the event of equal votes, the Chairperson (or designate as in 8.5) shall be entitled to an additional casting vote.
- 8.7. A quorum for a General Meeting shall be ten Full Members.
- 8.8. Each Full Member of the Club shall be entitled to one vote at General Meetings.

## **9. ALTERATIONS TO THE CONSTITUTION**

Any proposed alterations to the Club Constitution may only be considered at an Annual or Special General Meeting, convened with the required written notice of the proposal. Any alteration or amendment must be proposed by a Full Member of the Club and seconded by another Full Member. Such alterations shall be passed if supported by not less than two-thirds of those Full Members present at the meeting, assuming that a quorum has been achieved.

## **10. DISSOLUTION**

- 10.1. 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.
- 10.2. 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.
- 10.3. After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the Full Members of the Club, but shall be given or transferred to some other voluntary organisation having objects similar to those of the Club.

