

Torbay Rambling Club Constitution

30th November 2024

Founded in 1950 and still walking...

Torbay Rambling Club	
Document	Constitution
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Signed off Chair	Rod Wilson

Introduction

Torbay Rambling Club is what is termed an unincorporated association, meaning it does not exist as a separate legal entity. A written constitution is therefore necessary to manage affairs and help protect members and officers from legal action. The Club is not part of the Ramblers Association.

1. Name

The name of the Club is “Torbay Rambling Club” (TRC), hereafter referred to as “the Club”. Its website address is www.torbayramblingclub.org.uk

2. Aims

The aims of the Club are to:

- a) Organise a programme of walks of varying lengths and grades on various days of the week.
- b) Encourage members to enjoy and respect the coast and countryside through rambling.
- c) Arrange other activities such as social events, trips, and special walks.

3. Membership

- a) Any adult with an interest in rambling may join the Club on payment in advance of the annual subscription, renewable on 1st November every year.
- b) Communication and information is internet based, via the website and email, and therefore all new members must supply a valid email address.
- c) Membership begins when the signed membership form and annual payment have been received.
- d) Any member whose subscription is in arrears for more than 15 days, having been reminded accordingly, shall cease to be a member.
- e) (i) Members must abide by the Constitution and Policies (Rules) of the Club, particularly its Safe Rambling Code, and treat other members with respect.
(ii) Issues and complaints regarding members alleged breach of these requirements will be dealt with using the Club’s **Procedure for minor issues and formal complaints** detailed in its Policies. The Club’s formal complaints procedure must be followed before any member can be removed, with at least two-thirds of the Committee voting in favour.
- f) Every member shall be allowed to introduce guests subject to the relevant policy of the Club.
- g) Despite not being members, visitors to the area are welcome on walks provided they adhere to the relevant Club policies.

4. Officers of the Club

a) The Officers of the Club shall be:

	Title	Role
1	Chairperson	Lead the Club and co-ordinate management
2	Secretary	Administration and management of the Club
3	Treasurer	Financial management and oversight
4	Membership Secretary	All Membership matters
5	Wednesday Walks Co-ordinator	Create Walks Programme and give guidance to Leaders
6	Saturday Walks Co-ordinator	Create Walks Programme and give guidance to Leaders
7	Sunday Walks Co-ordinator	Create Walks Programme and give guidance to Leaders
8	Social Secretary	Facilitate and oversight of social events, trips, special walks etc
9	Webmaster	Website maintenance, IT support and Walks Programme Co-ordinator
10	Safety Officer	Oversight and management of safety and risk reduction

b) Officer roles can be job-shared.

c) Officers shall be proposed, seconded and elected at each Annual General Meeting. They shall hold office until the next AGM when they shall retire and be eligible for re-election from year to year.

d) Job descriptions for all officers will be on the website.

5. Management of the Club

a) The entire management of the Club is the responsibility of a Committee consisting of the Officers. The Committee is also responsible for the production of the policies of the Club.

b) The Committee may appoint Sub-Committees and Working Parties from its members and may delegate to them such powers and duties as it may deem necessary. A Sub-Committee will report their proceedings to the Committee and be directed by it as necessary.

c) The Committee shall meet at least four times per year. Five members of the Committee shall constitute a Quorum. The minutes of these meetings shall be written by the Secretary or by some other member of the Committee in their absence and circulated to all Committee members for their approval.

d) In the event of a vacancy arising on the Committee, the Officers may co-opt an ordinary member of the Club to fill such vacancy.

e) The Committee should endeavour to bring this Constitution and Club rules to the notice of the members.

6. Meetings

a) At all meetings of the Club the Chairperson or, in their absence, a Member elected by the meeting, shall take the chair. Every member present shall have one vote upon every motion, and in the case of equality of votes the Chairperson shall have a casting vote.

b) The Quorum at all general meetings shall be 25% of the membership including at least five members of the Committee.

c) The Committee may call an Extraordinary General Meeting when any question of urgent importance shall arise and shall be bound to do so on receiving a written request signed by twenty ordinary members of the Club.

7. Safety

- a) All members take part in Club rambles and other activities at their own risk. The Club accepts no responsibility for any injuries sustained by a member.
- b) The Treasurer shall purchase appropriate Public Liability Insurance to protect the Club and its Officers, such as that recommended by the Ramblers Association.
- c) The Safety Officer shall write a Safety document satisfying the requirements of that Insurance and safe and responsible rambling principles to be agreed by the Committee for publication to all the members of the Club, and guidance for Walk Leaders.

8. Finances – accounts and accounting

- a) Club finances are all routed through a bank account in the Club's name.
- b) Member monies in the form of social event receipts and expenditure will go through the same account if handled by the Club Treasurer.
- c) Accounting records must be maintained showing from day to day all sums of money received and expended by the Club and the reasons therefor.
- d) Such records, together with a receipts and payments account showing current and projected reserves for the year, should be sufficient to show the financial position of the Club at any time.
- e) The financial position of the Club will be checked by the Club Auditor monthly and reported by the Treasurer at Committee meetings, the AGM, and to any member on request.
- f) The financial year for the Club ends on 31st October.
- g) The records and accounts referred to must be kept for 6 years after the end of the financial year in which they are made.
- h) All Club expenditure must have the prior approval of the Treasurer who will liaise with the Chair/Committee if necessary.
- i) Additional financial guidance is contained in the Club Policies.

9. Data Protection

- a) We respect members' privacy and are committed to maintaining the security of personal information.
- b) The Club collects members' personal information: name, address, mobile phone number (preferred to home number) and email address from their completed membership form.
- c) A photograph of a member can be classed as personal data. Therefore, when a photograph is taken, particularly for posting on the Club's website, the photographer must get positive consent from the subject. Anyone not wishing to be in a group photograph should move out of shot.
- d) Under the UK General Data Protection Regulation (UK GDPR), the formal lawful basis we rely on for using this information is the legitimate interest of the Club, that is, for essential administrative purposes and to enable members to be kept informed about the walks and other activities taking place.
- e) We will not share members' information with anyone except in the event of an accident or emergency on a walk, or at the request of that member.
- f) Any member wishing to know what data we hold for them or wishing to have any of their personal data amended or deleted, should in the first instance contact the Membership Secretary. A request

to delete all information will curtail membership of the Club.

10. Policies

- a) The Committee may from time to time make, amend, or repeal policies for the smooth running of the Club.
- b) The policies shall be binding on all members of the Club. No policy shall be inconsistent with, or shall affect or repeal anything contained in, this constitution.
- c) All policies will be published on the website.

11. Amendments to the Constitution

This Constitution may be added to, repealed, or amended by resolution at any Annual or Extraordinary General Meeting, provided that no such resolution shall be deemed to have been passed unless it be carried by a majority of at least two thirds of the Members voting thereon.

12. Dissolution

- a) If at any General Meeting, a resolution be passed calling for the dissolution of the Club, the Secretary shall convene an Extraordinary General Meeting (EGM) to be held within one month thereafter to discuss and vote on the resolution. If at that EGM, the resolution is carried by at least two-thirds of those voting at the meeting, the Committee shall 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.
- b) After discharging all debts and liabilities of the club, the remaining assets shall not be paid or distributed amongst the members of the club but shall be given or transferred to some other voluntary and /or charitable organisation or organisations having objectives connected to and/or which assist rambling and/or ramblers.