

Torbay Rambling Club Constitution

26th November 2022

Founded in 1950 and still walking...

Torbay Rambling Club	
Document	Constitution
Version	26 Nov 2022
Author	Committee/CSB
Approval	AGM 2022
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 two months, having been reminded accordingly, shall cease to be a member.
- e) The Committee has the power to expel any member who does not comply with the Constitution or Rules of the Club, or whose conduct in the opinion of the committee renders them unfit for membership of the Club. No member shall be expelled without first having had an opportunity of answering to the Committee concerning the complaints made against them. At least two-thirds of the Committee must vote in favour of an expulsion.
- 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	Leads the Club
2	Secretary	Correspondence except new members
3	Treasurer	All things financial
4	Membership Secretary	All Membership matters
5	Wednesday Walks Co-ordinator	Wednesday Walks Programme
6	Saturday Walks Co-ordinator	Saturday Walks Programme
7	Sunday Walks Co-ordinator	Sunday Walks Programme
8	Social Secretary	Events, trips, special walks etc
9	Webmaster	Website maintenance, IT support and Walks Programme Co-ordinator
10	Safety Officer	Safety and risk reduction

b) 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.

c) 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. 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.

9. 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.

10. 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.

11 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.