

# Hillwalkers Club Constitution

## 1 CLUB NAME

1.1 The name of the club shall be the "Hillwalkers Club", hereafter referred to as "the club".

## 2 CLUB MANAGEMENT

2.1 The management of the affairs of the club shall be entrusted to a committee, hereafter referred to as "the committee".

## 3 CLUB OBJECTIVES

3.1 To organise hillwalking and related activities.

## 4 CLUB ETHOS AND PRINCIPLES

4.1 To act in the best interest of members by organising hillwalking and related activities that retain the support of members.

4.2 To promote best practice in its hillwalking and related activities.

4.3 To continuously develop and benchmark its activities.

4.4 To foster club membership.

4.5 To maintain a satisfactory monetary surplus to run the activities of the club.

4.6 To support other organisations concerned with hillwalking and related activities.

4.7 To promote awareness of the need to maintain access, conservation and protection of the mountain environment.

4.8 To maintain its special relationship with An Óige, the Irish Youth Hostel Association, by supporting An Óige.

## 5 MEMBERSHIP OF THE CLUB

5.1 Membership of the club shall only be open to individuals over 18 years and who are members of An Óige.

5.2 The committee shall set an annual subscription for the purpose of membership.

5.3 Membership of the club shall only be open to individuals who accept that hillwalking is an activity with a possibility of personal injury or even death. Members shall be aware of and accept these risks, wish to participate in these activities voluntarily and shall be responsible for their own actions and involvement.

5.4 Members shall accept that hillwalking is an activity that requires a certain level of physical fitness. It is the responsibility of a member to be in good medical health, so as to be able to undertake hiking activities as outlined in the club programme or proposed by the hike leader.

5.5 Members should not undertake any club hiking activities if: (i) they have any known medical ailment which may impair their ability to participate in club activities or (ii) if they are taking any form of medication that will put their health or the safety of others at risk. If a member is in any doubt on these matters, a doctor should be consulted prior to undertaking any club activity.

5.6 Admission of new members shall be at the discretion of the committee.

5.7 The committee can suspend or expel any club member who by a decision of the committee is guilty of conduct prejudicial to the club. If in the opinion of the committee, the conduct of any member of the club shall warrant such a course, it shall have the power to immediately suspend such a member and to request an explanation for such conduct. Should an explanation not be forthcoming within four weeks or should an explanation not prove satisfactory, the committee will expel such a member from the club.

## 6 CLUB COMMITTEE

6.1 The club committee shall consist of a Chairperson, a Club Secretary and a Treasurer, plus some or all of the following positions: a Programme Editor, a Membership Secretary, a Sunday Hike Co-ordinator, a Weekend/Holiday Co-ordinator, a Training Co-ordinator, a Social Co-ordinator and/or a Club Promoter. The committee will decide the committee positions and may add/remove/combine these or new positions as required.

6.2 The committee shall normally meet on a monthly basis to organise the activities of the club. The quorum for any committee meeting shall be at least four committee members.

6.3 In the event of a vacancy arising or being identified within the committee, the committee may temporarily co-opt a club member until the next AGM/EGM.

6.4 The committee may invite observers to attend a committee meeting. Such observers will not have the right to vote on committee decisions.

6.5 The committee shall have the discretion to: (i) engage members to assist with club activities, (ii) establish sub-committees as required. Any such sub-committee shall act only through and with the authority of the committee.

6.6 All decisions of the committee shall if possible be made by consensus or if required by a simple majority vote.

6.7 All committee members shall have one vote. In the case of a tied vote, the Chairperson or his/her deputy shall have a casting vote.

6.8 The first meeting of the committee shall be held within four weeks of the AGM. At that meeting, the committee shall: (i) select a chairperson from the incoming committee members, (ii) agree responsibilities/roles amongst the committee members.

## 7 ANNUAL GENERAL MEETING (AGM) / EXTRAORDINARY GENERAL MEETING (EGM)

7.1 An AGM shall be held once per year, of which notice shall be given to members at least two newsletters prior to the meeting.

7.2 The AGM agenda shall be published in the club newsletter preceding the meeting.

7.3 The outgoing committee shall specify in the AGM agenda the number of places on the committee for the incoming year.

7.4 A member may have a motion added to the AGM agenda, provided written notice of the motion is received by the Club Secretary two weeks prior to the AGM.

7.5 An EGM may be convened by the committee or on the basis of a written request to the Club Secretary by at least twenty five members. Notice of an EGM and its agenda should be published at least one newsletter prior to the EGM.

7.6 The quorum for an AGM/EGM shall be fifteen members.

7.7 Voting at an AGM/EGM shall be by simple majority save where otherwise provided by the constitution.

## **8 ELECTIONS TO COMMITTEE**

- 8.1 The election of the incoming committee shall take place at the AGM. Only club members shall be eligible to be nominated as committee members or to vote in any election procedure.
- 8.2 One newsletter prior to the AGM, members will be invited in the newsletter to nominate themselves for election to the committee.
- 8.3 All nominees for election to the committee must have the written support of two other club members in the form of a proposer and a seconder. Nominations should be communicated to the Club Secretary in writing at least two weeks prior to the AGM for inclusion in the AGM agenda. The list of nominated candidates with supporters shall be published in the AGM agenda.
- 8.4 The outgoing Chairperson will be returned as an Acting Chairperson until the first meeting of the new committee. In the event that the outgoing Chairperson is standing down, then a temporary Chairperson will be selected by the AGM to organise the first meeting of the new committee.
- 8.5 If the number of nominees is greater than the incoming committee size, then an election to the committee will be held. Members can vote for their nominees of choice by a simple vote up to the committee size. Nominees will be deemed elected in order of vote returned until the committee is filled. If the number of nominees is less than the incoming committee size, then all nominees will be deemed elected without a vote.
- 8.6 Should any situation arise which renders the holding of a committee election not possible at the AGM, the outgoing committee shall make arrangements for re-scheduling of the election at an EGM within one month of the AGM.
- 8.7 The committee will serve for a period of one year.

## **9 RESPONSIBILITIES OF THE CLUB COMMITTEE**

- 9.1 The Chairperson will be responsible for: (i) chairing committee meetings. In his/her absence, another committee member may deputise. (ii) setting dates for regular committee meetings, (iii) preparing in advance the agenda for committee meetings, (iv) fostering initiatives and furthering development within the club through consultation with members of the club, (v) establishing club policies and practices by consensus with the committee.
- 9.2 The Club Secretary shall be responsible for: (i) receiving and formulating of correspondence relating to club affairs, (ii) recording all decisions taken at regular meetings of the committee, (iii) producing and distributing of minutes from those meetings.
- 9.3 The Treasurer shall be responsible for: (i) the financial affairs of the club, (ii) maintaining an up-to-date financial record for presentation at all committee meetings, (iii) producing an annual financial statement of the club, (iv) reporting this statement to the AGM.
- 9.4 The Programme Editor shall be responsible for, (i) producing a regular newsletter, (ii) organising distribution of the club newsletter, (iii) co-ordinating the management of the club internet presence.
- 9.5 The Membership Secretary shall be responsible for: (i) receiving and processing membership applications, (ii) maintaining an up-to-date database of members, (iii) informing the club insurers of the membership status of the club on a regular basis.
- 9.6 The Sunday Hike Co-ordinator shall be responsible for: (i) organising Sunday hikes throughout the year, (ii) maintaining a database of potential hike leaders, (iii) ensuring that acceptable practices are maintained for all aspects of the hike programme.
- 9.7 The Training Co-ordinator shall be responsible for organising all matters relating to training within the club.
- 9.8 The Weekend/Holiday Co-ordinator shall be responsible for coordinating all weekend or holiday events organised by the club.
- 9.9 The Social Co-ordinator shall be responsible for coordinating social events organised by the club.
- 9.10 The Club Promoter shall be responsible for promoting the activities of the club as well as responding to general enquiries.

## **10 GUIDELINES OF THE CLUB**

- 10.1 The committee may from time to time amend the club guidelines, as necessary for the management and well-being of the club.
- 10.2 These guidelines shall not be inconsistent with this constitution.
- 10.3 All members shall abide by the club guidelines.

## **11 AMENDMENTS TO THE CLUB CONSTITUTION**

- 11.1 Amendments to the club constitution may be proposed by any member at a club AGM/EGM.
- 11.2 Notice of the proposed amendment must be given in writing to the Club Secretary at least two weeks prior to the AGM for inclusion in the AGM/EGM agenda.
- 11.3 The amendment will be deemed carried if a two-thirds majority of members present at the AGM/EGM supports the amendment.

## **12 CLUB DISSOLUTION**

- 12.1 The club can be dissolved by a two-thirds majority vote carried at an AGM/EGM, whereupon the outgoing committee will arrange to discharge any assets to an organisation with similar ethos and objectives to the club and where such an organisation will be endorsed by a two-thirds majority vote at the aforementioned AGM/EGM.

**Adopted at an EGM of the Club, 3<sup>rd</sup> February, 2012.**