

Dublin Hillwalkers Constitution.

Adopted at the Club AGM October 25th 2023.

CLUB NAME AND HISTORY

- 1.0 The name of the club shall be the "Dublin Hillwalkers Club", hereafter referred to as "the club".
- 1.1 The Club is an Unincorporated Association of its Members, based mainly in Dublin but welcomes members throughout Ireland.
- 1.2 The Club acknowledges its historical link with An Óige.

CLUB MANAGEMENT

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

CLUB OBJECTIVES

- 3.0 To organise hillwalking and related activities.

CLUB ETHOS AND PRINCIPLES

- 4.0 To act in the best interest of members by organising hillwalking and related activities that retain the support of members.
- 4.1 To promote best practice in its hillwalking and related activities.
- 4.2 To continuously develop and benchmark its activities.
- 4.3 To support other organisations concerned with hillwalking and related activities.
- 4.4 To promote awareness of the need to maintain access, conservation and protection of the mountain environment.
- 4.5 To foster club membership and equality for all members in its structures and activities.
- 4.6 To maintain a satisfactory monetary surplus to run the activities of the club.

MEMBERSHIP OF THE CLUB

- 5.0 Membership of the club shall only be open to individuals over 18 years
- 5.1 The committee shall set an annual subscription for the purpose of membership.
- 5.2 All Club Members are obliged to be a member of Mountaineering Ireland. This fee is normally inclusive of membership fee.
- 5.3 The Club Membership year shall run from 1st November to 31st of October.
- 5.4 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.
- 5.5 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 health, so as to be able to undertake hiking activities as outlined in the club programme or proposed by the hike leader.
- 5.6 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 his safety or the safety of others at risk. If a member is in any doubt about these matters, a doctor should be consulted prior to undertaking any club activities.

5.7 Members have an obligation to behave in a safe, responsible and friendly manner to other members and those interested in becoming members and support a spirit of harmony within the Club.

5.8 Types of membership are: full membership including Mountaineering Ireland membership and Associate Membership which means you are a member of another hiking club and you bring with you membership of Mountaineering Ireland.

CLUB DISCIPLINARY PROCESS

6.0 The Committee shall have power to suspend or revoke membership of any member whom they consider to have acted in a manner contrary to the interest or welfare of the club or fellow members of the club. Any member so suspended or whose membership has been revoked shall not be entitled to any refund of membership fees.

6.1 Any member of the Club, accused of dishonest behaviour or poor conduct, to the extent it brings the Club into disrepute or causes disharmony within the Club, or who refuses to comply with the rules or directions of the Officers of the club, or who behaves in a manner prejudicial to the proper conduct of the Constitution and Club Rules will be subject to the Club Discipline and Appeals

6.2 Member complaints against fellow members or club officers will be subject to the Club Discipline and Appeals process.

6.3 The Secretary will immediately inform the Chairperson of any complaints received and the Chairperson will initiate the workings of the Club Discipline Process

6.4 The Committee shall form a Disciplinary Committee of 3 Club members including at least one member of the Club Committee, which will not include anyone who is the subject of a complaint or anyone involved in making the complaint.

6.5 The Disciplinary Committee shall hear evidence from the individual(s) who made the complaint, the member who is the subject of the complaint and any other individuals it considers may be able to provide evidence in connection with the complaint. Principles of Natural Justice will be observed.

6.6 The Disciplinary Committee will present a report of its findings to the committee. It can draw conclusions and make recommendations.

6.7 In addition to having the power to suspend a member from the Club or revoke Club membership the Committee will have the power to suspend a member from specified Club events or activities should it uphold the complaint.

6.8 Club property lost or damaged by a member shall be replaced or made good by that member.

6.9 In the case of any dispute arising as to the interpretation of the rules of the club, the decision of the Club Committee shall in all cases be final.

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

7.0 The Secretary will summon an Annual General Meeting ("AGM") which will be held in October or November, of which a notice of a minimum of two weeks shall be given to members prior to the AGM.

7.1 The AGM / EGM agenda shall be notified to members by email and/or through the club website.

7.2 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.

7.3 The election of Club Officers and the incoming Committee shall take place at the AGM.

7.4 Only club members shall be eligible to be nominated as Club Officers and Committee Members or to vote in any election procedure.

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. The notice must state the purpose of the

EGM and any proposed resolutions to be put to the Membership. On receipt of such notice the Secretary will call an EGM to be held within 28 days.

A minimum of one week's notice shall be given to members prior to EGM.

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

7.7 Any changes to the Club's Constitution can only be made via a vote at the AGM or an EGM.

7.8 All votes taken at either an AGM or EGM shall be decided by a simple majority of Members voting, with the Chairperson of the meeting not having a vote except in the event of a tie in which case the Chairperson of the meeting shall have the casting vote.

7.9 The AGM and any EGM will be chaired by the Club Chairperson or if not present the Club Vice-Chairman. If neither the Club Chairperson nor the Club Vice-Chairman is present the Members who are in attendance will elect a Chairperson for the meeting.

7.10 Should any situation arise which renders the election of officers and committee members not possible at the AGM, the outgoing committee will continue in situ. The in situ committee shall make arrangements for re-scheduling of the election at an EGM within one month of the AGM.

THE ELECTION OF OFFICERS OF THE CLUB AND COMMITTEE MEMBERS

8.0 The final proceedings at each AGM will be to elect the officers of the Club and committee members

8.1 The Officers positions of the Club are: Chairperson, Club Vice-Chairperson, Secretary and Treasurer.

8.2 Any Club Member may nominate another member for any of the positions of Officers. Another Club Member must second the nomination. If more than one nomination is received for any of these positions a vote will be held. See below 8.12 and 8.13

8.3 The roles of Club Chairperson, Club Vice-Chairperson, Secretary and Treasurer must be held by separate individuals.

8.4 The voting sequence for officers are taken in the following order: (1) Club Chairperson (2) Club Vice-Chairperson (3) Club Secretary (4) Club Treasurer

8.5 If there is only one nominee for Officer's position the proposed nominee will be deemed elected without a vote.

8.6 Officers elected shall take up their positions at the conclusion of the AGM

8.7 On completion of the Officers election the election of the committee members will take place.

8.8 Any Club Member may nominate another Member to become a member of the committee. A second Club Member must second the nomination.

8.9 If the number of nominees is greater than the incoming committee size, then an election to the committee will be held. See 8.12 and 8.14

8.10 The positions to be filled at the first meeting of the new committee are: Weekend Hike Coordinator, Training Officer, Social Organiser, Media Coordinator, Membership Secretary, Environment Officer, Hike and Weekend Administrator, Holiday Organiser and Weekend Coordinator. The committee will decide the committee positions and may add/remove/combine these or create new positions as required.

8.11 The committee membership is not necessarily limited by the committee positions to be filled.

8.12 Members can vote for their nominees of choice by a simple vote.

8.13 Officers are deemed elected on securing the highest vote.

8.14. Nominees for the committee will be deemed elected in order of vote returned until the committee is filled.

8.15 The first meeting of the incoming committee should be held within one week of the AGM. All roles and committee positions are filled at this meeting.

8.16 All officers and committee members will serve in office until the conclusion of the following AGM unless they resign by sending a letter of resignation to the Secretary.

8.17 Under severe circumstances, if it is the opinion of the Chairperson that a committee member has behaved in a manner prejudicial to the proper running of the committee, the Chairperson has a right to call for a vote of committee for the removal of that member.

CLUB COMMITTEE

9.0 The Club Committee shall be comprised of up to ten members and shall meet regularly at a time and location to be notified to Committee Members by the Secretary.

9.1 The Club Committee shall be responsible for the following tasks, and may delegate to Club members

9.2 To manage the club to a satisfactory point so it can organise events.

9.3 The committee will endeavour to establish clear communication with its members by the use of email and other means it sees fit to use.

9.4 The committee has an obligation to maintain the right to the protection of personal data concerning members under The General Data Protection Regulation (GDPR) (EU) 2016/679.

9.5 The committee has an obligation to maintain a database of up to date members.

9.6 As far as possible, the committee organises weekly hiking activity event(s).

9.7 As far possible, the committee organises occasional weekend hillwalking events in Ireland.

9.8 As far as possible, the committee organises hiking trips abroad.

9.9 In keeping with our environmental policy, the committee will use coaches as the main means of transport to and from hikes.

9.10 To set an Annual Club membership fee including the membership fee for Mountaineering Ireland.

9.11 To maintain its online presence for existing members and to allow the club to attract new members.

9.12 To maintain the Club website.

9.13 To engage members with social events.

9.14 To manage Club finances so as to maintain a healthy balance for the club's survival.

9.15 The Committee should endeavour that the club should interact with the wider Hillwalking Community for the betterment of hillwalking and the environment.

9.16 At the discretion of the committee the club can contribute financially to causes relating to hillwalking activities.

9.17 The Committee has an obligation to foster training of existing and new leaders.

9.18 The Committee should support environment activities in line with club policy

9.19 To record and manage any club assets.

9.20 Deal with the day to day matters relating to the Club.

9.21 The Committee when required has an obligation to set strategic objectives for the Club.

9.22 The committee shall have the discretion to engage members to assist with club activities

9.23 The committee shall have the right to establish subcommittees as required. Any such sub-committee shall act only through and with the authority of the committee.

9.24 All decisions of the committee shall if possible be made by consensus or if required by a simple majority vote. The Chairperson of the meeting shall not have a vote except in the event of a tie in which case the Chairperson of the meeting shall have the casting vote

9.25 The admission of new members or the renewal of annual membership by existing members shall be at the absolute discretion of the committee.

9.26 The Committee should ensure that the Club affiliate annually to the Mountaineering Ireland.

9.27 Should the Club Chairperson, Club Vice-Chairperson, Secretary or Treasurer be unable to fulfil their roles for an extended time, or resign their positions, the Club Committee may appoint one of its members to fill that position until a new election is held at the conclusion of the following AGM.

9.30 The Club Committee may co-opt other Club Members onto the Committee until the next AGM/EGM.

9.31 The quorum for any committee meeting shall be at least four committee members.

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

9.33 As decided by the Committee, a minimum of two Committee members, to include the Treasurer, shall be authorised to complete transactions on the club bank account.

9.34 On the 10th of each month the Treasurer will forward accounts to the Chairperson and Secretary. The committee will be presented with Quarterly accounts in January, April, July, and in October for the AGM.

RESPONSIBILITIES OF THE CLUB COMMITTEE

10.0 The Chairperson will be responsible for: (i) chairing committee meetings, (ii) setting dates for regular committee meetings, (iii) preparing in advance the agenda for committee meetings, (iv) fostering initiatives and strategic planning, (v) furthering development within the club through consultation with members of the club, (vi) establishing club policies and practices by consensus with the committee.

10.1 Vice-Chairperson will provide support and assistance to the Chair in carrying out his or her responsibilities, acting as a constructive supporter.

10.2 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.

10.3 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.

10.4 The Newsletter Editor shall be responsible for producing a regular newsletter and organising distribution of the club newsletter,

10.5 The Membership Secretary shall be responsible for (i) receiving and processing membership applications, (ii) maintaining an up-to-date database of members,

10.6 The Weekend Hike Coordinator shall be responsible for: (i) organising Weekend 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.

10.7 The Training Coordinator shall be responsible for organising all matters relating to training within the club.

10.8 The Weekend/Holiday Coordinator shall be responsible for coordinating all weekend or holiday events organised by the club. What does this mean?

10.9 The Holiday Organiser will be responsible for organising Holiday hiking trips.

10.10 The Social Coordinator shall be responsible for coordinating social events organised by the club.

10.11 Media coordinator shall be responsible for coordinating the management of the club website and online presence, while at the same time promoting the activities of the club.

10.12 Environment Officer promotes good environmental practices within the club as outlined by the club's environmental policy. He also coordinates with outside agencies to promote good environment practices.

10.13 Hike and Weekend/ Holiday Administrator.

Prepares detailed list of paid up members for weekend hike, weekend away trips and holidays abroad, for circulation to prescribed leaders and organisers. Also responds to general enquiries from potential members.

GUIDELINES OF THE CLUB

11.0 The committee may from time to time amend the club guidelines, as necessary for the management and well-being of the club.

11.1 These guidelines shall be consistent with the constitution.

11.2 All members shall abide by the club guidelines.

AMENDMENTS TO THE CLUB CONSTITUTION

12.0 Amendments to the club constitution may be proposed by any member at a club AGM/EGM.

12.1 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.

12.2 The amendment will be deemed carried if a two-thirds majority of members present at the AGM/EGM supports the amendment.

CLUB DISSOLUTION

13.0 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.