Club Constitution Glasgow HF Outdoor Club

1 Name

1.1 The Club shall be known as "Glasgow HF Outdoor Club".

2 Club Objectives

2.1 To develop and promote the participation of outdoor recreation and, through that common interest, foster friendship and goodwill amongst the membership.

3 Membership and participation in Club Activities

3.1 Adult membership of the Club is open to anyone aged 18 or over. No application for membership will be refused on other than reasonable grounds. In accordance with the Equality Act (2010) Scotland, there will be no discrimination on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex; sexual orientation, political or other opinion.

3.2 A joint adult + youth(s) membership shall be open to a responsible adult (parent/grandparent/guardian/nominated adult) and youth(s) aged 12 and over on condition that the responsible adult accompanies the youth(s) at any Club activity.

3.3 All members and guests are required to act in accordance with the Club’s separate Code of Conduct.

3.4 The Club may refuse membership, or may remove it, only for serious offences such as breaches of relevant legislation or criminal matters, or bringing the club into disrepute in some way.

3.5 Participation in Club activities will be at a level appropriate to personal fitness, ability & skills. Members are responsible for themselves & their own actions when taking part in Club activities. The event organiser has the final decision as to whether a member can take part in an event, based solely on an assessment of the member’s experience, levels of fitness and appropriate equipment, and provided that it does not contravene the principles in clause 3.1.

3.6 The Club may have different classes of membership and subscription on a non-discriminatory and fair basis, such as a concession rate for members who are retired, out of work, or registered students or youth members of the club. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

3.7 Prior to applying for membership, potential members will be allowed to attend a maximum of two activities, excluding those designated as a Training or Practice Session.

3.8 Any complaints by members or guests about the behaviour or actions of other members, guests, or the club committee will be considered according the the Club’s separate complaint procedure.

4 Subscriptions

4.1 The Annual Subscription shall be decided at the Annual General Meeting and shall be due on 1st April.

5 Management

5.1 Management of the Club shall be controlled by a committee consisting of the Executive Officers, Section Secretaries and such Office-bearers as may be appointed at the Annual General Meeting. The committee may, at its discretion, co-opt members without a specific portfolio. The aim of such posts is to widen the representation of members on the committee and to encourage members to consider standing for executive or non-executive committee posts in the future.

5.2 Each of the sections shall have a Secretary who may choose members to form a Sub Group to promote that Section’s activities.

5.3 The actions of the Committee shall be governed by the rules of the Constitution and limited to the advancement of the Club’s Objectives as stated in paragraph 2.

6 Election of Office-bearers

6.1 Names of candidates for election, with their proposer & seconder, must be forwarded to the Secretary not less than 28 days before an AGM. Contested posts shall be decided by a vote of the members present.

6.2 Executive Officers of the Club shall serve for three years, after which they may stand for re-election, with the exception of President, where no member shall serve two consecutive terms in that post. Up to six non-executive members shall serve for one year and be eligible for election annually. The tenure of coopted posts is for one year, renewable annually at the AGM, subject to a maximum term of three years.

6.3 A Member of the Committee may be removed from office at a Special General Meeting by a two-thirds voting majority of the members present. This meeting may proceed to fill the vacancy by a straight majority vote of the members present.

7 Powers to Fill Vacancies

7.1 If a vacancy occurs on the Club Committee the Committee shall have the authority to fill the vacancy until the next Annual General Meeting of the Club.

8 Duties and Delegation of Duties

8.1 The Committee has the power to delegate any of its authority to the Officers.

8.2 The Committee may delegate any of its powers to Sub Groups appointed by it, membership of which shall not necessarily be confined to members of the Committee.

9 Duties of Executive Officers

9.1 The Executive Officers shall consist of a President, Vice President, Secretary, Treasurer, and Membership Secretary.

9.2 The President, or in his/her absence the Vice President, shall preside at all Committee or General Meetings of the Club and shall have a deliberative vote as well as a casting vote.

9.3 The Club Secretary shall act under the direction and control of the Club Committee in all things pertaining to the office.

9.4 The Treasurer shall receive all monies due to the Club and shall pay all demands when instructed by the Club Committee. The Treasurer shall produce all books documents, property and money of the Club in his/her possession, and render a full and clear account at each examination, and whenever required by resolution of the Club or the Club Committee.

10 Honorary Presidents and Members

10.1 The Club Committee may nominate Honorary Presidents for election at the Annual General Meeting. The Nominee must have served a minimum of fifteen years on the Club Committee. Honorary Presidents shall serve for life.

10.2 The Club Committee may nominate members for election for Honorary Membership at an Annual General Meeting.

10.3 Such a nominee should have rendered exceptional service to the club or have brought extraordinary credit to the Club.

10.4 Honorary Presidents and Honorary Members will serve for life and will not be liable for an annual subscription. They will be elected by secret ballot and must command a majority of two-thirds of those voting.

10.5 Honorary Presidents and Honorary Members shall not be eligible for election to any committee post, but shall otherwise enjoy all the privileges of ordinary members.

11 Remuneration

11.1 All Office-bearers and Members shall serve without remuneration. This ruling shall not preclude payment of travelling and personal expenses incurred on Club business.

12 Conduct of Meetings and Voting

12.1 Annual General Meetings and Special General Meetings shall be held at such convenient time and place as may be determined by the Club Committee. The hour of the meeting shall not be before 7pm. Particulars of the date, time and place of every meeting shall be notified to each member of the Club. Publication of the details of a meeting in the Club Programme shall be deemed to be adequate notice.

12.2 An Annual General Meeting shall be held no later than 31st March each year. It shall elect Office-bearers and receive for adoption the Financial Statement. It shall receive any reports submitted by members and shall vote on all motions put to the Meeting.

12.3 Notices of Motion, with names of proposer and seconder, must be forwarded to the Secretary not less than twenty-eight days before an Annual General Meeting. These notices of motion will be available to members with the Financial Statement prior to the start of the AGM.

12.4 Election of all Office-bearers shall be by a show of hands unless one-third of the members present request a secret ballot.

12.5 Special General Meetings shall be convened by the Secretary, either on an order of the Committee or upon a request signed by at least one-tenth of the members, and shall be held as soon as possible after the receipt of such a request.

12.6 Notices convening a Special General Meeting shall be posted to the registered addresses of every member not less than six clear days before the date of the meeting, and shall state the date, time, venue and the purpose for which the meeting is being convened.

12.7 At any General Meeting one third of those voting can have any matter or question decided by means of a referendum of all the members of the club conducted through the post. The regulations governing the referendum shall be determined by the Club Committee.

13 Statement of Accounts

13.1 The Committee shall ensure that the Accounts are properly recorded and that the financial year be from 1st January to 31st December each year. The Accounts must be examined prior to the Annual General Meeting. The Treasurer shall prepare a Statement of Accounts covering the previous financial year.

13.2 The Club Secretary shall have available copies of the Statement of Accounts, as examined, at least one week prior to the Annual General Meeting. The Secretary shall post a copy of the Statement of Accounts to any member on the condition that the request is accompanied by a stamped address envelope. The Secretary must make available copies of the Statement of Accounts to all members attending prior to the start of the Annual General Meeting.

14 Examination of Accounts

14.1 Once a year the Accounts of the Club shall be examined by two members of the club, who shall be elected at an Annual General Meeting for that purpose.

14.2 No member of the Committee may be an Examiner.

15 Altering the Constitution

15.1 The Constitution may only be amended at a General Meeting of the Club.

15.2 Any proposed change must be made in writing and be received by the Club Secretary at least 28 days prior to the meeting.

15.3 For the proposal to be carried it must achieve a two-thirds majority of the votes cast.

16 Distribution of Constitution

16.1 Copies of the Constitution will be available at the Annual General Meeting. Anyone wishing copies at any other time should contact the Secretary.

17 Quorums

17.1 The number present at any Annual General Meeting or Special General Meeting of he club shall form a quorum. The meeting must be chaired by either the President or the Vice President.

17.2 A quorum for a Club Committee Meeting shall be five. The meeting must be chaired by either the President or the Vice President, or in their absence by any Executive Officer.

18 Trustees

18.1 Property of the Club shall be held in trust for the Club by the President and the Vice-President, or by an appointed person.

19 Dissolution

19.1 If at a General Meeting of the Club, a resolution is passed by at least three-quarters of those present, calling for the dissolution of the Club, the Club Committee shall proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.

19.2 After discharging all debts and liabilities the remaining assets shall not be given or distributed to the members of the Club, but shall be given or distributed to some other organisations having objectives similar or complementary to those of the Club.

*This revised constitution was adopted at the Annual General Meeting held by Zoom on Tuesday 15th February 2022.*