

# Skerries Walking

## Club Constitution



Ruth Tormen  
Secretary  
10 Sep 18

Maire Jones  
membership / Treasurer  
secretary  
10 September 2018

**1. Name and objectives**

- 1.1 The name of the Club shall be Skerries Walking Club.
- 1.2 The Club shall be affiliated to Mountaineering Ireland
- 1.3 The objective of the Club is to facilitate and increase the enjoyment of walking and mountaineering activities by members of the club.
- 1.4 To act as the collective voice of Club members.
- 1.5 To assist in the work of the Mountaineering Ireland aimed at maintaining access to, conservation and protection of the walking and hiking environment
- 1.6 To encourage club members to train to be capable of ensuring their own safety while walking, especially in the mountain environment.
- 1.7 To make information on responsible use of the walking environment available to club members

**2. Management of the club**

- 2.1 The club will be controlled by its members acting in General Meeting. One of these meetings will be the Annual General Meeting at which Officers of the Club will be elected.
- 2.2 Management of the Club between General Meetings shall be entrusted to the elected committee, who must act in accordance with the Constitution and the Rules of the Club. They may make decisions on matters not covered by Constitution or Rules but these must be approved by the next General Meeting.

**3. Officers of the club**

- 3.1 The Officers of the Club shall be elected by the members at an Annual General Meeting (AGM) and shall be Chairperson, Secretary, Treasurer and Membership Secretary.
- 3.3 Officers are eligible to serve a term of three years on the club committee. After a term of three years Officers must step down from that role. If an Officer wishes they may seek re-election to either the same role or another role on the Committee but they may only hold the same office for no more than two consecutive terms.

**4. Committee of the club**

- 4.1 The Chairperson of the Club will normally preside at and chair all meetings of the Committee and General Meetings of the Club and shall be responsible for reporting to the Membership at the Club's AGM. In the absence of the Chairperson, the Committee shall elect a

Chairperson for that meeting. The Chairperson of the meeting shall have a casting vote in addition to his/her own vote and his/her decision on a Point of Order shall be final.

- 4.2 The Committee shall be composed of the Officers of the Club and at least 4 other members elected at the AGM.
- 4.3 The Committee may nominate representatives of the Club to attend Mountaineering Ireland General meetings to represent the views of the Membership and vote on behalf of the Club.
- 4.4 The Club Secretary shall be responsible for all correspondence relating to Club affairs and for giving notice of General and/or Committee meetings, and the writing and distribution of minutes from those meetings. The Secretary shall give, at least 30 clear days notice of general meetings and its agenda. Items for inclusion should be submitted at least 15 days prior to the AGM and communicated to the members at least 7 days before the AGM.
- 4.4.1 The Membership Secretary shall collect subscriptions, keep records of the Membership of the Club and report the details of members to Mountaineering Ireland as required.
- 4.5 The Treasurer shall account for all income and expenditure of the Club. The Treasurer shall be responsible for the payment of membership subscriptions to Mountaineering Ireland.
- 4.6 The Committee shall have the power to co-opt additional non-voting members.
- 4.7 A quorum for a meeting of the Committee shall be half of the elected voting members of the committee rounded up to the next whole number.

## **5. Election Procedures**

- 5.1 The Chairperson, Secretary, Membership Secretary, Treasurer, and at least 4 members shall be elected at the Annual General Meeting.
- 5.2 Eligibility for members seeking election either as officers or members of the Management Committee shall be restricted to Members as defined in the Rule 7.
- 5.3 To be eligible to become an Officer, a candidate must be a fully paid up Member of the Club.
- 5.4 All candidates for the Committee shall be proposed and seconded by Members and elected by ballot. In the event that there are more candidates for Committee than there are vacancies a secret ballot shall be held. If insufficient nominations are received, the Committee elected shall, at its first meeting, co-opt members to fill the vacancies who shall be voting members of the committee.
- 5.5 Any Officer may vacate his or her office by resigning or by ceasing to be a member of the Club or by the action of the Annual or Special General Meeting of the Club. The Committee must, however, fill any such vacancy as soon as possible. The person appointed shall hold office until the next Annual General Meeting. Should a member of the Committee resign

during his or her period of office, the Committee may operate notwithstanding that there be such a vacancy or vacancies.

## **6. Rights and Duties of the Committee**

- 6.1 The Committee shall be empowered to make, amend and/or rescind Club Rules as the need arises for the general regulation of the Club. Club Rules can be amended or set aside by a majority vote at a General or Annual General Meeting.
- 6.2 The Committee shall be empowered to create Sub Committees as and when required. Such Sub Committees shall be given terms of reference by the Management Committee. The chairperson of any such Sub Committee shall be an elected member of the Management Committee. All Sub Committees shall keep minutes of their meetings, which shall be available to the Management Committee if required. Other than the Chairperson a member of a sub Committee does not have to be an elected member of the Management Committee.
- 6.3 The Management Committee shall be responsible for formulating Club policy on the future development and direction of the club in all its activities and for putting forward proposals in relation thereto for the approval of the members.
- 6.4 The Management Committee shall ensure that all goods, supplies and services shall be purchased or otherwise acquired in accordance with procedures and conditions and within the limits laid down from time to time by the Management Committee. In the case of emergency, however, an expenditure not exceeding €500.00 may be approved provisionally by any two Officers.
- 6.5 The Management Committee shall have no power to enter into any contract whereby the members are personally responsible for the performance thereof. If the clubs assets are insufficient to honour the terms of the contract with a supplier or provider of services, the members shall have no personal liability in respect thereof.
- 6.6 The Management Committee shall be responsible for promoting the Club in its various endeavours.
- 6.7 The members of the Management Committee shall be indemnified by the members of the club against all liabilities properly incurred by them in the management affairs of the club.

## **7. MEMBERSHIP**

- 7.1 Membership of the Club shall only be open to individuals aged 18 and over who recognise that walking, Hill Walking and Climbing are activities with a danger of personal injury or death. Members shall be aware of and accept these risks and agree to be responsible for their own actions and involvement.

- 7.2 A member shall cease to be a member:-  
– If he or she gives written notice to the Secretary.  
– If his or her subscription is not paid by the 1<sup>st</sup> December of the membership year.
- 7.3 Waiver of legal rights: pursuant to the provisions of section 34(1)(b) of the Civil Liability Act 1961 members waive their legal entitlement to claim against a fellow member, Officer or Committee member, compensation for personal injury, loss or damage, howsoever caused. I

## **8. Annual Subscriptions**

- 8.1 The annual membership fee will be determined from time to time by the Annual General Meeting [or by the Management Committee] and ratified by the membership at the next AGM and shall become due of the 1 November each year.
- 8.2 Any member whose subscription is unpaid on the 1<sup>st</sup> December immediately following the said payment date, shall not be permitted to participate in any of the activities held by the Club. The Management Committee can re-admit a member who has reapplied and paid their sub.

## **9. Finance**

- 9.1 The financial affairs of the Club shall be the responsibility of the Management Committee in general and the Treasurer in particular. Correct accounts and books showing the financial affairs, receipts and disbursements of the Club shall be kept by the Treasurer or under his/her supervision. They shall be examined and certified by the Treasurer and proper receipts and payment accounts, and bank reconciliations shall be submitted to the Committee at each meeting.
- 9.2 The Annual Accounts of the Club, for submission to the Annual General Meeting, shall be prepared and audited by the Club's Auditor who shall be elected at the Annual General Meeting.
- 9.3 The Management Committee shall be empowered to open bank accounts in the name of the Club and all transactions in these accounts shall be authorised by the Management Committee. The Treasurer and at least one other officer shall have the power to withdraw funds from the Club's bank accounts.
- 9.4 Subject to the authority of the Management Committee, the Treasurer shall also have responsibility for the finances of the Club and shall monitor actual receipts and payments against the approved budgets. The Treasurer will receive all money paid to the Club and shall ensure all such sums are lodged to the Club's bank account as soon as practicable.

**10. Annual General Meeting**

- 10.1 The Annual General Meeting of the Club shall be held in September of each year at which the following business will be transacted:-
- (i) receiving secretarial and financial reports;
  - (ii) the election of Officers and Management Committee for the coming year.;
  - (iii) remove and elect the Auditor, or to confirm that he/she remains in office;
  - (iv) the alteration or amendment to the constitution or any club Rules;
  - (v) decide on any motion which may be submitted in accordance with Rule 10.2.
- 10.2 Notice of any motion proposed to be moved at an Annual General Meeting shall be given in writing to the Secretary not less than fourteen days before the meeting.
- 10.3 If the majority of members present wish any question under discussion to be put to the vote by ballot, that mode of voting shall be adopted, otherwise decisions will be taken by a show of hands.
- 10.4 Thirty days notice of the Annual General Meeting shall be given to each Member.
- 10.5 The Chairperson of the Management Committee shall be the Chairperson of such meeting. In his/her absence, the Chairperson shall be nominated by the Committee. Only members shall be entitled to be present and vote at the Annual General Meeting.
- 10.6 The quorum for the Annual General Meeting is 20per cent of the total membership.
- 10.7 Except as these rules provide otherwise, resolutions shall be passed by a simple majority of those present.

**11. Special General Meeting**

- 11.1 Special General Meetings of the Club may be called by the Management Committee or on a requisition to the Secretary signed by at least twenty per cent of the members.
- 11.2 No business shall be transacted at such meeting except that specified in the requisition for such meeting or contained in the Agenda issued by the Secretary. Three weeks notice, at least, of a Special General Meeting shall be given to each member of the Club. Voting shall be as provided under these rules. It shall not be competent to re-open any matter disposed of at a Special General Meeting until a period of six months shall have elapsed, or at the Annual General Meeting, if held within that period.
- 11.3 The quorum for a Special General Meeting is fifty per cent of the total number of members.
- 11.4 Except as these rules provide otherwise, motions at a Special General Meeting shall be passed by two-thirds majority of those present.



**12. Complaints, Suspension and Expulsion**

- 12.1 All complaints must be made to the Secretary, in writing, who, if unable to resolve the complaint, will submit same to the Management Committee and their decision thereon shall be final.
- 12.2 Should the conduct of a member in the Club or elsewhere be deemed to be injurious to the good name, character or interest of the Club, a Disciplinary Sub-Committee of the Management Committee comprising of at least 3 members of the Management Committee shall, having first made known in writing the nature of the allegations to the offending member, call upon such member to give an explanation in writing within seven days for any such conduct. If any such member, having been called upon, fails to give such explanation or if the explanation so given shall be deemed to be unsatisfactory, the Disciplinary Sub-Committee may suspend such member for a definite stated period from the use of the facilities and privileges of the Club or request such a member to resign and on resignation the un-expired portion of his/her annual subscription shall be refunded. Should the member fail to resign he/she shall stand suspended sine die (indefinitely). In that event the member will not be entitled to a refund of the un-expired portion of his/her annual subscription.
- 12.3 An appeal against the decision or ruling of the Disciplinary Sub-Committee under Rule 11.2 may be taken by the member concerned to a special meeting of the Disciplinary Appeals Sub-Committee of the Management Committee which shall be called by the Secretary for a date not more than one after receipt of such appeal. The appeal must be made by way of a request in writing by the member to the Secretary within one week of the decision of the Disciplinary Sub-Committee. The Disciplinary Appeals Sub-Committee shall comprise of at least three Management Committee members. A member of the Disciplinary Sub-Committee cannot sit as a member of the Disciplinary Appeals Sub-Committee. A member who appeals a decision of the Disciplinary Sub-Committee can request an oral hearing before the Disciplinary Appeals Sub-Committee.

**13. Amendments and Interpretation of the Rules.**

- 13.1 This constitution shall be the fundamental laws of the Club and shall not be altered except by way of Resolution at an Annual General Meeting or special use extraordinary General Meeting provided the resolution is carried by a majority of not less than two-thirds of those present.
- 13.2 All questions as to the interpretation of the constitution Rules shall be referred to the Management Committee whose decision shall be final.

**14. Dissolution**

The Club can be dissolved by two thirds majority vote carried out in accordance with Article 9 whereupon the Committee will arrange to discharge any assets to Mountain Rescue. Any liabilities at the time of dissolution shall be the joint responsibility of all Members.

**15. Data Protection**

Pursuant to the provisions of the General Data Protection Regulations 2018, members consent to the Club obtaining, recording, holding and retaining their personal data (including sensitive personal data) solely for Club purposes, either on its computer or in its manual filing system, and consent to the use of all such data, including its disclosure to third parties for the proper and effective management of the Club.

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