

THE RED ROSE CAVE AND POTHOLE CLUB

CONSTITUTION

1) TITLE

- a) The Club shall be called the "Red Rose Cave and Pothole Club" herein after referred to as the Club.

2) OBJECTIVES

- a) The **objectives** of the Club shall be to further the interests of speleology in all its scientific and sporting aspects.
- b) To promote such social activities as members may require after due consideration by the committee.
- c) To provide and maintain where feasible, a permanent headquarters for the Club at a suitable location to the Club's main activities.

3) MEMBERSHIP

- a) ***Two levels of membership are available, Full Caving Membership and Full Non-Caving Membership. The minimum age for Full Membership shall be eighteen (18) years. Prospective Members under 18 may be accepted as long as they are always under the supervision of a parent or guardian.***
- b) ***All Prospective Members shall tender their application for membership together with the signatures of a proposer and seconder, who shall be Full Caving Members of the Club and one of which must be a Committee Member.***

Following receipt of the applications for membership, they will be considered at the next committee meeting of the Club and acceptance will be dependent on:

- i. Completion of a Club attendance record as defined on the membership application form.***
- ii. Receipt of an appropriate membership subscription as defined on the membership application form.***
- iii. A simple majority of the committee in attendance (minimum of 4) must vote for the prospective member to be accepted.***

Acceptance to Full Membership may be declined where a simple majority of the committee in attendance (minimum of 4) vote against on grounds of the prospective member's caving safety record or any behavior deemed detrimental to the best interests of the Club.

- c) ***The annual subscription for Full Members shall be fixed at an AGM or an EGM.***
- d) All subscriptions shall be due on the 1st January every year.

- e) **All subscriptions shall be made payable to the Club and upon payment to the Treasurer a receipt shall be given, if requested.**
- f) Any member who has not renewed their subscription by the end of **January** shall be reminded in writing. If by the end of **February** the subscription has not been paid the membership will be deemed to have ceased. If re-election be sought during the same year then one and a half times the full subscription for the year shall be payable. If membership be sought after this period then such persons will be treated as new members.
- g) The committee is empowered to add to the annual subscription rate an amount up to a maximum required to fulfill the **Club's** obligation to provide Public Liability Insurance for each member.

4) FUNDS

- a) All the monies of the club should be paid into an account except for whatever sum shall be deemed necessary by the Treasurer as cash in hand. The account(s) shall be maintained in the name of the Club at such banks and building societies as shall be defined by the committee. All cheques drawn upon by the Club shall be endorsed by the Treasurer and any committee member(s) designated at **an** A.G.M.
- b) **A receipt shall be given, if requested, for all monies paid to the Club.**
- c) The Treasurer shall present an audited balance sheet and written financial report at the Annual General Meeting for the accounting period prior to that meeting and signed by the auditor. The auditor shall be appointed by the previous **year's** Annual General Meeting. The Club's accounting period shall be the calendar year (January to December). The Officers shall receive regular financial reports at committee meetings throughout the year.
- d) Any surplus funds shall remain invested within the club and not distributed amongst its members or third parties.
- e) No member shall be paid any fees or honorarium except for approved expenses incurred whilst carrying out the duties of their position. A member may however enter into an agreement to supply goods or services not related to his own participation in the sport provided the terms have been agreed between the committee and the member on a contractual basis.

5) ANNUAL GENERAL MEETING

- a) An Annual General Meeting shall be held at the latest, three calendar months after 31st December each year. A Chairperson shall be elected by those present.
- b) Notification of an A.G.M shall be given to members not less than 4 weeks prior to the date of the A.G.M.

6) ELECTION OF OFFICERS

- a) After the presentation of their reports at the A.G.M. all officers of the Club shall be deemed to have retired and all official posts shall become vacant.
- b) The Chairperson shall then accept nominations for these posts and from those nominated one shall be elected by a free ballot of those members entitled to vote.

- c) Only Full **Caving and Non-caving** Members shall be eligible for nomination of any official post.
- d) Officers shall consist of: President, Chairperson, Secretary, Treasurer, H.Q.Warden, H.Q.Engineer, Tackle Master, News-Sheet Editor, Newsletter Editor, Meets Secretary, Social Secretary, CNCC Representative, Journal Editor, Librarian, Conservation Officer, Easegill Project Officer and Safety and Training Officer.

7) SPECIAL MEETING

- a) An Extraordinary General Meeting (**E.G.M.**) may be convened at the request of the Secretary or in writing by four full members (as in 15) and notification shall be given to all members not less than 4 weeks prior to the date of said meeting.

8) CONTROL OF THE CLUB

- a) The committee shall be responsible for the maintenance and control of the Club.
- b) The Committee shall consist of all officers (as in 6d) with powers to co-opt.
- c) A quorum of six committee members shall be formed before a meeting shall commence.

9) VOTING

- a) **Only Full Members shall be entitled to vote. No member shall be entitled to vote at any meeting unless they have fulfilled the requirements of 3f.**
- b) Amendments to the Constitution may only be voted on by Full Members.
- c) At all meetings a majority vote shall decide
- d) The Chairperson shall have a casting vote only.
- e) Full members may vote by post on any issue (except 9b), but proxy voting is not allowed.
- f) An agenda shall be published 4 weeks before the date of a General Meeting.

10) CLUB CAVING EQUIPMENT

- a) **Full Caving Members wishing to use club equipment must be Validated to book and use club caving equipment. They must book out all items using the current approved method and return the same as soon as possible after use. All equipment shall be inspected before and after use and cleaned before returning to the store. Damaged or faulty equipment must be quarantined and this or any lost equipment, reported to the Tackle Master.**
- b) **A Full Caving Member may be Validated to use club equipment by the Tackle Master on the recommendation of one or more current Validated Members who should take reasonable measures to test the Member's competence to follow booking procedures and safe usage and care of the equipment. The Tackle Master will maintain the list of currently Validated Members.**
- c) Club meets shall have preference in the use of equipment.
- d) **All equipment shall be inspected at least twice a year by the elected Tackle Master.**

11) LIABILITY

- a) All members of the Club shall at the discretion of the committee, and as part of their annual subscription, be covered by an approved Public Liability Insurance policy. Neither the Club nor any individual member shall accept liability for any loss or injury, sustained by any member or visitor on any meet whatsoever.

12) UNDERGROUND CO-ORDINATORS

- a) On all meets the party shall choose a coordinator who shall ensure that sufficient tackle is available on meets and that a newsletter report is written.
- b) All members shall be responsible to equip themselves with all necessary equipment and to have made themselves aware of current safe practice and procedures before undertaking underground activities.

13) VISITORS

- a) Club members wishing to invite visitors to an open meet must first introduce them to the meet coordinator. Members may only invite a maximum of two visitors to stay overnight at Bullpot Farm unless they have pre-booked with the Bookings Secretary.

14) CONDUCT

- a) Should any member be guilty of conduct, which the Committee considers detrimental to the best interests of the Club, the committee may suspend the member from membership for a period of time. A member may be excluded from membership by an extra-ordinary general meeting in which case they shall have the right to be confronted by their accusers and shall have the right to question them.

15) AMENDMENTS TO THE CONSTITUTION

- a) This Constitution may only be amended at an A.G.M. of the Club or by a special meeting convened for that purpose (as in 7) with written proposals of amendments to the Constitution by a proposer and seconder 4 weeks in advance of the date of the meeting.

16) DISSOLUTION

- a) If upon the dissolution of the club there remains, after the satisfaction of all its debts and liabilities any assets whatsoever, the same shall not be paid to or distributed among the membership, but instead the Committee shall dispose of the net assets remaining to one or more of the following:
 - i. to another club or organization with similar purposes, which is a registered charity
 - ii. to another club or **organization with similar purposes, which is affiliated to this Club's governing body**
 - iii. to the **Club's** governing body for use by them for related community sports.

17) EQUAL OPPORTUNITIES

- a) The club subscribes to, and will review annually, an Equal Opportunities Policy to ensure that all of its activities and policies do not discriminate against any Member, Official or Prospective Member on grounds of their race, colour, nationality, ethnic origin, gender, martial status, religion, sexual orientation or physical ability.

We, as current officers of the Red Rose Cave and Pothole Club confirm that the constitution above was duly approved by the membership at an A.G.M. on 4th. March 2018.

.....

.....

Steve Gray (Chairman)

Carol Makin (Secretary)

Amendments:

4th March 2018:

- Clause 2, 2a correction of poor English**
- Clause 3a, 3b, 3c, 6c, 9a removal of Probationary membership**
- Clause 3f ensure latest payment of subs is prior to AGM**
- Clause 3e, 4b alignment with actual practice**
- Clause 3g, 4c, 7a, 16c (renumber to 16aiii) Clarifications & corrections**
- Clause 4a minor wording improvement**
- Clause 10a, 10b clarification of Validation for use of club equipment**
- Clause 10d remove reference to non existent post**
- Clause 16b (renumber to 16aii) remove reference to CASC status**

4th June 2016

- Clause 5a change rules for setting an AGM date**

7th. November 2015

- Clauses 3a, 3c, 6c and 9e Remove Social membership category**

1st April 2012

- Clause 5a**

15th. August 2004

- Incorporating changes approved for CASC status**

SUPERCEDES: All previous copies of the Constitution.