

THE RED ROSE CAVE AND POTHOLE CLUB CONSTITUTION

1) TITLE.

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

2) OBJECTS.

a) The objects 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 Membership and Probationary Membership. The minimum age for Full membership shall be eighteen (18) years. Prospective members under 18 may be accepted as "Probationary Members" 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 Secunder, who shall be full members of the club, and a probationary fee (as in 3c), to the Membership Secretary. They shall then at the next committee meeting of the club be accepted as a Probationary Member unless a simple majority of the committee are against, on grounds of their caving safety record or any behavior deemed detrimental to the best interests of the club.

After a period of six months, during which time they must attend at least two caving meets with full club members, and having successfully completed their caving record sheet, they shall become eligible for consideration for Full Membership, upon acceptance by a simple majority of the committee. The prospective member must attend when his application for Full Membership is being considered.

Upon acceptance as a Full Member they should then pay the balance of that years annual subscription calculated from the end of the six months period already paid.

If at the end of the six month period the prospective member is not present, or has not attended at least two caving meets with full club members during their probationary period then if they desire, on payment of a further probationary fee (as in 3c), they may continue as a probationary member for a maximum of a further six months after which time they must re-apply as a new prospective member.

c) The annual subscription for Full Members and the entry fee for Probationary Members shall be fixed at an AGM or at 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.

f) Any member who has not renewed their subscription by the end of February shall be reminded in writing. If by the end of March 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 fulfil the clubs 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 the A.G.M.

b) A receipt shall be given 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 years 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.

5a) 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 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.

An Extraordinary General Meeting 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) No member shall be entitled to vote at any meeting unless they have fulfilled the requirements of 3f and no Probationary Member shall be entitled to vote.

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.

d) An agenda shall be published 4 weeks before the date of a General Meeting

10) CLUB CAVING EQUIPMENT.

a) Validated Full Members wishing to use club equipment must book out all items in the book provided, and return the same as soon as possible after use. All equipment

shall be inspected before use and cleaned after use. Damaged or faulty equipment must be quarantined, and a report submitted to the Tackle Master.

b) Club meets shall have preference in the use of equipment.

c) All equipment shall be inspected at least twice a year by the elected Tackle Master and SRT Tackle Master.

11) LIABILITY.

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 co-ordinator 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.

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.

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.

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

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:

- a) to another club or organisation with similar purposes, which is a registered charity
- b) to another club or organization with similar purposes, which is a registered Community Amateur Sports Club (CASC)
- c) to the clubs governing body for use by them for related community sports.

17) EQUAL OPPORTUNITIES

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, marital 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 Extra Ordinary General Meeting on 4th. June 2016

.....
Steve Gray (chairman)

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Carol Makin (Secretary)

Dated: 4th. June 2016

Amendments to: *Clause 5a. on 4th. June 2016*
 Clauses 3a, 3c, 6c and 9e. on 7th. November 2015
 Clause 5a. on 1st. April 2012

Modified; *15th. August 2004*
 (Incorporating changes approved for CASC status)

SUPERCEDES: *All previous copies of the Constitution.*