

## Example club constitution

### 1. Name

The Club shall be called **YOU CHOOSE** (Hereafter referred to as the Club)

### 2. Objectives *Amend, add or delete as applicable...*

The club is established to pursue the following objectives:

- a) Enjoyment of and participation in \_\_\_\_\_, hereinafter referred to as the 'sport'.
- b) The organisation, management and development of \_\_\_\_\_ for all members of the Club.
- d) The sharing of knowledge and experience to support skills development, progression, risk awareness, safety and self-reliance among its members.
- e) The promotion of respect for and responsible access to Scotland's mountain environment, minimising our impact on the landscapes we explore.
- f) Providing equal opportunities for participation by all section of the community to the full extent of their own ambitions and abilities.

### 3. Affiliation

The Club shall be affiliated to the recognised representative body for Scotland's mountaineering community, Mountaineering Scotland.

### 3. Membership

- 3.1 Membership is open to all and no application for membership will be refused on other than reasonable grounds. 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 Membership shall consist of the following categories:
  - 3.2.1 Adult:
  - 3.2.2 Youth:
  - 3.2.3 Life member
  - 3.2.4 Honorary member
  - 3.2.5 Any other
- 3.3 Membership fees shall include an affiliation subscription to Mountaineering Scotland, the representative body in Scotland for hillwalkers, climbers and mountaineers.
- 3.4 Membership fees shall be agreed by each Annual General Meeting.
- 3.5 After attending a maximum of four meets as a "guest", payment of an annual membership fee shall be required to participate in club activities, which shall thereafter be payable on demand.

- 3.6** Any member who fails to pay their fees by the date required shall forfeit their right to representation on the management committee and at general meetings, and, shall be suspended from taking part in any event under the control of the club until such fees are paid.
- 3.7** Members joining the Club shall be deemed to accept the terms of this Constitution and any Bye-Laws published from time to time by the Club.
- 3.8** Each fully paid up member shall be entitled to attend and vote at General or Annual General Meetings of the Club (AGM), and, may be elected and serve on the Management Committee.
- 3.9** The Management Committee shall be entitled to:
- 3.9.1** Refuse any application for membership on the grounds that such membership would be prejudicial to the objectives of the club as set out in part 2 of this constitution.
- 3.9.2** For good and sufficient reason to refuse renewal of any existing membership or terminate or suspend any membership. They shall operate a fair system for deciding upon the expulsion of a Member as laid down by the 'Law of Natural Justice':  
[www.mountaineering.scot/assets/contentfiles/media-upload/Club\\_advice\\_-\\_Natural\\_Justice.docx.pdf](http://www.mountaineering.scot/assets/contentfiles/media-upload/Club_advice_-_Natural_Justice.docx.pdf)

#### **4. Management Committee**

- 4.1** The affairs of the Club shall be conducted by a Management Committee, which shall consist of the Officers of the Club.
- 4.2** The Officers of the Club, who shall be honorary, shall consist of:
- 4.2.1** The Chairperson
- 4.2.2** Treasurer
- 4.2.3** Secretary
- 4.2.4** Any other
- 4.3** Members of the Management Committee shall be drawn from the membership and candidates shall be elected annually at the AGM. Uncontested posts may be filled by nomination. If the post of any officer or other committee member should fall vacant after such an election, the Management Committee shall have the power to fill the vacancy.
- 4.4** The Chairperson shall chair Management Committee meetings, or in his/her absence, a nominee from the committee. All votes shall be determined by a simple majority. In the event of a tied vote, the Chair may exercise a casting vote. Meetings shall be open to all members of the club.
- 4.5** The Management Committee may appoint any sub-committees it may deem necessary to deal with the matters of the club. The proceedings of all such committees shall report to the Management Committee by a representative elected by that sub-committee.
- 4.6** The Management Committee shall have the power to publish and enforce such bye-laws as the membership feels necessary to govern the activities of the club.
- 4.7** The Club takes members' privacy seriously. Personal data will be stored securely and used in accordance with the General Data Protection Regulation (GDPR) as outlined in the Club's data protection policy. This will set out how, why and for how long personal data is used and any third parties it may be shared with, including Mountaineering Scotland. The Management Committee will also ensure that members are made aware of Mountaineering Scotland's data protection policy.

#### **5. General Meetings**

- 5.1** The Club shall hold an Annual General Meeting (AGM) in the month of [REDACTED], or as determined by the Management Committee, to:
- 5.1.1** Approve the minutes of the previous year's AGM.
  - 5.1.2** Receive reports from the Officers of the Management Committee.
  - 5.1.3** Presentation of the club's financial accounts for the year, the club's projected financial situation for the forthcoming year, and the setting of all fees.
  - 5.1.4** Receive a report that the Annual Accounts have been checked by an independent examiner.
  - 5.1.5** Elect the Management Committee and consider any appropriate changes to the structure of the Committee.
  - 5.1.6** Consider changes to the Constitution.
  - 5.1.7** Deal with other relevant business.

**5.2** The Chairperson, or in his/her absence a member selected by the meeting, will take the Chair.

**5.3 Extraordinary General meeting**

An Extraordinary General Meeting shall be called by an application in writing to the Secretary supported by at least [REDACTED]% of the membership of the Club. The Executive Committee shall also have the power to call an Extraordinary General Meeting by decision of a simple majority of its members.

**5.4 Notices, Voting & Quora**

- 5.4.1** At least 30-days notice shall be given to all voting members of any General Meeting.
- 5.4.2** With the exception of changes to the Constitution, decisions put to a vote shall be resolved by simple majority at General Meetings.
- 5.4.3** The Chairman of the Club shall hold a deliberative as well as a casting vote.
- 5.4.4** The quorum at General Meetings shall be [REDACTED] members and the quorum for Committee Meetings shall be [REDACTED] of the executive committee.
- 5.4.5** The Secretary shall keep the minutes of the meetings and record all proceedings and resolutions.

**5.5 Changes to the Constitution**

- 5.5.1** Any change to the Constitution shall require a two thirds majority of those present and eligible to vote at a General Meeting.
- 5.5.2** Notice shall be given to all voting members of any General Meeting as specified in 5.3 and then any proposal to change the Constitution shall be submitted in writing to the Secretary at least 15 days prior to the meeting.

**6. Finance and Accounts**

- 6.1** The income and property of the club, however derived, shall be applied solely towards the objectives of the club as set out in section 2 of this constitution.
- 6.2** The financial year shall run from [REDACTED] to the [REDACTED] each year.

- 6.3** All members of the Club shall be considered to be jointly responsible for the financial liabilities of the Club.
- 6.4** All cheques drawn against the club's funds shall be signed by the Treasurer and one other nominated office-bearer.
- 6.5** The Treasurer shall be responsible for the preparation of annual accounts of the club.
- 6.6** The accounts shall be checked by an independent person elected annually by the Annual General meeting.

**7. Dissolution**

- 7.1** Any resolution to dissolve the club may be passed at any General Meeting provided that such a resolution shall receive the assent of two thirds of those present and entitled to vote.
- 7.2** In the event of the winding up or dissolution of the Club, any assets that remain after the satisfaction of the club's debts and liabilities, shall not be distributed amongst the members of the Club in any way whatsoever, but will be distributed to groups with similar objectives or to further some charitable objectives. This shall be determined by the members of the club by resolution at a General meeting at or before the time of dissolution.

**8. Declaration**

It is hereby certified that this document represents a true and most up to date version of the Constitution of [REDACTED] Club.

**SIGNATURES**

Chair Person .....

Date .....

Secretary .....

Date .....