
University of Manchester Hiking Club Constitution

Abbreviations:

| | |
|-------|---|
| UMHC: | University of Manchester Hiking Club |
| MUHC: | Manchester University Hiking Club (<i>now depreciated</i>) |
| UHMC: | UMIST Hiking and Mountaineering Club (<i>now depreciated</i>) |
| UMSU: | University of Manchester Students' Union |
| BMC: | British Mountaineering Council |

Revisions:

Originally adapted from MUHC & UHMC constitutions, and adopted Monday 18th October 2004. Updated and adopted 22nd March 2006, 18th October 2007.

1. Name

The society shall be called University of Manchester Hiking Club, hereafter called 'the society'.

2. Formation

The society was formed by the merger of MUHC and UHMC, in accordance with resolutions of general meetings of those clubs on 18th October 2004 and 18th March 2004.

3. Aims & Objectives

- a) To promote interest in hiking, hostelling, camping and mountaineering by arranging day hikes, weekend trips, vacation trips and social functions.
- b) To encourage safe and considerate practice amongst members.
- c) To encourage the continuation and development of the society's knowledge and skills.
- d) To encourage attendance and greater involvement with future events.
- e) To take part in the work and activities of the BMC.

4. Membership

- a) Full membership shall be open to all members of the UMSU.
- b) Associate membership shall be open to all non-members of UMSU, but shall not exceed 25% of the membership.
- c) Membership shall not be open to minors without the express written permission of a parent or guardian.

d) Honorary life members may be elected at a general meeting by a majority vote and thereafter shall pay members prices for all trips but shall not pay membership fees. However, if life members wish to be included on the society's BMC membership list, they are required to cover the cost of this. In addition, life members of MUHC shall be life members of the society.

e) Membership shall only be open to those who accept that hiking, mountaineering and climbing are activities with a danger of personal injury or death. Participants of events shall be aware of and accept these risks and agree to be responsible to their own actions and involvements.

5. Subscriptions

The subscription for full and associate membership shall be an amount decided by the committee, and must be paid in full before any person becomes a member.

6. Officers

a) The officers of the society shall be:

- Chairperson
- Vice-Chairperson
- Secretary
- Treasurer
- Hike Secretary (3 Posts)
- Transport Secretary
- Weekends Secretary
- Publicity & Merchandise Secretary
- Socials Secretary (2 Posts)
- Equipment Secretary
- Website Secretary

b) The roles of the Officers are defined as the following:

i. The Chairperson shall take the chair at all meetings at which they are present, and shall be available in person when necessary to ensure the smooth running of the society.

ii. The Vice-Chairperson coordinates the work of the Hikes Secretaries and will stand in for the Chairperson when the Chairperson is absent.

iii. The Secretary shall keep a record of all the proceedings and attendances at all meetings and shall keep the membership records, and report membership numbers to the BMC and UMSU when necessary. They will also keep the Website Secretary informed of any additions required to the mailing list.

iv. The Treasurer shall keep the books and accounts and enter therein all financial transactions. They must be prepared to produce a financial statement at any general meeting or committee meeting at least once per session. Thirdly, the Treasurer is responsible for the payment of BMC membership.

v. The Transport Secretary shall be responsible for transport arrangements. This includes Sunday hikes, and unless the Weekend Secretary chooses otherwise, for weekend trips too.

vi. The Hikes Secretaries shall organise the day hikes and scrambles and shall give notice of routes to members. They will also keep possession of society maps and routes.

vii. The Weekends Secretary shall be responsible for organising weekend trips and vacation trips.

viii. The Publicity and Merchandise Secretary shall be responsible for publicising hikes, socials and other society events before booking commences. In addition they are also responsible for the society's merchandise.

ix. The Socials Secretaries shall organise social events.

x. The Equipment Secretary shall be responsible for the purchase, safekeeping, loaning and upkeep of the society's equipment.

xi. The Website Secretary shall be responsible for the maintaining and development of the society's website and mailing list.

c) These officers shall be elected at the Annual General Meeting and shall constitute the committee.

d) Before the election of each officer of the society, there shall be speeches in support of him or her made by the proposer, and also by the candidate, who shall outline reasons for standing, etc. and shall also be prepared to answer any reasonable questions which may be put to him or her (the number of questions being at the discretion of the chairperson).

e) The committee shall have the power to co-opt a maximum of three additional persons onto the committee to perform a specific duty until such time as their specific duty is completed. Co-opted members shall not contribute to quorum and shall not be allowed to vote at committee meetings.

f) Not less than six committee members shall be full members of the society.

g) The fictitious person 'RON' shall be added as a nominee to all positions and if elected will trigger reopening of nominations for that position. The position shall be re-advertised to the membership and an Extraordinary General Meeting held at a later date, as decided by the committee.

7. Committee Meetings

- a) The quorum at committee meetings shall be five.
- b) The chairperson shall, in the case of equal voting on any matter, have the casting vote.
- c) There shall be at least one committee meeting per term.
- d) The time and place of every committee meeting shall be posted on the society's website and/or mailing list in advance.
- e) All committee meetings shall be open to any society member to attend and speak, but not to vote, on any matter.
- f) The minutes from the previous meeting shall be posted on the society's website at the request of any member.
- g) Any committee member who is absent from three consecutive meetings without offering an acceptable reason shall be deemed to have resigned from their post.

8. General Meetings

- a) The quorum at a general meeting shall be twenty members, including officers, or one third of the full membership, whichever is the smaller.
- b) Notice of meetings shall be plainly placed on the society's website and in UMSU, announcing the date, time & place of the meeting and the agenda thereof - at least seven days before a general meeting and three weeks before the Annual General Meeting. The constitution of the society shall be placed on the notice board for members to consult three weeks prior to the Annual General Meeting.
- c) The Annual General Meeting shall be held before the Easter vacation and shall transact the following business:
 - i. Approval of the minutes of the previous Annual General Meeting and any subsequent general meetings.
 - ii. Approval of the chairperson's annual report.
 - iii. Approval of the annual accounts presented by the treasurer.
 - iv. Election of officers for the following year.

v. Any other business the meeting wishes to conduct.

d) Voting for committee members shall be done (at general meetings) by secret ballot, voting cards with the candidates names being drawn up prior to the meeting. For administrative purposes, candidates should be declared forty-eight hours in advance. In the event of a tie, the chairperson shall have the casting vote.

e) Any person can stand for, and hold multiple positions. This is dependant upon their secondary position(s) being uncontested at the general meeting. In addition, a maximum of one position from: Chair, Treasurer or Secretary may be held by a single person.

f) Any person otherwise entitled to vote who cannot attend a general meeting because of his or her prior commitments is entitled to a postal vote as of right. Postal votes must be applied for no later than one week before the general meeting. Such votes shall bear the candidate's name and the position for which they are standing, and shall be e-mail to the Chairperson and Secretary not less than twenty-four hours before the general meeting. Any person unable to attend a general meeting for reasons other than lecture commitments may present a postal vote as above with the reason, and the committee will then decide whether or not to accept the vote. The vote shall be accepted if the voter has a reasonable excuse for not attending the meeting. Postal votes are not applicable for Extraordinary General Meetings.

g) An Extraordinary General Meeting shall be called at the request of the committee or by petition of at least one third of the full membership, or twenty members, whichever is the smaller.

h) In the event of a candidate failing to be elected chairperson they can be nominated at the time of the Annual General Meeting for any other unfilled post, without being declared earlier.

9. Amendments to the Constitution

a) The constitution may only be amended by a two-thirds majority at a general meeting.

b) All amendments shall be notified to the Vice Chancellor, to UMSU and to the society's bank. A receipt from the bank shall be taken to UMSU.

10. Discipline

a) In order to promote the safety of all members when on hikes, power shall be given to the committee to take disciplinary action against any member in accordance with sub-section b of this section 10.

- b) The committee may take disciplinary action if the member in question does any act while on a society event that endangers, or is likely to endanger: the safety of him/herself, any other society member, any other person, or any other vertebrate.
- c) Any member accused under this section shall have the following rights:
 - i. To have full details of the specific offence alleged.
 - ii. To have reasonable opportunity to put his case orally to the committee, at a meeting in private if he so wishes, notwithstanding sub-section 7e of this constitution.
- d) The committee shall have the power to take such action as it sees fit against the member concerned, including suspension from society events, or expulsion.
- e) Smoking is forbidden on club transport.

11. Legal Proceedings

The treasurer for the time being of the society is authorised to sue and may, if they so consent in writing, be sued in a representative capacity, on behalf of the society, and shall be entitled to indemnify them self or be indemnified out of the assets of the society, against any liability they may incur in consequence.

12. Property & Dissolution

- a) All property is ultimately the property of UMSU.
- b) In the event of dissolution of the society, or if it shall have failed to meet during any period of 12 consecutive months, the said property, subject to the payment of any liabilities of the society and a right of the Treasurer to indemnify himself/herself against any liabilities properly incurred by him/her as Treasurer, be vested in the UMSU.
- c) The society can be dissolved by two thirds majority vote carried out in accordance with sections 8 and 9 of this constitution.

13. Adoption

This constitution rescinds all previous constitutions and was adopted by resolution of the society on the day of 18th October 2007.