

University of Manchester Hiking Club Constitution

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 and Objectives

a) To promote interest in hiking, 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 members' knowledge and skills.

4. Membership

a) Full membership shall be open to all members of 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. Committee

a) Being a member of the committee brings about the following general responsibilities, as well as those specific to each role

i. Contributing to the general organisation of the society as part of a team.

ii. Promoting the society, and maintaining a positive image of it and its members.

iii. Doing their best to help society members, both on hikes and with general hiking requests.

iv. To not abuse the privileges of the position and always give priority to ordinary members, especially those who are also volunteering their time.

b) The committee positions of the society shall be:

- Chair
- Vice-Chair
- Secretary

- Treasurer
- Hikes Secretary (3 Posts)
- Transport Secretary
- Weekend Secretary
- Publicity and Merchandise Secretary
- Social Secretary (2 Posts)
- Equipment Secretary
- Website Secretary
- Inclusions Secretary
- Training Secretary
- Wellbeing Secretary
- Health and Safety Secretary
- Food Secretary

All elected committee members should be University of Manchester students, unless given special dispensation by the Student Union.

Each elected officer post is 1 year.

c) The roles of the positions are defined as the following:

- i. The Chair 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-Chair coordinates the work of the Hikes Secretaries and will stand in for the Chair when the Chair is absent.
- iii. The Secretary shall keep a record of all the proceedings and attendances at all meetings, keep the membership records, report membership numbers to the BMC and UMSU when necessary, and create and maintain all risk assessments and any other safety documents related to the club.
- 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 Hikes Secretaries shall organise the day hikes and scrambles and shall give notice of routes to members.

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

vii. The Weekend 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 any other society events. In addition they are also responsible for the society's merchandise.

ix. The Social 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.

xii. The Inclusions Secretary shall be responsible for ensuring all members can partake in all events. In addition, they will be responsible for dealing with any sensitive issues that might arise from complaints to do with inclusions and exclusions.

xiii. The Training Secretary shall organise events for members that will further their hiking skills

xiv. The Wellbeing Secretary shall be responsible for the wellbeing of all members and shall act as the main point of contact for anyone seeking help or advice

xv. The Health and Safety Secretary shall be responsible for regularly reviewing and updating the society's risk assessments, and ensuring all activities are as safe and accessible as possible

xvi. The Food Secretary shall be responsible for the organisation and preparation of food on any society activity where food is provided

d) These positions shall be elected at the Annual General Meeting and shall constitute the committee. Positions that are vacant can be elected at an Extraordinary General Meeting.

e) No less than six committee members shall be full members of the society.

f) The committee shall have the power to co-opt additional persons onto the committee to perform a specific duty until such time as their specific duty is completed. Co-opted members shall contribute to quorum and shall be allowed to vote at committee meetings.

7. Committee Meetings

a) The quorum at committee meetings shall be eight.

b) The chair 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, social media, 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 will have a vote of no confidence, if the Inclusion's Officer hasn't been able to open successful dialogue after

the second missed meeting.

After the second missed meeting, there should be some dialogue as to why and Inclusion's Officer will contact them to see if any further support is needed.

An Officer may be removed from their position by a vote of no confidence. A vote of no confidence may be made by the Society's Committee by a 75% majority or by a general meeting of that Society by a simple majority.

A vote of no confidence will only be valid if:

- a. The Officer who is to be removed is given at least two weeks' notice of the meeting where the decision is to be made
- b. The Officer who is removed has the right to speak at the meeting where the decision is to be made, and has the right to have a statement circulated to the members of that meeting in advance
- c. The vote is taken by a secret ballot

8. General Meetings

a) The quorum at a general meeting shall be twenty members, including committee members, or one third of the full membership, whichever is the smaller.

b) Notice of meetings shall be placed on the society's website announcing the date, time and place of the meeting and the agenda thereof - at least seven days before a general meeting and two weeks before 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.

- i. Approval of the chair's annual report.

ii. Approval of the annual accounts presented by the treasurer.

iii. Election of committee members for the following year.

iv. Any other business the meeting wishes to conduct.

d) Voting for committee members shall be done by secret ballot, voting cards with the candidates' names being drawn up prior to the meeting. In the event of a tie, the vote should either be re-opened or a coin toss held.

e) Before the election of each position, 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 chair).

f) 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.

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

h) In the event of a candidate failing to be elected to a position, they can be nominated at the time of the AGM for any other unfilled post, without being declared earlier. If there is no such candidate willing to fill an unfilled position, a member of the general membership may stand for the unfilled position at the AGM.

i) Any person otherwise entitled to vote who cannot attend a general meeting because of their 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-mailed 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. Postal votes are applicable for Extraordinary General Meetings.

j) 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.

9. Amendments to the Constitution

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

Any amendments to the constitution must comply with the Society By-Laws

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 subsection b of this section.

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) The executive committee may suspend any member from society events who is accused of serious misconduct, e.g. sexual or physical including harassment and intimidation, pending further investigation. The offence does not necessarily have to have happened at a society event. In the case that the allegations are found to be true, the special committee may ban said member from society events. If any intentionally false claims of misconduct are made, the accuser may also be suspended and potentially banned from the society.

- i) Any issues of sexual or physical harassment should also be reported to the University's Report and Support Service AND the SU Groups Team should be notified.

- d) 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 their case orally to the committee, at a meeting in private if they so wish, notwithstanding subsection 7e of this constitution.

- e) The power to expel members lies only within the current Activities and Culture Exec Officer.

- f) Smoking is forbidden on club transport.

11. Property and 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 section 6 of this constitution.