

ROYAL FOREST OF DEAN CAVING CLUB **CONSTITUTION. (DECEMBER 2009)**

1. **NAME.**

The Club shall be called: **Royal Forest of Dean Caving Club.**

2. **OBJECT.**

The purpose of the Club shall be: The discovery, exploration and preservation of caves and mines, with special emphasis on the Forest of Dean.

3. **MEMBERSHIP.**

- (a) There will be three classes of membership, 1) Ordinary, 2) Family and 3) Honorary.
- (b) Membership is open to persons of all ages, but anyone under the age of 18 may only take part in Club activities when accompanied by a parent/ guardian, or a person acting on the authority of the parent/guardian.
- (c) Any application for membership of the Club must be approved by the committee on the presentation of a signed application form, which must also be signed by two members of the Club as proposer and seconder and be accompanied by the appropriate subscription.
- (d) Honorary membership can be awarded to any person by the Committee. Honorary membership can be for any period from one year to life. Honorary membership shall not include insurance. Honorary Life Membership needs to be approved at a General meeting.
- (e) Only family members who reside at the same address are eligible for Family Membership; except that family members who are away studying at college/university will be deemed to be residing at the family home for the purpose of this class of membership.
- (f) Each and every member of the Club must be insured through the British Caving Association (BCA) Insurance Scheme, either as a "Club Individual Member" or a "Direct Individual Member".
- (g) Member details will be kept on a computer for membership administration (including mailing lists for newsletters and social activities etc.) and to provide a members contact list. This list may be distributed to caving clubs/societies, rescue groups, emergency services and to the Club's insurance company.

4. **SUBSCRIPTION.**

- (a) Subscriptions shall be decided by the Membership at the A.G.M. Annual subscriptions/insurance for existing Members, must be paid by December 1st at the latest. Any Member who has not paid by this date, shall be considered to have ceased Membership and shall only be re-elected at the discretion of the Committee.
- (b) Any member accepted as a member of the Club after 1st August shall deemed to have paid for the following year.

5. **COMMITTEE.**

- (a) The Club shall be managed by a Committee made up of eight members: -
CHAIRMAN, SECRETARY, TREASURER, MEETS
SECRETARY, EDITOR, EQUIPMENT OFFICER, LIBRARIAN
and one ORDINARY MEMBER. All Committee Members shall be elected at the A.G.M. from amongst the members of the Club.
- (b) The Committee shall have the power to co-opt extra members, if they feel necessary, for temporary or permanent duties. Where a member is co-opted to fill a vacant position on the Committee, that member shall have full voting rights on the Committee.
- (c) All Committee members shall retire at the A.G.M. and are eligible for re-election.
- (d) Five elected Committee members shall form a quorum at a Committee meeting.
- (e) All Committee members shall be eligible to vote on any matter. In the event of a tied vote, the Chairman shall have an additional casting vote, which shall be used to maintain the status-quo.

6. **GENERAL MEETINGS.**

This term describes any meeting to which all Members are invited i.e. Extra-Ordinary, Annual General and Monthly Social Meetings.

- (a) The A.G.M. of the Club shall be held in October at that months General Meeting to:-
 - 1. Receive the Officers reports.
 - 2. Consider any amendments to the Constitution.
 - 3. Effect the election of Officers.
 - 4. Discuss and decide on any matters affecting the Club.
- (b) Nominations for Committee member must be given with the consent of the nominee.
- (c) Extra-Ordinary General Meetings shall be convened at the request of the Committee or at the request of at least 10 members. Notice of such a meeting must be circulated to members, in writing, at least 21 days before the meeting. At an E.G.M. the meeting shall only discuss the points within that agenda.
- (d) The Constitution can only be amended at a General Meeting. Notice of proposed amendments, to the Constitution, must be circulated to the members at least 21 days before the General Meeting at which it is proposed to consider them.
- (e) Non-receipt of the required noticed by any member shall not invalidate the proceedings of the meeting.
- (f) At an A.G.M. any proposal of motion signed by 2 or more members, received by the Secretary at least 10 days before the meeting must be included in the agenda. Proposals, other than those affecting the Constitution, can also be made directly at a General Meeting.
- (g) At a General Meeting, decisions on Constitution changes and Honorary Life Membership may only be carried by a 2/3rds majority. Other decisions shall only require a simple majority. The Chairman shall have an additional casting vote if needed.
- (h) All members shall have full voting rights.

7. **FINANCE AND PROPERTY.**

- (a) Approval of at least 5/8ths of the elected Committee shall be necessary for any purpose for which Club funds are required.
- (b) The Treasurer shall record all income, from any source, and all expenditure that the Club may incur, and that these records be checked prior to the A.G.M. and at any other time as directed by the Committee.

8. **DISCIPLINE.**

The Committee shall have the power to request the resignation of any member for any breach of Club rules or for any other reason. Should the member refuse to resign, the Committee shall have the power to suspend or expel said member.

9. **DISSOLUTION.**

- (a) The Club may only be dissolved at an Extra-Ordinary General Meeting convened to discuss the matter, and only if 2/3rds of the votes cast are in favour of the dissolution.
- (b) In the event of dissolution, the assets of the Club shall be disposed as decided by a 2/3rds majority at the same Extra-Ordinary Meeting as at 9a above.

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