



## **Club Application Pack 2023**

For clubs seeking affiliation to the BMC

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# **Club Application Pack**

## **for clubs seeking affiliation to the BMC**

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# WELCOME

Thank you for expressing an interest in affiliating your group to the BMC. This pack is designed to inform you about the BMC, the benefits of affiliation, how to affiliate and the support that is available to you. Should you have any questions please don't hesitate to contact the BMC Office via [office@thebmc.co.uk](mailto:office@thebmc.co.uk) or 0161 445 6111.

## What is the BMC?

The British Mountaineering Council (BMC) is the national representative body that champions the interests of climbers, hill walkers, mountaineers and ski mountaineers in England and Wales; it was established in 1944 as the first umbrella organisation for British climbing clubs, to represent and speak on behalf of all climbers in Britain.

Our mission is to be the natural champion and community hub for all those who climb hills, mountains, rocks, ice and indoor walls; to promote the interests and protect the freedoms of climbers, hill walkers, mountaineers and ski mountaineers.

The BMC is a member organisation, and we currently have over 85,000 members, comprised of individual members as well as members of more than 250 BMC affiliated clubs. Our work is carried out and co-ordinated by over 50 members of staff supported by hundreds of volunteers. This vital partnership between staff and volunteers enables the BMC to work on behalf of its members and for the benefit of the entire mountaineering community.

To find out more about who we are, what we do, and how we are run, see [www.thebmc.co.uk/bmc-governance](http://www.thebmc.co.uk/bmc-governance).

## Who can apply to be an affiliated club?

Applications for club membership are welcomed from groups who fulfil the criteria as specified in the Articles of Association of the BMC (see Appendix A), namely that the principal object of the club is mountaineering, that its headquarters are in Great Britain, that it is run for the benefit of its members and that it is run as a not-for-profit entity.

## Affiliation and Membership periods

Once a club has affiliated to the BMC it is not required to submit further documentation to remain as an affiliated club. Although clubs are expected to re-submit their constitution or other governance document if it changes.

At the point of first affiliation the BMC membership period for club members will start from the point they are submitted to the BMC and continue until the end of the Club Membership year, as detailed below.

The BMC Club Membership year runs from 1<sup>st</sup> January – 31<sup>st</sup> December each year.

For clubs based at educational establishments, we offer a membership year from 1<sup>st</sup> October to the 30<sup>th</sup> September the following year.

### BMC Participation Statement

The BMC recognises that climbing, hill walking and mountaineering are activities with a danger of personal injury or death. Participants in these activities should be aware of and accept these risks and be responsible for their own actions and involvement.

## Club Membership Benefits – The Member

### **The BMC's work for our community**

The BMC does a massive amount of work for our community through representing the rights of our members with negotiating access to land, maintaining crags, campaigning for the environment, supporting equipment safety, and good practice awareness such as respecting the crags and hills.

### **Summit Magazine**

All club members whose names and addresses we hold will receive a print copy of the BMC Summit magazine along with their membership card, and will have access to digital copies of the three other editions of the quarterly members' magazine. New members who join after quarter 1 will receive the next available edition.

### **Discounts on:**

- Outdoor retailers
- Publications and booklets
- Travel
- Courses providers
- Reciprocal Rights card for Alpine Huts

### **Access to BMC Mountain Huts**

All club members have access to the three national huts managed by the BMC – Alex MacIntyre Memorial Hut in North Ballachulish; Glen Brittle Memorial Hut on Skye; Don Whillans Memorial Hut at The Roaches, Staffordshire

### **Combined Liability**

All club members who reside in the UK and whose names and addresses are held by the BMC benefit from £10million Combined Liability insurance, which increases to £15 million in respect of claims for bodily injury. The cover operates worldwide with the exception of USA/Canada, and there is no excess applicable. The club and its committee are also insured for club activities. See the following page for further details of the cover offered.

### **Access to BMC Travel Insurance**

All club members are eligible to purchase [specialist and comprehensive travel insurance cover](#). It is designed for climbers, hill walkers and mountaineers and only available to BMC members.

### **BMC Area Meetings & BMC AGM**

All club members are encouraged to take an active part in the democratic processes of the BMC by attending [area meetings and area AGMs](#), and the BMC AGM and exercising your right to vote on issues raised. Club members may also cast their AGM vote by proxy if they can't attend in person.

### **Mountain Training Awards**

All club members become eligible to register on [Mountain Training](#) Awards, including

- Mountain Leader Award
- Rock Climbing Instructor
- Walking Group Leader Award
- And many others

### **Access to:**

- [Courses, events, lectures and training](#) provided by the BMC for members.
- Expert advice from BMC specialist staff.
- Facility to [claim back club fees](#) by any club member affiliated via more than one club.
- Option to upgrade membership category to receive additional benefits.

The full range of benefits are listed in the Members' Handbook and on the BMC website:

[www.thebmc.co.uk/membership](http://www.thebmc.co.uk/membership)

## Club Membership Benefits – The Club

### **Training, Advice and Club Management & Administration support:**

- Courses, events, and training provided by the BMC specifically for club leaders, including Club Seminars, Student Club Safety Seminars, How to Train Novice Members in Club, Training Days for Committee Members.
- Expert advice from BMC specialist staff and specialist volunteer groups.
- [Guidance notes](#) on the BMC website for running a club and for managing a club hut.
- Membership Services Online (MSO) system to ease the burden of club administration.
- Invitation to engage with your local club support network, including regular forum sessions to meet and share good practice with other clubs.

### **Combined Liability**

Committee members, meet leaders and any other volunteers working on behalf of the club also benefit from elements in the combined liability policy that are included to specifically support them and that most third party liability policies don't cover. The benefits include 'Directors and Officers Cover' and 'Provision of Advice' – further reference can be found on the following page and more details within the documentation at the BMC Insurance Centre ([www.bmc-insurance-centre.co.uk](http://www.bmc-insurance-centre.co.uk)). It is also recommended the [BMC Club Guidelines – Insurance FAQ](#) is read.

### **Access to BMC Mountain Huts Network**

You may advertise your club hut on the BMC hut list, and make use of other affiliated club huts and the three national huts managed by the BMC for club meets.

### **BMC Area Meetings & BMC AGM**

All clubs are encouraged to engage in the democratic processes of the BMC by attending [area meetings](#) and AGMs and exercising your right to nominate members in to positions such as Area Club Co-ordinators and on to the BMC Huts Group.

The full range of benefits are listed in the Members' Handbook and on the BMC website: [www.thebmc.co.uk/membership](http://www.thebmc.co.uk/membership)

# Combined Liability Insurance

## Summary of Cover

Only Applicable for Club Membership

### The Policy

The policy covers each member for any claim made against them, for any civil liability arising in connection with mountaineering, club or club-related activities. The cover operates worldwide and there is no excess applicable. See more details at [www.bmc-insurance-centre.co.uk](http://www.bmc-insurance-centre.co.uk).

### Combined Liability

The limit of indemnity in respect of any claim made during the period of insurance is £10 million for any one event, including claims arising from breach of professional duty with the exception that, in respect of goods sold or supplied (products) claims, the limit of indemnity applies to an aggregate of all events during any one period of insurance. The limit increases to £15 million in respect of claims for bodily injury.

### The Club and the Committee

The Club and its Committee Members are insured for any event or activity, social, business or sporting that they organise and in which they participate. The committee members' personal liability relating to matters arising from the management of the club is also protected by Directors' and Officers' Liability insurance. More detail about the support for clubs can be found in the 'Insurance' guidance note at [www.thebmc.co.uk/bmc-club-guidelines](http://www.thebmc.co.uk/bmc-club-guidelines).

### Individual Club Members

All Club members are insured for any approved club activity on a club meet and also as an individual for any approved activity. A list of all the approved activities can be found at [www.bmc-insurance-centre.co.uk/clubs](http://www.bmc-insurance-centre.co.uk/clubs).

Club members providing instruction, support or guidance to other club members are also covered under the policy, providing that no payment is being received for services.

**Important Note:** Please note there are separate representative bodies for skiing, mountain biking, caving and other outdoor sports. It is not the intention of the BMC to include these mainline activities within its remit. The BMC accepts that many clubs offer a varied meets programmes for its members and the insurance cover provided reflects this diversity of activity.

### Qualified Instructors

Club members who are qualified instructors and/or guides and are acting professionally (i.e. getting paid as an instructor) when instructing or leading club members are NOT covered by BMC combined liability insurance. Such people should be covered by their own independent professional liability insurance.

### Club Huts

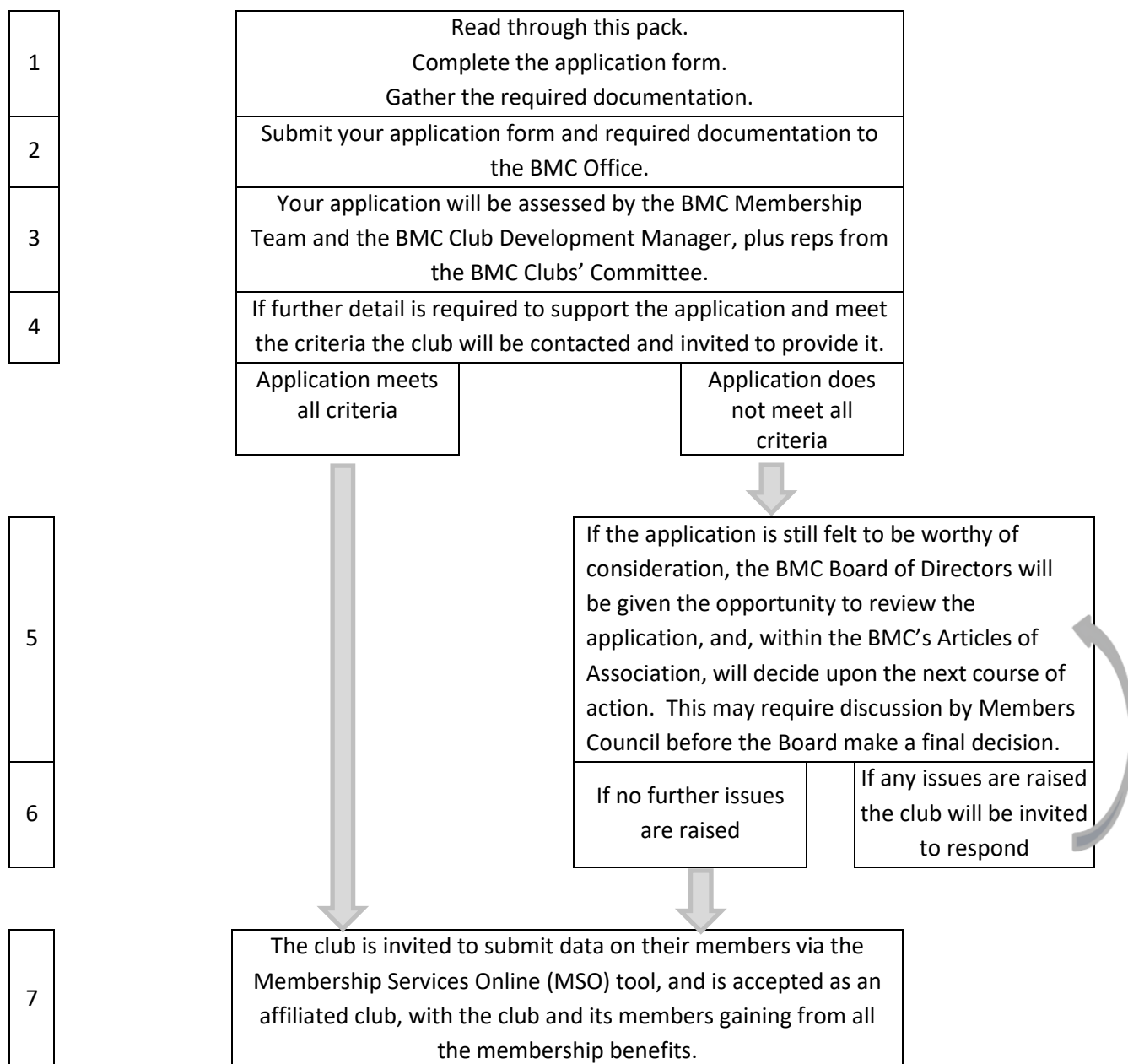
Club volunteers are covered through the combined liability insurance when carrying out maintenance on club huts. [Some specialist work is not covered automatically] Full details can be found at [www.bmc-insurance-centre.co.uk/organisers](http://www.bmc-insurance-centre.co.uk/organisers). Club hut trustees are covered under the Directors' and Officers' Liability policy.

### Master Policy

This is a brief outline of the policy held at the BMC. More information can be viewed at [www.bmc-insurance-centre.co.uk/clubs](http://www.bmc-insurance-centre.co.uk/clubs).

## Process of Affiliation

BMC affiliation is available for UK-based clubs where their activities are predominantly climbing, hill walking and mountaineering, and where the club is controlled by its members. To apply for affiliation you need to go through the following steps



The process from step 2 to step 4 is usually completed within three-four weeks. If steps 5 – 6 are required this will extend the timings.

### **Required documentation from ALL CLUBS at point of application (at step 2)**

- Completed Application Form (see following page)
- Signed copy of Club Constitution or similar Governing Document
- Club Rules
- Any other policies that the club has approved
- Last Balance Sheet (if club has been in existence for over 6 months)
- Most recent Annual Report (if club has been in existence for over 12 months)
- Plus, club affiliation fee to be submitted (see box 5 on the Application Form)

## **SECTION 3**

### **Safeguarding considerations with under 18-year old members**

Clubs can accept under-18 year olds as part of a Family Membership offer, where they will be accompanied by their parent/ carer/ guardian at all times and who takes responsibility for them, without adopting a Safeguarding Policy.

Clubs that offer independent membership for under-18 year olds (i.e. without their parent/ carer/ guardian present) must adopt and comply with the BMC Child Safeguarding Policy. The policy can be viewed at [www.thebmc.co.uk/childprotectionpolicy](http://www.thebmc.co.uk/childprotectionpolicy). The Club also needs to appoint a Youth or Safeguarding Officer who has undergone a satisfactory Disclosure and Barring Service (DBS) check and who has attended child protection / safeguarding training including an awareness course and the NSPCC Time to Listen course. Contact: [safeguarding@thebmc.co.uk](mailto:safeguarding@thebmc.co.uk) or phone 0161 438 3305 to request DBS information.

### **Additional documentation required from clubs accepting under 18-year olds as independent members without a parent, guardian or carer (at step 2)**

- Proof of adoption of a Child Safeguarding Policy (this should ideally be stated within the Club Constitution).
- Name of the Club Youth or Safeguarding Officer, alongside evidence of a current DBS check and attendance at Safeguarding Awareness training plus Time to Listen training.

### **Required from ALL CLUBS at step 7**

- Members' names and contact details

If you need any assistance with any aspect of your application please contact

Clonagh Delderfield, Membership & Insurance Co-ordinator on 0161 445 6111, or

Email your query to [office@the.bmc.co.uk](mailto:office@the.bmc.co.uk), or

Contact Jane Thompson, Club Development Manager - 07885 910606, [clubs@thebmc.co.uk](mailto:clubs@thebmc.co.uk)



# Application Form for Affiliation to the BMC - 2023

<p><b>1. CLUB DETAILS</b></p> <p>Name of Club .....</p> <p>Date of Club Formation .....</p> <p>Club Website Address.....</p> <p>Number of Adult Members .....      Number of U18 Members .....</p> <p>Members Annual Subscription Fee £ .....</p> <p><i>[Your Annual Subscription Fee (i.e. the amount each member pays each year to be members of the club) and should be sufficient to cover the cost of BMC affiliation fees plus the running costs of the club]</i></p> <p>Please highlight the BMC Area that the club wishes to be registered within.</p> <p style="text-align: center;">Lakes - North East - North West - Yorkshire - Cymru North Wales - Cymru South Wales - Midlands - Peak - South West - London &amp; South East - National</p> <p style="text-align: center;"><i>Not sure about the Areas? Check out the map by clicking the drop-down option on <a href="http://community.thebmc.co.uk">community.thebmc.co.uk</a></i></p>									
<p><b>2. APPLICANT CONTACT DETAILS</b></p> <p><i>Contact details for this application</i></p> <p>Name .....</p> <p>Address .....</p> <p>..... Post code.....</p> <p>Daytime Telephone number..... Evening Telephone number .....</p> <p>E mail .....</p>									
<p><b>3. CHILD SAFEGUARDING, FOR CLUBS ACCEPTING UNDER 18 YEAR OLDS</b></p> <p><input type="checkbox"/> The club accepts under-18-year olds as part of a Family Membership offer, where they will be accompanied by their parent/ carer/ guardian at all times, (Safeguarding Policy adoption not required) [go to Q4]</p> <p><input type="checkbox"/> The club offers independent membership for under 18-year olds, i.e. without their parent/ carer/ guardian present or as members (Safeguarding Policy to be adopted)</p> <p><input type="checkbox"/> The club has adopted the BMC Child Safeguarding Policy</p> <p><input type="checkbox"/> The club has its own Safeguarding Policy (attached to this application)</p> <p>Name of Youth or Safeguarding Officer ..... <i>[must be a club member]</i></p> <p>DBS status – applied through BMC / completed through BMC / Update Service information submitted <span style="float: right;"><i>Delete as appropriate</i></span></p> <p>Date of Safeguarding Awareness Training* .....</p> <p>Date of NSPCC Time to Listen training*, if already attended ..... <span style="float: right;"><i>* copy of certificate to be included</i></span></p>									
<p><b>4. DOCUMENTS TO BE PROVIDED</b></p> <p><b>All applications should include the following documents: -</b></p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Club Constitution or similar</td> <td><input type="checkbox"/> Club Rules</td> <td><input type="checkbox"/> Other club policies</td> </tr> <tr> <td><input type="checkbox"/> Last Balance Sheet **</td> <td><input type="checkbox"/> Last Annual Report **</td> <td><input type="checkbox"/> Payment of membership fees</td> </tr> <tr> <td><input type="checkbox"/> Safeguarding Certificate(s) *</td> <td><input type="checkbox"/> Safeguarding Policy *</td> <td></td> </tr> </table> <p style="text-align: right; font-size: small;">* if applicable (see section 3) ** not required for newly formed clubs</p> <p style="text-align: center; font-size: small;">The BMC is committed to the protection of data. The data that you provide to us about your club and its members will only be used by the BMC for membership affiliation and for member communications.</p>	<input type="checkbox"/> Club Constitution or similar	<input type="checkbox"/> Club Rules	<input type="checkbox"/> Other club policies	<input type="checkbox"/> Last Balance Sheet **	<input type="checkbox"/> Last Annual Report **	<input type="checkbox"/> Payment of membership fees	<input type="checkbox"/> Safeguarding Certificate(s) *	<input type="checkbox"/> Safeguarding Policy *	
<input type="checkbox"/> Club Constitution or similar	<input type="checkbox"/> Club Rules	<input type="checkbox"/> Other club policies							
<input type="checkbox"/> Last Balance Sheet **	<input type="checkbox"/> Last Annual Report **	<input type="checkbox"/> Payment of membership fees							
<input type="checkbox"/> Safeguarding Certificate(s) *	<input type="checkbox"/> Safeguarding Policy *								

### SECTION 3

#### 5. MEMBERSHIP FEES (2023)

Each club is required to pay a fee upon applying to be affiliated to the BMC. The fee will cover the membership fees for all of your members. The minimum number of members that a club can have is 10.

**Please tick the appropriate category**

☐ Club Membership (for 2023) - £222.50 for the first 10 members plus £22.25 for each member thereafter (Discounted membership fees for under 18's and unemployed or furloughed members = £16.45 and full-time students = £18.35)

☐ Student Club Membership (2022/23 academic year) - £183.50 for first 10 members plus £18.35 per member thereafter.

Total Payment £ \_\_\_\_\_

#### Payment method (please tick as appropriate)

Cheque ☐ Cheques to be made payable to 'British Mountaineering Council'  
BACS ☐ Bank: Barclays. BMC Account No: 50427543, Sort Code: 20-26-20  
Please use "BMC New Club" as payment reference

#### 6. ASSETS

Does your club own or manage an asset, such as a mountaineering hut or climbing wall? Yes / No

If Yes, please provide details about this facility including the management of the facility. Use an additional sheet if required .....

.....

.....

#### 7. CLUB REPRESENTATIVE DETAILS #1

Contact details for the 'Main Club Contact' - this is the club member who the BMC will contact regarding its BMC membership returns, and other club development support.

☐ Use the details in box 2 above

Name .....

Address .....

..... Post code .....

Daytime Telephone number..... Evening Telephone number .....

E mail .....

#### 8. CLUB REPRESENTATIVE DETAILS #2

Contact details for the 'Club Communications Contact' - this is the club member who the BMC will contact, in a similar way as the Main Club Contact (box 7) and will be an additional contact for the club. It is expected that this person will work with the Main Club Contact. They will be included on mailings that include wider club development opportunities such as training, funding and guidance. The contact details will not be made publicly available.

Name .....

Address .....

..... Post code .....

Daytime Telephone number..... Evening Telephone number .....

E mail .....

## SECTION 3

### 9. CLUB PROMOTION

A benefit of affiliation is that the BMC promotes affiliated clubs so that potential new members can search for and contact the club. As an affiliated club you can be included on our searchable Club List and searchable Map, which appears in the public domain on the BMC website. The Club List can be viewed at [www.thebmc.co.uk/organisations/clubs](http://www.thebmc.co.uk/organisations/clubs), and the Map can be viewed at [thebmc.co.uk/find-a-club](http://thebmc.co.uk/find-a-club). The personal contact details for the Main Club Contact (box 7) is the data that is used for these listings.

We offer the facility for you to choose what information to include or exclude so that you can control what information is in the public domain on our website. Please confirm your choices below...

- ☐ Our club isn't open to the public and should not appear on the BMC website
- ☐ I do not wish for the postal address in box 7 to appear on the BMC website [the post code is used as the location for the 'pin' on a searchable map on the BMC website]
- ☐ I do not wish the daytime telephone number in box 7 to appear the BMC website
- ☐ I do not wish the evening telephone number in box 7 to appear the BMC website
- ☐ I do not wish the email address in box 7 to appear on the BMC website

There is a club email address that should be used for promoting your club to new members on the BMC website

Club E mail Address .....

You may wish to add further information about your club to the listing on our website, and you can choose from the options below. If any of these options are applicable to your club, and you wish them to appear in your website listing, please tick the appropriate box.

- ☐ Club meets at venues that have facilities that are accessible to those with physical disabilities [A]
- ☐ Club accepts beginners and novices, and provides support and training for them [B]
- ☐ Club has a family membership category [F]
- ☐ Club has a youth membership category and accepts applications from those under the age of 18 (without a parent a member) [Y]

### 10. APPLICATION SIGNATURE

*The club agrees to abide by the rules of the BMC contained or referred to in the BMC Articles of Association, (a copy is available for inspection at the BMC offices without charge; it can be accessed on the [BMC website](http://thebmc.co.uk); and printed copies are available upon request, for a small charge). In the event of the BMC being wound up whilst the club is affiliated or within one year of it ceasing to be affiliated the club agrees to contribute a sum not exceeding £1 for every member of the Club as recorded in the last preceding certificate of the number of members supplied to the BMC.*

Signed (by the Representative) ..... Date.....

### NEXT STEPS

The completed form, together with requested documentation and membership payment, should be forwarded to Clonagh Delderfield, at The BMC, 177-179 Burton Road, Manchester M20 2BB or [office@thebmc.co.uk](mailto:office@thebmc.co.uk)

You will be contacted within four weeks of the receipt of your application with either confirmation of the outcome of your application if it meets all the acceptance criteria, or with the next steps that the application will be following.

**Please note: the club will only become an affiliated club and benefit from the BMC Combined Liability Insurance when its application has been formally approved via confirmation email and all member details have been submitted to the BMC via MSO and payment for all members has been received by the BMC.**

# Club Governance Documents

## Constitution and Club Rules

### **Constitution**

The Constitution is an important document and it is essential that it truly reflects the club. There are template constitutions with supporting guidance notes that have been written specifically for unincorporated mountaineering clubs available at [www.thebmc.co.uk/bmc-club-guidelines](http://www.thebmc.co.uk/bmc-club-guidelines). The template download is in MS Word format; should you require another format please contact us.

Some clubs may have a constitution that is in a different format to the BMC template, such as if they are a CASC or have become incorporated, or the club may use another document, such as articles of association. If your club has incorporated then your relevant governing document should be submitted.

To find out more about incorporation and the options available to clubs, please go to [www.sportenglandclubmatters.com/club-planning/club-structure/](http://www.sportenglandclubmatters.com/club-planning/club-structure/)

### **Writing Club Rules**

The list of rules for any one club is likely to be very different to the list of rules for another club as all clubs are different. Some clubs may go for a very formal style, whereas others may go for an informal style. Club rules usually cover the day-to-day workings of the club that don't feature within the Constitution.

Rules may cover the following topics. [This list is not meant to be exhaustive or inclusive]

- How to book on to club meets
- Expected behaviour on club meets and on club social media
- Hiring out club equipment (i.e. how to book it, taking responsibility)
- Safety planning (i.e. leaving a route plan with the meet organiser)
- Using the club hut(s)
- Paying your annual club fees

# Data Protection

## **The BMC & Data Protection**

The BMC complies with all applicable laws and regulations relating to processing of personal data and privacy, including without limitation the General Data Protection Regulation ("GDPR") and any other data protection legislation in force from time to time (as applicable) and including where applicable the guidance and codes of practice issued by the Information Commissioner or any other relevant regulator ("Data Protection Laws").

For further details please refer to the BMC privacy policy [www.thebmc.co.uk/privacy](http://www.thebmc.co.uk/privacy)

## **Clubs & Data Protection**

All mountaineering clubs must comply with UK data protection laws and regulations. To support clubs with this there is guidance available on and linked from the BMC website at [www.thebmc.co.uk/bmc-club-guidelines](http://www.thebmc.co.uk/bmc-club-guidelines).

Clubs need to consider what data they collect from members and from prospective members, how they store it, how they share it and who they share it with, how frequently they update the data, and how long they keep it.

## Support for Clubs and Members

### **BMC Clubs' Committee**

The aim of the BMC Clubs' Committee is to provide support and guidance to all BMC affiliated clubs, and give a voice for clubs at a national level. There are elected reps on Clubs Comm from each of the BMC Areas, from student clubs, and from national clubs.

The Clubs Comm meets around four times a year, and will discuss other issues via email. Issues raised with local reps are taken to committee meetings and discussed with appropriate actions taken.

### **BMC Huts Group**

The aim of the Huts Group is to provide support and guidance to clubs in the running of any hut that they manage, whether because they own, lease, or rent the property.

The members of the group have vast experience and knowledge in the running and upkeep of mountain huts and provide direct support, guidance notes and training opportunities.

### **Online Support**

There is lots of support available online, via the BMC website, that has been produced specifically for BMC-affiliated clubs. The key locations to find this support are

Club Essentials – [www.thebmc.co.uk/essential-club-know-how](http://www.thebmc.co.uk/essential-club-know-how)

Club Guidelines – [www.thebmc.co.uk/bmc-club-guidelines](http://www.thebmc.co.uk/bmc-club-guidelines)

Hut Guidelines – [www.thebmc.co.uk/hut-guidelines](http://www.thebmc.co.uk/hut-guidelines)

Hut News - [www.thebmc.co.uk/huts-news](http://www.thebmc.co.uk/huts-news)

### **Area Meetings**

The BMC divides England and Wales into ten geographical areas: Cymru North Wales; Cymru South Wales; Lakes; London & SE; Midlands; North East; North West; Peak; South West; Yorkshire.

Each of these Areas has a committee that organises meetings for BMC members who live in that Area. There are usually 4-5 meetings per year, some are virtual, some hybrid and some face-to-face. Food is provided for the face-to-face meetings and there is often a talk or quiz as part of the event.

These meetings are important for local issues to be discussed and actions agreed, and for national issues to be discussed with local views communicated to National Council, which is the representative body of the members and provides an intermediary forum between the Board and the members

More details about BMC Area Meetings can be found at [www.thebmc.co.uk/bmc-areas](http://www.thebmc.co.uk/bmc-areas)

## *SECTION 6*

### **BMC Staff members**

The staff members at the BMC have a wide range of roles and experiences, with immense knowledge when supporting clubs. If you have a question there is bound to be someone with the answer!

Check out [www.thebmc.co.uk/bmc-staff-list](http://www.thebmc.co.uk/bmc-staff-list) to find out 'who's who', or if you are not certain who to contact just call the office on 0161 445 6111, or email your enquiry to [office@the.bmc.co.uk](mailto:office@the.bmc.co.uk).

### **Membership Services Online (MSO)**

Membership Services Online is a platform to safely and easily manage and organise data on your club members. It allows you to quickly search and filter by personal details, address, contact information and membership type with the option to add up to ten custom fields that are bespoke to your club.

The MSO dashboard is directly linked to the BMC membership database and is used by clubs to manage their annual club renewals. By using MSO you can quickly add new club members to your club database and assign them BMC membership – it makes managing club membership data much simpler.

MSO is securely hosted on BMC servers and is free for clubs to use. You can create club administrators within MSO and set the access levels to keep your club data safe.

## Articles of Association of the BMC

[www.thebmc.co.uk/bmc-articles-of-association](http://www.thebmc.co.uk/bmc-articles-of-association)

The following excerpt is taken from the Articles of Association of the BMC, 18 May 2022

### 9. MEMBERS

9.1. The number of Members shall be unlimited.

9.2. Members shall be those persons admitted in accordance with these Articles and, in the case of Voting Members, whose names shall have been entered in the Register.

9.3. The rights and privileges of a Member shall be personal to the Member and membership shall not be transferable and shall cease upon death, resignation, failure to pay subscriptions under Article 9.9 or in the event of termination under Article 10.

9.4. Every Member shall be subject to the provisions of these Articles in relation to their membership and shall be deemed to have had knowledge of these Articles and to have consented to them at the time of or prior to their becoming a Member.

9.5. The Company shall have the following classes of membership:

9.5.1. Individual Members - who shall be any person with an interest in Mountaineering and who shall have submitted an application in a form prescribed by the Directors and consented in writing to become a Member and who is then admitted to membership on payment of the appropriate subscription fee;

9.5.2. Honorary Members – who shall be Individual Members (and afforded the rights thereof) but who are invited to be honorary members of the Company by the Council and shall not be liable to pay a subscription fee;

9.5.3. Patrons – who shall be Individual Members (and afforded the rights thereof) but who are invited to be patrons of the Company by the Council and shall not be liable to pay a subscription fee; and

9.5.4. Club Members –

(a) all those members of an Affiliated Club admitted in accordance with the rules of the Affiliated Club and listed in the returns made by that Affiliated Club to the Company shall become Club Members on payment by the Affiliated Club to the Company of the appropriate subscription fee; and

(b) such Club Members shall be entitled to be upgraded to Individual Members on payment of the appropriate upgrade fee and on doing so shall be entitled to all the privileges and services provided to other Individual Members.

9.5.5. Associate Members –

(a) any company, organisation, club, association or business wishing to be affiliated to the Company but not being eligible to become an Affiliated Club shall be entitled to apply to be an Associate Member, on complying with such requirements as are from time to time specified by the Council and on payment of the appropriate subscription fee, but shall not be entitled to the privileges and services available to Voting Members save for any privileges and services that are from time to time specified by the Council; and

(b) any partnership or unincorporated association wishing to apply to be an Associate Member shall nominate a member of that partnership or unincorporated association to make an application to the Company on behalf of that partnership or unincorporated association and on acceptance that person shall be designated an Associate Member and shall thereupon be entitled to exercise all the rights of an Associate Member on behalf of that partnership or unincorporated association until such time as that person shall be replaced by a new representative, nominated by that partnership or unincorporated association to be the Associate Member on behalf of that partnership or unincorporated association in their place, and the Company shall accept as valid and binding evidence of such nomination a letter signed by any two partners of that partnership or by the president, chair or equivalent of that unincorporated association and countersigned by the secretary or equivalent of that unincorporated association.

9.5.6. Non-voting Individual Members

Subject to the provisions of these Articles and notwithstanding the above, the Council, in consultation with the Board, may from time to time establish informal or supporter categories of membership and set out the rights and responsibilities in relation to the same, save that such members shall not be entitled to vote.

9.6. Any changes to the categories of and/or criteria for membership must be referred to the Council and/or Voting Members in accordance with the Reserved Matters.

9.7. Affiliated Clubs

9.7.1. A club or other association (hereinafter referred to as "club") shall be eligible to affiliate to the Company as an Affiliated Club if;



## APPENDIX A

- (a) Mountaineering is a core activity;
- (b) its headquarters are in Great Britain;
- (c) it is controlled by or operated on behalf of its own members; and
- (d) it is run on a not for profit and not for personal gain basis; or
- (e) the Board, in consultation with Council, considers its affiliation would be in the best interests of the Company notwithstanding that it fails to meet one or more of the foregoing mandatory criteria in (a) to (d) above;

9.7.2. An Affiliated Club shall file with the Company returns, stating the total number of members of the Affiliated Club resident in the United Kingdom (and shall be entitled to include members resident elsewhere), their names and addresses and such other information as the Company may from time to time require, and at such times and for such periods as the Company may from time to time require and shall pay the appropriate membership fee on behalf of the members of that club included in such return whereupon those members shall be admitted as Club Members of the Company entitled to the privileges and services from time to time provided to Club Members; and

9.7.3. In the event of the Company being wound up, an Affiliated Club shall on demand pay to the Company the sum guaranteed by Article 3 on behalf of those members of the Affiliated Club who have been included in a return filed with the Company by that Affiliated Club pursuant to Article 9.7.2 at any time within the preceding period of one year.

9.7.4. Any changes to the categories of and/or criteria for Affiliated Clubs must be referred to the Council and/or Voting Members in accordance with the Reserved Matters.

### 9.8. Acceptance & Eligibility

9.8.1. The Board (or someone authorised by the Board) shall notify every new Individual Member, Associate Member and Affiliated Club that their application has been accepted and that such membership or affiliation shall be confirmed on payment of the appropriate subscription fee and they shall thereupon be bound by these Articles whether or not they shall have signed a written statement to that effect.

### 9.9. Subscriptions

9.9.1. Every Individual Member, Associate Member and Affiliated Club shall pay to the Company such single annual or other periodic subscription fee as the Company may from time to time determine and shall accept the terms and conditions of membership appertaining to the appropriate class of membership or any changes therein. Any proposed increase in subscription fees at a level over the annual rate of inflation (calculated in accordance with the RPI) shall be a Reserved Matter under these Articles. Any annual subscription fee shall be due and payable in the case of an Individual Member on the anniversary date of their becoming a Member and in the case of other Members on the day following the Account Date or such other date as may be determined by the Board, after consultation with the Council;

9.9.2. If two or more Individual Members cohabit as a family they may be eligible to pay a reduced subscription fee at such rate as the Board after seeking agreement from the Council and/or the Members in accordance with the Reserved Matters, may from time to time determine. The Board shall be the sole arbiter of whether such Individual Members constitute a family and its decision shall be final; and

9.9.3. Members shall pay to the Company such fees or sums in respect of the use of any of the facilities, activities or services of the Company as the Board, in consultation with the Council, may from time to time determine.

### 9.10. Non-Payments

9.10.1. An Individual Member who resigns, or who is removed from membership by virtue of their failure to pay their subscription fee when the same is due, shall not be entitled to exercise any of the rights conferred on them by these Articles or the Act, and the date of their removal or resignation shall be noted on the Register.

9.10.2. If an Associate Member resigns, or is removed from membership by virtue of their failure to pay their subscription fee when the same is due, they shall not be entitled to exercise any of the rights conferred on them by these Articles or the Act, and the date of their removal or resignation shall be noted on the Register.

9.10.3. If an Affiliated Club fails to pay subscription fees for its members, or to file a return pursuant to Article 9.7.2 for three calendar months after the same is due, its members shall not be entitled to exercise any of the rights conferred on them by these Articles or the Act as Club Members, and the Club Member(s) concerned shall be removed from membership of the Company and the date of their removal shall be noted on the Register and such club shall thereupon cease to be an Affiliated Club.