**Introduction**

* The following is an outline constitution suitable for a climbing, hillwalking or mountaineering club.
* *Italics* have been used to indicate options that should be considered by the club and decided before finalising the constitution.
* Where you need to insert your own text the requirement is shown as <INSERT DATE>
* Each club is different and their constitution should reflect this.
* Clubs that are organised within an education establishment or employer may have to include clauses or rules that are specified by the Student Union or employer.
* This document does not reflect clauses that would need to be included by clubs who own or manage or lease a club hut or other facility.

**What should be included in each section?**

Your club should carefully consider your constitution needs for your own circumstances and also what the BMC’s specific requirements are.

1. **Name of club:** State the name of the club and by any abbreviations or acronyms it shall be / is known by.
2. **Aims and objectives:** The objectives should clearly state the reasons the club exists. You should state that you are affiliated to the BMC.
3. **Membership of the club:** Include here the definition of the various categories of membership in your club, which would depend greatly on the type of club. If there are restrictions to membership (i.e. only students at xyz university, or employees and family of xyz company) it should be stated in this section. This section should reflect the nature of mountaineering activities by stating that members should accept the risks inherent upon participating in the activities of the club. This section should also include what sports equity means to your club. It is vital that the constitution is open and non-discriminatory and that it reflects any sport's equity policy you may have.
4. **Committee:** The aim of this section should be to specify the roles on the committee, how the committee should be formed and how they should look after the interests of the club. The requirements for committee meetings should be included.
5. **Annual general meetings and extraordinary general meetings:** Use this section to explain the protocols and procedures for your AGMs and EGMs.
6. **Finances:** It is prudent for every club to ensure that the handling of its financial affairs is done in an efficient manner and in a way which protects the individual committee members responsible for the handling of money. Explain how club subscriptions or membership fees will be set. Use this section to explain how this will be achieved.
7. **Discipline and appeals:** Outline the club’s disciplinary procedure here. Ensure that it is a fair procedure with a fair appeals process. If possible appeals should be heard by an independent group.
8. **Ceasing to be a member:** Use this section to explain what happens when someone ceases to be a member.
9. **Rules of the club:** You need to state that you have club rules that members must abide by. You can include the rules in this section if you wish, or keep them in a separate document.
10. **Dissolution:** Procedures covering the dissolution of the club must be settled. In the event of funds remaining after debts have been settled club members may wish to specify that such funds should be given to some associated organisation. The section is usually essential when clubs are applying for external funding, i.e. from Sport England or Sport Wales.
11. **Amendments to the constitutions:** Explain in the section the procedures to make any changes to your constitution.
12. **Declaration:** Even before your group holds its initial meeting (or at least at one of your early meetings) it would be advisable to draw up a draft constitution, so that the group can adapt and agree it at the earliest possible opportunity.

**It is important that all members (existing and new) sign a registration / affiliation form to declare that they will abide by the rules and the constitution of the club as part of their membership requirements.**

**Constitution for <*INSERT NAME OF CLUB>***

**1. Name**

1.1 The name of the Club shall be the <INSERT NAME OF CLUB>. Hereinafter referred to as "the Club".

**2. Aims and Objectives of the Club**

* To promote the interests of climbing, hill-walking and mountaineering amongst members of the Club.
* To provide an opportunity for members of the Club to meet and participate in climbing, hill-walking and mountaineering activities together.
* To act on behalf of and in the interests of Club members.
* To promote awareness of the need to maintain access, conservation and protection of the cliff and mountain environment.
* To take part in and support the work and activities of the British Mountaineering Council (BMC).

**3. Membership of the Club**

3.1 Membership of the Club shall only be open to

* individuals who recognise that climbing, hill-walking and mountaineering are activities with a danger of personal injury or death. Members shall be aware of and accept these risks and agree to be responsible for their own actions and involvement hereinafter referred to as "the Members".
* [*specify here if members shall be members of a particular college or university, employees of..., those nominated by existing Club members, etc*.].
* adults over the age of 18 and to under 18’s as part of a family membership / any person over the age of 14/15/16/17/18 who meets the membership criteria

3.2 The Members acknowledge and agree that they will become Club Members of the BMC and that the Club shall pay the appropriate subscription on behalf of each Member included in the return filed by the Club with the BMC, and, in the event of the BMC being wound up, shall pay the sum of not more than £1 on behalf of each Member included in a return filed by the Club with the BMC at any time within the preceding period of one year pursuant to the guarantee comprised in clause 6 of the Memorandum of Association of the BMC. The Members further acknowledge and agree that upon the Club being affiliated to the BMC and each becoming a Club member of the BMC that they will each be bound by the Memorandum & Articles of Association of the BMC.

* 1. All members will be subject to the regulations of the constitution and by joining the Club will be deemed to accept these regulations and codes of practice that the Club has adopted.
	2. Members will pay membership fees, as determined at the Annual General Meeting.

3.6 The Club respects the rights, dignity and worth of every person and will treat all Members equally within the context of Club activities and mountaineering activities, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.

3.7 The Club is committed to all Members having the right to enjoy mountaineering in an environment free from threat of intimidation, harassment and abuse.

3.8 All Members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

3.9 The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

*Only for those clubs accepting under 18’s without a parent or guardian in attendance*

3.10 The Club has adopted and will comply with the BMC Child Safeguarding Policy. This can be viewed at [www.thebmc.co.uk/thebmc/pols.child\_protection.htm](http://www.thebmc.co.uk/thebmc/pols.child_protection.htm)

3.11 The Club will appoint and train a Youth Officer.

**4. Committee of the Club**

4.1 The Management of the Club shall be entrusted to the Club Committee, hereinafter referred to as "the Committee".

4.2 The Committee shall all be Members of the Club.

4.3 The Committee shall be composed of the Officers of the Club and only these posts are entitled to vote.

4.4 The Officers of the Club shall be the President, Chairman, Secretary, BMC Main Contact/Membership Secretary, Treasurer*, New Members Officer, Access Representative, Journal Editor, Hut Custodian, Hut Booking Secretary Meets Officer or Equipment Officer, Youth Co-ordinator (required if under 18 members are not accompanied by a parent),* hereinafter referred to as "the Officers".

4.5 No Officer shall serve for a term longer than three years (*or another suitable term)* / All officers will retire each year but will be eligible for re-election *(to a maximum of 5 years*).

4.6 Voting for the election of Officers shall take place at the AGM. If the post of any Officer should fall vacant after such an election, the Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting

4.7 The Committee shall have the power to co-opt additional non-voting members.

4.8 A quorum for a meeting of the Committee shall be half of the elected voting members. In addition to the AGM the Committee shall hold at least *four / six / eight / ten / twelve* meetings each year.

4.9 The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.

4.10 The Committee will have powers to appoint any advisers to the Committee as necessary to fulfil its business.

4.11 The Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.

4.12 The decision of the Committee on the interpretation of this constitution and of club rules shall be final and the Committee is empowered to deal with any matters not covered.

**5. Annual General Meeting (AGM)**

5.1 The AGM shall be held in *Spring/Autumn/Winter/May/November* each year and notified to Members with 28-days’ notice.

5.2 The AGM will:

• Approve the minutes of the previous year’s AGM.

• Receive reports from the President / Chairman and Secretary.

• Receive a report from the Treasurer and approve the Annual Accounts.

• Receive a report from those responsible for certifying the Club’s accounts.

• Elect the Officers on the Committee.

• Agree the membership fees for the following year.

• Consider any proposed changes to the Constitution.

• Deal with other relevant business.

5.3 Nominations for Officers will be sent to the Secretary a minimum of 14 days’ prior to the AGM, who shall circulate them to the Members at least 7 days before an AGM. Only nominations submitted by 2 full members of the Club will be accepted.

5.4 Proposed changes to the constitution shall be sent to the Secretary a minimum of 14 days’ prior to the AGM, who shall circulate them to the Members at least 7 days before an AGM.

5.5 All Members present in person have the right to vote at the AGM. Each Member will have one vote and all matters shall be determined by a simple majority except any proposal pursuant to clause 10.1 or to clause 11.1.

5.6 The quorum for AGMs will be *20%/25%/30%/50%* of the membership.

5.7 The Chairman of the Club shall be entitled to vote on all matters and in the event of a tie shall have a casting vote at general meetings.

5.8 An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary supported by at least 10% of the Members. The Committee shall also have the power to call an EGM by decision of a simple majority of the Committee members.

5.9 All procedures for an EGM shall follow those outlined above for AGMs.

**6. Club Subscriptions**

6.1 Subscriptions will be set annually and agreed by the Members at the AGM.

6.2 The club treasurer will be responsible for the finances of the club.

6.3 The financial year of the club will run from *<INSERT DATE>* and end on *<INSERT DATE>*

6.4 All club monies will be banked in an account held in the name of the club.

6.5 An audited statement of annual accounts will be presented by the treasurer at the Annual General Meeting.

6.6 Any cheques drawn against club funds should hold the signatures of the treasurer plus up to two other officers.

6.7 All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club.

**7 Discipline and Appeals**

7.1 All complaints regarding the behaviour of Members should be presented and submitted in writing to the Secretary.

7.2 The *Committee / nominated sub-committee* will meet to hear complaints within *14/21* days of a complaint being lodged. The *Committee / nominated sub-committee* has the power to take appropriate disciplinary action including the termination of membership.

7.3 The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within *7/14* days of the hearing.

*7.4 [To be used when a sub-committee has been established for the initial disciplinary hearing] There will be the right of appeal to the Committee following disciplinary action being announced. The Committee should consider the appeal within 14 days of the Secretary receiving the appeal.*

*7.4 [To be used when the Committee has heard the initial disciplinary hearing] There will be the right of appeal to a specially formed sub-committee following disciplinary action being announced. The sub-committee should consider the appeal within 14 days of the Secretary receiving the appeal.*

**8 Effect of ceasing to be a member**

8.1 On ceasing to be a Member a person forfeits all right to and claim upon the Club and its property and funds.

8.2 A person who has been expelled from the Club shall not be entitled to participate in any subsequent activity of the Club nor to visit the Club’s premises.

**9. Rules of the Club**

9.1 The Committee has the power to set Club Rules. Such rules shall be in accordance with the articles of the Club's Constitution and the policies of the BMC.

**10. Dissolution of the Club**

10.1 The Club can only be dissolved by two-thirds majority vote at an AGM. Any liabilities at the time of dissolution shall be the joint responsibility of all Members if the assets of the Club are not sufficient. The Committee will arrange to discharge any remaining assets by *donating to Charity (i.e. Mountain Rescue) or to another organisation with similar aims and objectives (i.e. a local club) or to the British Mountaineering Council or to the Access and Conservation Trust (ACT)*.

**11. Amendments to the Constitution of the Club**

11.1 This Constitution can only be amended by a two thirds majority of those Members attending the AGM. Notice of any amendment must be delivered to the Secretary at least 14 days prior to the AGM.

**Declaration**

This Constitution was approved and adopted by the Club on <*insert date>*

Signatories

President print

Chairman print

Secretary print

Treasurer print