

# CROYDON HF RAMBLING CLUB

## RULES

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### 1. NAME & CONSTITUTION

The Club shall be constituted under these Rules as Croydon HF Rambling Club and shall conform to the rules of HF Holidays Limited in relation to Affiliated Walking Clubs as set out in the Annex to these Rules.

### 2. OBJECTS

To encourage and promote the enjoyment and appreciation of the countryside and a healthy lifestyle by providing walking activities; the conservation of the environment and the preservation of footpaths and other countryside amenities; other interests through social activities; and friendship and sociability.

### 3. MEMBERSHIP

- a) Anyone aged sixteen or over who agrees with the objects of the Club and agrees to abide by these rules is eligible to apply for membership.
- b) Applications must be approved by the Membership Secretary or another nominated officer. Any decision to decline membership must be considered by the Club Committee and shall be binding.
- c) Members' children under the age of 16 may take part in Club activities at the discretion of the responsible official.
- d) The Club Committee shall have power to grant honorary life membership.
- e) Any member whose subscription has become three months in arrears shall be considered to have withdrawn from the Club, but may be reinstated by the Committee on payment of the subscription for the current year. A renewal notice shall be sent to each member in arrears two months after the end of the Club Year. No programme shall be sent to a member in arrears.
- f) The Committee may by a resolution passed by a two-thirds majority of those present at a meeting of the Committee suspend or expel from membership any member. In any such case the member concerned will be informed of the reason. The member, or his/her representative, will have the right to state a case in person at the next meeting of the Committee where any views expressed will be considered before an order of suspension or expulsion is made. No person shall be readmitted to membership who has been expelled or suspended except by a resolution carried by a vote of two-thirds of Committee.

#### **4. DATA PROTECTION**

Personal details of members' names, addresses and telephone numbers obtained for Club purposes will only be used in the following circumstances:

- a) By Committee members to enable them to arrange official Club activities or in connection with the administration of the Club.
- b) To contact members with details of Club activities.
- c) Telephone numbers of those organising events and Committee members will be noted in the Club programme or other Club literature unless the person involved wishes this to be withheld.
- d) Members' names and addresses may be given to HF Holidays Ltd as part of the Club's affiliation agreement as set out in the annex to these Rules to enable them to send promotional material about their holidays, unless the member has opted for their details to be withheld.
- e) In other circumstances only at the express wish of the member concerned.

#### **5. OFFICERS AND COMMITTEE**

- a) The Officers of the Club shall consist of a Chairman, a Secretary, a Treasurer and such others as the Annual General Meeting shall decide.
- b) The management of the Club shall be in the hands of a Committee consisting of the above officers with such other members as may be elected at the Club's Annual General Meeting.
- c) Members of the Committee retire annually, but shall be eligible for re-election.
- d) In recognition of outstanding and/or meritorious service to the Club a member may be nominated for appointment as Honorary President or Vice-President. Such honorary appointments shall not in themselves confer any rights upon the holders. Any member holding such an appointment shall have his/her annual subscription to the Club treated as franked. All such appointments shall be made only by motion at an Annual General Meeting or Special General Meeting.

#### **6. POWERS OF THE COMMITTEE**

- a) The Committee has responsibility, subject only to a decision of the members in General Meeting, for all the activities of the Club. The Committee may delegate its duties to its officers, appoint sub-committees, and have power to co-opt.
- b) No resolution passed by a Committee shall be rescinded or varied by that Committee except by a majority of at least two-thirds of those present at any subsequent meeting after due notice has been given to members of that Committee of the terms of a motion to rescind or vary the resolution.
- c) The Committee shall have power to fill any casual vacancies arising during the year.

## **7. MEETINGS**

- a) The Committee shall meet at least once every two months to receive a financial statement, to deal with reports and recommendations, and to transact any other business.
- b) All regular meetings of the Committee shall be properly convened, at least seven clear days of such meeting being given. Fifty percent of the members of any Committee shall form a quorum.
- c) Each member present at any meeting shall have one vote and in the event of an equality of votes the Chairman shall have a casting vote.

## **8. GENERAL MEETINGS**

### Annual General Meetings

- a) An Annual General Meeting of members shall be held not later than the end of May to receive reports of the previous year's activities and an audited statement of accounts up to the 31st March previous and to elect by ballot Officers and Committee members and to appoint an Auditor, to serve until the next Annual General Meeting. Nominations for Officers and Committee signed by two other members and the nominee, must be given to the Secretary. No-one shall be eligible for nomination unless they have been members for at least one year.
- b) Notice of any motion not otherwise provided for by these Rules shall be given to the Secretary in writing at least 42 days before the date of an Annual General Meeting.
- c) Written agendas of an Annual General Meeting shall only be sent to members when there are notices of motion to be considered and these shall be despatched at least seven days before the meeting.
- d) The date of the Annual General Meeting shall be notified to the members not less than two months in advance.

### Special General Meeting

- e) The Club Committee shall have the power to call a Special General Meeting of the Club. The Secretary shall also do so on receipt of a requisition signed by at least 25 of the members and the subject of the requisition shall be the first business of the meeting. Due notice, including the terms of the requisition, must be given to all members at least fourteen days before the date of such a meeting.

### All General Meetings

- f) At a General Meeting of the Club no resolution passed by a previous General Meeting of the Club shall be rescinded or varied except by a majority of at least two-thirds of those present after due notice has been given to all members of the Club of the terms of a motion to rescind or vary the resolution. Each member present at any meeting shall have one vote and in event of equality of votes the Chairman shall have a casting vote.

## **9. ANNUAL SUBSCRIPTION**

- a) The Club Year shall commence on 1st April.
- b) The rate of annual subscription for each Club Year shall be decided by the committee, but any increase will be no more than 25% of the rate for the previous year. A higher amount can be authorised by members at the previous year's Annual General Meeting or at a Special General Meeting called for this purpose and held not later than 31<sup>st</sup> January, prior to the Club Year concerned.
- c) Subscriptions shall be payable annually on 1st April to the responsible Officer.
- d) New members joining after 31st January shall be deemed to join for the ensuing Club Year.
- e) The Committee shall have the power to award a member a complimentary subscription for a period of twelve months.
- f) Any person who has been a member of the Club for 50 years shall be granted life membership.

## **10. FINANCE AND ACCOUNTS**

- a) Proper books of account shall be kept in respect of receipts and payments; and assets and liabilities.
- b) A banking account or accounts shall be opened and maintained by the Club which account and/or accounts shall be in the name of the Club. The Committee shall determine the operation and signing of documents on the banking account or accounts, but all withdrawals shall bear at least two signatures from the following Officers of the group: (i) Chairman (ii) Treasurer (iii) Secretary.
- c) The financial year of the Club shall be the year to 31st March.
- d) The Committee shall have power to invest any surplus funds.
- e) The Club activities are to be as far as possible self-supporting. Any event that the organiser knows may require to be subsidised from general funds in excess of £250 to be approved by a General Meeting of members before any commitment is entered into.
- f) As soon as possible after the end of each financial year, the Treasurer shall prepare a Yearly Income & Expenditure Account & Balance Sheet for submission through the Committee to the Annual General Meeting of the Club.
- g) An Auditor shall be appointed to examine, vouch and verify the books and records of the Club and to report on the annual statement of Income & Expenditure & Balance Sheet before submission to the Annual General Meeting.
- h) The Club shall insure its property.
- i) In the event of the Club deciding to disband, the Club's assets and liabilities shall be dealt with in accordance with arrangements approved by the Club in General Meeting.

## **11. THIRD PARTY RISKS**

The Club shall insure its members against third party risks arising from activities of the Club.

## **12. CONTRACTS AND OTHER DOCUMENTS**

No member is empowered to sign any contract, lease or other agreement on behalf of the Club without approval of the Committee, or of an Officer to whom the Committee may have delegated its powers of approval. Any member duly authorised to sign any contract, lease or other agreement on behalf of the Club shall be indemnified against any results of his/her action.

## **13. THE FELLOWSHIP FUND**

- a) The Club shall have power to maintain a Fellowship Fund for the purpose of assisting members of the Club who may be in need, and of comforting members in ill-health or misfortune, and to mark special occasions, such as births, weddings and anniversaries celebrated by members, and for these purposes to raise money.
- b) The Fund shall be under the control of the Committee, and a Fellowship representative shall be elected at the Annual General Meeting to have the power to make disbursements, by such means as are most suitable. A report about the operation of the Fund may be given to members, but details will remain confidential if the recipient so wishes.

## **14. GOODWILL**

The Club may raise monies for the purpose of assisting its members to use fully the facilities available for nominating guests for Goodwill Weeks organised by HF Holidays Ltd.

## **15. ALTERATION OF RULES**

These Rules may be rescinded, supplemented or altered by the Club at an Annual General Meeting or a Special General Meeting called for the purpose, by a majority of at least two-thirds of the members present, but not otherwise. 28 days' notice of the intention to propose such a resolution shall be given by the Secretary in writing and any such proposal shall be specified in the notice convening the meeting.

## **16. COPIES OF THE RULES**

A copy of these Rules shall be supplied by the Secretary to any member on request.

## **ANNEX:**

### **HF HOLIDAYS LTD RULES RELATING TO AFFILIATED WALKING CLUBS**

#### **10. LOCAL CLUBS AFFILIATED AND ASSOCIATED**

- 10.1** A local walking club which satisfies the conditions set out in Rule 10.2 shall be an Affiliated Club.
- 10.2** The conditions referred to in Rule 10.1 are as follows:--
- 10.2.1** The Club shall become a member of the Society through the acquisition in the name of the Club of shareholding membership under Rule 8.
  - 10.2.2** Such shareholding membership shall confer upon the Club all the rights and duties of membership of the Society. Rule 8.4 or 8.5 shall apply accordingly to whether the Club is a body corporate or an unincorporated body.
  - 10.2.3** The Club shall be legally constituted with objects which, in the reasonable opinion of the Board, are consistent with the objects of the Society as set out in Rule 6.
  - 10.2.4** The Club will advertise that they are affiliated to HF Holidays Limited and include the correct branding where appropriate.
  - 10.2.5** The Club shall provide to the Society on request (but not more than once a year) the names and addresses of all its members.
  - 10.2.6** The Club shall notify the Society of its official address, the name and address of its Secretary, and the name and address of its authorised representative or nominee for the purpose of rules 8.4 or 8.5 (as the case may be) and shall notify the Society as soon as practicable of any changes in the information referred to in this Rule.
- 10.3** The Society may provide to any Affiliated Walking Club such financial and administrative support as shall be in accordance with guidelines from time to time decided by the Board and published by the Society.
- 10.4** A local walking club which does not satisfy the conditions in Rule 10.2 may become an Associated Walking Club. The Society shall have power to provide to such Associated Club such support as the Board shall from time to time decide.