



THE RED ROSE CAVE AND POTHOLE CLUB

CONSTITUTION

1. TITLE

- a) The Club shall be called the "Red Rose Cave and Pothole Club" herein after referred to as the Club.

2. OBJECTIVES

- a) To further the interests of speleology in all its scientific and sporting aspects.
- b) To promote such social activities as members may require after due consideration by the committee.
- c) To provide and maintain where feasible, a permanent headquarters for the Club at a suitable location to the Club's main activities.

3. MEMBERSHIP

- a) Two levels of membership are available:
Full Caving membership and Full Non-Caving membership.

The minimum age for Full Caving Membership shall be fourteen (14) years however members below the age of 18 shall be subject to certain conditions as laid out in the Club's "Youth membership policy"

The minimum age for Full Non-Caving membership shall be eighteen (18).

- b) Joining the Club

All prospective members shall tender their application for membership together with the signatures of a proposer and seconder, who shall be Full members of the Club over the age of 18 and one of which must be a member of the Club committee.

Prospective members under the age of eighteen must also supply the signature of a parent or legal guardian consenting to their membership of the Club.

- c) Membership acceptance

Following receipt of properly completed applications for membership, they will be considered for acceptance at the next committee meeting of the Club. Membership will be dependent on the following criteria as defined on the Membership Application Form:

- Suitable completion of Club attendance records.
- Receipt of an appropriate membership subscription.

A simple majority of the committee in attendance (minimum of 4) must vote in favour for the prospective member to be accepted.



Acceptance to membership may be declined where a simple majority of the committee in attendance (minimum of 4) vote against on grounds of the prospective member's caving safety record or any behaviour deemed detrimental to the best interests of the Club.

d) Subscriptions

- i) The annual subscription fees for all levels of membership shall be fixed at an A.G.M. or an E.G.M. and be defined on the current Membership Application Form.
- ii) All subscriptions, and insurance payments where relevant, shall be due on the 1st January every year and shall be made payable to the Club. On confirmed payment, the Treasurer shall provide a receipt if requested.
- iii) Any member who has not renewed their subscription by the end of January shall be reminded in writing. If, by the end of February, the subscription has not been paid their membership will be deemed to have ceased and they will no longer be entitled to the benefits afforded by membership of the Club. If re-application for membership be sought during the same year, their former membership application will stand subject to appropriate prorated payment and reacceptance by a majority of the committee (minimum of 4) at the next committee meeting. If membership be sought after this period then such persons will be treated as new members.
- iv) The committee is empowered to add to the annual subscription rate an amount up to a maximum required to fulfil the Club's obligation to provide Public Liability Insurance for each member.
- v) At the discretion of the committee, members who have made a significant contribution to the success of the club over many years may be offered Honorary or Life membership status and for whom the subscription will become voluntary. Those of Honorary membership status may also choose to have their public liability insurance contribution paid for by the Club.

e) Cessation of membership

Membership will be deemed to have ended if:

- The Membership Secretary receives notification of their intention to resign their membership.
- A suitable subscription has not been received by the date specified in section 3d iii.
- Their membership is terminated by an E.G.M. as defined in section 14a

4. FUNDS

- a) All the monies of the club should be paid into an account except for whatever sum shall be deemed necessary by the Treasurer as cash in hand. The account(s) shall be maintained in the name of the Club at such banks and building societies as shall be defined by the committee. All cheques drawn upon by the Club shall be endorsed by the Treasurer and any committee member(s) designated at an A.G.M.
- b) A receipt shall be given if requested, for all monies paid to the Club.



- c) The Club's accounting period shall be the calendar year (January to December). Committee Officers shall receive regular financial reports at committee meetings throughout the year.

An auditor shall be appointed by the previous year's A.G.M.

The Treasurer shall present an audited balance sheet and written financial report, countersigned by the auditor, at the A.G.M. for the accounting period prior to that meeting.

- d) Any surplus funds shall remain invested within the club and not distributed amongst its members or third parties.
- e) No member shall be paid any fees or honorarium except for approved expenses incurred whilst carrying out the duties of their position. A member may however enter into an agreement to supply goods or services not related to his own participation in the sport provided the terms have been agreed between the committee and the member on a contractual basis.

5. ANNUAL GENERAL MEETING

- a) An Annual General Meeting (A.G.M.) shall be held at the latest, three calendar months after 31st December each year.
- b) A Chair for the meeting shall be elected by the eligible Club members present.
- c) Proposals for inclusion at the A.G.M. may be made by Full Club members over the age of 18. They must be supported by a proposer and seconder and received by the Secretary at least 5 weeks in advance of the meeting.
- d) Eligible Club members wishing to stand, or re-stand, for an Officer post must advise the Secretary at least 5 weeks in advance of the meeting in which case a proposer and seconder are not required to stand for election. A supporting statement by the applicant is not necessary, but would be welcomed. A list of those standing for each Officer post along with any supporting statements shall be included in the Secretary's report to the A.G.M. and included in the A.G.M. agenda to be sent to the membership.
- e) Proposals received at any time after the 5 week cut off and at the A.G.M. itself, including the nomination of a willing member for an officer post for which the Secretary has not received any candidates within the specified advance notification period, must have a proposer and be seconded. The A.G.M. must then decide by a majority vote if it is appropriate to accept the proposal for immediate voting or to defer it for a later General Meeting to allow proper notification to the full membership. If accepted, the Chair will then present the proposal at an appropriate point of the A.G.M. for voting.
- f) Notification of an A.G.M along with an agenda shall be given to members not less than 4 weeks prior to the date of the A.G.M.



6. ELECTION OF OFFICERS

- a) Officers shall consist of: President, Chair, Secretary, Treasurer, Membership Secretary, Social Secretary, Librarian, Conservation Officer, Easegill Project Officer, Bookings Officer, Website Administrator, CNCC Representative, News-Sheet Editor, Newsletter Editor, Meets & Permits Coordinator, Safety and Training Officer, Tackle Master, H.Q. Warden, H.Q. Engineer, Journal Editor.

The posts of President, Chair, Secretary and Treasurer must be filled by different persons. A minimum of 6 different persons in total must be elected, for the Committee to be viable.

- b) Only Full Caving and Full Non-Caving members over the age of 18 shall be eligible for nomination of any official post.
- c) All Club Officer posts shall be available for election annually at the A.G.M. After the presentation and acceptance of their reports at the A.G.M. all officers of the Club shall be deemed to have retired and all official posts shall become vacant.
- d) The Chair shall then present the candidates standing for election.

Candidates will then be voted on by a free ballot of eligible Club members. The candidate gaining a simple majority vote, including any in-absentia votes received by the Chair and in the event of a tie, a casting vote by the Chair, shall be elected to the post.

If there is only one candidate for a given post and a majority vote against the appointment, that post will remain vacant.

Posts for which there has been no candidate formally notified in advance may still be voted on subject to a suitably presented proposal prior to, or at the A.G.M.

In the event a post remains vacant, a suitable willing member may be co-opted at a later date by the Committee to carry out the duties of that post, but will only be acting in that role until either ratified at an E.G.M. or elected to the post at the following A.G.M.

7. SPECIAL MEETING

- a) An Extraordinary General Meeting (E.G.M.) may be convened by the Secretary at the request of the committee or on receipt of a request in writing by four Full Caving or Non-Caving members over the age of 18 (see also section 15).
- b) A Chair for the meeting shall be elected by the eligible Club members present.
- c) Requests for an E.G.M. must be received at least 5 weeks in advance of the meeting date.
- d) Notification of the E.G.M. along with an agenda shall be given to all members not less than 4 weeks prior to the date of said meeting.

8. CONTROL OF THE CLUB

- a) The Committee shall be responsible for the maintenance and control of the Club.



- b) The Committee shall consist of all officers (as in 6d) with powers to co-opt.
- c) A quorum of six Committee members shall be formed before a meeting shall commence.

9. VOTING AT GENERAL MEETINGS

- a) Only Full Members shall be entitled to vote at meetings or on amendments to this Constitution.
- b) At all meetings a majority vote shall decide.
- c) The Chair at the meeting shall have a casting vote only.
- d) Eligible members not attending the meeting may vote in writing to the Secretary on any issue except amendments to the Constitution. The Secretary shall pass on any in-absentia votes to the Chair of the General Meeting. In the event a proposal is materially changed by the meeting those in-absentia votes, with the agreement of the meeting, will become void.
- e) Proxy voting is not allowed.

10. CLUB CAVING EQUIPMENT

- a) Only Full Caving members over the age of 18 may be Validated by the Tackle Master to book and use club equipment. They may be recommended for Validation by one or more current Validated members who should take reasonable measures to test the member's competence to follow booking procedures and safe usage and care of the equipment. The Tackle Master will maintain the list of currently Validated members.
- b) Validated members wishing to use club equipment must book out all items using the current approved method and return the same as soon as possible after use. All equipment shall be inspected before and after use and cleaned before returning to the store. Damaged or faulty equipment must be quarantined and this or any lost equipment, reported to the Tackle Master.
- c) Club meets shall have preference in the use of equipment.
- d) All equipment shall be inspected at least twice a year by the Tackle Master.

11. LIABILITY

- a) All members of the Club shall at the discretion of the committee, and as part of their annual subscription, be covered by an approved Public Liability Insurance policy. Neither the Club nor any individual member shall accept liability for any loss or injury, sustained by any member or visitor on any meet whatsoever.

12. UNDERGROUND CO-ORDINATORS

- a) On all meets the party shall choose a coordinator who shall ensure that sufficient tackle is available and that a newsletter report is written.
- b) Where applicable, meets shall be in accordance with the 'Youth Membership Policy'



- c) All members shall be responsible to equip themselves with all necessary equipment and to have made themselves aware of current safe practice and procedures before undertaking underground activities.

13. VISITORS AND GUESTS

- a) Any Club members wishing to invite guests to an open meet must do so, where relevant, in accordance with the 'Youth Membership Policy' and must ensure they are introduced to the meet coordinator.
- b) Full Caving or Non-caving Members over the age of 18 may invite a maximum of two guests to stay overnight at Club headquarters. Otherwise, all other visitors must have pre-booked with the Bookings Secretary.

14.CONDUCT

- a) Should any member be guilty of conduct, which the Committee considers detrimental to the best interests of the Club, the Committee may suspend the member from membership for a period of time. A member may be excluded from membership by an E.G.M. in which case they shall have the right to be confronted by their accusers and shall have the right to question them.

15. AMENDMENTS TO THE CONSTITUTION

- a) This Constitution may only be amended at an A.G.M. of the Club or by a Special Meeting (E.G.M.) convened for that purpose. In accordance with the criteria outlined in section 7a, 7c and section 5c, written proposals of amendments to the Constitution must be supported by a proposer and seconder, and submitted to the Secretary at least 5 weeks in advance of the date of the meeting.

16.DISSOLUTION

- a) If upon the dissolution of the club there remains, after the satisfaction of all its debts and liabilities any assets whatsoever, the same shall not be paid to or distributed among the membership, but instead the Committee shall dispose of the net assets remaining to one or more of the following:
 - i. to another club or organization with similar purposes, which is a registered charity
 - ii. to another club or organization with similar purposes, which is affiliated to this Club's governing body
 - iii. to the Club's governing body for use by them for related community sports.

17.POLICIES

- a) The Club maintains the following policies, to be reviewed annually by the committee: -
 - Equal Opportunities
 - Youth Membership



- Child Protection
- Health & Safety
- Data Protection and Members' Privacy



18. Signed on behalf of the committee:

Steve Gray

04/03/2023

Club Chair

Date

19. Revisions and approval history

- 15/08/2004 - Incorporating changes approved for CASC status.
- 01/04/2012 - Amend Clause 5a to synchronise AGM and Annual dinner
- 07/11/2015 - Clauses 3a, 3c, 6c and 9e Remove Social membership category
- 04/06/2016 - Clause 5a change rules for setting an AGM date
- 04/03/2018 - Various corrections, clarifications. Removal of Probationary membership, Ensure latest payment of subs is prior to AGM, Clarification of Validation for use of club equipment, Remove reference to CASC status
- 16/02/2022 - Various corrections, clarifications. Adapt Constitution to accommodate Youth Membership, Increase Constitutional amendment proposals to be made 5 weeks prior to a General Meeting to allow 1 week for committee to assess prior to 4 week notification to membership. Separate Policy content from the Constitution – just list the maintained Policies.
- 22/03/2022 - Above changes approved by the 2022 AGM
- 04/03/2023 - Remove 1.5 times late subs payment penalty 3)d)iii). Split Bookings and Website administrator into two separate roles, Bookings Officer and Website Administrator. Agreed at 2023 AGM 04/03/2023.
- 27/01/2024 Allow Full Non-Caving members to propose and second new members. Allow Full Caving members under the age of eighteen to vote in AGMs and EGMs. Update the procedures for standing for a committee role. Combine Meets & Permits to a single role. State that the President, Chair, Secretary and Treasurer must all be different people, and that at least six different people must be elected to the committee for it to be viable.