

NORTHERN PENNINE CLUB CONSTITUTION

1. Name

The name of the club shall be 'The Northern Pennine Club', referred to as "the Club" in the rest of this Constitution.

2. Objects

The objects shall be:

- To explore and study caves, potholes and associated subjects
- To collect and exchange information and material relating thereto
- To foster the involvement of members in related sports and activities
- To encourage good fellowship
- To promote and provide facilities for caving and other related sports in the Yorkshire Dales and elsewhere and encourage participation in the same.

3. Trustees

The freehold of the property at Green Close House, Clapham, via Lancaster, LA2 8HW, shall be held in the name of the Club by four Trustees who shall be indemnified by the Club members for any financial consequences arising from their office. The Trustees are bound to carry out the wishes of the General Meeting with regard to the property, pursuant to the Constitution.

4. Management

The Club officers shall be:

| | | |
|----------------------------|----------------------|---------------------------|
| President | Treasurer | Tackle Master |
| up to four Vice Presidents | Meets Secretary | Cottage Warden |
| Chairman | Recorder & Librarian | Newsletter Editor |
| Secretary | Journal Editor | Cottage Booking Secretary |
| Social Secretary | | |

The Club officers shall be ordinary and/or life members and shall be elected [by a simple majority] at the Annual General Meeting.

The Club shall be managed by a Committee comprising the Officers and five ordinary and/or life members who will be elected at the Annual General Meeting. The Committee may co-opt additional members during the year, as needed, or to fill vacancies.

Incoming Committee members shall assume responsibility from the end of the meeting which elected or co-opted them.

5. Membership

5.1. General

Membership of the Club is open on application to anyone interested in the sport regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, membership may be limited on a non-discriminatory basis according to available facilities.

The Club has different classes of membership and subscription and will administer these on a non-discriminatory and fair basis.

5.2. Probationary Membership

Any applicant of eighteen (18) years or more may apply in writing to the secretary for probationary membership. Such application will be considered at the next committee meeting. On being proposed and seconded, and receiving the support of a majority of the committee meeting, they shall be duly elected. In case of refusal, the individual concerned has the right of appeal to a general meeting of the Club.

Probationary members have no voting rights.

The Committee may require that a frequent guest at the Club shall apply for probationary membership or be debarred from staying as a guest.

5.3. Ordinary Membership

A probationary member may apply for ordinary membership at any time. Such application must be in writing, to the Secretary. Prior to such application, probationary members shall have participated in the activities of the Club. The Committee shall issue guidance on the required level participation to all new probationary members. The application will be considered at the next General Meeting of the Club.

At that General Meeting, the applicant shall be proposed, seconded and supported by not less than four members. Election shall be by a six-tenths majority of those members voting. If applicant is not elected and this is their first application, the General Meeting shall vote (on a simple majority) as to allow the applicant to re-apply at a subsequent General Meeting. In case of expulsion, the General Meeting must give reasons for their decision and the individual concerned has the right of appeal to a general meeting of the Club.

If the probationary member has not applied for Ordinary membership before the first General Meeting after twelve months of membership, then his or her membership shall lapse.

In exceptional circumstances, the meeting may vote to allow such a member to apply at the next General Meeting.

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5.4 Life Membership

Any person who has been an Ordinary Member of the Club for at least twenty-five years may apply to the Secretary, in writing, for life membership. The application shall be considered at the next General Meeting after it is received. Election will be by simple majority vote of the General Meeting. Life members have the same voting rights as Ordinary Members.

5.5 Honorary Membership

The Committee may recommend the appointment of honorary members to a General Meeting, subject to the acceptance of the recommendee. Election will be by simple majority vote at a General Meeting. Honorary members have no voting rights.

5.6 Overseas Membership

Any ordinary member who is permanently resident outside the United Kingdom for a period of nine months or more may apply to the Secretary, in writing, for overseas membership. The application shall be considered at the next Committee and approved on receiving the support of a simple majority. Overseas members have no voting rights, are not entitled to receive Club publications and pay a reduced subscription. Overseas membership does not count towards the qualifying period for Life membership.

Overseas members may pay a reasonable fee (to include postage) decided by the Committee to receive those Club publications as are set out in section 7.4.

If an overseas member makes use of Club facilities or attends a Club activity during the year, they shall be required to pay the Ordinary membership subscription for that year in full and if the Club activity is caving, to pay the appropriate insurance levy (The Committee may waive this requirement if it so wishes).

Overseas members may regain ordinary membership at any time by applying to the Secretary in writing.

If in the Committee's opinion, they have become permanently resident within the United Kingdom once more and have not applied to the Secretary to regain ordinary membership, it may transfer them from overseas membership to ordinary membership.

5.7 Junior Membership

Junior Membership is open to young persons under the age of eighteen who have at least one parent, guardian or close relative prepared to act in loco parentis, who is an Ordinary or Life Member of the Club. Applications for Junior membership must be submitted to the Committee. Election shall be by a simple majority of the Committee. Junior members may only attend Club Meets and stay at Green Close when accompanied by their parent, guardian or a nominated individual acting in loco parentis. Junior Members shall have similar restricted rights and privileges as

Probationary Members and shall pay an appropriate subscription. On their eighteenth birthday, Junior Members will become probationary members and entitled to apply for ordinary membership at the next General Meeting of the Club following the process set out in section 5.3.

5.8 Temporary membership

Any person of eighteen years or more may become a temporary member of the Club on payment of the appropriate fee and the approval of an officer of the Club. The duration of temporary membership shall be seventeen days or other duration set by a General Meeting. The Committee shall set the temporary membership fee. Temporary members have no voting rights. Temporary membership may not be renewed.

5.9 Re-election of resigned members

A resigned member may apply to re-join the Club at any time by payment of all subscriptions for the intervening period (including any arrears outstanding at the time of resignation). Such membership shall be subject to the approval of the next general meeting as "extraordinary business", by the same procedure as for ordinary membership in section 5.3. The Committee may reduce the required payment.

6. Termination of Membership

6.1 Resignation

Any member may resign by giving written notice to the secretary at any time. Such resignation shall become effective on the receipt of such notice. No refund of subscriptions shall be made.

6.2 Lapse of membership through non-payment of subscriptions

If any member shall be more than four months in arrears with subscriptions, he shall no longer be entitled to the privileges of membership. If the Secretary or Treasurer shall give him or her written notice of the arrears, but he or she shall continue in default for two months, continued membership shall be subject to the decision of a General Meeting. If such a meeting should decide to terminate membership, the member shall be deemed to have resigned. In the absence of such a decision, full payment of the sum in arrears will restore membership status

6.3 Suspension of membership

The Committee shall have the power to suspend the membership of any member for good cause such as conduct or character likely to bring the Club or sport into disrepute, or behaviour that disrupts the operation of the Club, and to recommend their expulsion to the next General Meeting. If the matter is considered urgent, an Extraordinary General Meeting may be called for the purpose. The member shall have the right of appeal against a suspension or recommended expulsion to a General Meeting.

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6.4. Expulsion by General Meeting

The fact that an expulsion is on the agenda must be specified in the notice for the meeting. Three-quarters of the votes cast at the General Meeting shall be required to expel the member. Expulsion will be for life.

7. Finance

7.1 Membership Subscriptions

The subscription for all classes of membership shall be decided by a General Meeting. Annual subscriptions are payable on the first day of January each year. The Club will keep subscriptions at levels that will not pose a significant obstacle to participation.

7.2 Club Accounts

The Club accounts shall be audited annually by two (2) members, not being members of the Committee, who shall be appointed for this purpose at the Annual General Meeting. The Club accounts shall be presented at the Annual General Meeting.

All accounts holding the Club's funds shall have at least three signatories, one of whom will be the Club's Treasurer and the others shall be appointed by the Committee. Authorisation of any transaction shall require a minimum of two signatories except where the Committee may by specific resolution exempt an account from this, in which case the resolution must specify the name of the account, the signatory and any safeguards the Committee chooses to impose.

7.3 Fees

The fees to be charged for the use of the Clubhouse and Club equipment shall be decided by the Committee. The Club will keep fees at levels that will not pose a significant obstacle to participation.

7.4 Publications

Subscriptions shall include payment for such current Club publications as are first published during the year.

7.5 Use of Club's Property and Funds

The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Constitution and all surplus income or profits are reinvested in the Club.

The Club may provide sporting and related social facilities, equipment, coaching, courses, insurance cover and other similar benefits. The Club may also in connection with the caving and related sports purposes of the Club:

- Sell and supply food, drink and related sports clothing and equipment;

- Employ members and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present;
- Pay for reasonable hospitality for guests;
- Indemnify the Trustees, Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

8. Governance

8.1 Laws

The Committee will have due regard to the law; in particular concerning disability discrimination and child protection.

8.2 Policies

The Club shall have policies regarding the safety and well-being of its members and guests, particularly children. The Committee has responsibility to produce and review (at regular intervals) such policies and publicise these to members.

8.3 Duties and obligations of members

Members have a duty to be fully aware of the details of any policy issued by the Committee under section 8.2 and to comply with any such policy in all respects. Failure to comply with Club policies shall be deemed as conduct likely to bring the Club into disrepute and may result in suspension or expulsion as detailed in sections 6.3 and 6.4.

9. Meetings

9.1. General Meetings

Not less than three weeks' notice, in writing, of the date, time, venue and extraordinary business of a General Meeting shall be given to all members of the Club who are entitled, or who may, during the meeting, become entitled to vote at such a meeting. Notice must be given either (a) in writing to their postal address most recently notified to the Secretary or (b) if the member has so elected, by other equally or more reliable means as are available (e.g. personal delivery to the member or electronic mail to their email address most recently notified to the Secretary). Such meetings shall only be arranged at a time and place at which a majority of members would be expected to be able to attend.

A quorum at a General Meeting shall be twenty members entitled to vote, or twenty percent of the current membership entitled to vote, whichever is the least. Entitlement to vote through election to ordinary membership shall be effective immediately.

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9.1.1. Annual General Meeting

A General Meeting shall be held not less than once a year. The ordinary business of this meeting shall be:

- Presentation of accounts and retiring officers' reports
- Election of probationary members to ordinary membership
- Election of the officers of the Club and members of the Committee
- Election of auditors
- Election of Life and /or Honorary members
- Setting membership subscriptions and insurance levies

Any other business shall be "extraordinary business" and shall be notified in writing in the Notice described in section 9.1

9.1.2. Extraordinary General Meeting

An Extraordinary General Meeting may be called by the Committee or by any ten members entitled to vote at such a meeting. If the Secretary receives Notice in writing of such a call, giving details of the business to be discussed, he must fix a date for the Extraordinary General Meeting at least four weeks ahead and must give Notice to all voting members as described in section 8.1.

9.2. Committee Meeting

The Committee shall meet at intervals of not greater than two months and at such shorter intervals as shall be necessary for the transaction of business.

The quorum for such a meeting shall be the total number of committee members (officers and others, as defined in Clause 4) divided by three and, if required, rounded up to the nearest whole number.

10. Insurance

10.1 Public Liability Insurance

The Club shall insure itself and its members for public liability under the British Caving Association scheme or equivalent.

10.2 Insurance Levy

All probationary, ordinary, life, overseas and junior members shall be required to pay an insurance levy additional to their subscriptions to cover the costs of providing public liability insurance. Non-payment of this levy shall be treated in an identical manner to non-payment of annual subscriptions as described in clause 6.2. This levy shall be payable on the first day of January each year. This levy shall be solely to

cover the costs of providing public liability insurance. This levy shall be set at a General Meeting.

a) Members providing a written declaration stating that they will not participate on any caving activities of the Club shall be entitled to a discount to the insurance levy. This discount shall be set at a General Meeting.

b) Members providing proof in writing of equivalent insurance via another club or body that conforms to the Club's current insurance scheme shall be entitled to an exemption from paying the insurance levy.

10.4 Breach of Conditions for Exemption and Discounts from Insurance levy

Any member who either a) receives a discount to or b) exemption from the insurance levy under clause 9.2 and subsequently breaches the conditions for those discounts/exemptions shall be deemed to have resigned from the time of the breach.

10.5 PL Insurance for honorary members

The Club shall fund all public liability insurances costs for honorary members participating in the non-caving activities of the Club. The Committee may require honorary members wishing to participate in caving activities of the Club to pay all or part of the insurance levy described in clause 9.2

10.6 PL Insurance for temporary members

The Club shall fund all public liability insurances costs for temporary members participating in the caving and non-caving activities of the Club.

10.7 Power of Committee to temporarily vary clauses 10.1 to 10.6

In exceptional circumstances (for instance, if it is not practicable to insure the Club), the Committee shall have the power to temporarily vary clauses 10.1 to 10.6 inclusive. The maximum length of this variation shall be twelve months or until the next general meeting, whichever is shorter.

11. Winding Up

11.1 Decision

The members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened general meeting.

11.2 Responsibility for winding up

The Committee will then be responsible for the orderly winding up of the Club's affairs.

11.3 Trustees

The Trustees shall carry out such actions as the Committee shall require of them in order to put into effect the winding-up of the Club. The Trustees' expenses of the

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winding-up are a first charge on the assets of the Club prior to any distribution of the assets.

11.4 Disposal of Assets

After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:

- to another caving club with similar aims and objectives and/or
- to a caving related registered charity (for example, the British Cave Research Association) and/or
- to the British Caving Association.

11.5 Applicability of this clause

For the avoidance of doubt, this clause shall not apply if the Club ceases to exist as an unincorporated association but a body with the same objectives continues in existence as a different legal personage.

12. Changes to Constitution

Any changes to this constitution shall be "extraordinary business" at a general meeting. Such change shall require approval by three quarters of the votes cast.

As adopted by the Annual General Meeting at The New Inn, Clapham on Saturday 8 October 1988 and amended at (1) the AGM on 12 October 1996 at The New Inn, Clapham, (2) the EGM on 8 February 2003 at the Plough Inn, Wigglesworth, (3) the AGM on 9 October 2004 at The New Inn, Clapham, (4) the AGM on 14 October 2006 at The New Inn, Clapham, (5) the AGM on 13 October 2007 at The New Inn, Clapham, (6) the AGM on 11 October 2008 at The New Inn, Clapham, (7) the AGM on 13 October 2012 at The New Inn, Clapham, (8) the EGM on 9 February 2013 at The New Inn, Clapham (9) the AGM on 12 October 2013 at Clapham Cafe, Bunk and Bar, The Old Manor House, Clapham and (10) the AGM on 11 October 2014 at the Village Hall, Clapham