

The Polytechnic Rambling Club

in association with the University of Westminster
Affiliated to the Ramblers' Association (Inner London Area)
Affiliated to HF Holidays

Club Rules

Approved by the Membership at the Annual General Meeting held on the 12 March 2022 and effective from the conclusion thereof. This edition of the Rules supersedes those of April 2019 and any earlier editions.

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| 1 | Name | 1 | This Society shall be called " The Polytechnic Rambling Club ". |
| 2 | Objects | 2 | To promote friendship, through the mutual love of the countryside, by providing a programme of walks and social activities. |
| 3 | Membership | 3.1 | Membership is open to all aged over 18 years. Children under the age of 18 years may join walks at the discretion of the leader if accompanied by a responsible adult who is also a Club member. |
| | | 3.2 | The Committee reserves the right to refuse any application for membership, and to remove any person from membership if it is considered to be in the best interests of the Club to do so. |
| | | 3.3 | The annual membership subscription shall be determined annually by the Committee, and be renewable on the first day of January. For new persons, whose application for membership is dated the 1st October or later, the subscription paid will be valid for both the remainder of the current year and the subsequent year. |
| 4 | Management | 4.1 | The management of the Club shall be vested in a committee consisting of the Chairman, General Secretary and Honorary Treasurer, who shall be the Officers, and such further members, as the Committee may determine, not exceeding seven in number. |
| | | 4.2 | The term of office shall be twelve months duration and take effect from the conclusion of the Annual General Meeting. |
| | | 4.3 | Notice prescribing the form and arrangements for the making of nominations for Officer and Committee member posts shall be sent to all members not later than during the month of January each year. The notice will invite written nominations, made with the agreement of the nominee, signed by both the proposer and the seconding member, to be delivered to the General Secretary by not later than two weeks before the forthcoming annual general meeting. However, late nominations can be accepted on the day of the Annual General Meeting provided they are in the hands of the General Secretary prior to the commencement of the meeting. |
| | | 4.4 | Any vacancies occurring during the year may be filled by co-option, as agreed by the Committee. |
| | | 4.5 | The Committee shall meet at least four times a year, the first meeting to be held within twenty-eight days of the Annual General Meeting. |
| | | 4.6 | The Officers shall together have the power to act in an emergency, and shall report back to the next Committee meeting on any action taken. |
| | | 4.7 | The quorum at a Committee meeting shall be five members, to include at least one officer. |
| | | 4.8 | The Committee shall have the authority to nominate each year one representative from their number to attend and vote at the Annual |

- General Meeting of the Inner London Area of the Ramblers' Association.
- 4.9 If a member is absent for more than two consecutive committee meetings without good reason, the Committee shall have the power to ask for that member's resignation from their number.
- 4.10 The Committee shall publish at least three times a year a programme of activities.
- 5 **Annual General Meetings**
- 5.1 The Annual General Meeting shall be held during the month of March.
- 5.2 The Notice and Agenda of the Annual General Meeting shall be circulated to members by the General Secretary at least fourteen days before the date of the Meeting.
- 5.3 Notices of Motions for inclusion in the Agenda must be received by the General Secretary at least twenty-eight days before the date of the meeting.
- 5.4 Voting and nominations for the Committee shall only be permitted by members who have paid their subscriptions for the previous year.
- 5.5 Business to be taken at the Meeting shall include :
- * Committee's Annual Report
 - * Honorary Treasurer's Report and Statement of Accounts
 - * Election of Officers
 - * Election of Committee
 - * Appointment of two Auditors.
- 5.6 The Committee may propose one or more Honorary Members for appointment at the Annual General Meeting.
- 6 **Finances**
- 6.1 The financial year shall be from 1st January to 31st December.
- 6.2 The funds of the Club shall be vested in the names of the Officers, two of whom to approve withdrawals.
- 6.3 The Honorary Treasurer shall keep proper books of account and prepare a Statement of Account for presentation at the Annual General Meeting, duly certified by an Auditor.
- 6.4 Payments of over twenty five pounds to be tabled at Committee meetings and recorded in the minutes.
- 7 **Special General Meetings**
- 7.1 A Special General Meeting can be called by the Committee on receipt of a request signed by at least fifteen members.
- 7.2 Notice of these meetings shall be circulated to all members at least fourteen days before the date of the meeting.
- 7.3 If the meeting is called in the event of a proposal to dissolve the Club, and the resolution is carried by at least two thirds of the members present at the meeting, the Committee shall proceed to realise the assets of the Club and discharge all debts and liabilities. After this, the remaining assets shall be given to some other voluntary organisation having similar aims to those of the Club.
- 8 **Other Matters**
- 8.1 Walk leaders and event organisers must take all reasonable steps to mitigate the risk of accidents, as set out in the Leaders' Guide. Members must follow health and safety instructions given by the leader /organiser and the general health and safety advice in the Walkers guide.

8.2 This constitution may be amended by a simple majority of members present at a general meeting.