

# **Leicester Hiking & Hostelling Group**

## **Group Constitution**

April 2023

### **1 Name**

The group is called 'Leicester Hiking & Hostelling Group'.

### **2 Objectives**

The objectives of the group are to carry out a variety of outdoor walking and social activities for the benefit of its members. A significant proportion of these activities involve the use of hostels, bunkhouses and similar accommodation.

### **3 Membership**

Any person who has complied with our General Data Protection Regulation (GDPR) statement can give their details to the group and go onto our membership list. They will remain on the list until they ask for their name to be removed. Each member has the right to vote at the annual general meeting or a special general meeting.

### **4 Management**

- 4.1 The group is managed by a committee consisting of not more than 12 or less than 4 members.
- 4.2 The committee must manage the affairs of the group in accordance with these rules and must define the duties of several officers including a chairperson, a group secretary and a treasurer, who are in all respects subject to the committee.
- 4.3 The entire committee shall retire at the date of each annual general meeting and the members shall elect a new committee for the following year, which may include all or any of the members of the retiring committee.
- 4.4 The committee may fill any casual vacancy that occurs.

- 4.5 Meetings of the committee may be convened by the chairperson or by any three committee members. There should be a minimum of four committee meetings per year.
- 4.6 Four committee members constitute a quorum at committee meetings.
- 4.7 Every decision at committee meetings shall be decided upon by a majority of votes. If votes are equal the chairperson, or acting chairperson, shall have the final decision.
- 4.8 The committee may from time to time make, repeal and amend any procedures (not inconsistent with this constitution) as it thinks expedient for the management and wellbeing of the group and the furtherance of its objectives.
- 4.9 All procedures made by the committee under this rule are binding on the members until repealed by the committee or set aside by resolution of the annual general meeting or a special general meeting of the group.

## **5 Data Protection: Policy and Management**

The committee shall be responsible for maintaining the group's Data Protection Policy and will nominate a committee member responsible for ensuring that this policy fulfils all current, necessary and legal obligations in this area. A copy of this policy will be made available on the group website.

Any member granted temporary access to this data, and all committee members, must behave in full compliance with the group's Data Protection Policy.

## **6 Group Records**

The membership secretary must keep a list of members as the committee may from time to time direct.

The group secretary must keep minutes of committee meetings, the annual general meeting and such other records of the group as the committee may from time to time direct.

## **7 Annual General Meeting (AGM)**

An AGM must be held once in each calendar year not more than fifteen months after the previous AGM.

Each AGM shall be held at such a place and on such a day as shall be determined by the committee and notified to all members not less than seven days prior to the date of the meeting.

The business at the AGM must include:

- A. Reports from officers of the committee.
- B. Approval of the accounts for the year.
- C. Consideration of all motions on the agenda paper. Members wishing to place a motion for consideration may do so in writing properly proposed and seconded, and forwarded to the secretary prior to the start of the meeting.
- D. Election of the chairperson, group secretary, treasurer, and the remainder of the committee. All contested elections shall be by ballot.
- E. Any Other Business.

## **8 Special General Meeting**

The committee may at any time convene a special general meeting for any specific purpose and must do so at the request of any ten members or 1/5 of the membership (whichever is the lesser) stating the business for which it is required. Such meeting shall be called and notified to all members not later than one calendar month from the receipt of such notice.

## **9 Group Accounts**

- 9.1 The treasurer must keep such books of accounts as the committee may from time to time direct.
- 9.2 Cheques must be signed by the treasurer or in his absence by the group secretary.
- 9.3 The group financial year is from the 1<sup>st</sup> February to the 31<sup>st</sup> January.

- 9.4 The treasurer must produce a statement of receipts and expenditure and a balance sheet made as at 31<sup>st</sup> January in each year (or such other date as shall be determined by the committee). This will have been proof read and approved by the committee.
- 9.5 The annual statement and balance sheet must be submitted to the group at each annual general meeting and a copy must be made available to any member at that annual general meeting.

## **10 Amendment of the Group Constitution**

In order to carry out its duties as described in item 4.8, the committee is authorized to keep the Group Constitution up to date as circumstances change. Any changes made during the year will be made known to the membership at the next AGM by circulating an updated copy of the Group Constitution.

The updated copy must be approved at the AGM by a majority of at least 2/3 of the members voting on the resolution.

## **11 Interpretation of the Group Constitution**

The committee is the sole authority for the interpretation of this constitution and any procedures made by it.

The decision of the committee on any matter affecting the group and not covered by this constitution or current procedures is final and binding on the members.

## **12 Dissolution**

If at any annual general meeting a resolution for the dissolution of the group is passed by a majority of the members present and at a special general meeting held not less than six weeks later (of which not less than four weeks written notice has been given to each member and at which not less than 1/2 of the members are present) that resolution is confirmed by a resolution passed by a majority of 2/3 of the members voting on it the committee must immediately, or at such future date as is specified in the resolution, proceed to realize the property and funds of the group and after discharge of all liabilities must divide the property equally among all the members of the group and on the completion of such division the group will be dissolved.



