



# Ipswich Outdoor Group Constitution

As adopted by the EGM held on the 12th February 2007, with later amendments:

*2017-11-20 AGM – 7.4 Membership Secretary added as authorised signatory to the Group’s bank accounts*

*2019-11-18 AGM – 4.1, 7.4 Vice Chairperson removed as Officer of the Group*

*– 5.3.6 new General Committee social-media moderation responsibility clause*

*– 7.4 update wording to cover all payments, not only cheques*

*2021-11-15 AGM – 9.4 remove the YHA as an automatic beneficiary of the group assets, if the group is dissolved and no other agreement has been reached*

## **1 TITLE**

1.1 Group shall be called IPSWICH OUTDOOR GROUP, hereafter to be referred to as ‘the Group’.

## **2 OBJECT**

2.1 To provide a forum for the organisation of activities which are chiefly, but not exclusively, of an outdoor and active nature.

## **3 MEMBERSHIP**

3.1 Membership of the Group shall be open to any person, regardless of race, gender, sexual orientation, religion or ability, who completes a membership application form and pays the relevant subscription/joining fee as determined by the Annual General Meeting of the Group Members.

3.2 There shall be two classes of membership available. These are:

3.2.1 Full: Open to those 18 years or over

3.2.2 Child: A parent or guardian who is a Full Member may request that any number of their children or wards under 18 normally resident at their address be made Child Members.

3.3 Members will be required to abide by the rules of the Group, and activity guidelines, as published by the General Committee.

3.4 The General Committee shall have the right to refuse, expel or suspend any person from membership of the Group at any time without stating a reason. Any such person shall have the right of appeal to the Group at a Special General Meeting called in accordance with Clause 6.3.

## **4 OFFICERS**

4.1 The Officers of the Group shall be as follows:

Chairperson

Secretary

Treasurer

## **5 GENERAL COMMITTEE**

- 5.1 The affairs of the Group shall be controlled by a General Committee comprising the Officers of the Group and other Members, elected from, and by, the Full Members of the Group.
- 5.2 The job titles and descriptions within the General Committee and the composition of any sub-committees may be determined by the General Committee unless otherwise directed by a General Meeting of the Group. Any such direction shall lapse at the next Annual Meeting but may be renewed at that meeting.
- 5.3 The duties of the General Committee shall be:
- 5.3.1 To control the affairs of the Group on behalf of the Members.
  - 5.3.2 To keep proper records of Group income and expenditure.
  - 5.3.3 To maintain a list of Members and their contact details.
  - 5.3.4 To co-opt additional Full Members of the Group as the Committee feels this is necessary.
  - 5.3.5 To make decisions, on the basis of a simple majority vote. In the case of equal votes, the Chairperson shall be entitled to an additional casting vote.
  - 5.3.6 To administer and moderate the Group's online social media and community, including the moderation of posts, or even banning of users, to ensure that all Members of the Group are safe from discrimination, prejudice, bullying or harassment of any kind.

## **6 GENERAL MEETINGS**

- 6.1 The Annual General Meeting shall be held not later than the end of November each year. 21 clear days' written notice shall be given to Members of the Annual General Meeting by publishing on the general programme of events. Members must advise the Secretary or Chairperson in writing of any business to be moved at the Annual General Meeting at least 14 days before a meeting. The Secretary, or Chairperson, shall circulate or give notice of the agenda for the meeting to Members not less than 7 days before the meeting.
- 6.2 The business of the Annual General Meeting shall be to:
- 6.2.1 Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting.
  - 6.2.2 Receive the audited accounts for the year from the Treasurer.
  - 6.2.3 Receive the annual report of the Committee from the Secretary.
  - 6.2.4 Elect an auditor.
  - 6.2.5 Elect the Officers and other committee members of the group.
  - 6.2.6 Review subscription rates and agree them for the forthcoming year.
  - 6.2.7 Transact such other business received in writing by the Secretary or Chairperson, from Members and included on the agenda.
- 6.3 Special General Meetings may be convened by the General Committee, or on receipt, by the Secretary or Chairperson, of a request in writing from at least a) 25% of the total full membership, rounded down to nearest whole person or b) eight Members, whichever is the greater. At least 21 days' notice of the meeting shall be given.
- 6.4 Nomination of candidates for the election of Officers or other Committee members can only be made by Full Members and must be seconded by another Full Member.

- 6.5 All Officers and Committee members are elected to serve until the next AGM, but may be re-elected to the same, or another, office at any subsequent AGM.
- 6.6 At all General Meetings, the chair will be taken by the Chairperson, Vice Chairperson, or, in their absence, by a deputy appointed by the Full Members attending the meeting.
- 6.7 Decisions made at a General Meeting shall be by a simple majority of votes from those Full Members attending the meeting. In the event of equal votes, the Chairperson (of the meeting) shall be entitled to an additional casting vote.
- 6.8 A quorum for a General Meeting shall be:
- 6.8.1 The greater of a) five Full Members or b) 10% of the adult membership rounded down to the nearest whole number,  
and in addition
  - 6.8.2 Three Committee members, including at least one of the Officers.
- 6.9 Each Full Member of the Group shall be entitled to one vote at General Meetings.

## **7 FINANCE**

- 7.1 The Group's financial year shall run from 1st October to 30th September.
- 7.2 The funds of the Group shall be derived from such sources as are determined from time to time by the Group.
- 7.3 The Group's accounts shall be:
- 7.3.1 Audited each calendar year by the Auditors appointed at the Annual General Meeting.
  - 7.3.2 Available for reasonable inspection by Members.
- 7.4 The Group shall maintain a bank current account and, where deemed appropriate, a deposit account, held in the name of the Group. The following Officers and Committee members shall authorise Group payments: any two from the Chairperson, Treasurer, Secretary and Membership Secretary.

## **8 ALTERATIONS TO THE CONSTITUTION**

- 8.1 Any proposed alterations to the Group Constitution may only be considered at an Annual or Special General Meeting convened with a required written notice of the proposal. Any alteration or amendment must be proposed by a Full Member of the Group and seconded by another Full Member. Such alterations shall be passed if supported by not less than two-thirds of those Full Members present at the meeting, assuming that a quorum has been achieved.

## **9 DISSOLUTION**

- 9.1 If, at any General Meeting of the Group, a resolution be passed calling for the dissolution of the Group, an Officer shall immediately convene a Special General Meeting of the Group to be held not less than one month thereafter to discuss and vote on the resolution.
- 9.2 If, at that Special General Meeting, the resolution is carried by at least two-thirds of the Full Members present at the meeting, the General Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Group and discharge all debts and liabilities of the Group.

9.3 If it is impossible to fill the officer posts one month following an AGM, or if the membership falls below that necessary for a quorum at an AGM and for one month after, the remaining members shall proceed to realise the assets of the Group and discharge all debts and liabilities of the Group.

9.4 In the event of the dissolution of the club any assets remaining after all liabilities have been met shall be pass to a registered charity or charities agreed by those members attending and voting at the dissolution meeting.