

CARDIFF OUTDOOR GROUP CONSTITUTION – 12 March 2014

This club Constitution replaces any previous constitution.

This constitution can be varied or amended at an AGM or EGM.

1. The Group

- a. The name of the club is Cardiff Outdoor Group (“COG”).
- b. COG is the Youth Hostels Association (“YHA”) affiliated group for Cardiff and COG will register with the YHA each year in a manner approved by the YHA.

2. Objective

- a. The objective of COG is to provide activities for the benefit of its members.

3. Membership

- a. COG is a membership club open to all and members will pay an annual subscription to COG.
- b. The types of membership and rate for each type of membership shall be determined at an AGM or EGM.
- c. A list of all members shall be maintained by the Committee.
- d. Personal information of COG members held by the Committee will not be provided to anyone else without the consent of those members except to the authorities in the case of an emergency.
- e. The Committee has the right to refuse, expel or suspend any person from membership of COG at any time. Any such person shall have the right to appeal to COG at an AGM or EGM.

4. The Committee and President

- a. The COG Committee will promote the objective of COG and is responsible for the management and day to day running of COG.
- b. The Committee shall comprise a Chair, Treasurer and (when appropriate) Three Peaks Trial Finance Officer to be confirmed at an AGM or EGM. Other Committee members will be voted in at an AGM or EGM or brought in with the agreement of the Committee.
- c. The Committee can appoint COG members to any sub-committee (such a sub-committee to be responsible to the Committee).

- d. When necessary the Committee will reach decisions by a majority vote, with a quorum of half of the Committee. The Chair can vote but in the event of equal votes the Chair has the casting vote.
- e. When possible, COG will have a President elected by an AGM or EGM for a period of three years with that President's agreement. The President will be a moderator to the Committee and Chair.
- f. COG members may normally serve on the committee for a maximum of four years. After standing down for a minimum of one year, they are eligible to serve for up to a further four years. A year is defined as the period between contiguous Annual General Meetings (AGM).

The following provisos allow for a member to serve on the committee for more than four years under exceptional circumstances. If this happens, the member should have precedence in standing down at the first available opportunity, not later than the next AGM:

1. Not more than one third of the committee should change at any one election. If, due to a combination of members standing down voluntarily and those due to stand down, one third would be exceeded, a sufficient number of those due to stand down will be retained in order to keep within the third, if this is possible. Those having served for the least time will be selected to stay. Such members who do stay will be the priority to stand down at the next AGM.
2. If it proves impossible to elect a replacement for one or more members due to stand down at an election, the new committee has the right to co-opt replacements, but not before the first meeting of the committee after the General Meeting. The exceptions to this are Treasurer and Safety Officer as COG cannot function without these – they may be co-opted immediately. The committee may co-opt one or more of those members standing down, in which case their membership of the committee shall be deemed to have started when they first joined the committee prior to standing down. They will then be priorities to stand down at or before the next AGM. No time off the committee shall be deemed to have occurred.

The committee shall cause a register to be kept so that it is clear how long each committee member has served and when they are due to stand down. "

5. Activities

- a. COG's activities are primarily walking and other outdoor activity events (including weekends away), social events and the organisation of the South Wales Three Peaks Trial ("Three Peaks Trial"). Any other event will need to be approved by the Committee, subject to insurance cover.
- b. COG events are those advertised on the COG programme via the COG website or other Group-recognised outlet.

6. The South Wales Three Peaks Trial ("Three Peaks Trial")

- a. The aim of the Three Peaks Trial is to raise funds for charities and (when applicable) COG. COG can decide at an AGM or EGM to keep up to 50% of the net funds raised.
- b. To meet the aim of the Three Peaks Trial a sub-committee will organise the event, the sub-committee including an event organiser and the Three Peaks Trial Finance Officer.
- c. COG members will be notified of the Three Peaks Trial and asked to volunteer to assist in its running.

7. Insurance

- a. The Committee will do its best to obtain the most suitable insurance policy for COG events.
- b. The Committee and event organisers will do their best to ensure that COG complies with the requirements of its insurance.

8. The Annual General Meeting ("AGM") and Extraordinary General Meeting ("EGM")

- a. An AGM shall be held each calendar year in the final quarter. At least 21 days notice of the date, time and place of the meeting will be given to COG members and a request made for any motions.
- b. Subject to paragraph 10 below, the quorum for the AGM is 10% of the COG membership.
- c. The AGM shall:-

- i. Receive the statement of accounts for COG and the Three Peaks Trial.
- ii. Determine the types of and rates for membership of COG.
- iii. Elect a committee to hold office during the period up to the end of the next AGM.
- iv. When necessary, elect a President.
- v. Deal with any other business connected with the affairs of COG. Motions will be determined by a majority vote. The Chair can vote but in the event of equal votes the Chair of the meeting will have the casting vote.
- d. In the case of either an AGM or EGM the Committee or President may determine whether any motion can be determined by a postal vote (to include electronic communications).
- e. An EGM has the same powers and quorum requirements of an AGM.
- f. Any EGM shall be requested in writing by at least a quarter of the COG membership or shall be called by the Committee or President.
- g. In any case at least 10 days notice of the date, time and place of an EGM and its purpose shall be given by the Committee or President.

9. Finance and Assets

- a. COG's financial year runs from 1st October to 30th September.
- b. COG will raise money for itself in a manner (or manners) determined by an AGM or EGM. How these funds are used will be determined by an AGM or EGM or by the Committee.
- c. COG funds shall be held only in the name of COG.
- d. Any other assets or property of COG held by individuals remain the property of COG.
- e. It is deemed to be a term of every contract entered into that COG funds are liable only for debts, obligations or engagements incurred as entered into with the approval of COG or the Committee in the pursuit of COG's objective.
- f. A proper record of income and expenditure shall be maintained by the Treasurer and (when appropriate) the Three Peaks Trial Finance Officer.
- g. COG cheques may only be signed by members of the Committee. Two signatories will be required at all times.

10. Dissolution of COG

- a. The quorum of an AGM or EGM to dissolve COG shall be one third of its membership. COG can be dissolved by a majority vote at that meeting. .
- b. In the event of dissolution any assets remaining after all liabilities are met will be disposed of in a manner agreed at that AGM or EGM.