

The Constitution of the York University Cave and Pothole Club

The Constitution of the York University Cave and Pothole Club should be read in conjunction with the Code of Practice and Risk Assessment set out by the Club. These documents should be interpreted in the spirit intended, as to benefit the York University Cave and Pothole Club. All actions of the club governed by these documents are to be carried out in the best interests of the club.

1. The Club Name and Status

- 1.1 The name of the club shall be the York University Cave and Pothole Club, also known as YUCPC. Hereinafter referred to as “the Club”.
- 1.2 The Club requires a minimum of 4 members to exist.
- 1.3 The Club is affiliated to the University of York - York Sport (Athletic Union) and therefore must meet the criteria set out in the York Sport Constitution.
- 1.4 The Club is affiliated to the British Caving Association, who provides insurance for the club members.

2. Definitions

- 2.1 In this constitution, the expression “cave” shall take the meaning as covering cave, pothole, mine or any other underground cavity and related terms shall be similarly construed.
- 2.2 In this constitution, the expression “AU” shall take the meaning of The University of York - York Sport (Athletic Union).
- 2.3 In this constitution, the expression “BCA” shall take the meaning of The British Caving Association.

3. Objectives of the Club

- 3.1 To promote the interests of caving amongst members of the Club.
- 3.2 To promote the sport of caving within The University of York.
- 3.3 To provide an opportunity to undertake the sport of caving for members of the University of York, which they otherwise might not have.
- 3.4 To provide an opportunity for members of the Club to meet and participate in caving activities together.
- 3.5 To act on behalf of and in the interests of Club members.
- 3.6 To promote awareness of the need to maintain access, conservation and

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protection of the cave environment.

- 3.7 To provide training for members of the Club in a safe environment.
- 3.8 To maintain the good safety reputation of the club in the caving world.
- 3.9 Keep good relations with older members, for their knowledge and experience is essential to the safety and progression of the club.
- 3.10 Promote and encourage relations with other caving clubs.

4. Management of the Club

- 4.1 The Management of the Club shall be entrusted to the Club Committee, composed of the elected officers, hereinafter referred to as “the Committee”.
- 4.2 The Committee is elected from the membership by the membership at the club’s annual general meeting.
- 4.3 The Committee will make the membership aware of its meetings in order that anybody within the membership who has an issue to be raised can put it forward to the secretary for inclusion in the agenda.
- 4.4 Minutes from the Committee meetings shall be made available to the membership, excluding any material of a confidential or sensitive nature.
- 4.5 The minutes should contain reports from officers and keep an accurate record of the meetings proceedings. The minutes will be an official record of health and safety checks with in the club on gear.

5. Membership of the Club

- 5.1 Membership of the Club shall only be open to members of both the AU and the Sports Centre.
- 5.2 In addition to 5.1 above membership of the Club shall only be open to individuals who recognise that caving is an activity with a danger of personal injury or death. Members shall be aware of and accept these risks and agree to be responsible for their own actions and involvement.
- 5.3 The membership Club fee is subject to revision by the Committee and is subject to a minimum charge of £5.00 a term.
- 5.4 Membership is to be paid in full at the start of the academic year. New members can pay a third of the full amount in October and the remainder in December if they wish to extend their membership to the remainder of the academic year.
- 5.5 The Club reserves the right to deny or revoke the membership of any

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person at any time at the discretion of the Committee.

- 5.6 All members of the club must obey the rules of the AU and abide by any rulings.
- 5.7 Membership gives the holder: caving insurance (through BCA); eligibility for club trips and permits (subject to space availability and personal ability); access to club gear (with permission from the Committee) and access to the member area on the club website.

6. Equal Opportunities

- 6.1 The Club shall be an equal opportunities organization though decisions on whether to take novices underground must be subject to:
 - Their physical fitness and,
 - Training experience above ground to ensure the safety of both the novices and the cave leaders.

However, the final decision to take people underground will remain at the discretion of the trip leader.

- 6.2 For high demand trips a team of suitably experienced members will be chosen at random.
- 6.3 Any member requesting a specific permit must do so through the Secretary
- 6.4 Members shall be able to apply for permits under the club name with the prior knowledge and approval of the Secretary.
- 6.5 The Club is primarily a student Club therefore consideration should be given to student member's priorities and requirements.

7. Officers of the Club

- 7.1 The elected Officers of the Club shall be:

- The President,
- The Secretary,
- The Treasurer,
- The Meets Secretary
- The Social Secretary
- The Training Officer,
- The Equipment Officer,
- The Archives Officer
- The Web Master,
- The Non-Undergraduate Representative.

Hereinafter referred to as "the Officers"

- 7.2 Voting for the election of Officers shall take place at the AGM.
- 7.3 Officers are elected for one year but may be re-elected.
- 7.4 Should an Officer resign their post or be deemed unfit to continue in their

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post; the members of the Club can call an Extraordinary General Meeting to discuss a no confidence vote and/or election of a new member to the post.

8. Committee of the Club

- 8.1 The Committee shall be responsible for all the business and day-to-day running of the Club. This business shall include, but not be limited to, setting Club subscriptions, purchase of equipment, training of novices, planning suitable caving trips taking into account the experience of all members of the Club, discipline of members.
- 8.2 The President of the Club will normally chair all meetings of the Committee (or Club) and shall be responsible for reporting to the membership at the Club's AGM.
- 8.3 The Committee shall be composed of the Officers of the Club (plus a number of elected members from the Club membership if desired) as elected by members of the Club at a quorate Annual General Meeting.
- 8.4 The Committee shall be composed of at least four students of the University of York.
- 8.5 The Committee must provide full contact details of its officers to the AU.
- 8.6 The Committee members must uphold any ruling/decisions made by the AU.
- 8.7 The Committee will produce a detailed budget plan with provision for the future continuation and improvement of the Club's resources.
- 8.8 The Committee shall have the power to co-opt additional members of the Committee as the Committee feels necessary. Co-opted members shall not be entitled to a vote on the Committee, unless they have been co-opted to replace a member who has died or has resigned. They shall hold office until the next AGM.
- 8.9 A quorum for the meeting of the Committee shall consist of two thirds of the elected voting members of the Committee.
- 8.10 The Committee shall make decisions based on simple majority vote.

9. Duties of the Officers

- 9.1.1 **PRESIDENT:** The Club President shall be responsible for all correspondence between the Club and the AU. The President shall also be responsible for representing the Club at the AU general meeting and ensuring the Clubs presence at the AU mart. The organising of the Club budget is the joint responsibility of the Treasurer and the President. The President shall organise Club trips, ensuring that they all follow the

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- required health and safety requirements and fill in the required trip registration forms and risk assessments. The President will be responsible for arranging first aid courses and obtaining subsidies as well as ensuring that the transport needs of the Club are met. Finally, the President will chair all Committee meetings and ensure that all Committee members fulfil their duties
- 9.2 **SECRETARY:** The Club Secretary shall be responsible for all correspondence relating to Club affairs, including compiling the weekly newsletter. The Secretary is responsible for announcing Committee meetings, general meetings and the Annual General Meeting according to the guidelines set out. The secretary will gather items and produce an agenda for such meetings in good time. The Secretary will produce and distribute minutes from those meetings, keeping an official set of minutes signed by president as a paper record. The Secretary will collate and keep records pertaining to membership of the Club and shall report to the AU and the BCA on the membership details. The Officer shall organise and be responsible for the insuring of the Club members, ensuring the cover does not lapse. The Secretary shall be responsible for organising Club merchandise. The Secretary shall aid the President whenever necessary.
- 9.3 **TREASURER:** The Club Treasurer shall be responsible for the finances of the Club and ensuring the continued financial wellbeing of the club. The Treasurer shall be responsible for the collection of subscriptions and will account for any other income and expenditure made on behalf of the Club. The Treasurer shall make claims from the AU and reimburse costs to members and satisfy all paperwork requirements set down by the AU for finances. The Treasurer shall be responsible for the payment of the membership and insurance fees to the BCA. The Treasurer shall prepare the yearly budget application with the President, asking relevant members of the Committee for their input. The Committee shall approve the final budget.
- 9.4 **MEETS SECRETARY:** The Meets Secretary shall apply for permits for caves that require permits and advise people on the progress of requests. The Meets Secretary shall also be responsible for the booking of weekends away and annual Wales and Mendip trips. The Meets Secretary shall work with the Social Secretary to enable the organisation of these events.
- 9.5 **SOCIAL SECRETARY:** The Social Secretary will be responsible for organising socials throughout term time. The Social Secretary shall also be responsible for running weekends away, the Easter trip, the Mendip trip and the Christmas meal. The Social Secretary shall work with the Meets Secretary to enable the organisation of these events. The Social Secretary is responsible for publicising all events.
- 9.6 **TRAINING OFFICER:** The Training Officer shall be responsible for the training and motivating of all the Clubs members. The training officer must attend all term time training sessions for the full duration or in his absence arrange for a responsible person to cover him. The Training Officer shall also be responsible for keeping the training log

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and the training section of the website in doing so monitoring the progress and abilities of the Club's members, when necessary reporting this to the trip organiser and trip leaders.

The Training Officer will be responsible for arranging the required gear needed for each training session. It is also the responsibility of the Training Officer to ensure the training session begins promptly and ends in a timely manner, within the allotted time and that members make the best use of the session.

- 9.7 **EQUIPMENT OFFICER:** The Equipment Officer shall be responsible for conducting an inventory of the Club's equipment once a year. This also includes an inspection of ALL safety critical gear including the sports hall training ropes at the beginning of the academic year. This will be reported to the Committee and be recorded in the minutes of that meeting. The Equipment Officer will take all reasonable precautions to ensure the safety of Club equipment. The Equipment Officer will be responsible for keeping the Club storage area in a tidy condition and organise the repair and/or replacement of gear during the year.
- 9.8 **ARCHIVES OFFICER:** The Archives Officer shall act as the librarian for the Club, holding records of documents held in the university library and submitting any new information. The Archives Officer shall where possible make new acquisitions for the library and liaise with the library. The Archives Officer shall also be responsible for arranging the production of the Journal.
- 9.9 **WEBMASTER:** It is the responsibility of the Webmaster to maintain the website and make any improvements deemed necessary. The Webmaster shall keep and vet the contents of the website according to Student Union guidelines, ensuring the safe protection of members' online information. It is also the Webmaster's responsibility to enable the updating of the Club website, hereby keeping it as up to date as possible.
- 9.10 **NON-UNDERGRADUATE REPRESENTATIVE:** The Non-Undergraduate Representative (Rep) must have been in the Club for a minimum of 3 years. It is the responsibility of the Rep to keep up good relations between the student members and the more experienced members of the Club, conveying any worries directly to the Committee. The Non-Undergraduate Rep shall use their experience to offer support to any member of the committee who so requires.

10. General Meetings

- 10.1 The AU and Club members shall be given at least 14 days clear notice of such a meeting and its agenda.
- 10.2 Any items for inclusion should be submitted at least 7days in advance of the meeting, to the Secretary.
- 10.2 30% of the membership shall form a quorum; each member shall have one vote.

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- 10.3 A General Meeting need not be quorate for decisions to be taken, but such decisions shall not be binding over any meeting or future Committee.
- 10.4 In a General Meeting Club officers will give a report to the Club membership and any constitutional amendments or ordinary motions will be voted on.
- 10.5 Any member may require an Extraordinary General Meeting to be held provided s/he has the support, in writing, of ten other members.

11. Annual General Meeting (AGM)

- 11.1 The Club will hold an Annual General Meeting every spring term.
- 11.2 The AGM will follow the guidelines set out for general meetings
- 11.3 The AGM will deal with any business requiring the input of the general membership (e.g. constitution amendments). It will include elections to the Committee for the forthcoming year.

12. Election of Committee Members

- 12.1 A returning officer (normally the exiting President unless standing for re-election) who can act as an unbiased adjudicator must be nominated and agreed by those present
- 12.2 Members may be nominated or may volunteer for positions on the Committee. Members must have the support of a second person to stand for a position.
- 12.3 Only students of the University of York may hold the following positions:
 - President
 - Secretary
 - Treasurer
- 12.4 All nominees will be offered the floor before voting begins to give a brief spiel if they so choose.
- 12.5 All the Committee positions shall be decided by a simple majority vote by those present and voting.
- 12.6 Only fully paid up members of the Club have a right to stand and to vote.
- 12.7 Any member can call a vote of no confidence against a member of the Committee providing their call is supported by ten other people and has good reason. They can then call a general meeting where a simple quorate majority vote is required to remove the Officer from his/her post. Elections for the post will then take place within two weeks if not at the same meeting.
- 12.8 Under exceptional circumstances agreed by the Committee prior to the

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AGM, members can apply to vote by proxy.

13. Handover

- 13.1 The handover of Committee positions will take place after the Easter holidays. The outgoing Committee will be required to provide support to their counterparts in the incoming Committee for the first four weeks of the summer term after which the incoming Committee will be encouraged to stand alone.
- 13.2 The more experienced members of the Club will act in a pastoral/advisory role at the discretion of the Committee. The Committee will not underestimate the value of consulting older members of the Club with more experience.

14. Rules of the Club

- 14.1 The Committee shall have the power to set Club rules. Such rules shall be in accordance with the articles of the Club's Constitution and the policies of the BCA.
(Such rules might include for example: Club Members shall sign for Club Equipment which they undertake to use entirely at their own risk)
- 14.2 The Committee can alter, by majority vote of the Committee, associated paperwork such as the code of practice, call out procedure and any other documents relevant to the running of the Club in the light of experience or new information. However these changes must be made known clearly to the membership. Members unsatisfied with documentation can raise their concerns with the Committee and/or take the matter to a general meeting or the AGM.

15. Amendments to the Constitution of the Club

- 15.1 This Constitution may be amended by a quorate vote at an annual general meeting. Notice of any amendment must be delivered at least 7 days prior to the AGM.
- 15.2 The Constitution shall be reviewed at least every 5 years from the date of it coming into effect.

16. Dissolution of the Club

- 16.1 If at any General Meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Secretary shall immediately convene an Emergency General Meeting of the Club to be held not earlier than one month and not later than two months after the General Meeting of the Club to discuss and vote on the resolution.

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- 16.2 If at that Emergency General Meeting, the resolution is carried by the entire Membership of the Club, the Club Committee shall thereupon, or at such a date as shall have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.
- 16.3 Should the Club be dissolved, after discharging all debts and liabilities of the Club, the remaining assets shall be distributed to the Cave Rescue Organisation.