

**Standing Orders Wakefield TRAC**  
**Adopted on 29<sup>th</sup> September 2018**

**1. Name**

1. The name of the club is WAKEFIELD TRAC /YHA TRAC (hereinafter referred to as the Group).
2. The Group/club is also generally known as TRAC

**2. Object**

- 2.1 The object of the group shall be to:
  - Organise a regular programme of walking, cycling, outdoor pursuits and social events;
  - Undertake any other activities in furtherance of the objects of the club.
  - The group shall not join or affiliate to any Political Organisation or religious sect;
  - By decision of the committee the group may join or affiliate to such other organisations as to further the objects of the Group.

**3. Membership**

**3.1 Full**

- 3.1.1 Membership of the Group shall be open to anyone, of 18 years of age or more, interested in the activities and purpose of the group on application, regardless of sex, age (other than under 18 years of age), disability, ethnicity, nationality, sexual orientation, religion or other beliefs;
- 3.1.2 Anyone less than 18 years of age participating in, or attending, an event must be accompanied an adult who accepts responsibility for the safety and actions of the minor.
- 3.1.3 Membership is subject to payment of an annual subscription the amount of which is set at the AGM and falls due from the date of that meeting. It runs for a calendar year from the date of the AGM. A concession of 50% is available to Unwaged persons. There is no charge for members' children (under 18 years of age).
- 3.1.4 The committee shall maintain a list of members;
- 3.1.5 The committee shall have the right to refuse, expel or suspend any person from the membership of the Group at any time without stating a reason. Any such person shall have the right of appeal to the Club at an Extraordinary General Meeting called in accordance with clause 5.

**3.2 Associate**

- 3.2.1 Associate membership is available for members who live more than 50 miles from Wakefield.
- 3.2.2 Associate membership is subject to payment of an annual subscription the amount of which is set at the AGM and falls due from the date of that meeting. There is no charge for members' children (under 18 years of age).

- 3.3.3 Associate members:
- a. Have no voting rights;
  - b. Do not count towards the quorum for official meetings; and
  - c. May only be nominated for a committee post provided that, at the time of nomination, he or she is able to commit to
    - full membership
    - full participation in committee activities.

#### **4. Annual General Meeting**

- 4.1 An Annual General Meeting of the club shall be held each calendar year. The committee shall give 21 days notice of the date, time and place of the meeting to the Group.
- 4.2 The Annual General Meeting shall:
  - a. Receive the statement of accounts
  - b. Elect a committee to hold office during the period up to the end of the next Annual General Meeting
  - c. Appoint auditors
  - d. Discuss any other business in connection with the affairs of the club.
3. A quorum comprising the greater of 20% of the voting membership, or ten voting members, is required for the decisions of the AGM to be binding on the Club.
4. Only voting members of the club are entitled to propose or second motions and vote thereon.
5. Motions, excepting amendments to the constitution, shall be carried by a simple majority; where the vote is tied the Chair shall have the casting vote.

#### **5. Extraordinary General Meeting**

- 5.1 An Extraordinary General Meeting of the club may be requested in writing by a quarter of the members of the club, or may be called by the committee.
- 5.2 In either case, the committee shall give at least 21 days notice of the purpose, date, time and place of the meeting to the club.

#### **6. Management**

- 6.1 The committee shall comprise a chairperson, secretary, treasurer and such other members that Annual General Meeting agrees from time to time.
- 6.2 The committee may fill vacancies in the membership of the committee, occurring during the year.
- 6.3 The committee shall be responsible for:
  - a. The management of the club;
  - b. Producing the programme of events; and
  - c. Propriety of Club funds.
  - d. Use and propriety of website for the purposes of communication of club activities.
- 6.4 No member can hold more than one committee position.

## **7. Finance**

- 7.1 Funds of the club shall be derived from such sources as determined from time to time by the club at a General Meeting, from which funds allocations shall be made on such bases as may be approved from time to time by the club.
2. It is deemed to be a term of every contract entered into that the funds of the club are liable only for debts, obligations or engagements incurred or entered into with the approval of the club.
3. Funding of activities on behalf of the club shall be managed by the treasurer, supported by the chairperson, and be visible to members via annually audited accounts.
- 7.4 No member of the club shall incur any personal financial liability on behalf of the club.
- 7.5 All banking payments by the club to members and other bodies will be made by bank transfer or by the club's debit card.
- 7.6 The treasurer shall maintain a proper record of income and expenditure. The auditors appointed by the Annual General Meeting shall audit these accounts each calendar year.
- 7.7 The funds of the club shall be held only in the name of the club.

## **8 Communication and Social Media**

- 8.1 The website is solely for the purposes of communicating, advertising and promoting the club and its activities, and not for individual use.
- 8.2 Website links must be relevant and useful to members as agreed by the committee.
- 8.3 Photographs of members and non-members engaged in club activities may be taken for the purposes of promoting the club which includes publication on the website and other social media. Individuals must make it known, prior to the photograph being taken, that they do not wish to be included.
- 8.4 Individuals will not be named or identified in promotional material, on the website or social media, with the exception of the committee.
- 8.5 Parents/ guardians are responsible for decisions about pictures of their children or children in their care.
- 8.6 Committee member's information, on the website, will be limited to name and pen picture.
- 8.7 Event leaders/organisers will provide for publication, as a minimum, a name and contact number or an email address.
- 8.8 Data protection. No information will be shared with others. Details are held purely for communication, our lists will not be released to any third parties.

## **9 Health and Safety - Rules for Participants**

- 9.1 It is your responsibility to ensure that when joining a TRAC event that you:
  - a) understand what the event entails
  - b) are fit and capable of completing the activity
  - c) do not knowingly present a risk to yourself or others
  - d) have suitable equipment for the event e.g. Good walking boots; waterproof clothing; thermals; food; water - to ensure your safety and enjoyment of the event.
  - e) must wear an approved cycle helmet for any rides led by the group. This is a compulsory condition of attending the event
  - f) take full responsibility for the actions and safety of any children or persons under the age of 18 years in your care;

- g) understand that if a lift is accepted from another member, this is done on a friendly basis and TRAC cannot accept responsibility the road worthiness of vehicles or the competence of drivers
- h) have read, understood and agree to abide by these rules for participants

The event leader has the right to refuse anyone not complying with the above from participating in that event.

These rules will be communicated via social media.

**10. Amendment of constitution**

- 10.1 The constitution may be varied or amended from time to time by two thirds majority of voting members expressing a view. Where this is conducted without an AGM or EGM quorum rules will apply.

**11. Dissolution of the club**

- 11.1 The club may be dissolved by a resolution of not less than three-quarters of the members of the club present and voting at a General Meeting of the club called for that purpose.
- 11.2 In the event of the dissolution of the club any assets remaining after all liabilities have been met shall be passed to a registered charity or charities agreed by those members attending and voting at the dissolution meeting.