**CLONAKILTY HILLWALKING CLUB**

**CONSTITUTION AND RULES WITH ASSOCIATED APPENDICES.**

**AMENDED: NOVEMBER 2021**

1.NAME

1.1 The name of the Club shall be Clonakilty Hillwalking Club hereinafter referred to as "the Club".

**2. OBJECTIVES OF THE CLUB**

2.1 To facilitate and increase the enjoyment of mountaineering activities by members of the Club.

2.2 To provide an opportunity for members of the Club to meet and participate in Club activities together.

2.3 To act on behalf of and in the interests of Club members.

2.4 To promote awareness of the need to maintain access, conservation and protection of the cliff, mountain and countryside environment. To take part in the work and activities of Mountaineering Ireland.

2.5 To make information on responsible use of the mountain environment available to Club members.

**3 MEMBERSHIP OF THE CLUB**

3.1 Membership of the Club shall be open to any members of the public, irrespective of political opinion, nationality or religion, interested in Hillwalking, hereinafter referred to as "the Membership".

3.2 Members of other Mountaineering Ireland associated clubs are accepted into the Club as “Associate members” with a reduced membership subscription.

3.3 Membership of the Club shall only be open to individuals who recognise that climbing, mountaineering and hillwalking are activities with a danger of personal injury or death. Members shall be aware of a these and accept these risks and agree to be responsible for their own actions and involvement.

3.4 Club membership is open to people over and equal to the age of 18 years.

3.5 The committee shall have the right in its absolute discretion to terminate the membership of any member or to refuse membership to any potential member provided that member/potential member concerned has had the right to be heard by the committee before any decision is taken.

*See Appendix 2, Complaints Policy.*

3.6 New members shall be permitted to participate in a maximum of 3 walks in one year before there is a requirement to become a full member.

3.7 Voting shall be restricted to fully paid-up members of Clonakilty Hillwalking Club.

3.8 Motions and amendments at the AGM can only be submitted by fully paid-up members of Clonakilty Hillwalking Club.

**4 MANAGEMENT OF THE CLUB**

4.1 The Club shall be controlled by its members acting in General Meeting. One of these meetings will be the AGM at which Officers of the club will be elected.

4.2 Management of the Club between General Meetings shall be entrusted to the elected committee who must act in accordance with the Constitution and Rules of the Club. They may make decisions on matters not covered by the Constitution and Rules, but these must be made known at the next General Meeting, where they may be approved or rejected by the next General meeting.

**5 OFFICERS OF THE CLUB**

5.1 The Officers of the Club shall be elected by the members at the AGM and shall be the Chairperson, the Secretary, the Treasurer, (other officers might include Health and Safety, Environment, Training, Web administer etc).

5.2 Officers are eligible to serve a term of 3 years on the Club committee. After a term of 3 years Officers must step down. If an Officer wishes they may seek re-election to the same role on the Committee. They may only hold the same office for no more than 2 consecutive terms.

5.3 The Officers of the Club shall have the power to co-opt additional members to the Committee with full voting rights. This is to be decided by simple majority at a committee meeting. Ordinary Members may be appointed at the AGM or General Meeting. These appointments are for a period of 1 year but can be renewed annually.

5.4 Each co-opted Officer and Ordinary Member shall automatically retire his/her position at the end of each year.

5.5 In the event of two persons applying for the one position a general vote of members will take place. The outcome of the vote will be decided by simple majority.

5.6 Voting for the election of Officers shall take place at the AGM.

**6 COMMITTEE OF THE CLUB**

6.1 The Committee shall be composed of the Officers of the Club and Ordinary Committee Members.

6.2 The Committee shall nominate a representative (or representatives) of the Club to attend Mountaineering Ireland meetings and represent the views of the Membership and vote on behalf of the Club.

6.3 The Chairperson of the Club will normally preside at and chair all meetings of the Committee (or Club) and shall be responsible for reporting to the Membership at the CLUB's AGM.

6.4 The Club Secretary shall be responsible for all correspondence relating to the Club affairs and for giving notice of General and/or Committee meetings, and the production and distribution of minutes from those meetings. The Secretary shall give at least 14 days’ notice of such meetings and its agenda.

6.5 The Secretary shall keep records about the Membership of the Club and shall report to Mountaineering Ireland the size of the Membership.

**6.6** 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 be responsible for the payment of the membership subscription to Mountaineering Ireland and the Insurance premium. The Treasurer shall maintain the bank account(s) of the club and present a financial report at the AGM and at Committee meetings.

**6.7** The PRO is to maintain the public image of the Club and to manage communication between the club and all forms of media.

6.8 The Web Administrator shall be responsible for all adds, moves and changes on the website and keeping news, Hillwalking schedule, Blog and Photo Gallery pages up to date.

6.9 A quorum for a meeting of the Committee shall be half of the elected voting members. In addition to the AGM the Committee shall hold at least two meetings each year for the purposes of preparing the Hillwalking programme and conducting any other business.

**7 CLUB SUBSCRIPTIONS**

7.1 A General meeting shall have the power to set subscriptions levels for the Club.

7.2 The annual subscription of all members shall be due and payable on November 1st each year.

**8 RULES OF THE CLUB**

The Committee shall have the power to amend Club rules. Such rules shall be in accordance with the articles of the Club’s Constitution and the policies of Mountaineering Ireland.

*See Appendix 1, Rules of the Club*

**9 AMENDMENTS TO THE CONSTITUTION OF THE CLUB**

9.1 This Constitution may be amended by a two thirds majority of those present at an AGM. Notice of any amendment must be delivered to the Secretary at least 7 days prior to the AGM.

**10.1 DISSOLUTION OF THE CLUB**

The Club can be dissolved by two thirds majority vote of eligible members present at a special meeting, whereupon the Committee will arrange to discharge any assets equally amongst nominated charities and groups e.g., Mountain Rescue etc.

Date approved: Nov 30 2021

Chairperson: Peter MacKenzie Secretary: Marian O’Leary

**APPENDIX 1 – RULES OF THE CLUB**

**1. Guidelines for Members of “Clonakilty Hillwalking Club”**

**1.1** Mountaineering (including hillwalking, climbing and rambling) is an activity with a danger of personal injury or death. Participants should be aware of and accept these risks. People who take part in our Club activities do so at their own risk and are responsible for their own actions and involvement. If you apply to join the CLUB, you agree that you wish to take part in the activities despite these risks.

**1.2** The Club is affiliated to Mountaineering Ireland, which is the national governing body for the hillwalking and mountaineering in Ireland. When members join the Club, they also join Mountaineering Ireland and have a separate contract and relationship with Mountaineering Ireland.

**1.3** A leader is a volunteer member appointed by the Club or a group of members on a walk to organise and manage the walk on behalf of the Club. All members have a duty of responsibility towards the leader and the group. This means that each member must not do anything to undermine the authority of the leader nor the safety of the group.

**1.4** Listen carefully at the walk start to the address and instructions given by the leader where the walks are described. It is each member’s individual responsibility to select a walk that matches your ability and fitness level on the day. If in doubt err on the side of caution.

**1.5** The Club cannot allow members or associate member to bring pets or friends on walks.

**1.6** The Club will not tolerate abuse in any form e.g., verbal, text or email, towards any member of the committee or leader.

**2.** It is irresponsible to go on a walk if you are unwell or injured. If you are not in a fit enough condition to do a walk you must not take part. If you start a walk, it is a representation to the Club that you are physically fit and there is no health or other reason why you should not participate in the walk that you have chosen.

**2.1** Insofar as is possible the group should stay reasonably close together while walking.

**2.2 If a walker insists on leaving the group, they must inform the leader. It is vital that the walker later contacts the leader on their safe arrival back to their transport.**

**2.3** If a walker is unable to continue for whatever reason, then the walker must tell the leader and explain to the leader the reason for being unable to continue, the leader will appoint someone of sufficient ability and properly equipped with map etc. to return with them to the walk start.

**2.4** Any independent decision to leave the group (i.e., not a decision agreed to by the leader) is the walker’s own decision and the Club is not responsible for anything that happens to the walker upon leaving the group.

**2.5** A walker must leave the walk if requested to do so by the leader. The leader will appoint someone to accompany them if the leader deems it necessary, e.g., if a considerable distance has been covered since the walk start.

**2.6** Walkers must follow all reasonable instructions from the leader or back marker. Bear in mind that the leaders and or back markers are all volunteers and should be respected as such.

**2.7**The leader has the right to refuse anyone who is not adequately equipped (see next point) or anyone who in the leader’s opinion is unfit to walk from joining the walk and he makes that decision on behalf of the Club. The leader has the right to extend, curtail or alter the route from that described at the walk start. The leader sets the pace of the hike and walkers are expected to follow this pace, assuming that the pace set is reasonable for the walk level.

**2.8** It is each member’s individual responsibility to ensure that he or she is adequately equipped having regards to the walk planned and the environmental conditions, i.e., sturdy hillwalking boots etc.

**2.9** A walker is responsible for keeping their own property safe on a walk or travelling to a walk.

**2.10** The Club “Medical Information Form” should be laminated and kept in the members’ rucksack*. See Appendix 5.* In the event of an incident/accident the Leader or nominated person shall have access to this information.

**APPENDIX 2 – Clonakilty Hillwalking Club Complaints**

**Procedures**

**1.0** Issues may arise from time to time between individuals, or with the Club, and the purpose of this document is to set out the procedures that will apply in the handling of same through non-formal and formal processes. With all issues/complaints, it is expected that the matter will be treated confidentially by the complainant, the person against whom the complaint has been made, the Club Committee, and, where applicable, anyone else who it is necessary to involve through the investigation of the matter.

**2.0 Issue/Complaints against individuals**

**2.1 Personal Action**

As adults, it is expected that all members treat each other with respect and take personal responsibility for their actions/behaviour. As far as is possible, any issue should be resolved in a low-key manner between the individuals concerned. It is not the role of the Club to mediate personal disagreements or matters outside the activities of the Club, however if a person has a complaint about another member, then the complaint procedure will apply.

**3.0 Non-formal process**

3.1 If an issue has arisen and you are concerned about making a direct approach on your own, you should speak in confidence to a member of the Committee. Ideally, the Committee Member’s advice will help you deal with the situation yourself or, if not, he/she can speak to the person with you, or on your behalf. If on your behalf, the Committee Member will need to advise the person that the issue was raised by you, the nature of the issue, and the effect it is having on you. Hopefully once this is pointed out to the person concerned, the matter can be resolved in a low-key manner.

**4.0 Formal Process**

**4.1** Where it has not been possible to resolve an issue in either of the above ways, or you consider the matter serious enough to warrant a formal complaint, you should send a letter, setting out the nature of the complaint and the effect it is having on you, to the Club Chairperson or Committee member.

**4.2** The Chairperson and/or designated Committee Member(s) will approach the person against whom the complaint has been made outlining the nature of the complaint and the impact on you. He/she will be given a copy of your letter and where he/she accepts the complaint, it can be resolved. Depending on the nature of the complaint, the person may be asked to resign from the Club.

**4.3** Where the content is disputed, he/she will be asked to respond to the complaint in writing to the Club Chairperson/or designated Committee member within 14 days. A copy of their response will be sent to you and a formal investigation will be undertaken. This will usually involve the Chairperson and/or designated Committee Member(s), and possibly a third party nominated by the Committee, interviewing both you and the person against whom the complaint has been made. In the interests of a thorough investigation, it may also be necessary to interview other individuals who will be given a copy of both the complaint and response to same.

**4.4** Where the complaint is considered serious enough the person against whom the complaint has been made may be suspended by the Committee from the Club while the investigation is being undertaken.

**4.5** The outcome of the investigation will be conveyed in writing to both parties, i.e., complainant and person against whom the complaint has been made. If the complaint is substantiated, the person against whom the complaint has been made will either:

* Be given a formal written warning that should the issue arise again they will be asked to resign from the Club or,
* if considered to be serious enough, asked to immediately resign.

**4.6** Where a resignation is not forthcoming the Committee will have the right to invoke Section 3.5 of the Club Constitution and expel such member from the Club.

**5.0 Right to Appeal**

**5.1** Any such individual will have the right to appeal.

**5.2** This they should do, in the first instance, by writing to the Club Chairperson setting out the reasons why they feel wrongly treated. Such appeal, along with all the documentation relating to the investigation into the original complaint, will be sent for consideration to an independent third party nominated by the Committee.

**5.3** Where the nominated person considers it necessary, he/she will have the right to interview some/all individuals involved in the original investigation.

**5.4** He/she will advise both the Committee and the individual of their decision in writing.

**5.5** If the appeal is not upheld and the individual wishes to take the matter further, he/she may request a Special General Meeting of the Club by submitting a written request, signed by at least 10 members. Such submission should be sent to the Club Chairperson and state the purpose for the meeting.

**5.6** A notice calling the meeting will be sent to all members by the Club Secretary at the request of the Club Chairperson or Committee member at least 14 days before the meeting takes place. The Special General Meeting may only deal with the item or items specifically listed in the notice calling the Meeting.

**6.0 Complaints against the Club**

**6.1** For complaints against the Club, you should submit your complaint in writing to the Club Chairman. This will be considered by the Committee who will respond to you in writing.

**6.2** If you are not happy with the response and wish to take the matter further, you should write to the Club Chairman detailing your reasons.

**6.3** The matter will then be referred to an independent third party nominated by the Committee who will investigate your complaint and respond to you in writing.

**APPENDIX 3 – CLONAKILTY HILLWALKING GDPR STATEMENT**

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| **1.1 Who is collecting the data?**  Clonakilty Hillwalking Club are committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, Clonakilty Hillwalking Club is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way. |
| **1.2 What data is being collected?**  You may give us information about you by filling in forms at an event or online, or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you register with the Club. The information you give  us may include your name, date of birth, address, e-mail address, phone number, name of the Mountaineering Ireland affiliated Clubs with which you are registered and gender. |
| **1.3 What is the legal basis for processing the data?**  The reason we need your Data is to be able to administer your membership and provide the membership services you are signing up to when you register with the club. Our lawful basis for processing your personal is that we have a contractual obligation to you as a member to provide the services you are registering for. |
| **1.4 Will the data be shared with any third parties?**  When you become a member of or renew your membership with Clonakilty Hillwalking Club you will automatically be registered as a member of Mountaineering Ireland. We will provide Mountaineering Ireland with your personal data which they will use to enable access to an online portal for you (www.mountaineering.ie - Login). This will enable you to sign into and update your Mountaineering Ireland details (which, among other things allows you to update your details and enter digital log of climbs/walks and avail of discounts on the online shop). It is vital, therefore, that a valid email address is given, so that you can ensure that your data is correct and so that you can set your own privacy settings.  If you have any questions about the continuing privacy of your personal data when it is shared with Mountaineering Ireland, please contact dataprotection@mountaineering.ie  The Club does not supply any personal data it holds for this purpose to any other third party. |
| **1.5 How will the information be used?**  We will maintain a database for all current members, and this will enable us to communicate with you as and when necessary. Relevant information will be forwarded to Mountaineering Ireland as above. |
| **1.6 How long will the data be stored for?**  We will hold your personal data on file for as long as you are a member with us. Member’s data is updated every year on annual membership forms. Any personal data we hold on you will be securely destroyed within 6 years of inactivity on that member’s account. Your data is not processed for any further purposes other than those detailed in this policy. |
| **1.7 Your rights regarding your personal data**  As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the Data Protection Commissioner’s Office about the processing of your personal data.  As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us, we may not be able to register or administer your membership. |

**APPENDIX 4 – MEMBERSHIP FORM**

Welcome to Clonakilty Hillwalking Club. We are a hillwalking/climbing Club open to members of any ability from 18 years of age.

To ensure we have the correct contact details for you, please fill out this form and return it to the Club Secretary

**SECTION 1: MEMBER DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name** |  | **Surname** |  |
| **Address** |  | | |
|  | | **Postcode** |  |
| Mobile Number |  | **Email Address** |  |

**SECTION 2: ADDITIONAL SUPPORT**

2.1 Please detail below any disability you have and/or any additional support you may require us (Optional).

|  |
| --- |
|  |

• I consent to my special category personal data provided in section 2 to be shared with leaders for the purposes of the delivery of my safe participation in club activity. This data will not be shared or processed for any other purpose.

**SECTION 3: EMERGENCY CONTACT DETAILS**

Please insert the information below to indicate the persons who should be contacted in event of an incident/accident.

|  |  |
| --- | --- |
| Emergency Contact one name: |  |
| Emergency Contact one number: |  |
| Emergency Contact two name: |  |
| Emergency Contact two number: |  |

**SECTION 4: PHOTOGRAPHY & VIDEO CONSENT (THOSE AGED 18 OR OVER)**

I am aware that my photograph or video image may be taken whilst attending or participating in walks/climbs or activities connected with the Club and **I CONSENT (YES) I DO NOT CONSENT (NO)**  (please tick yes or no) to it being used by the Club for items like programmes, new letters, event reports or on the Club website or social media channels. Indicate as appropriate.

**SECTION 5: CLUB PRIVACY STATEMENT & COMMUNICATION PREFERENCES**

The Club take the protection of the data that we hold about you as a member seriously and will do everything possible to ensure that data is collected, stored, processed, maintained, cleansed and retained accordance with current and future data protection legislation.

Please read the full privacy notice carefully to see how The Club will treat the personal information that you provide to us. We will take reasonable care to keep your information secure and to prevent any unauthorised access.

In addition to receiving general club communications please let us know how else you would like to hear from us:

I would like to receive Information via email from the Club and Mountaineering Ireland to keep up to date with news and information.

YES

NO

In addition to email, I am happy to receive communications via SMS.

YES

NO

**SECTION 6: DATA SHARING WITH MOUNTAINEERING IRELAND**

When you become a member of or renew your membership with Clonakilty Hillwalking Club you will automatically be registered as a member of Mountaineering Ireland. We will provide Mountaineering Ireland with your personal data which they will use to enable access to an online portal for you (www.mountaineering.ie - Login). This will enable you to sign into and update your Mountaineering Ireland details (which, among other things allows you to update your details and enter digital log of climbs/walks and avail of discounts on the online shop). It is vital, therefore, that a valid email address is given, so that you can ensure that your data is correct and so that you can set your own privacy settings.

If you have any questions about the continuing privacy of your personal data when it is shared with Mountaineering Ireland, please contact dataprotection@mountaineering.ie.

**SECTION 7: MEMBER AGREEMENT**

By returning this completed form, I confirm that I have read and understood the Constitution and Rules and GDPR statement and how data will be used and shared and am willing to abide by the Club Constitution and Rules for members.

I consent to receiving First Aid Treatment.

|  |  |
| --- | --- |
| Signature |  |
| Print Name |  |
| Date |  |

**Rw**

**APPENDIX 5 – MEDICAL INFORMATION FORM**



**MEDICAL INFORMATION CARD**

**Personal Information**

|  |
| --- |
| **Name:** |
| **Address:** |
|  |
| **Date of Birth:** |

**Next of Kin**

|  |
| --- |
| **Name:** |
| **Mobile No:** |
| **Landline No:** |

**Medical Information**

|  |
| --- |
| **Allergies:** |
| **Medications:** |
| **Medical Conditions/History:** |
|  |
| **GP Name:** |
| **GP Telephone:** |

**This form is to be laminated or carried in a sealed waterproof bag and placed in the top section of your rucksack at all times.**