

# LEEDS MOUNTAINEERING CLUB CONSTITUTION AND HANDBOOK

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Welcome to the Leeds Mountaineering Club (LMC) Members' Constitution and Handbook. This document aims to bring together our rules and guidelines, which can be distributed to all existing, new and prospective members. This document includes our constitution, which governs the way the club formally operates, and includes the standing orders and rules that the committee has laid down. It states how we expect members to act and how we run an efficient and organised club as well as containing useful information which members may wish to reference as required. Questions regarding the content should be directed to any committee member.

The club was formed to encourage participation in mountain sports and to provide a focal point for like-minded people to share ideas and resources. We primarily achieve this by organising a varied and regular meets programme that acts as a focus for the club and its members' activities. Due to problems of liability we are unable to offer formal training or hire out equipment. The LMC recognises that mountain sports are activities with a danger of personal injury or death. Participants in these activities should be aware of and accept these risks and be responsible for their own actions and involvement.

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# **Leeds Mountaineering Club Constitution (September 2017)**

## **1. Name**

The name of the club shall be the Leeds Mountaineering Club

## **2. Objects**

To promote mountaineering among people in the Leeds area by providing a means of association for those who are interested.

## **3. Membership**

Membership of the club shall be available to any person irrespective of political beliefs, religion, nationality, race or colour subject to the enrolment procedure laid down in the current Standing Orders (see Clause 0).

## **4. Termination of Membership**

The committee shall have the right, for good and sufficient reasons, to terminate the membership of an individual member provided that the individual member shall have the right to be heard by the committee before a decision is made and shall have the right to appeal to a General Meeting of the club.

## **5. Subscriptions**

All members shall pay such subscription as the committee shall from time to time determine, and having paid such subscription shall be entitled to vote at General Meetings of the club. The committee shall establish a lapsing period after which membership shall cease until subscriptions are paid.

## **6. Committee**

- (a) Subject to the limitations of Clause 7, the policy and general management of the club shall be directed by a committee, which shall meet not less than four times a year.
- (b) The committee shall consist of a Chairperson, Treasurer, Meets Secretary, Membership Secretary, Social Secretary, Communications Secretary, Climbing Coordinator, Walking Coordinator and not more than two other voting members.
- (c) At least three members of the committee shall be over the age of 21 years.
- (d) The committee shall have the power to co-opt additional non-voting members subject to section (b) of this Clause and to appoint other officers as are deemed necessary from time to time.
- (e) The committee shall be elected at the Annual General Meeting to serve for one year to the next Annual General Meeting.
- (f) No named position on the committee should be held by any one person for more than three consecutive years.
- (g) No person shall be elected to, or remain in, any office or committee of the club if for any reason they are unable to discharge their duty to the club or attend committee meetings. It shall be at the committee's discretion to withdraw office from any such person and to co-opt new

members as may be necessary

## **7. Annual General Meeting**

Once each year in the month of January, after at least 28 days' notice, the committee shall convene an annual general meeting of the club, which all members shall be entitled to join, for the purpose of:

- (a) Receiving the annual audited statement of accounts,
- (b) Receiving the annual report of the committee,
- (c) Appointing officers of the club and other members of the committee,
- (d) Appointing the auditor or auditors,
- (e) Making recommendations to the committee,
- (f) Whenever necessary, voting on proposals to amend the constitution in Accordance with Clause 13.

Any person unable to attend the A.G.M. can submit a proposal in writing and can also stand for office providing that the secretary receives written notification and consent before the meeting.

## **8. Extra-ordinary General Meeting**

An extra-ordinary general meeting may be called for any purpose by:

- (a) Any committee member, or
- (b) one fifth of the voting members.

Upon receipt of such a written request, the Chairperson shall give notice of an extra-ordinary general meeting within 28 days, allowing a period of seven to fourteen days to elapse between the sending of notice and the meeting stating the reasons for which the meeting is being held.

## **9. Rules of Procedure**

### **9.1. Voting**

Subject to the provisions of Clause 13, all questions at any meeting shall be decided by a simple majority of those present and entitled to vote thereat. All members except the Chairperson shall have one vote, but in the case of equality the Chairperson may have a casting vote.

### **9.2. Quorum**

Not less than half of the members of the committee shall form a quorum at a committee meeting. One fifth of the total membership shall form a quorum at a general meeting.

### **9.3. Minutes**

A minute book shall be kept by the club and committee and the Chairperson shall enter therein a record of all proceedings and resolutions.

## **10. Standing Orders**

The committee shall have the power to issue standing orders and/or rules for the use of the club. Such standing orders and rules shall come into operation upon written notification to members and any relevant persons, provided always that they shall not be inconsistent with the constitution.

## **11. Finance**

- (a) All monies raised by or on behalf of the club shall be applied to further the objects of the club and for no other purpose.
- (b) The Treasurer shall keep proper accounts of the finances of the club.
- (c) The accounts shall be audited at least once a year by an auditor or auditors who shall be appointed by the Annual General Meeting.
- (d) The auditor shall not have been a member of any committee, which was in force for the term to which those accounts pertain.

## **12. Dissolution**

If the committee decides that it is necessary or advisable to dissolve the club, the Chairperson shall call an extra-ordinary general meeting. Such a meeting and its purpose shall be publicized in a local newspaper. If such a decision be confirmed by two thirds majority of those present and voting at such a meeting, the committee shall have to dispose of any assets held by or in the name of the club. Any assets remaining after satisfaction of any proper debts and liabilities shall be donated to Mountain Rescue purposes.

## **13. Alteration to Constitution**

Any proposal to alter this constitution must be delivered in writing to the Chairperson of the club not less than 28 days before the meeting at which it is first to be considered. An alteration will require the approval of a two thirds majority of individual members present and voting at a general meeting. Notice of each such meeting must be given in accordance with Clause 8, and giving the wording of the proposed alteration.

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***END OF CONSTITUTION***

# Leeds Mountaineering Club Handbook

## 1. Club Membership

There are two stages to becoming a Leeds Mountaineering Club (LMC) member: prospective membership and full membership. Prospective or full membership must be obtained before attending any club meet. New members must complete a membership application form ([www.leedsmc.org/application](http://www.leedsmc.org/application)) and pay the current prospective membership fee by BACS, PayPal or cheque payable to Leeds Mountaineering Club.

Candidates will be eligible for full membership after attendance on a sufficient number of club meets to demonstrate their ability to behave safely. This is typically after attendance on:

- 3 weekend meets or;
- 2 weekend meets and 2 evening meets or;
- 1 weekend meet and 4 evening meets.

Each application will be judged individually and the committee reserves the right to use discretion in applying the above guidelines with regards to the required number of meets. Indoor climbing sessions are not considered to be club meets.

Candidates should fulfil the criteria for full membership within six months (or a longer period if deemed necessary by the committee). They should inform the Membership secretary when they believe they have fulfilled the above criteria and a simple majority vote will be taken at the next committee meeting.

Full members' subscriptions are due in January each year. If a prospective member pays their prospective membership fee during, or after, October in Year 1 then they do not have to pay this fee again in Year 2. Payment before October means that the fee is due again in January of Year 2.

The Club respects the rights, dignity and worth of every person and will treat all members equally within the context of Club activities and mountaineering activities regardless of age, gender, race, ethnicity, religious belief, sexuality or social/economic status.

## 2. Insurance

Members acknowledge and agree that they will become Club members of the British Mountaineering Council (BMC), and that LMC will pay appropriate subscription to the BMC on their behalf. Anyone who is already an individual BMC member, or a member of multiple BMC associated clubs, should contact the BMC directly at [office@thebmc.co.uk](mailto:office@thebmc.co.uk) as it is not necessary to pay the BMC subscription twice. LMC is unable to do this on behalf of members and must pay the full subscription to the BMC for each member.

Part of the membership fee goes towards membership of the British Mountaineering Council as an individual within the club category, which provides combined liability insurance for LMC members. Below is a brief outline of the policy held at the BMC. Further details are available at:

[www.bmc-insurance-centre.co.uk/clubs](http://www.bmc-insurance-centre.co.uk/clubs)

The policy covers a member for any claim made against them, for any public liability arising in connection with mountaineering, club or other related activities. The cover operates worldwide and there is no excess applicable. The limit of indemnity in respect of any claim made during the period of insurance is £15 million for any one event, including claims arising from breach of professional duty with the exception that, in respect of goods sold or supplied (products) claims; the limit of indemnity applies to an aggregate of all events during any one period of insurance.

The club and its Committee are insured for any event or activity, social, business or sporting that they organise and in which they participate. Each member is insured for any Club activity and as an individual for summer and winter rock climbing and mountaineering and all associated activities (detailed in the “BMC clubs' policy summary” available by following the link above).

Please note that there are separate representative bodies for cycling, mountain biking and caving and it is not the intention of the BMC to include these mainline activities within its remit. The cover does not apply to people who are acting as professional instructors, guides etc.

### **3. Privacy Policy and Data Protection Statement**

Leeds Mountaineering Club takes the privacy of our member's data seriously and will only use your personal information for club administration purposes and for communicating with you about your membership. All of the members of the LMC Committee will be able to access your details.

As a BMC-affiliated club we will provide your name, contact details and date of birth to the BMC to administer your membership of the BMC including your combined liability insurance cover. The BMC will use your data to communicate with you about your membership. The BMC will contact you to invite you to create a 'Member Profile' which, amongst other things, allows you to set and amend your privacy settings. More information about how the BMC uses data can be found at [www.thebmc.co.uk/privacy](http://www.thebmc.co.uk/privacy). Leeds Mountaineering Club will never share or sell your data without your prior permission.

The details we collect on club members are (\*):

- Name
- Address
- E-mail address
- D.O.B

- Contact number
- Emergency contact name, address and phone number

Member details (e.g. for meets, club social events etc) will not be made available to club members outside of the committee without prior consent from the member whose information is to be shared. LMC will not share/provide “member lists” to members.

Some members will lead meets; being a Meet Leader is voluntary and not a requirement of membership. Often, however, the Hut custodian where the meet is held requests Meet Leader details to ensure an “issue free” stay at the property. This information will be shared with the hut custodian as requested if a member has volunteered to be a meet leader.

Members will be asked to update their personal information (\*) on the website annually at renewal. In the case of a new recruit, a member will be asked for consent from the sign up date.

Members can opt in to receive the LMC newsfeed but this is optional, and they can opt out at any time via their member profile.

Any member not renewing their membership, will have their personal information deleted from the LMC register within 18 months of membership lapsing. Information posted on the Bulletin Board by individuals will remain. Members have the “right to be forgotten” meaning they can delete their personal information.

Members can see what information is held about them, as they are the ones who populate the information fields on the LMC website.

#### **4. Duties of Club Members**

The expectations of club members are as follows:

- Abide by Club rules
- Act responsibly and courteously on club meets
- Assist meet leaders as requested
- Offer sociable guidance to new/prospective members
- Oppose discriminatory behaviour and promote equality of opportunity
- If in possession of suitable transport, then occasionally make it available for lifts of other members
- Complete Meets book before setting out on a meet and tick on return
- Comply with the equipment and skills requirements outlined in Section 5 (Equipment and Skills)

The Club is committed to all members having the right to enjoy mountaineering in an environment



free from threat of intimidation, harassment and abuse.

## 5. Equipment and Skills

When venturing into the hills, club members are expected to take suitable equipment for the time of year and the conditions they expect to face. Typical equipment lists are given in Table 1.

If a member does not know how to navigate, break their fall with an ice axe, undertake basic lifesaving or climb (if intending to climb) then it is their responsibility to learn these essential skills before venturing into terrain where they may be needed.

	Activity		
	Walking (Non-Winter)	Walking (Winter)	Climbing
Equipment	Walking Boots*	As the first list plus:	As the other lists plus:
	Waterproof Jacket	Ice Axe	Helmet
	Hat	Crampons**	Harness
	Map	Gloves	Belay Device
	Compass		Rope
	Whistle		Rack of equipment
	Torch		Guide Book
	First Aid Kit		
	Bivouac Bag		
	Food and Drinks		
	Spare Clothing		
	Waterproof Trousers		
	Mobile Phone		

**Table 1** Suggested equipment lists for LMC activities. Note that cotton and denim are unsuitable fabrics for most activities and wicking, synthetic fabrics are recommended.

\*Boots should have Vibram-type soles.

\*\*Crampons must be compatible with your boots

## 6. Under 18's

For reasons of safeguarding, and to ensure all applicable hut rules are complied with, under 18's are not permitted on hut meets. For all other meets, anyone under 18 years of age, whether a member or prospective member, can only book on a meet if they book with a person willing to be their responsible adult. The responsible adult must at least be a prospective member.

## **7. Hut Rules**

Below is a list of hut rules set by the LMC. There will usually be rules for users of the hut that are set by the owners. The owner's rules will take precedent over the LMC rules and all members must comply with them.

- Music may only be played at the discretion of the Meet leader, as with anything else that may disturb others.
- Mobile telephones may be used outside the hut but should not ring in the hut.
- No smoking in the hut.
- No dogs within the hut (dogs may sometimes be kept in your car but some huts do not even allow dogs within their grounds – check with the Meet Leader before taking your dog).
- No noise when other people are in bed.
- Be considerate to other users of the hut.
- Undertake a hut-cleaning chore before leaving the hut. The Meet Leader usually gives these out.
- Take home your own empty bottles and recycle as much rubbish as possible.
- No camping in the grounds of any hut unless explicit permission from the Owning Club has been granted.
- Use of the huts and their facilities is limited to members booked on the meet.

## **8. Hut Booking Rules**

- Places on the hut meets are restricted to the number stated on the meet information.
- Bookings will open one calendar month before the first night of the meet, unless otherwise advised by the meet leader, and are made using the online booking system.
- The booking fee is not returnable, except in mitigating circumstances and at the discretion of the Committee, not the Meet Leader.
- Bookings from full members will only be accepted if he/she has paid the current year subscription. Bookings from prospective members will only be accepted if he/she has paid the current year subscription and has completed a prospective membership form.
- Bookings received at any time on the opening date will be given equal priority by the online booking system.
- In the event that a meet is over-subscribed on the opening date, the online booking system will automatically perform a ballot to allocate places and generate a reserve list.
- Payment for the meet must be received by BACS or cheque (payable to Leeds Mountaineering Club and sent to the treasurer) within one week of the place being assigned, or before the start of the meet, whichever is shorter. If payment is not received, the place will be assigned to the next reserve.

In the event of a member being subsequently unable to attend the meet, they should inform the meet leader as soon as possible. The place will automatically be reassigned by the online booking system if a reserve list is operating. The meet fee is non-refundable, except in mitigating circumstances, which will be decided at the Committee's discretion.

N.B. The dates of the meets refer to NIGHTS spent away, usually the Friday and Saturday.

### **8.1. Online Booking System**

Booking on to a meet is done using the online booking system on the club website.

- Log in to your account at [www.leedsmc.org/login](http://www.leedsmc.org/login) (not the same password / username as the Bulletin Board)
- On the "My Meets" card select "Sign Up". Navigate to the meet you wish to sign up for. It will either say "Sign up on the Bulletin Board", "Opens On xx/xx/xx" or "Sign Up".
  - If it says "Sign up on the Bulletin Board" then this means the meet does not have limited numbers and you just need to let the meet leader know you are coming via the Bulletin Board.
  - If it says "Opens On xx/xx/xx" then you'll need to come back to this page on the date specified in order to sign up.
  - To sign up for an open meet click "Sign Up". This will take you to the sign-up page for that meet. You can also navigate to this page from the Meets Calendar ([www.leedsmc.org/calendar](http://www.leedsmc.org/calendar)).
- On the meet page click the "Sign Up!" button. You should then see your name added to the list of Sign ups (pending).

Pending attendees are confirmed at the end of each day. If there are more pending attendees than places, then places are assigned randomly by the booking system and a reserve list generated. Once a reserve list is operating, new sign ups will automatically be added to the reserve list.

To remove your pending sign up you can click "cancel sign up". You can only cancel as a pending attendee, once you have been confirmed on a meet you can only cancel by contacting the meet leader.

Once your place is confirmed, you should send the payment by BACS or cheque payable to Leeds Mountaineering Club to the Treasurer within one week or before the start of the meet, whichever is sooner.

## **9. Meet Leader's Checklist**

### **9.1. Hut Meets**

#### **9.1.1. Online Booking System**

Log in to your account at [www.leedsmc.org/login](http://www.leedsmc.org/login) (not the same password / username as the Bulletin Board!)

On the page the "My Meets" card should list any meets you are set to lead.

Click "Meet Leader" on the meet you wish to view. From here you can add and remove attendees, state if they have paid or not and change the meet leader. When a member signs up they will appear on this list. You can also update the location, link to the Bulletin Board post about the meet and add any notes for members to see on the meets calendar.

If you get an error page this is probably because the meet does not have a sign up date. Committee members can fix this by going to their "My Details" page and clicking the Meets Calendar button. Then find the Meet in question and click "edit". On this page you can add an "Opens On" date which should stop the error page.

The "Signed Up On" date field is important as this prioritises members should a ballot for places need to be run. If you add an attendee to a full meet with a sign up date earlier than any other attendee then they will take the place of the last attendee to sign up, effectively jumping the queue.

#### **9.1.2. Bookings**

- Bookings can be taken from 1 calendar month prior to the date of the meet (unless otherwise advised by the committee). Liaise with the Treasurer to ensure that all confirmed bookings have been paid for.
- Any prospective members must have completed an application form and paid the Prospective members fee.
- Check the number of places available for the meet (on the Meets Calendar or with the Meets Secretary), the fee and any special rules or features about the hut/camp site.
- No children or dogs are allowed in huts.
- Before the meet, use the club's Bulletin Board to publicise the meet and update members on bookings received and availability of places.
- Talk to new/prospective members about what to expect, things they will need to take etc. This can be done online or in person, as appropriate.
- Arrange transport to minimise the number of cars and ensure that everyone has a lift. If possible, new/prospective members should travel with established members.
- Give details of the location of the hut (available from the Meets Secretary) and a meeting

point (e.g. a local pub, if available) to meet bookers on the Friday evening of the meet.

- Collect the Meets book and take it to the meet with you (or provide a suitable notebook for use on the meet).
- Arrange to collect the key from the Meets Secretary and don't forget to take it with you!

### **9.1.3. On the meet**

- Take the following:
  - Hut Key
  - Meets Book
  - Black sacks
  - Firelighters (if required)
  - Toilet paper (if required)
  - Coins for meters (if required)
  - Tea towels (if required)
  - Matches (if required)
- Ensure that the rules of the host club are complied with, especially:
  - Signing in
  - Noise
  - Sleeping arrangements
  - Parking
  - Camping outside
  - Maximum stated capacity of the hut
- Ensure people fill in the Meets book
- Look after new/prospective members to ensure they have adequate equipment and feel comfortable
- Take responsibility for the key - ensure the last person out is locking up and that everyone knows where they can find the key on their return
- When you arrive you may need to turn on water and power supplies
- Organise cleaning up the hut - it must be left tidy and rubbish removed
- Note any difficulties or dissatisfaction with the facilities
- Follow the instructions for leaving the hut

### **9.1.4. After the meet**

- Return the hut keys to the Meets Secretary ASAP with any comments about the hut or problems with the meet
- Write the Meet Report and send to the Communications Secretary
- Pass the Meets book to the next Meet Leader or a committee member

## **9.2. Camping Meets**

### **9.2.1. Before the meet**

Responsibilities for Camping Meet Leaders are the same as for Hut Meets (section 9.1) but there are no keys and numbers may be unrestricted. The Meets Secretary will advise you on any specific restrictions or payment information.

Where the camp site has restricted numbers, the online booking system will be used to allocate places, but the camp site will be paid for as normal (ie attendees pay for their own place directly to the camp site unless otherwise advised by the Meets Secretary).

### **9.2.2. On the meet**

- Take the following:
  - Meets book
- Ensure people fill in the Meets book
- Look after new/prospective members to ensure they have adequate equipment and feel comfortable

### **9.2.3. After the meet**

- Write the Meet Report and send to the Communications Secretary
- Pass Meets book to the next Meet Leader or a committee member

## **10. Duties of Committee Members**

Committee members should attend the monthly pub social as often as possible. As a minimum the expectation of the committee roles are as follows:

- Chairperson:
  - Organise and chair Committee meetings
  - Chair A.G.M. and other special meetings
- Social Secretary:
  - Organise Annual Dinner
  - Organise Summer Bash
  - Organise other social events
- Treasurer:
  - Maintain accounts and financial transactions
  - Collect subscriptions
- Meets Secretary:
  - Prepare draft programme of meets for Committee to consider

- Arrange bookings of hut meets and handle all arrangements for keys etc.
  - Ensure all meets have a Meet Leader
- Membership Secretary:
  - Deal with routine enquiries about membership
  - Maintain membership list
- Communications Secretary:
  - Collate material for and send the regular Newsfeed email
  - Have editorial input to the website ([leedsmc.org](http://leedsmc.org))
  - Advertise the club by suitable means (e.g. using the social media accounts, posters etc.)
- Climbing Coordinator:
  - Organise mid-week evening meets during summer and ensure each meet has a leader
  - Co-ordinate occasional day meets
- Walking Coordinator:
  - Organise day walking meets and secure walk leaders
- Ordinary Member
  - Duties as allocated by Committee, e.g. assist in production and distribution of newsfeed, take minutes of committee meetings, help with website or social media, organise external training courses

## **11. Honorary Membership**

Honorary membership is to be awarded on an occasional basis, as suitable candidates arise. A recipient must have given service to the club in the form of donations, committee work, meet leading or newsfeed contributions. This service is to be defined as a “valued individual contribution”. Any committee member accepts nominations. The candidate will receive the award following a majority committee vote however; they have to then accept it before any announcement is made. A candidate is not obliged to accept the award. The award will comprise lifelong free full membership of the club including all of the benefits (membership card, newsfeed, insurance and voting rights) so long as they consent to all rules and regulations of membership.

## **12. Mountaineer of the Year**

An engraved trophy and bottle of champagne may be presented annually to a club member who has had an outstanding year, or achieved an above average act, in the field of hill walking, climbing or mountaineering. The person nominated must have been a fully paid up club member during the period or act for which they are being nominated. The recipient must be a fully paid up member at the time the award is made. The award will typically be in relation to hill walking, climbing or mountaineering, but exceptional feats in other affiliated sports may be considered at the committee’s discretion. Nominations, together with full details of the act or achievement, must be

submitted to any member of the committee before 1st November in the year for which the award is to be made. The trophy may be held by the recipient for up to 50 weeks, after which time it must be returned to the committee.