



Mountaineering and Climbing Club Constitution

All sports Clubs affiliated to the Students' Union shall hold a Club constitution which shall read as follows:

1. Name and Date

- 1.1 The name of the Club shall be *SURHUL Mountaineering and Climbing Club*, hereafter referred to as the Club.
- 1.2 Month and year this form was filled in: September 2010

2. Membership

- 2.1 Membership of the Club shall be open to all members of SURHUL in accordance with the Students' Union Constitution.
- 2.2 The Club shall have at least 20 members who are all full members of SURHUL.
- 2.3 All members are required to pay a membership fee for the year. The Student Activities Department will set a minimum requirement. In addition, Club members will be required to pay Training Fees and Match Fees. The Club Committee in conjunction with the Student Activities Department, sets this amount.
- 2.4 All Club members must purchase Student Activities Membership before joining the Club.

3. Aims and Objectives

- 3.1 The aims and objectives of the Club shall be determined by the Club individually and revised and re-submitted yearly to the Vice President (Student Activities). These aims should be written into the Club Development Pack.

4. Committee

- 4.1 The Club shall have a committee consisting of the following mandatory positions:
 - a. President
 - b. Secretary
 - c. Treasurer
 - d. Vice President
 - e. Publicity Officer
- 4.2 The role of the committee is to manage all aspects of the Clubs' administration and activity. The committee shall not work autonomously. Planning activities, buying equipment and administering other Club matters must satisfy all members, and the Student Activities Department.

- 4.3 The committee will be elected at least two weeks before the end of the spring term and will not serve for longer than one year without re-election. The committee-elect will shadow the current committee for the duration of the summer term. There must be a member of the Student Activities Committee or Executive Committee present at the elections, which should be held at the Clubs AGM. The Student Activities Department should be notified of any elections held, at least two weeks in advance of the date and all elections must be advertised across campus and to all members of the Club for a period of two weeks prior to the election date.
- 4.4 All Club elections must adhere to the rules and regulations outlined in Regulation B: Elections of the Students' Union Constitution.
- 4.5 The Committee has a joint responsibility to ensure that all information is effectively communicated both within the Club to its members, and to the Student Activities Department.

5. Duties of Committee Members

- 5.1 The President shall:
- a. Be responsible for the constitutional running of the Club.
 - b. Chair the AGM and any other relevant meetings.
 - c. Be responsible for the administration and co-ordination of all the Club activities and to ensure that the Club meets all SURHUL requirements.
 - d. Be the point of contact between the Club and Vice President (Student Activities).
 - e. Attend Committee Training in person; non-attendance is only permissible under exceptional circumstances as agreed with the Vice President (Student Activities) at least 24 hours in advance.
 - f. Attend all Sports Councils in person; non-attendance is only permissible under exceptional circumstances as agreed with the Sports Officer or the Vice President (Student Activities) at least 24 hours in advance. If the President is unable to attend, then either the Club's Secretary, Vice President, Publicity Officer or Treasurer must attend in their place.
 - g. If a President misses two compulsory meetings of any type in one academic term, without adequate warning or reason given to the Secretary, Sports Officer or the Vice President (Student Activities), then they will have been assumed to have resigned from their position. If this situation arises the Secretary must contact the Vice President (Student Activities) immediately to initiate an emergency election procedure.
 - h. To ensure full committee presence at committee meetings, absence without apologies for more than two

incidents must to be reported to both the Sports Officer and Vice President (Student Activities).

i. Ensure that the Club does not contravene the Students' Union Constitution, Regulations or Policy, any regulations of the Student Activities Department or the Club's' own Constitution.

j. Be responsible for completing Risk Assessment forms for all the Clubs Activities and submitting them to the Student Activities Department by the set date.

k. Review the Club Constitution and send revised copies to both Sports Officer and Vice President (Student Activities).

l. Ensure that the first aid kit is fully stocked for both training and fixtures.

m. Should be responsible for all booking Students' Union and College Rooms for the Club. Bookings should be submitted no shorter than one week in advance via e-mail to the Student Activities Manager, unless exceptional circumstances exist.

n. Shall attend General Meetings, unless apologies have been received at least 24 hours in advance or a substitute representative has been nominated to attend in place of the Club President.

5.2 The Secretary shall:

a. Keep a full list of membership and ensure that all are full members of SURHUL. This must be submitted to the Student Activities Department in the appropriate format no longer than one month after Freshers' Week of that year.

b. Keep a record of all meetings held and minutes of these, which shall be available to all members of the Club and the Student Activities Department if requested.

c. Be responsible for ensuring regular monitoring of the Club post delivered to the Students' Union and ensure that all information is dealt with correctly by the Club officers.

d. Attend Committee Training in person; non-attendance is only permissible under exceptional circumstances as agreed with the Vice President (Student Activities) at least 24 hours in advance.

e. If the Secretary misses two mandatory meetings of any type (including committee meetings) in one academic term without adequate warning or reason given to the President, they may face disciplinary action.

f. Keep a file of all Club correspondence for the current year and the previous two years.

g. Be familiar with all Student' Union procedures regarding administration of the Club.

h. Coordinate the social activities of the Club.

5.3 The Treasurer shall:

- a. Keep a record of and oversee all financial transactions of the Club.
- b. Submit a financial report budget application to the Vice President (Student Activities) as required annually.
- c. Present a report on the Clubs finances to the AGM.
- d. Collect and pay in all Membership Fees for all members of the Club.
- e. Collect and pay in all annual fees for all members of the Club.
- f. Be responsible for submitting all claims made by Club members.
- g. Attend Committee Training in person; non-attendance is only permissible under exceptional circumstances as agreed with the Vice President (Student Activities) at least 24 hours in advance.
- h. If the Treasurer misses two mandatory meetings of any type in one academic term without adequate warning or reason given to the President, they may face disciplinary action.
- i. Be responsible for ensuring timely completion of Budget Packs.
- j. Actively continue to seek to secure sponsorship for the Club.

5.4

The Publicity Officer shall:

- a. Be responsible for sending weekly news and media to the Students' Union in order to promote the Club.
- b. Be responsible for organising the stall at Freshers' Fayre/Re-Freshers' Fayre and roaming promotion for the club during Freshers' Week.
- c. Be responsible for organising publicity for all events organised by the Club, or events that the Club is participating in.
- d. Attend Committee Training in person; non-attendance is only permissible under exceptional circumstances as agreed with the Vice President (Student Activities) at least 24 hours in advance.
- e. If the Publicity Officer misses two mandatory meetings of any type in one academic term without adequate warning or reason given to the President, they may face disciplinary action.
- f. Ensure that Students' Union news, events and information is passed on to all members effectively and efficiently.



g. Be responsible for ensuring any external sponsorship agreements are being maintained by both the sponsors and the Club.

5.5 The Vice President shall:

- a. Attend Committee Training in person; non-attendance is only permissible under exceptional circumstances as agreed with the Vice President (Student Activities) at least 24 hours in advance.
- b. If the Vice President misses two mandatory meetings of any type in one academic term without adequate warning or reason given to the President, they may face disciplinary action.
- c. Take responsibility for the running of the Club in the absence of the President, including attending meetings.
- d. Take on the role of trip leader should the President not be able to attend.
- e. Assist the President with the decision making aspects of the Club, particularly those regarding safety.
- f. Keep an up to date inventory of equipment owned by the Club, including logging its use and wear.
- g. Ensure that (with the help of qualified persons), the equipment owned by the Club is fit for use.

6. Finance

- 6.1 The Club shall follow all Students' Union's financial guidelines, and shall ensure that all monies are handled through the respective Students' Union accounts.
- 6.2 No external bank accounts are allowed for any Club.
- 6.3 The incoming and outgoing Treasurers of the Club will complete an annual Budget Form detailing the year's income and expenditure, and predicted income and expenditure for the following year. This must be submitted by the date set by the Student Activities Department.
- 6.4 The Club President and Treasurer shall endeavour to secure external sponsorship for the club, following the Students' Union Sponsorship Policy and with the assistance of the Student Activities Committee Finance Representatives.
- 6.5 The Club shall participate in at least one event during the year, which is in aid of RAG.

7. Safety

- 7.1 The Club will follow all guidelines laid down by the Students' Union, the College Health and Safety Office, and the Sports Safety Framework.
- 7.2 The Club President will complete Risk Assessments to be updated annually, and consider the risks for all activities,

responding according to the guidelines laid down by the Students' Union, the College Safety Officers, and the Sports Safety Framework.

- 7.3 The Club President is responsible for ensuring that the Student Activities Department is informed of all accidents and incidents.
- 7.4 Incident reports must be completed and submitted to the Student Activities Department as soon after the event as possible.
- 7.5 The Club must ensure that all of its members have Student Activities Membership.

8. Meetings

- 8.1 The Committee will hold regular meetings, at least one per month. Any member of the Club is entitled to view any committee meeting, unless a closed meeting has been agreed with the Vice President (Student Activities). Only committee members may vote at these meetings.
- 8.2 The Club will hold an AGM at least two weeks before the end of the Spring Term, during which the following will take place:
 - The Club Constitution will be approved by all members.
 - Elections for the following year's Committee will take place in accordance with Regulation B of the Students' Union Constitution.
 - Each committee member will deliver an outgoing report of the year.

All members must be given at least two weeks notice of this meeting. The Student Activities Department must be informed of this meeting and the Democracy Officer and/or a member of the Student Activities Committee must be present for the elections.

- 8.3 An Extraordinary General Meeting for a Club must be held if requested by at least 10% of the Club's membership. There must be notice period of at least 24 hours before the EGM and all members of the Club and the Vice President (Student Activities) must be informed.
- 8.4 Quorum at a Club General Meeting will be 25% of the Club's membership or 20 members, whichever is the smaller.

9. Discipline

- 9.1 Failure of the Club or its members to comply with the Students' Union's Constitution, Regulations or Policy may result in disciplinary action against the Club.
- 9.2 The failure of Club committee members in fulfilling their mandated duties shall result in the Club not being eligible for Club awards.

- 9.3 Failure of any elected representative of the Club to not attend a second mandatory meeting in one academic term without adequate warning or reason given to the Sports Officer or the Vice President (Student Activities) may result in disciplinary action being taken against them by the Vice President (Student Activities), unless they hold the position of President as in this instance, they will be deemed to have resigned.
- 9.4 The behaviour of Club members should be appropriate; member's behaviour should be lawful and not cause offence to the local community or other Students' Union members, nor bring the reputation of the Students' Union or University into disrepute.
- 9.5 Any form of bullying or peer pressure is unacceptable. Wherever possible all activities should be accessible to all students whom wish to participate.
- 9.6 Failure for a Club to adhere to the regulations and guidelines on initiations as outlined in Regulation F of the Constitution, will result in disciplinary action.
- 9.7 Failure of a Club member to adhere to the Club Constitution and the Students' Union Constitution, Regulations or Policy may result in one of the following actions being taken by the committee:
- A written caution.
 - Exclusion from Club Activities.
 - Expulsion from the Club Committee.
 - Students' Union Disciplinary Action in adherence to Regulation F of the Constitution.

10. General

- 10.1 No function or event may be held simultaneously with a General Meeting or Sports Council without seeking permission of the Executive Committee. Responsibility for all arrangements concerned with planned activities lies with the individual Club.
- 10.2 All Clubs must make themselves aware of College safety regulations in force for individual rooms and must comply with all safety regulations issued by the College, Students' Union and the Sports Safety Framework.
- 10.3 The Vice President (Student Activities) may demand to see a general report of any club activity and/or list of club members at any time. Failure to produce either of these may lead to disciplinary action.
- 10.4 Alumni or associate members of the Students' Union are permitted to join any club. All members must purchase Student Activities Membership. It should be noted that in exceptional cases, Health and Safety or Insurance regulations may limit the activities of an Associate or Life Member.



10.5 No consumption of alcohol is allowed on minibuses, coaches, cars or any other form of transport which is being used for Club purposes. Minibuses must be returned on time and in the state you collected them in; clean and tidy and with a full tank of petrol. Any damages must be reported to the Membership Services Coordinator immediately.

11. Declarations

- 11.1 The Club committee and all its members shall abide by the Students' Union Constitution, and any rules laid down by the Vice President (Student Activities) at all times.
- 11.2 All activities conducted by the Club are a reflection upon the Students' Union and consequently Royal Holloway, University of London. The Club will not therefore conduct any activity that has not been approved by the Students' Union.



Signed by

President.....

Secretary.....

Treasurer.....

Publicity Officer.....

Vice President.....