

# NEWPORT OUTDOOR GROUP CONSTITUTION

## 31<sup>st</sup> October 2019

### 1. NAME

The name of the group is Newport Outdoor Group.

### 2. MEMBERSHIP

- a. Anyone is eligible to join the Group regardless of race, age or gender. Participation in group events will be subject to the current Child Protection Policy.
- b. An individual may join the group by paying an annual subscription to become a full member of the Group, Subscriptions will be set at the discretion of the committee to help pay for Group expenses.

At the discretion of the committee, new members may attend initial events before paying the annual subscription, during this time they will be Temporary Members of the group, similarly members may bring friends on specific events who will become Guest Members of the group. Annual membership lasts for 12 months from the date the subscription is payable.

- c. A copy of the current programme will be available to all members.

### 3. OBJECT

The objects of the group shall be to:

- a. Promote the objects and activities of the Youth Hostels Association
- b. Organise a regular programme of hostelling
- c. Undertake any other activities to further the object of the Youth Hostels Association

### 4. CONDUCT & SAFETY

Members, when attending Group functions, are not to conduct themselves in a manner which reflects discredit on the YHA or the Group, and must pay due regard to their own and others safety.

### 5. COMMITTEE

- a. The group will be managed by a committee consisting of at least five elected committee members and a non-elected Child Protection Officer to form a functional committee, initially without specific defined roles.

The roles of the volunteers are to be agreed and documented at their first committee meeting and the roles communicated to all group members following the meeting.

The roles agreed should ensure that the following responsibilities are assigned to named individuals at each meeting for the next meeting:

- appointment of a facilitator for each committee meeting and the AGM.
- appointment of a person to take minutes for each committee meeting and the AGM and the circulation of these minutes.

Also, the appointment of one person to maintain the group accounts and provide a report for committee meetings and a full report for the AGM

- b. The committee shall be elected at the AGM, contested appointments will be by secret ballot.
- c. Full members may be co-opted onto the committee to give a maximum of nine committee members.
- d. The quorum for a Committee meeting shall be five Committee members
- e. In the event of a Committee member resigning mid term, a Special General Meeting will be convened to elect a replacement.
- f. Committee meetings shall be held monthly where possible.
- g. Accurate minutes shall be taken and presented in writing at the next meeting.
- h. The committee shall have the right to make bye- laws and settle disputes not provided in this constitution.
- i. Full group members may attend Committee meetings but shall not have the right to vote.
- j. The committee shall have the right to elect two persons from the group to serve as representatives on regional council.

### 6. DISSOLUTION OF THE GROUP

- a. The group may be dissolved by a resolution of not less than three quarters of the full members of the group present and voting at a General Meeting of the group called for that purpose.

b. In the event of the dissolution of the Group, any assets remaining after all liabilities have been met shall be passed to a charity or charities, as agreed at the General Meeting to dissolve the Group.

## **7. FINANCE**

- a. A bank account shall be held in the name of the group.
- b. Cheques shall carry two Committee members signatures.
- c. The Treasurer shall maintain a proper record of all financial transactions
- d. It is deemed a term of every contract or engagement entered into, that the assets of the group alone are liable for any debts, obligations or engagements incurred or entered into on behalf of the group, and that no member or officer of the Group is to be under any personnel liability in respect thereof.
- e. No individual is to enter into any contract or engagement on behalf of the group without the prior consent of the Committee.
- f. No Group member shall receive payment from Group finances other than for expenses incurred on behalf of the group.

## **8. ANNUAL GENERAL MEETING**

- a. An Annual General Meeting of the Group shall be held each calendar year in October. At least 21 days notice of the date, time and place of the meeting shall be given to the group by the Committee.
- b. The Annual General Meeting shall:
  - i) Receive the Statement of Accounts.
  - ii) Elect a Committee to hold office during the period up to the end of the next Annual General Meeting.
  - iii) Appoint Auditors.
  - iv) Discuss any other business connected with the affairs of the group.
- c. The minutes of the A.G.M. shall be prepared by the outgoing Secretary.
- d. Nominations for Committee posts may be made verbally at the A.G.M. or in advance, in writing, to the Secretary.
- e. The retiring Committee members will automatically go forward for re-election unless they indicate otherwise.
- f. The A.G.M. will be conducted according to standing orders accepted at that A.G.M.
- g. All voting is restricted to Full Group Members
- h. Amendments to the constitution are not effective at the A.G.M. at which they were passed. They become effective following the completion of the A.G.M.

## **9. SPECIAL GENERAL MEETING (S.G.M.)**

- a. The Secretary shall convene an S.G.M. within 21 days upon receiving a requisition from either:
  - 1) Not less than two thirds of the membership
  - 2) The Committee
  - 3) The AssociationSubject to giving the Group 7 days notice of the S.G.M.
- b. Notices of Motion, amendments to the Constitution and voting shall be as specified in Section 8 of the Constitution.

## **10. REGISTRATION**

The Group shall register with the Association each year in a manner approved by the Association.

## **11. YHA RULES AND REGULATIONS**

Any YHA rules or regulations relating to affiliated groups will at all times take precedence over this Constitution. Similarly relevant legislation will always take precedence over this Constitution and YHA rules and regulations.

***This Constitution, agreed by the Group membership at the AGM on 28<sup>th</sup> October 2019, replaces the original constitution of 2 May 1960 and all subsequent amendments.***

**Last updated: 31<sup>st</sup> October 2019**