

DORSET GROUP LONG DISTANCE WALKERS ASSOCIATION

CONSTITUTION

1. Name and Definition

- 1.1. This document is the constitution of the Dorset Group of the Long Distance Walkers Association (LDWA).
- 1.2. The organisation is a local group of the LDWA with the name Dorset Group (hereafter referred to as the Group). The address of the Group shall be the address of the Secretary or the address as published from time to time in Strider or on the LDWA national website.
- 1.3. If there is any inconsistency between this constitution of the local group and the national Constitution then the latter shall prevail.

2. Aims and Objectives

- 2.1. The Group aims to provide a local forum and focus of activities within its catchment area, but not exclusively so, for all those who enjoy long distance walking.
- 2.2. The Group, being incorporate within the LDWA, shall seek to further the aims and objectives of the LDWA as defined in the Memorandum and Articles of the LDWA.
- 2.3. The Group shall adopt all relevant rules of the LDWA and conduct itself in accordance with the Constitution and with any Byelaws which may be issued from time to time and with all reasonable directions of the LDWA Executive Committee.

3. Powers

- 3.1. The Group has the power to collect and receive money and funds and to do all such other reasonable activities as are necessary to achieve the aims and objectives of this constitution.

4. Membership

- 4.1. Membership shall consist of any members of the LDWA who opt to join or are allocated by default to Dorset as their local Group and are indicated as Primary members of the Dorset Group when they paid the current year's subscription to the LDWA.

5. Officers

- 5.1. The Honorary Officers of the Group shall at a minimum be a Chair, a Treasurer, and a Secretary. Other Honorary Officers may include Walks Secretary, Events Secretary, Social Secretary, and Newsletter Editor. One person may hold more than one of these posts should it be necessary except that the same person may not be Chair and Secretary at the same time.
- 5.2. Generally the same person shall not serve as Chair or as Secretary or as Treasurer for more than four successive annual terms of office.

6. Management

- 6.1. The management of the Group shall be vested in a Committee which shall carry out its functions in a reasonable manner having regard to the aims and powers of the Group.

- 6.2. The Committee shall be elected annually at the Annual General Meeting and shall consist of the Honorary Officers and other members up to a maximum of ten including the Honorary Officers.
- 6.3. All members of the Committee shall retire at the Annual General Meeting, but shall be eligible for re-election subject to any restrictions in section 5.2.
- 6.4. Four members of the Committee shall be required to form a quorum, at least two of which shall be Chair, Secretary, or Treasurer.
- 6.5. The Committee shall have the power to co-opt up to two additional members.
- 6.6. The Committee shall have the power to fill any vacancies which may arise.
- 6.7. The Committee shall have the power to appoint sub-committees and to determine their powers and terms of reference. A sub-committee shall be set up to undertake a specific task or role and shall be dissolved when no longer necessary. The Committee shall receive regular reports from any sub-committee established.
- 6.8. The Committee shall decide when and where it and any sub-committee shall meet.
- 6.9. The time and venue of a Committee meeting shall be published to Group members no later than 4 weeks before the date of a meeting.
- 6.10. Any member of the Group shall be entitled to attend a committee meeting as an observer but shall have no right to speak unless invited to by the committee, and shall have no right to vote.
- 6.11. Any member of the Group shall be entitled to receive a copy of the agenda of a committee meeting.
- 6.12. The minutes of any committee meeting, Annual General Meeting or Special General Meeting, once agreed by the Committee, shall be published to Group Members within 4 weeks of the meeting. The Committee shall determine how publication should be implemented
- 6.13. Nominations for Honorary Group Officers and ordinary Committee Members shall be received by the Committee no later than 4 weeks before the Annual General Meeting. A nomination shall include the names of the proposer and seconder and the nominee's agreement to stand. All persons nominated shall be members of the Group and named in the agenda for the Annual General Meeting. In the event of nominations not being received for any of the posts of Chair, Secretary and Treasurer, further nominations for those posts for which nominations have not been received may be taken at the Annual General Meeting.
- 6.14. Any substantive motion received for the Annual General Meeting shall be submitted to the Committee not less than 4 weeks before the meeting and shall include the names of the proposer and seconder who shall be members of the Group.
- 6.15. A copy of the minutes of an Annual General Meeting shall be supplied to the LDWA Secretary.
- 6.16. A copy of the Annual Statement of Accounts shall be supplied to the LDWA Treasurer.
- 6.17. All members of the Group shall be entitled to receive a copy of this constitution on request.

7. Annual General Meeting.

- 7.1. The Committee shall convene an Annual General Meeting of the Group between the 1st November and 31st December each year. Notice of the time

and venue shall be notified to members as appropriate no later than 6 weeks before the date of the meeting.

- 7.2. All members of the Group, as defined in section 4.1, shall be entitled to attend the Annual General Meeting.
- 7.3. The quorum of an Annual General Meeting shall be ten persons. The quorum shall include two Honorary Officers of the Group.
- 7.4. The agenda including all received nominations for the Committee and the terms of any motion properly submitted shall be published no later than 2 weeks before an Annual General Meeting.
- 7.5. The business of the Annual General Meeting shall include to:
 - Approve the minutes of the previous Annual General Meeting and any special general meeting that has occurred since the previous Annual General Meeting.
 - Receive the Annual Report of the Committee.
 - Receive the Annual Statement of Accounts
 - Elect the Honorary Officers and ordinary members of the Committee.
 - Appoint an independent examiner of the financial accounts.
 - Discuss and consider any properly submitted motion.
- 7.6. Business that is transacted at an Annual General Meeting shall be deemed ordinary except that business concerning changes to the constitution or changes to the structure of the Group and its relationship with the National Organisation shall be deemed special.
- 7.7. Any substantive motion adopted at an Annual General Meeting shall become Group policy and be binding on the Committee.

8. Special General Meeting.

- 8.1. The Chair or Secretary may at any time and shall within 6 weeks of receiving a request to do so, signed by not less than one tenth of the members of the Group with a minimum of ten members, and giving reasons for the request, call a Special General Meeting.
- 8.2. The notice of a Special General Meeting shall contain the matters to be discussed and the terms of any substantive motion which it is intended to move. The notice, time and venue shall be published to all members of the Group no later than 2 weeks before the date of the meeting.
- 8.3. All members of the Group, as defined in section 4.1, shall be entitled to attend the Special General Meeting.
- 8.4. The quorum of a Special General Meeting shall be 10 persons, 2 of whom shall be Honorary Officers of the Group.
- 8.5. The agenda and any motion shall be published no later than 2 weeks before the meeting.
- 8.6. All business that is transacted at a special general meeting shall be deemed special.
- 8.7. Any substantive motion adopted at a Special General Meeting shall become Group policy and be binding on the Committee.

9. Procedure

- 9.1. All questions arising at a Committee meeting shall be decided by a majority of those present and voting. In the case of an equality of votes the Chair shall have a casting vote.

- 9.2. Ordinary business arising at an Annual General Meeting shall be decided by a majority of those present and voting. In the case of an equality of votes the Chair shall have a casting vote.
- 9.3. All special business shall require a seventy-five per cent majority of those voting (abstentions not included) to be carried.
- 9.4. All votes at the AGM shall be taken in a manner decided by the Chair of the meeting.
- 9.5. The Secretary shall keep a permanent record of the proceedings of all General and Committee meetings.

10. Finance

- 10.1. All monies raised by and on behalf of the Group shall be applied in the furtherance of the objectives of the Group.
- 10.2. The Treasurer shall keep proper financial accounts, shall keep the Committee regularly informed as to the financial position of the Group, and shall report the accounts to the Annual General Meeting. The Treasurer shall ensure that the accounts are authorised by the independent examiner.
- 10.3. The Treasurer shall be responsible for maintaining a correct bank account in the name of the Group. All monies received shall be paid into the Bank and all payments, other than petty cash payments, shall be made by cheque or appropriate form of electronic transmission authorised by two officers. Cheques shall be signed by the Treasurer and at least one other officer as decided by the Committee.
- 10.4. The accounting year shall be from 1st October to 30th September.

11. Property.

- 11.1. The Secretary or other committee member as decided by the committee shall maintain a list of the assets of the Group.

12. Dissolution.

- 12.1. If the posts of Chair, Secretary, and Treasurer cannot be filled or if there is not a quorum for an Annual General Meeting then the Dissolution procedure shall be initiated by the remaining Officers and Committee members.
- 12.2. The dissolution of the Group may be initiated by a special business motion at an Annual General Meeting or Special General Meeting of the Group.
- 12.3. The Officers and Committee Members shall inform all members of the Group of their intention to dissolve the Group and shall call a Special General Meeting subject to the rules in Section 8 except that the requirement for two Honorary Officers to be present is waived and that the election of Officers and Committee members shall require a simple majority.
- 12.4. If no Special Meeting is called within 12 weeks of the initiation of the Dissolution procedure, the Secretary of the LDWA shall immediately be informed and the Group shall be wound up.
- 12.5. All assets shall be disposed of for the furtherance of long distance walking in a manner to be decided in consultation with the LDWA's Executive Committee.

13. Amendments to the Constitution.

- 13.1. This Constitution may be amended, subject to prior, or exceptionally later, approval by the National Executive Committee of the LDWA, at any General Meeting or Special Meeting of the Group, with the approval of a seventy five per cent majority of members present and voting.

13.2. Any proposal for such amendments must be delivered in writing or email to the Secretary of the Group not less than 8 weeks before the Annual General Meeting of the Group at which it is to be discussed, or included with the request for a Special General Meeting as in clause 8.

14. END

December 2018 (after motions carried December 2018)