



Walk East Norfolk

Walking for fun and fitness

Constitution

Name

The name of the group is Walk East Norfolk.

Aims and Objectives

Its aim and objective is to improve the physical health, fitness and mental well-being of all members.

This will be achieved by:-

- a) Offering, throughout the year, a programme of regular and varied walks between 1 and 6 miles.
- b) By organising, either as part of certain walks or separately, social events such as bring and share picnics or group meals or any other events as agreed and organised by the Events Sub-Committee.

Powers

In order to achieve its aims the Group may:-

- (i) Raise funds.
- (ii) Open bank accounts as necessary, to secure the funds of the Group.
- (iii) Take out appropriate insurance.
- (iv) Work with other Groups and exchange information for the benefit of the Group, provided that such exchange is not in contravention of the General Data Protection Regulation (GDPR), May 2018.
- (v) Do anything that is lawful which will help the Group to fulfil its aims and objectives.

DATA PROTECTION

- (i) Walk East Norfolk holds very limited data relating to its members. This data may include names, email addresses, postal addresses, mobile and/or landline telephone numbers. The online website also holds data relating to members of the group. This data is kept by certain officers of the committee when required as part of their responsibility.
- (ii) On resigning from the Committee or leaving the Group, a member shall be required to transfer data to their successor and then delete any records from their own electronic devices.
- (iii) No data will be held without the prior consent of the member concerned. That member can, at any time, request their data be removed from Walk East Norfolk records providing it does not breach financial regulations.
- (iv) This data will be used only for communication with members, of matters approved by the committee and relating to Walk East Norfolk. This may concern the groups regular programmes of walks, its social events or the general running of the Group.
- (v) Data will be held for the duration of a persons membership plus a further twelve months after they have failed to renew their subscription, or to accord with statutory requirements.
- (vi) All data will be reviewed and updated annually.
- (vii) Data pertaining to members of the Group will not be passed on to any third party without their consent.

- (viii) 'Blanket' emails to the membership will be sent using the 'Blind Carbon Copy' (Bcc) facility.
- (ix) No member, past or present, has the authority to use Walk East Norfolk data in furtherance of their own personal agenda.

Territory

The group shall, for most part, function in an area of approximately 15 miles radius of central Great Yarmouth.

Membership

- (i) Membership of the Group shall consist of individual paid up members, of which the membership fee will be agreed and paid annually.
- (ii) Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual preference, religion or belief.
- (iii) The membership year will run from 1st May to 30th April.
- (iv) There will be no refunds on fees paid.
- (v) No members of the organisation will receive payment in return for services rendered.
- (vi) New members will be entitled to their first walk free of charge.
- (vii) The Committee reserves the right to terminate the membership of any person whose behaviour and/or attitude are deemed to consistently fall below a standard expected in order to keep within the spirit of the group, its aims and objectives.

Management

The management and control of the Group shall be vested in a Committee which shall consist of the Honorary Officers and as many members of the group as the annual meeting shall, from time to time decide, subject to a minimum overall membership of three.

- (i) All members shall retire annually, but shall be eligible for re-election.
- (ii) The Committee shall decide when and where it shall meet.
- (iii) No less than half of the Committee members shall form a quorum.
- (iv) The Committee shall have the power to co-opt additional members.
- (v) The Committee shall have power to fill casual vacancies.
- (vi) The Committee shall receive regular reports from any Sub-Committee established.
- (vii) A special meeting of the Committee shall be called by the General Secretary as soon as may be possible on the request of the Chairperson or not less than three members of the Committee.

Officers

The Honorary Officers of the group shall be a Chairperson, Treasurer, General Secretary and such other officers as the group may determine, to be elected at the Annual General Meeting.

They shall retire at the Annual General Meeting following their election, but shall be eligible for re-election.

The Committee will have power to fill vacancies.

Duties of the officers

The duties of the Chairperson are to:-

- (i) Chair the meetings.
- (ii) Represent the group at meetings to which the group has been invited to be represented.

- (iii) Act as spokesperson for the group when and where necessary.
- (iv) Exercise a casting vote in the event of a stalemate when voting on important items at Committee meetings or the Annual General Meeting.
- (v) To approve draft copies of minutes and to sign when they have been accepted as a true record of proceedings at the following Committee meeting.

The duties of the General Secretary are to:-

- (i) Take and keep the minutes of meetings.
- (ii) Prepare the agenda for meetings of the Committee in consultation with the Chairperson.
- (iii) Deal with correspondence.
- (iv) Collect and circulate any relevant information to the membership.

The duties of the Treasurer are to:-

- (i) Open a suitable bank account and be one of the signatories.
- (ii) Supervise the financial affairs of the group.
- (iii) Keep proper accounts to show all income and expenditure accrued by the Group.
- (iv) Present a Treasurers report at Committee meetings.
- (v) Prepare a final income and expenditure statement and ensure that an audit of the Accounts has been carried out by a suitable person, for presentation to the Annual General Meeting.

The duties of the Membership Secretary are to:-

- (i) Collect membership applications and fees on behalf of the Group.
- (ii) To maintain an up to date record of membership with relevant contact details.
- (iii) To liaise with the General Secretary and ensure they are in possession of a current membership list.

Sub-Committees

The Committee shall have the right to appoint Sub-Committees and determine the powers and terms of reference under which they must comply.

Resignation or retirement

Any member of a Committee shall vacate his/her office if :

- (i) he/she gives notice of intention to resign and his/her resignation is accepted.
- (ii) he/she fails to attend three consecutive meetings of the Committee, as may be convened, unless apologies for absence has been sent to the meeting via another Committee member.

Annual General Meeting

In the first quarter of each financial year the Committee will convene an Annual General Meeting of the Group, of which not less than fourteen days notice shall be given to each member and at which meeting all members shall be entitled to attend and vote.

At the meeting all members present will:-

- (i) Receive the Chairpersons annual report on the groups activities for the year.
- (ii) Receive a copy of the annual Audited Accounts together with a report from the Treasurer on the Groups financial position for the preceding financial year.
- (iii) Elect a new Management committee.
- (iv) Discuss and consider motions, notice of which will have been given in writing to the General Secretary at least 28 days prior to the Annual General Meeting.
- (v) Any other business

Special General Meeting of the Group

A Special General Meeting may be called under the following circumstances by the following:

- (i) The Chairman or the General Secretary may do so at any time, OR
- (ii) by receiving a request, in writing and signed, by not less than one twentieth of the membership with at least ten (10) members giving reasons for the request.

A meeting must be held within 21 days of receiving such a request. At least 14 days notice must be given to the membership. The agenda shall contain matters to be discussed and the terms of any motions which it is intended to move.

Finance

All monies raised by the Group shall be used only for the Group.
Any bank account opened shall be in the name of the Group.
Cheques shall be signed by the Treasurer and/or other officers as decided by the Committee.

Dissolution

In the event of the dissolution of the group, confirmed by a majority of those present and voting at a General Meeting, the balance of funds, after the satisfaction of debts and liabilities, shall be transferred to a charity as agreed by the Committee

Alterations to the Constitution

Any proposal for alteration to the Constitution must be given, in writing, to the General Secretary not less than twenty-eight days before the General Meeting at which it is to be discussed. Not less than fourteen days notice of such General Meeting will be given to the members.

Notice

The accidental omission to give notice of a meeting or the non-receipt of a notice of a meeting by any member shall not invalidate any proceedings at any meeting of the Group or any Committee providing a quorum is present.