



RULES OF THE CLUB

1. NAME

The name of the Club is the Merseyside Mountaineering Club.

2. OBJECTIVE

The objective of the Club is to encourage mountaineering by organizing meets, holding regular meetings, arranging accommodation for members in mountainous districts and by such other ways as the committee thinks fit.

3. COMMITTEE

The Club shall be managed by a committee of members consisting of:

the President,

the President Elect, when in post

the Secretary,

the Treasurer,

the Membership Secretary,

the Meets Secretary,

the Hut Warden,

the Hut Bookings Secretary,

the Website Manager,

the Digital Content Officer

and any other officer that the committee deems needed and no less than three, and not more than six other members.

The committee must meet at least quarterly.

Individual members of the committee may hold concurrently more than one of the officer posts.

The committee shall be elected at the Annual General Meeting and shall attend meetings regularly. Unless their membership of the Club ceases due to expulsion or resignation, or any other reason, the elected officers shall serve until re-elected, or their successors are appointed at the Annual General Meeting. Cessation of membership triggers termination of appointment to the committee.

The committee shall have the power to fill any vacancy that occurs between AGMs, but the appointment must be ratified at the following AGM and the co-opted member will serve a term of office from the date of the ratification of appointment.

The retiring officers shall be eligible for re-election each year.

The President shall be eligible for office for a term of two years and be elected each even year. He/she may be re-elected to that office again only if one year has passed since the end of their last term. In exceptional circumstances e.g. there is no immediate replacement (or President Elect), the term of office can be extended if the individual agrees to stand and this is ratified at the AGM. The extended term will last until a replacement is identified or 1 year whichever is shortest.

The President Elect shall be eligible for office for a term of one year and be elected each odd year.

Ordinary Members of the committee shall serve a term of two years and shall not be eligible for re-election as an ordinary member unless one year has passed since their last term.

Ordinary Members (past or present) of the committee are eligible for election to any elected officer post, regardless of whether or not one year has passed since their last term.

For each committee vote taken, individual committee members shall be entitled to a single vote, regardless of how many committee posts they hold. Rule 13 will apply in the event of equality of votes.

4. MEMBERSHIP

Membership shall be opened to persons of 18 years and above with knowledge of or who show enthusiasm for mountaineering, in particular to

persons who have attended a course in mountaineering organized by the BMC or similar body.

All applicants for full membership shall complete a period as a graduate member. This period, commencing from the date of receipt of one year's subscription, shall be for a minimum of 6 months and a maximum of 2 years. During this period, the graduate member should attend at least three full weekend meets, one of which should be a work meet. If a graduate is unable to attend a work meet due to reasons acceptable to the committee, then the graduate shall by agreement with the committee carry out alternative activities. The application for full membership must be made upon the appropriate form. The election of the candidate shall be by the simple majority vote of the committee present. During the period of graduation graduate members have no voting rights at an AGM or SGM.

5. SANCTION

If the conduct of any member shall in the opinion of the committee be incompatible with membership of the Club or otherwise injurious to the status or interests of the Club, the Hon. Secretary (or if unavailable a designated officer of the Club) shall write to the member calling their attention to such conduct and offering them an opportunity to provide an explanation of their conduct. If the member so requested shall not within fourteen days from the date of the letter offer an explanation satisfactory to the committee or resign their membership then the committee must submit the question of expulsion to a Special General Meeting (SGM) of the Club, whether or not the member requests such a meeting. No less than twenty-eight days' notice of this SGM must be given to all members.

The letter must inform the member in question of the time and place of this SGM and the nature of the complaint against him/her in sufficient time, but not less than twenty-eight days, to afford him/her a proper opportunity to offer an explanation to the Club.

At the meeting the member must be allowed to offer his/her explanation of his/her conduct, either verbally or in writing, and may be accompanied by a friend. If after that a ballot vote of two thirds of the members present vote for expulsion, the member in question will cease immediately to be a member of the Club.

The committee may exclude from the Club, until the SGM is held, any member from whom no satisfactory explanation has been received.

On ceasing to be a member he/she forfeits all rights and claim upon the Club, its property and its funds. A member who has been expelled from

the Club, or has resigned subsequent to the request for an explanation of their behaviour, shall not be entitled to participate in any subsequent activity of the Club nor visit the Club's premises.

6. SUBSCRIPTION

The annual subscription shall set at the AGM for full members and graduate members and shall be due on the 1st June each year.

Upon election to full membership a further proportion fee is payable by a graduate to bring them to the next 1st June.

If a subscription has not been paid on or before 1st of September following, the member shall cease to be a member. If a satisfactory explanation is given to the committee they may at the discretion of the committee be re-admitted to membership on payment of all arrears.

All Rules and bye-laws of the Club shall be binding on all Life Members and for this purpose Life Members shall be as members. Refund of Life Membership subscription or part thereof shall not be considered except in the event of the Club's dissolution.

A past full member may re-join the Club at the discretion of the committee without completing a new graduate year.

7. OFFICERS

The duties of the officers are outlined in the appendix below to the Club Rules.

In addition to those duties listed in the appendix, each officer shall submit a written report, for publication with the AGM notice or at the AGM, relating to their time in the role since the previous AGM.

The elected officers should use the Club letterhead for Club correspondence only.

8. CHECKING THE CLUB ACCOUNTS

Two members (not being officers or members of the committee) shall be appointed at the AGM to check the Annual Statement of Accounts and Balance Sheet and shall verify the same before circulation.

9. TRUSTEES

The property of the Club shall be invested in four trustees consisting of the President and three other members of the committee or ordinary members who shall be appointed or re-appointed at the AGM. At least one of the Trustees must be a trustee under the leasehold of the Club hut. A general meeting shall have the power to remove any of the trustees and all vacancies occurring by removal, resignation or death shall be filled at the same or next AGM.

The Trustees shall have the power to invest money (for example in Government Securities, Trustee securities, Premium Bonds etc) and adopt such measures as may appear to them in the interest of the Club.

They shall deal with the property as directed by the resolution of the committee of which an entry in the Minute Book shall be conclusive evidence and they shall be indemnified against risk and expenses out of Club property.

Should any Trustee be unable or unwilling to discharge their duties then the committee can appoint a replacement.

10. ANNUAL GENERAL MEETING

A general meeting of the Club shall be held in October or November of each year for officers to give reports and to transact the following business:

- (a) To receive, and if approved, adopt the statement of the Club accounts to the end of the accounting year. The accounting year is from 1st June to 31st May.
- (b) To consider, and if approved, sanction any duly made alterations of the rules.
- (c) To appoint the officers and other members of the committee. The President and newly appointed officers are to take office at the AGM at which they are elected.
- (d) To appoint the Financial Statement Checkers.
- (e) To deal with any matters which the committee wish to place before the members, to consider any matters raised during the meeting or notified to the Secretary before the meeting.

Proposals under Rule 10(b) may only be considered if they have been proposed and seconded by fully paid up members and notified to the Secretary not less than 4 weeks prior to the AGM. Notice concerning the AGM shall be made available to members not less than 2 weeks before the date of the meeting and shall specify the matters to be dealt with.

Approvals and appointments shall be adopted upon a 2/3 majority vote of full/life members present at the meeting.

11. SPECIAL GENERAL MEETING

A Special General Meeting may be convened at any time by the committee or shall be convened within twenty one days from the receipt of a requisition signed by not less than one tenth of the members specifying the object of the meeting for any of the following purposes:

To consider, and if approved, sanction any duly made alterations to the rules.

To deal with any special matter the committee may desire to place before the members.

To receive any resignation of the committee or to remove any member or members thereof from office and fill any vacancy caused thereby.

To deal with any special matter which the members requiring the meeting may desire to place before the Club.

Notice convening the meeting shall be sent to the members not less than seven days before the meeting and shall specify the matters to be dealt with.

12. QUORUM

At committee meetings six individual committee members shall form a quorum.

At general meetings fifteen members shall form a quorum.

13. CHAIR AT MEETING

At general meetings and committee meetings the President shall preside if present. In the absence of the President, a chair shall be elected from the

members present. The President / chair has one vote plus a casting vote in the event of any equality of votes.

14. BYELAWS

The committee shall have the power to make byelaws for regulating the conduct and affairs of the Club provided the same are not inconsistent with these rules. Such byelaws shall be binding on all members.

15. ALTERATION OF RULES

The committee shall have the power to draft alterations to the rules, but no such alteration shall take effect until it has been confirmed at the AGM or at a Special General Meeting.

16. DISSOLUTION

If at any general meeting a resolution for the dissolution of the Club shall be passed by a majority of the members present, then a Special General Meeting shall be held not less than one month thereafter. Not less than one half of the members need to be present at this SGM. Confirming the resolution is by voting by a majority of two thirds of the members present at the SGM. The committee shall thereupon, or at such future date as shall be specified in such resolution, proceed to realize the property of the Club, and, after discharge of all liabilities shall apply the property to such purpose or purposes akin to the objects of the Club as may be decided by the Special General Meeting. If after the dissolution of the Club and after the satisfactory discharge of all debts, any remaining assets shall be given to one or more clubs or organisations with similar objects.

17. MEMBERS' CHILDREN

Members' children only will be allowed to use Cae'r-frân if accompanied by their parent. They will not be allowed to use Cae'r-frân during official meets.

Persons up to eighteen years of age will be classed as children and will be charged members' rates. At eighteen years and over guests' rates and conditions will apply.

Rules amended following the AGM held on 11th November 2022

Appendix relating to rule 7

Officer duties are included in the role descriptions below. This appendix is a working document created by the officer post holders to support handing over when officers change.

The Officer role descriptions can be changed, according to club needs and the talents of the individual involved, with committee agreement.

The MMC have no single Health and Safety Officer. All committee members share this responsibility.

All roles require being comfortable with creating word documents and file management, sending emails and attaching documents

PRESIDENT

Responsibilities of this role include:-

- Chair committee meetings. The Chair should aim to attend all the scheduled committee meetings, running the meeting, keeping discussion on topic, coordinating votes, proceeding in a timely fashion. The Chair will have one vote as a club officer and additionally will have a casting vote in the event of a tie.
- Chair the AGM.
- Support and co-ordinate activities between the various committee members.
- Retain an overview of all Committee activities, providing support and advice when necessary.
- Maintain and update policies and guidance notes, with input from Committee.
- Maintain and update role definitions and handover processes between years, with input from Committee.
- Maintain an archive of Committee and AGM paperwork.
- Act as a figurehead for the club.
- Guide the MMC's development.
- Act as the MMC's Data Controller in accordance with GDPR legislation.

- Share practical responsibility for Health & Safety at Cae 'r-frân with Hut Booking Secretary ie. conduct annual fire safety audit in January, with input from the committee.
- Liaise with the President Elect to agree an introduction to the role of President and a phasing in of the various parts of the role.

- To be considered when the committee have a complaints procedure in place:

A) In conjunction with the Secretary, act as the primary point of contact for any issues or complaints raised by members or non-members, referring at all times to the MMC rules, policies and guidance notes.

B) Take ownership of complaints in a professional, timely and effective manner, organising sub-committees to examine issues if necessary, following processes detailed in the standing orders and complaints procedure.

The President can often be on the receiving end of a wide range of serious complaints or delicate issues. An ability to remain calm and level-headed, avoiding quick reactions and seeing every side of an issue is beneficial to the smooth and effective running of Committee and the group.

HANDOVER PROCESS

Meet with new president between the AGM and the first Committee meeting and:-

- Give an overview of the role.
- Handover and review all documents, including, but not limited to, the Constitution, Policies, Procedures, Role Definitions, Handover Processes, archived committee paperwork.
- Highlight any ongoing issues and/or complaints under investigation or matters not closed by the Committee.
- Highlight any decisions that have been left for the Committee.
- Review any particular ongoing activities that require close monitoring.

SECRETARY

Responsibilities of this role include:-

- conduct the correspondence of the Club excluding correspondence which is an inherent part of the role of any other officer
- have custody of all documents belonging to the Club.
- keep a full and correct minute of all proceedings of the Club.
- organise all Club committee meetings and keep full and accurate minutes of such meetings.

- collate officer reports prior to meetings (usually due 3-5 days before each meeting).
- responsible for producing/distributing the minutes for committee meetings.
- organise the update the club rules on the website following the AGM

HANDOVER PROCESS

Meet with new Secretary between the AGM and the first Committee meeting and:-

- Give an overview of the role.
- Handover and review all documents, including current and archived committee paperwork (minutes, actions, reports etc.).
- Highlight any ongoing issues and/or complaints under investigation or matters not closed by the outgoing Committee.

MEMBERSHIP SECRETARY

Responsibilities of this role include:-

- receive emails through the Membership Sec email address and reply to enquiries, forwarding details of the Club and application procedure
- manage the enrolment of new members,
- maintain a list of the details of all members to include names, addresses and contact phone numbers and this shall be within Site Admin.
- record progress of Graduates to full membership when information received from Grads, chasing them when necessary and ensuring they meet the criteria of 3 meets minimum (1 work meet and 2 mountain meets).
- When the grad is applying for full membership, present both completed graduate and full membership forms to the committee to inform decision making.
- offer verbal update on Grad numbers and issues at each committee meeting, or written report if absent from meeting.
- Send out email reminders to Graduates who have not informed Member Sec of their Meets attendance and encourage them to complete their Graduate journey.
- Liaise with Treasurer with regard to people who have lapsed membership.
- Provide a list of the group's current members prior to the AGM to identify those with the right to vote.
- Encourage Grads to attend Meets and participate in Club activities.

HANDOVER PROCESS

Meet with new Membership Secretary once new incumbent has been agreed:

- Give overview of the role
- Use website, Site Admin section, to review membership records
- Highlight issues and enquiries

TREASURER

				MMC TREASURERS YEAR							
January		Employers liability ins form will arrive (sometimes arrives later(
March		Pay 1st Quarter BMC fees mid month Full list after checking membership list.									
May		Hut insurance before end of May									
31st May		End of financial year, accounts to be collated									
1st June		SUBS DUE		Collect subs and send out reminders if needed							
June		Mid june pay 2nd Q to Bmc for last 3 months new grads									
July		Accounts to be checked									
September		End September rent to be paid									
September		Mid September 3rd Q to BMC for last 3 months grads									
December		Mid December 4th Q to BMC for last 3 months new grads									
December		Annual pat tests on mobile electrical devices									
December		5 yearly electrical systems check (last done December 2018)									
Fire systems inspections every 6 months Mid December and mid June											
Safe at Cae'r Fran to be emptied approx four times a year											
Sign in sheets to be renewed and envelopes topped up											
Hut keys issued and list updated											
BMC MSO submissions to be entered with new members											

MEETS AND EVENTS SECRETARY ROLE

Together with input from the committee and membership, the MMC's Meets Secretary is responsible for booking meets and events to facilitate mountaineering activities for the membership each year by:

Throughout the year

- Gaining input from the committee during meetings
- Gaining input from the membership via the website Noticeboard, WhatsApp and by direct, individual contact
- Attending committee meetings - up to 10/year
- Encouraging individuals to act as a meet organiser
- Review meets calendar yearly to inform next programme of events

January - May

- Conducting research to locate huts in suitable/interesting locations
- Creating a skeleton calendar of meets
- Making contact with hut wardens from a variety of mountaineering clubs to request bookings
- Liaising with MMC's Treasurer to transfer deposits to secure bookings
- Seek meet organisers for meets booked
- Communicate with meet organisers answering their questions
- Supply meet organisers with relevant information: Catering guide, Meet Organiser Guide
- Upload meet details and descriptions to the website, using input, if offered, by meet organiser
- Create Membership/Meets' card
- Print/ arrange for the printing of Membership/Meets' card [using different coloured card each year]
- Hand over printed cards to MMC's Treasurer for distribution

June - January

- Monitor meet progress: attendance, ensure balance is paid and act as liaison between hut wardens and meet organisers
- Monitor take up of places, post prompts, if necessary, to encourage attendance on meets

HANDOVER PROCESS

Outgoing officer to meet incoming between the November AGM and December committee meeting.

- Give an overview of the role.
- Handover report archive for the role.
- Handover and review all current weekends.
- Highlight ongoing and upcoming weekends that require attention or support.
- Handover discussions with members putting on weekends.

HUT BOOKINGS SECRETARY

Hut Booking Secretary

Responsibilities of this role include:-

- responsibility for visitor and member hut bookings (not club meets), collecting fees from non member parties and issuing up-to-date security access codes following full payment of hut fees, plus providing a pdf copy, plus a link to on-line copy of hut handbook.
- Promptly responding to hut bookings requests received by email, text, or phone messages.
- Providing MMC bank account details for visitors wishing to confirm a booking.
- Checking with treasurer that deposits and final balances have been paid for all visitor bookings.
- Updating on-line hut booking calendar with status of visitor bookings including notes of deposits and balances due/paid.
- Regularly changing key safe code (every 3 to 4 months) and updating treasurer and president.
- Requesting feedback from visiting groups of their experience of staying at the hut and taking necessary action as appropriate.

Intensity of role: This is a role with no set pattern of activity since visiting clubs often book several months in advance, whilst smaller visiting groups/members often request bookings at short notice.

HANDOVER PROCESS

Meet with new HBS between the AGM and the first Committee meeting and:-

- Give an overview of the role.
- Handover report archive for the role.
- Highlight ongoing and upcoming bookings that require attention or support.
- Explain the method of updating the online hut bookings calendar.

HUT WARDEN

The responsibilities of this role include,

- Maintaining stock of consumable items at the hut, including waste bags, toilet rolls, kitchen towel, cleaning materials, cleaning utensils and cleaning equipment.
- Ensuring materials stored comply with appropriate Health & Safety requirements.

- Responding to emergency repair tasks and seeking committee approval to purchase materials required to complete tasks.
- Listing medium term maintenance/improvement projects (over rolling 12 months). Identifying suitable materials and providing cost estimates and budget to committee for approval.
- Requesting member volunteer support as needed for work to be completed outside of work meets.
- Identifying any maintenance tasks to be completed during scheduled work meets.
- Arranging testing of portable electric appliances PAT testing annually.
- Facilitating six monthly visits of service engineer for testing of Fire Safety Alarm System and Equipment.

Intensity of role: Ad-hoc visits to the hut, work meet attendance (as necessary), plus visits as required for service engineers.

HANDOVER PROCESS

Meet with new Hut Warden between the AGM and the first Committee meeting and:-

- Give an overview of the role.
- Handover report archive for the role.
- Highlight ongoing and upcoming maintenance tasks and improvement projects that require attention or support.
- Include Hut Booking Secretary in handover discussions for visitor facing input.

WEBSITE MANAGER

This role looks after the club's website. The primary activity is the general maintenance of the website but the role holder may also like to add new features and design.

The website manager must be conversant with running and developing websites. Familiarity with HTML and CSS are essential, and for any functionality changes knowledge of JavaScript, C# and SQL are required.

Responsibilities of this role include:-

- day to day maintenance of the website.
- usability and accessibility of the site.
- Further development of the website is encouraged if the postholder has time and enthusiasm, but should not detract from the necessary day-to-day maintenance.
- Correction of spelling and grammatical errors throughout the website.

- Avoid becoming a single point of failure – keep other experienced officers conversant with the website structure and maintenance.
- Avoid over-complicating the website further.

HANDOVER PROCESS

Meet with new Website Manager between the AGM and the first Committee meeting and:-

- Give an overview of the role.
- Handover login details for the website backend.
- Explain the structure of the website.
- Explain how to update both static and dynamic content on the website.

DIGITAL CONTENT OFFICER

New role created in February 2022.

Role in brief

- The production and distribution of the monthly MMC email newsletter
- The management of the MMC Instagram account

Email newsletter

- Creating a regular email newsletter to keep existing members engaged with the club and informed of its latest activities
- Writing, editing and curating content for each issue including but not limited to:
 - Updates from the committee/president
 - Meet reports
 - Promotion of upcoming members
 - Promotion of membership benefits
 - Promotion of the club's facility, Cae'r Frân
 - Welcoming new members
 - Sharing relevant mountaineering news and information
- Liaising with other club and committee members to gather content and images
- Assembling the newsletter in Mailchimp, ensuring that each issue is correctly formatted, high-quality and consistently laid out.
- Updating the Mailchimp recipient list using the email opt-in list from the MMC website
- Sending the completed newsletter to those members who have agreed to receive it
- Ensuring that the email newsletter is compliant with anti-spam laws and that the audience is maintained in line with GDPR guidelines.

Instagram account

- Manage the MMC Instagram account with the aim of engaging existing members, attracting new members and positioning the club within the local, national and global mountaineering community
- Liaise with club members to curate images and content for the channel
- Follow and engage with relevant channels to increase our reach and prominence within the online mountaineering community
- Respond to follower comments and deal with unacceptable behaviour on the channel

General

- Ensure all content is:
 - relevant, high-quality, engaging and written in consistent and appropriate tone of voice
 - apolitical and not offensive to club members or the wider community
 - consistent with the club's ethos of promoting equality, diversity and inclusion
- Building good relationships with the club committee and membership in order to create and gather content

HANDOVER PROCESS

- Outgoing officer to meet incoming between the November AGM and December committee meeting.
- Give an overview of the role.
- Handover report archive for the role.
- Highlight ongoing and upcoming issues that require attention.