

Challenge Adventure Group



Constitution

1. Name of the organisation

The name of the organisation shall be "Challenge Adventure Group".

2. Objects:

The aim of Challenge Adventure Group is to educate young people through their leisure time activities to develop their physical and mental capacities so that they may become mature and responsible individuals who are active citizens of their community and that their conditions of life may be improved. Challenge Adventure Group is based on weekly membership where members meet to take part in a carefully devised programme of learning and activities. The programme develops member's skills to support a monthly residential and adventurous weekend trip programme where they have the opportunity to put what they have learnt into practice.

3. Status of rules

The group rules form a binding agreement between each member of the group.

4. Rules and regulations

- a. The group shall have the status of an affiliated member of the Warwickshire Association of Youth Clubs (WAYC).
- b. The group will abide by WAYC child protection policies and procedures, codes of conduct and the equal opportunities and anti-discrimination policy.

5. Group membership

- a. **Members:** The individuals entitled to be members of the group are the youth members, trial members, parent members and committee members. The members of the group will be those persons listed in the membership register which shall be maintained by the membership secretary.
- b. Any person who wishes to be a member must apply on the membership application form and deliver it to a leader or the membership secretary. Acceptance to membership shall be at the discretion of the membership secretary or, in the case of leaders, assistant leaders or co-opted committee members, the committee. Membership shall become effective upon an applicant's name being entered in the membership register.
- c. **Youth member:** Any person admitted to membership who is over the age of 10 years and under 25 years. At the annual general meeting up to four youth members can be elected to the committee on a majority vote basis.
- d. **Trial member:** Any person who has applied to become a youth member and has been given a trial membership of the group. Trial members enjoy all the same benefits as youth members during the period of their trial, except in the case of dissolution of the group, where they have no rights to any of the group's assets. The trial period ends when they are admitted to youth membership or they are notified that they will not be accepted as a youth member.
- e. **Parent member:** a parent member is any parent or guardian of a youth member. Parent membership derives no benefit to the parent member from the assets or activities of the group. The only entitlement is to vote at a general meeting. This vote can be exercised only by parents or guardians of youth members at the time of the

general meeting and only if the parent or guardian is present at the meeting. A parent member can act as a helper or become a co-opted member.

- f. Leader: A person aged 18 or above who is appointed to the position of leader by the appointments secretary and confirmed in that position by the committee. A leader will organise activities for the group's members. They will lead the youth members in those activities and on group meeting nights. They will ensure the activities are in accordance with any relevant policies and procedures that the group has issued and in such a manner as to meet the objects of the group. On confirmation of appointment a leader becomes a member of the committee until such time as they resign or are expelled.
- g. Assistant leader: A person aged 18 or above who assists the leader with their responsibilities and may deputise for the leader in their absence. On confirmation of appointment an assistant leader becomes a member of the committee until such time as they resign or are expelled.
- h. Youth leader: A person who is a youth member can be appointed to the role of youth leader by leaders and assistant leaders. The youth leader has the same objectives as an assistant leader but ranks below an assistant leader and does not have a seat on the committee unless they are voted onto the committee as a youth member.
- i. Helper: A person who is aged 18 or above, who is not a member of the group but who assists the group on a voluntary basis. There are two categories of helper. A person who has been assigned a specific task by a leader or the committee and a helper who will assist the leader or assistant leader on an activity or during regular group meeting nights.
- j. In the event of a member's resignation or expulsion, his or her name shall be removed from the membership register.

6. Membership fee

- a. A fee, payable each term in advance by each member, shall be determined from time to time by the committee. Any fee shall be payable on a successful application for membership and each term by each member. Fees shall not be refundable.
- b. The committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfill the objects of the group.
- c. At the discretion of the committee fees may be waived in extenuating circumstances.

7. Other fees

- a. Fees will from time to time be requested for payment for trips and other expenses. These fees may be lowered or waived by the committee in the case of members with extenuating circumstances.

8. Resignation and expulsion

- a. A member shall cease to be a member of the group if, and from the date on which, he/she gives formal notice to the membership secretary of their resignation. A leader, assistant leader, or committee member will cease to be a member if, and from the date on which, he/she gives formal notice to the committee of their resignation. A member whose membership fee or further subscription is more than 2 months in arrears shall be deemed to have resigned.
- b. The full committee shall have the power to expel a member when, in their opinion, it would not be in the interests of the group for them to remain a member. There shall be no appeal procedures.

- c. A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the group property or assets.
- d. Confirmation of expulsion or resignation will be formally notified to the former member by the membership secretary.

9. Committee

- a. Committee: The body responsible for the day to day running and activities of the group. The duties of the committee shall be to devise methods for achieving the objects of the group, to raise and administer funds for the furtherance of the objects of the group, and to exercise a general oversight of its activities and to see that the group is conducted in confirmation with the principles and aims of its objects. It consists of the elected officers, leaders and assistant leaders and elected youth members.
- b. Elected officers: These are the officers of the group, who must be aged 18 years or above, who are normally elected at the annual general meeting on a majority vote basis. They are the chairperson, treasurer, secretary and appointments secretary. Each office must be held by different individuals.
 - i. Chairperson: The officer who presides at the meetings of the group, chairs official meetings and who acts as a point of contact for members, parents and third parties. This officer ensures that there are sufficient policies and procedures in place to facilitate the group being run in such a way that its overall objects are being met.
 - ii. Treasurer: The officer who supervises the financial arrangements of the group, dealing with the group's bankers and insurers, ensuring security of assets and the operation of the bank account including receiving and banking funds and making proper payments. This officer will ensure accounts are prepared, audited and presented at the annual general meeting.
 - iii. Secretary: The officer who ensures that the group and its members act within the group's powers and in accordance with the group's constitution. The secretary shall ensure all official meetings of the group are minuted and a record of those minutes is maintained.
 - iv. Appointments secretary: The officer who arranges the appointment of leaders and assistant leaders, prior to ratification by the committee. This officer will ensure that the person being appointed meets the necessary specifications for the role and has had the appropriate training to undertake it.
- c. Co-opted member: Any member who has been assigned a specific task by a leader or the committee. The co-opted member may or may not be appointed to the committee subject to both the member and the committee agreeing to the appointment, up to a maximum of three appointments. All appointments terminate at the annual general meeting. An individual can hold up to two roles in the organisation, one of which can be as an elected officer.
- d. Membership secretary: An example of a co-opted member, the membership secretary will maintain the membership register, receive applications for membership and in the event a persons name is removed from the register will give them formal notice of removal.
- e. Only persons aged 18 and over may be full voting members of the Committee.
- f. All members of the committee, except youth members, shall be subject to the criminal records bureau (CRB) requirements of WAYC and the charity commission.
- g. Any two members and one elected officer of the committee may request a meeting of the committee which may be called by giving not less than 7 days' notice to all members of the committee. The committee shall meet at least three times a year.

- h. The elected officers, co-opted committee members and elected youth members shall hold office from the date of appointment until the next annual general meeting unless otherwise resolved at a special general meeting. Decisions of the committee shall be made by a simple majority of those attending the committee meeting. The chairperson of the committee meeting shall have a casting vote in the event of a tie. Meetings of the committee shall be chaired by the chairperson or in their absence the secretary. The quorum for the transaction of business of the committee shall be four.
- i. An outgoing member of the committee may be re-elected at a general meeting or annual general meeting. Any vacancy on the committee which arises between annual general meetings shall be filled by a member proposed by one and seconded by another of the remaining committee members and approved by a simple majority of the remaining committee members.
- j. The committee may delegate any of their powers to sub-committees. Sub-committees so formed shall conform to any regulations that may be imposed on it by the committee.

10. Group Leader

- a. The Group Leader shall be an individual that is nominated by the Chair of the committee and approved by a majority vote of the committee to oversee the co-ordination of all activities of the group between the group committee and the group operational units.
- b. The Chair of the committee and the Group Leader must be able to work in partnership.
- c. The appointment will not be held by an individual with responsibilities to any other role within the group.
- d. The appointment will terminate after being held for 12 months, upon resignation of the appointed individual or by majority vote of the committee.
- e. An appointed individual who has held the role for a 12 month period may be re-appointed by the committee.

11. Accounts

The committee shall cause to be kept accounts of all assets and liabilities belonging to the group and such accounts shall be reviewed annually and presented to the annual general meeting of the Group.

The accounts will be prepared on a cash basis.

12. Annual and extraordinary general meetings

- a. An annual general meeting shall be held in annually within six months of the accounting period end to:
 - i. receive a report of the activities of the group over the previous year from the chairperson.
 - ii. receive a report of the group's finances over the previous year to 31 March.
 - iii. elect the: chair; treasurer; secretary and appointments secretary of the committee.
 - iv. consider any other business.
- b. Nominations for election of officers of the committee shall be made in writing by the proposer and seconder, both of whom must be existing members of the group, to the group secretary not less than 21 days before any general meeting. In the absence of a written nomination or the failure to elect a nominated individual, nominations can be made at the general meeting.

- c. Notice of any resolution to be proposed at any general meeting shall be given in writing to the group secretary not less than 21 days before the meeting.
- d. An extraordinary general meeting may be called at any time by the committee and shall be called within 21 days of the receipt by the group secretary of a requisition in writing signed by not less than four members stating the purposes for which the meeting is required and the resolutions proposed. Business at an extraordinary general meeting may be any business that may be transacted at an annual general meeting.
- e. The secretary shall send to each member at their last known address written or electronic notice of the date of a general meeting together with the resolutions to be proposed at least 14 days before the meeting.
- f. The quorum for a general meeting shall be seven.
- g. The chairperson, or in their absence, a member selected by the committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of a tie the chairperson of the meeting shall have a casting vote.

13. Property And Assets

The committee shall be responsible for property and assets of the group.

14. Winding-Up

- a. A resolution to dissolve the group shall only be proposed at a general meeting and shall be carried by a majority of at least three-quarters of the members present.
- b. The dissolution shall take effect from the date of the resolution and the members of the committee shall be responsible for the winding up of the assets and liabilities of the group.
- c. Any surplus assets remaining after the discharge of the debts and liabilities of the group shall be transferred to a similar charitable body as meets the aims and objectives of Challenger Adventure Group.

15. Constitution

The above constitution shall only be altered by a resolution passed by a two-thirds majority of a general meeting. At least fourteen days notice must be given of the proposed amendments. No alteration shall be made which shall have the effect of causing the group to change its status in law.

Date of adoption :

Signed by

Name (In capitals)

Chair person of the meeting

