

Constitution - Reading University Caving Club (RUCC)

1. Name

The name of the Club shall be Reading University Students' Union Caving Club, hereinafter referred to as the Caving Club. The Caving Club shall be an integral part of Reading University Students' Union (RUSU) and operate in accordance with the RUSU Constitution.

2. Aim

The aim of the Caving Club shall be to provide facilities for underground exploration to its members in a safe, professional and controlled manner.

3. Powers

For furtherance of this aim the Caving Club may:

Raise money to pay for the Caving Club's activities.

Make such payments as shall be necessary.

Provide Club equipment.

Affiliate itself to speleological organisations where desirable or necessary for the purposes of instruction and access to caves.

Take other such action as may benefit the Caving Club.

4. Membership

Membership shall be in accordance with the RUSU Constitution.

"Ordinary Membership" shall be available to all registered students (NUS card holders), and graduates and staff of Reading University.

"Associate Membership" shall be available to persons who do not qualify for Ordinary membership including members of the general public

The full facilities of the Club may be extended to Associate members save that they shall neither hold executive office nor vote at General Meetings.

All members shall be required to pay a membership fee agreed by the Committee; this may differ between types of membership and may be further broken down according to the Committee's policy on membership fees.

5. General Meetings

The Annual General Meeting (AGM) shall be held during the Lent term at which the Development Plan and all accounts for the year shall be presented and agreed.

An Extraordinary General Meetings (EGM) may be called at any time of the year at the request of the Committee or 25 percent of the members.

The President shall ensure that the date, time, place and agenda of each General Meeting is provided to all members at least two weeks before the date of the meeting.

The Secretary shall minute all General Meetings and the minutes shall include a list of all those present.

The quorum for a General Meeting shall be 25 percent of the members or 9 members, whichever is the greater.

6. The Committee

The Committee shall comprise the following positions of executive office:

President (Ordinary member)

Secretary (Ordinary member)

Treasurer (Ordinary member)

The Committee will also comprise of the following non executive positions:

Social Secretary (Any member)

Tacklemaster (Any member)

Webmaster (Any member)

The Committee shall meet at least once per term: at which the Secretary will take minutes.

The Committee shall be elected for one year at the AGM of the Caving Club at which each Ordinary member shall have one vote for each post.

Election shall be by majority with the President having the casting vote. Unsuccessful candidates may stand for another post.

In accepting election to the Committee, members accept the responsibilities associated with their position.

[Two weeks before the AGM a list for Committee nominations shall be posted on the Caving Club notice board. Ordinary Club members shall use this list to nominate eligible Club members for election to the Committee.](#)

All nominations must have a Proposer and Seconder.

In the event of the death or resignation of an elected member, the Committee shall appoint a replacement or if they see fit, open the position to Ordinary members to be elected in the above manner.

Two members of the Committee (or their nominated deputies) shall attend meetings of the RUSU Sports Federation Convention.

Failure to attend three consecutive Conventions without apologies being accepted will result in the closure of the Club.

7. Caving Club Responsibilities

All members are personally responsible for:

Ensuring that they comply to the best of their ability with the Caving Club Code of Conduct and Trip Procedures.

Reporting any member non-compliance with the Caving Club Code of Conduct or Trip Procedures to the President.

Reporting any Committee member non-compliance with the Caving Club Constitution to the other Committee members.

Reporting problems or potential problems with equipment and damaged or suspected unsafe equipment to the Tackle-Master.

The Committee shall be personally responsible for:

Policy-making: a simple majority shall form a quorum.

Ensuring that there is an adequate number of minibuses drivers, First Aiders and Leaders in the Caving Club and on each trip. It will do this by encouraging all qualifying members to take the minibus DAT test, all members to become familiar with basic first aid and to attend appropriate first aid courses and training experienced members to be confident in leading a Caving Club trip.

Ensuring that the club has a suitable and sustainable Tackle Hut to store Caving Club equipment in.

Recruiting new members to the club by attending Freshers' Fair with relevant information and ideas for attracting new members.

Making a presentation including a slide show to the new and potentially new members within one week of Freshers' Fair.

Ensuring the Caving Club website is kept up to date either by doing so themselves or via the Caving Club Webmaster.

Ensuring that a copy of the Caving Club Code of Conduct and Trip Procedures is taken on every Caving Club trip.

Ensuring that food provisions are purchased for a weekend Caving Club trip or other arrangements are in place.

Ensuring that the Caving Club is sustainable by training the new Committee members in carrying out their duties and responsibilities.

The President shall be personally responsible for:

Ensuring that the Committee complies with the aim of the Caving Club and that the Caving Club is properly managed.

Ensuring that the Committee endeavour to carry out their duties and responsibilities as stated below.

Ensuring that two members of the Committee (or their nominated deputies) attend the RUSU Sports Federation Convention.

Ensuring that an up to date approved version of the Code of Conduct, Trip Procedures, Constitution, Risk Assessment and Development Plan is submitted to the Students' Union and can be read on the Caving Club's website or a hardcopy available upon request to the committee.

Notifying Caving Club members of and chairing of Caving Club General Meetings.

Ensuring that an expedition leader is appointed for all expeditions organised by the Caving Club and that the said expedition leader acknowledges acceptance of the responsibilities associated with that role [in writing](#).

[Ensuring that an Instructor is appointed for all instruction in cave practices and techniques organised by the Caving Club and that the said instructor acknowledges acceptance of the responsibilities associated with that role in writing.](#)

Ensuring that a record of novice, inexperienced and experienced members is maintained on the membership list and is made available as required.

The Secretary shall be personally responsible for:

Ensuring that all Club members read and sign an up to date approved version of the Caving Club Code of Conduct before caving or training.

Ensuring that minutes are taken at all Caving Club General Meetings and Committee Meetings.

Ensuring that the Caving Club notice-board in the Students' Union is kept up to date with contact details and any other relevant information.

Ensuring that accommodation, transport and other Caving Club bookings are made in advance.

Ensuring that a Caving Club trip list is completed for each trip and made available to members as required. This will note the equipment required by each trip member; detail minibus drivers, First Aiders and Leaders; and record any advance payments made to the Treasurer for the trip.

Ensuring that a Students' Union trip list is completed for each trip in accordance with the instructions available at Membership Services.

The Treasurer shall be personally responsible for:

All financial transactions of the Caving Club.

Preparing an annual budget to provide for all foreseen expenses within the next year and presenting this to the Students' Union.

Maintaining an up to date Caving Club membership list to include the number of members, names, addresses, phone numbers, year of study, Sports Federation Insurance policy number, Sports Federation paid, Expiry of Sports Federation, membership amount paid, and qualifications of each member e.g. minibus driver, First Aider, and also their level of experience.

Issuing Sports Federation Insurance to all members and recording their policy number before passing their policy information to the Students' Union.

Maintaining proper accounts for the Caving Club and presenting the Caving Club's financial position at Committee meetings.

Obtaining a detailed print out of the Caving Club accounts at the end of the financial year for the committee to ensure that they are a true and fair representation of the Caving Club's financial position and subsequently presenting them at the AGM for acceptance by all members.

The Social Secretary shall be personally responsible for:

Making arrangements and bookings to facilitate all social activities.

Taking other such action to benefit the Caving Club with regard to social activities.

The Tackle-Master shall be personally responsible for:

- Maintaining the Caving Club inventory.
- Reporting any lost unsafe or damaged Club property to the President.
- Ensuring that any equipment identified as being unsafe is not made available to Club members.
- Making a request to the Committee for new equipment when it is required.
- Keeping the Tackle Hut clean, dry and organised and ensuring that all members are made aware of any issues regarding equipment.

8. Finance

The funds of the Caving Club shall only be used for the purposes of the Caving Club and no payment shall be made to members except as repayment of expenses properly incurred on behalf of the Caving Club.
 The accounts of the Caving Club shall be presented at each Committee meeting and their acceptance by the Committee minuted.
 The accounts of the Caving Club shall be presented for scrutiny by Ordinary Members at the AGM.
 All repayments and reimbursements to Caving Club members shall be made by submitting a VAT receipt to the Treasurer for withdrawal of the amount from the relevant Caving Club account where possible.

9. Dissolution

The dissolution of the Caving Club will occur if any of the following conditions apply:
 Club members vote for dissolution at a General Meeting.
 If the Caving Club has less than 30 members.
 If no AGM takes place.
 Should dissolution occur, then any funds or equipment remaining after all debts have been paid shall be the property of RUSU.

9. Alterations to the Constitution

Each new version of the Constitution shall have an incremented version number.
 Alterations to the Constitution shall only be made at the AGM or EGM.
 Alterations must be further approved by the appropriate RUSU Executive Officer and the Caving Club Committee members as detailed below.
 The Constitution is not valid unless their signatures are present on the document.

10. Authorisation of the Constitution

This Constitution was approved by the members of the Caving Club on 20/03/95 and subsequently by those persons stated below.

Position Held	Signature	Print Name
Date		
President	_____	_____
Secretary	_____	_____
RUSU Executive Officer	_____	_____