

# CONSTITUTION CAMBRIAN CAVING COUNCIL, CYNGOR OGOFEYDD CYMREIG

## 1. NAME

The organisation shall be called the Cambrian Caving Council (Cyngor Ogofeydd Cymreig), hereinafter referred to as the Council.

## 2. DEFINITION

- 2.1 The term “cave” is deemed to include “mine” and the terms “caving club” and “caver” are deemed to include mine exploration, mine history and similar organisations.
- 2.2 The Council is the national association for caving in Wales, the Forest of Dean and the Marches for individual cavers, caving clubs and similar organisations therein. It represents their interests in Wales, the Forest of Dean and the Marches, and also on a regional basis within the United Kingdom context, whilst maintaining its position as an independent autonomous body.

## 3. AIMS AND OBJECTS

- 3.1 To encourage the exchange of information between clubs and other regional and national bodies
- 3.2 To safeguard the interests of caving and mining clubs and cavers
- 3.3 To maintain friendly relations with, and foster the spirit of co-operation between similar and associated bodies, with a view to promoting and achieving objects of mutual interest.
- 3.4 To encourage the recording of information on sites of subterranean interest in Wales in the Cambrian Cave Registry, which the Council will maintain, and similarly in the Forest of Dean and the Marches.
- 3.5 To encourage cave conservation.
- 3.6 To support clubs and cave access bodies in obtaining, maintaining, and improving access arrangements in Wales, the Forest of Dean and the Marches

## 4. GUIDING PRINCIPLES

- 4.1 That there shall be respect for the autonomy and independence of action of Individual Members and Member Clubs, provided that these are not against the Aims and Objects of the Council.
- 4.2 That the owners and tenants of property containing caves, have the right to grant or withhold access. Where clubs, singly or jointly, have control of access delegated to them by the owners, such access should be obtained and granted as freely as possible for responsible cavers, within the terms of those agreements. When obliged to make new agreements, the appropriate body should endeavour to ensure that this freedom is maintained and improved.
- 4.3 The individual members, member clubs and organisations support the policies of the Cambrian Caving Council.

## **5. MEMBERSHIP**

- 5.1 A club or organisation shall be considered a Full Member of the Council if
- It has declared it wishes to be a member of Cambrian Caving Council
  - It has been accepted by the Cambrian Caving Council executive committee
- 5.2 An individual shall be considered an Associate Member of the Council if
- The individual is a member of the British Caving Association
  - The individual has declared on their British Caving Association membership form that their principal regional council is Cambrian Caving Council
- 5.3 A Caving Club which is not a member of British Caving Association shall be eligible to apply for Full Membership of the Council if it is established in the region, or has major interests in caves and mines of Wales, the Forest of Dean and the Marches.
- 5.4 Any caving club not a member of the British Caving Association wishing to become a Full Member shall make written application, including if applicable a copy of their constitution to the Hon. Secretary. The application shall be heard at any General Meeting of the Council, and a vote taken on the application for membership of the Council.
- 5.5 An application for Full Membership from a club that is not a member of the British Caving Association shall be sponsored by an existing Full Member-Club.
- 5.6 Applicant clubs shall be represented at the General Meeting considering the application.
- 5.7 Membership shall be deemed to have lapsed when a Member-Club is four months in arrears with its annual subscription.

## **6. SUBSCRIPTIONS AND FINANCE**

- 6.1 The Hon. Treasurer shall prepare and present a scrutinised statement at the Annual General Meeting following the end of the financial year.
- 6.2 The Council shall have the power to raise funds from other sources.
- 6.3 The financial year shall end on December 31st.
- 6.4 The Council shall maintain current and reserve accounts. The Hon. Treasurer and at least one other executive officer of the Council shall be empowered to operate these accounts.
- 6.5 The Council's Administration costs are generally to be met by the British Caving Association.
- 6.6 The amount of the annual subscription for Membership for clubs which are not members of the British Caving Association shall be decided at the Annual General Meeting.
- 6.7 Each club which is not a member of the British Caving Association applying for Full Membership shall pay the annual subscription, with its application.
- 6.8 The annual subscription for members that are not members of the British Caving Association shall become due at the Annual General meeting.

## **7. OFFICERS, COUNCIL ELECTIONS, QUORUM**

- 7.1 The Officers of the Council shall include the Chairman, Hon. Secretary, Hon. Treasurer, Conservation Officer, Training Officer, Equipment Officer, Registrar and Legal & Insurance Officer, each elected by consenting nomination and majority vote at the Annual General Meeting, to serve for one year, and shall be eligible for re-election.
- 7.2 The Officers of the Council may co-opt assistants as required.
- 7.3 Each Officer and representative shall be a member of a Full Member-Club of at least one year's standing.
- 7.4 The Officers shall act individually or collectively as an Executive, to deal with matters, within the terms of reference given by the Council, and in accordance with the Aims and Objects of the Council.
- 7.5 When a vacancy occurs, a replacement shall be appointed to fill the vacancy for the remainder of the term of office, by the other Officers.
- 7.6 At a General Meeting of the Council, the following are entitled to attend: - the Officers, a delegate from each Member-Club, and individual members of Member Clubs may also attend.
- 7.7 Representatives of other bodies may be invited to attend a General Meeting.
- 7.8 The quorum at a General Meeting shall be one fifth of the Full Member-Clubs, or if **that is not a** whole number, it shall be the nearest whole number above.

## **8. PROCEDURE AND BUSINESS FOR GENERAL MEETINGS**

- 8.1 The Hon. Secretary shall give at least eight weeks notice to all the Officers, Member Clubs, and Individual Members of the date of each General Meeting.
- 8.2 Each Full Member-Club or Officer shall give the Hon. Secretary at least six weeks' notice in writing of any notice of motion, constitutional amendments, proposal, or matter they wish to have placed on the agenda for the meeting.
- 8.3 The Hon. Secretary shall send out the Agenda for a General Meeting at least four-weeks prior to it including date, time and location, to all Officers, Member-Clubs and individual members.
- 8.4 A Special General Meeting must be convened by the Hon. Secretary on receipt of a written request by the Officers or from one-fifth of the Full Member-Clubs. The Meeting must be held as soon as possible after the Hon. Secretary receives the notice. He must notify all the Officers and Member Clubs of the venue, date and Agenda, stating the reason for calling the Special General Meeting. Only the proposition giving rise to Special General Meeting shall be considered thereat.
- 8.5 Minutes shall be taken of all General Meetings, and copies circulated to all Officers, Member-Clubs and Individual Members.
- 8.6 Each year, the Council shall hold an Annual General Meeting, in order to: -
  - a. accept the minutes of the previous general meeting, and consider matters arising there from,
  - b. consider applications for membership,
  - c. receive Reports from the Officers,
  - d. consider the audited statement of the accounts, and decide on the annual subscription,
  - e. consider amendments to the Constitution,
  - f. consider other proposals,
  - g. discuss matters of interest and concern,

- h. elect Officers for the ensuing year, and appoint an Hon. Scrutineer,
- i. decide the date of the next meeting,

8.7 The Annual General Meeting shall terminate the Constitutional year of Office and shall be held in March each year.

## **9. AMENDMENTS TO THE CONSTITUTION, NOTICES OF MOTION AND OTHER PROPOSALS**

- 9.1 Constitutional amendments, notices of motion and other proposals shall be put forward in accordance with the terms of sections 8.2 and 8.3.
- 9.2 Amendments to such motions may be made by an Officer or Full Member-Club only, before or at the Meeting.
- 9.3 Such resolutions, when passed, shall take effect immediately, unless otherwise specifically indicated.
- 9.4 The meeting shall consider the notices of motion when 9.1 and 9.2 apply in event of an inquorate meeting the decision maybe deferred to a later meeting.
- 9.5 Amendments to the Constitution may only be passed by a two-thirds majority of the Full Member Clubs present at a quorate meeting.

## **10. VOTING**

- 10.1 Only the nominated delegate present of a Full Member Club and Organisations shall be entitled to one vote.
- 10.2 The nominated delegate may only represent one club.
- 10.3 The Council Officers shall not be entitled to a vote, except: -
  - a. that in the event of a tie, the Chairman or other Presiding Officer shall have the casting vote,
  - b. when they are acting as a delegate of their own club.
- 10.4 All voting decisions shall be made by a simple majority of those entitled, present, and voting, unless otherwise indicated in the Constitution (See also sections 7.1, 9.5, and 12.1).

## **11. LIMITATIONS**

- 11.1 The Council shall not interfere in the internal affairs of any Member-Club unless specifically requested to do so by that Member-Club.
- 11.2 The Council shall not mediate between two or more Member-Clubs, unless requested to do so by each of them.
- 11.3 The Council shall have no call upon a Member's assets or property other than for debts due, or incurred during membership; nor shall it be responsible for the liabilities of a Member-Club, other than for those expenses incurred with the Council's approval.
- 11.4 No Member shall use the Council's name without the Council's expressed permission.
- 11.5 The Council cannot accept liability for any damage, fire, theft, legal fees, injury or death etc.
- 11.6. The Council shall have the right to suspend or expel an Officer or a Member, acting against the Aims and Objects of the Council, or its interests, after full consideration of the case at a meeting. The

Member's existing rights and assets in the Council may be forfeited. There shall be the right of appeal to the Council at the next Annual General Meeting.

## **12. DISSOLUTION**

12.1 The Council may be dissolved when at least two thirds of those present and voting at a Special General Meeting convened to discuss that proposition accept the dissolution.

12.2 In the event of Dissolution, the assets of the Council shall be entrusted to the British Caving Association for disposal, generally in accordance with the Aims and Objects of the Council.

## **13. INTERPRETATION**

13.1 The Council shall be the sole interpreter of this Constitution.

13.2 Any matter not provided for in the Constitution, shall be dealt with by the Officers acting individually, or collectively, as an Executive, pending endorsement of the action taken by the Council.

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