

Constitution of Sale Walking & Activity Group (SWAG)

1. Name

The name of the club is 'Sale Walking & Activity Group' ('SWAG').

2. Object

The object of the club shall be to:

- a) organise a regular programme of activities;
- b) undertake any other activities in furtherance of the objects of the club.

3. Membership

- a) Membership of the club shall be open to anyone interested in the activities and purpose of the group on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- b) The committee shall maintain a list of members.
- c) The committee, acting within SWAG's Complaints Procedure document, shall have the right to try to resolve the issue through discussion and monitoring or to exclude (from events), suspend or expel any person from the membership of the club. Any such person shall have the right of appeal to the club at an Extraordinary General Meeting called in accordance with Clause 5.
- d) Code of Conduct – misconduct includes acting in a manner which could be considered unsafe, acting in a manner which causes embarrassment or upset to members or other persons, failure to follow a reasonable request by an event organiser/committee member, harassment, bullying behaviour or creating a hostile environment.
- e) Attendance at all events is at the individual's own risk

4. Annual General Meeting

- a) An Annual General Meeting of the club shall be held each calendar year. The committee shall give 21 days' notice of the date, time and place of the meeting to the club.
- b) The Annual General Meeting shall:
 1. receive the statement of accounts;
 2. elect a committee to hold office during the period up to the end of the next Annual General Meeting (nominations shall be submitted and publicised at least 14 days before the event);
 3. appoint auditors;
 4. discuss any other business in connection with the affairs of the club.

5. Extraordinary General Meeting

- a) An Extraordinary General Meeting of the club may be requested in writing by a quarter of the members of the club or may be called by the committee.
- b) In either case, the committee shall give at least 21 days' notice to the club of the purpose, date, time and place of the meeting.
- c) An election of the committee may be held at an Extraordinary General Meeting if it has been stated that this is to be the purpose of the Extraordinary General Meeting. Such an

election should then follow the usual Annual General Meeting format, i.e. nominations are to be received at least 2 weeks before the Extraordinary General Meeting.

6. Management

- a) The committee shall comprise a chairperson, secretary, treasurer and such other members as the Annual General Meeting agrees from time to time.
- b) The committee may fill vacancies in the membership of the committee which occur during the year.
- c) The committee shall be responsible for the management of the club.

7. Finance

- a) The funds of the club shall be derived from such sources as are determined from time to time by the club at a General Meeting, from which funds allocations shall be made on such bases as may be approved from time to time by the club.
- b) It is deemed to be a term of every contract entered into that the funds of the club are liable only for debts, obligations or engagements incurred or entered into with the approval of the club. The committee, or by a General Meeting, shall approve allocations from the funds of the club up to such limits as agreed by a General Meeting from time to time.
- c) The treasurer shall maintain a proper record of income and expenditure. The auditors appointed by the Annual General Meeting shall audit these accounts each calendar year.
- d) The funds of the club shall be held only in the name of the club and the account(s) shall require at least two authorising signatures.

8. (Addition to the Constitution 9th November 2015)

Data Protection Act

The Group is a "not-for-profit" organisation as defined by the terms under which "not-for-profit" organisations are exempt from the requirement to notify or register under the Data Protection Act(s)

- a) All data held by the Group is to be used exclusively for purposes which are exempt from the requirement to notify or register under the Data Protection Act(s). As part of their acceptance of that data, all officers and members of the Group agree that data controlled or processed by or on behalf of the Group will be handled in accordance with the provisions of the Data Protection Act(s).
- b) All the transactions and other activities of the Group shall fall within those allowed by the Data Protection Act(s) for "not for profit" organisations which are exempt from the requirement to notify or register under the Data Protection Act(s).
- c) The Group shall not control, process or hold personal information which cannot be controlled, processed or held by "not for profit" organisations which are exempt from the requirement to notify or register under the Data Protection Act(s)

- d) The Group will not hold personal information on people for whom holding personal information would place the Group outside the exemption from the requirement to notify or register under the Data Protection Act(s).
- e) The Group will not control, process, or disclose personal information, in a way which would place the Group outside the exemption from the requirement to notify or register under the Data Protection Act(s).
- f) Members and others giving their personal information to the Group are thereby agreeing that the information they supply may be used for the purposes of the Group as limited by the above Data Protection Clauses.
- g) Members and others giving their personal information to the Group are thereby agreeing that any personal information they receive from the Group will either be deleted, or will only be processed or revealed in ways which it can be processed or revealed by "not for profit" organisations which are exempt from the requirement to notify or register under the Data Protection Act(s).

9. Amendment of the Constitution

The constitution may, after member consultation and approval, be varied or amended from time to time.

10. Dissolution of the club

- a) The club may be dissolved by a resolution of not less than three quarters of the members of the club present and voting at a General Meeting of the club called for that purpose.
- b) In the event of the dissolution of the club any assets remaining after all liabilities have been met shall be passed to a registered charity or charities agreed by those members attending and voting at the dissolution meeting.

9th November 2015