**Bradford Senior Wayfarers:**

**Topics for which agreement will be sought at the Annual General Meeting to be held on Friday the 15th October 2021 at 10.00am.**

**Location: Shipley Library 2 Wellcroft, Shipley. BD18 3QH**

**NB. Attendance and Voting eligibility:** *all current members are invited to attend and are eligible to vote. Membership cards / proof of membership will be required.*

**1. Election of officers**: All nominations for the following posts with proposer and seconder to be submitted to Pat Meadows by the 28th September 2021.

**Posts are:**

Chair:

Secretary:

Treasurer:

Webmaster:

Also to agree: Barry Parker to continues as financial auditor.

**2. Ratification of the new Constitution,** which has been developed by the interim executive committee as outlined below: it was agreed that it was necessary to review our constitution and practices ensuring we are a “modern” and dynamic organization, which meets the needs of its members.

*Bradford Senior Wayfarers Club Constitution*

**1. Title**

The Club shall be called Bradford Senior Wayfarers hereafter to be called “The Club”.

**2. Object**

The Club comprises a number of semi-autonomous walking groups which collaborate to provide mid-week walks of a variety of levels. Although the majority of members are retired, similar-minded people are welcome to join.

**3. Structure of Club**

The day-to-day activities are organised by each walking group and co-ordinated by a representative Executive Committee which is responsible to the Annual General Meeting (AGM).

Whilst the organisation and operation of each Walking Group is within their purview, members may seek assistance from the Executive Committee upon a written request by at least five members of that Group.

**4. Membership**

Walkers become members of The Club upon payment of the relevant annual fee and remain as members for as long as they continue to pay the fee. The fee is due on 1 January each year. For new members joining between January and July the full fee applies; for those joining from August onwards a 50% fee will apply. There shall be one class of membership available which is Full Member.

A condition of membership is that a member has read the Terms and Conditions and accepts the associated Disclaimer.

**5. Officers**

The Officers of The Club comprise a Chairperson, Secretary, Treasurer and Webmaster.

**6. Election of Officers**

All Officers shall be elected at the AGM of The Club from and by the Members of The Club. All Officers are elected for a period of one year but may be re-elected to the same office or another office the following year.

**7. Executive Committee**

The affairs of The Club shall be co-ordinated by an Executive Committee comprising the Officers of The Club and Walking Group Leaders or a representative from the relevant group in their absence. The Executive Committee shall normally meet on 3 occasions each year, with additional meetings arranged as necessary to ensure that the business of the club is carried out in a timely manner. The notes form these meetings will assist in the preparation of the agenda for the AGM.

The duties of the Executive Committee shall be:

to co-ordinate the affairs of the Club on behalf of members.

to make decisions on behalf of its members, in light of any emergency situations which impact on the day-to-day operation of the club;

to keep accurate accounts of the finances of The Club through the Treasurer; these should be available for reasonable inspection by Members and should be subject to independent audit before every AGM. The Club shall maintain a bank current account and the following Officers shall be authorised to sign Club cheques: two from either the Chairperson, Treasurer, Secretary, Webmaster and a representative of the Walking Group Leaders.

to co-opt temporary members to the Committee as the committee feel necessary. Co-opted members shall not be entitled to a vote on the Committee

to make decisions on the basis of a simple majority vote. In the case of a tied vote the Chairperson shall be entitled to an additional casting vote.

A quorum for an Executive Committee meeting shall be 4 representatives from the Walking Groups and 2 Officers of The Club. It is the duty of the Walking Group Leaders to consult their cohorts on a regular basis so that views expressed at the Executive Committee meetings are representative of The Club members.

**8. Annual General Meeting**

The AGM of The Club shall be held not later than the end of March each year. Members shall be given thirty clear days’ notice of the date of the AGM. Members must advise the secretary in writing of any business to be moved at the AGM at least thirty days before a meeting. The Secretary shall circulate or give notice of the agenda for the meeting to Members at commencement of the meeting.

The role of the AGM is to hold the Executive Committee to account for its running of The Club. The minimum business of the AGM shall be to:

1. Confirm the minutes of the previous AGM and any Special General Meetings held since the last AGM.

2. Receive the independently audited accounts, for the year, from the Treasurer.

3. Receive the annual report of the Executive Committee from the Secretary.

4. Elect an independent financial auditor

5. Elect the Officers of The Club.

6. Review the annual membership fee and agree it for the forthcoming year, commencing on the 1st January.

7. Transact such other business received (in writing by the Secretary from Members) prior to the meeting.

The Chair of the AGM will be taken by the Chairperson or, in their absence, by another member appointed by the Executive Committee.

A quorum for the AGM shall be twenty Members and two Officers of The Club.

Each Member of The Club shall be entitled to one vote at the AGM. Decisions made at the AGM shall be by a simple majority from those members attending the meeting. In the event of a tied vote the Chairperson shall be entitled to an additional casting vote.

**9. Special General Meetings**

Special General Meetings (SGM) may be convened by the Executive Committee or on receipt by the Secretary of a request in writing from not less than five members of the Club. At least 21 days’ notice of the meeting shall be given.

The rules for the conduct of an SGM are the same as for the AGM.

**10. Alterations to the Constitution**

Any proposed alterations to The Club Constitution may only be considered for approval or rejection at an AGM or SGM convened with the required written notice of the proposal. Any alteration or amendment must be proposed by a Member of The Club and seconded by another Member and submitted to the Executive Committee in order to obtain a consensus view of the Walking Groups. Such alterations shall be passed if supported by not less than two-thirds of those Members present at the AGM or SGM assuming that a quorum has been achieved.

**11. Dissolution**

The Club operates under a federal structure with each walking group having an equal say. Any such group may decide, by a two-thirds majority, that it no longer wishes to be associated with The Club. In the event that no groups wish to continue the collaboration then the future of The Club will be considered by the Executive Committee.

If at any Executive Committee meeting of The Club a resolution is passed for the dissolution of The Club the Secretary shall immediately convene an SGM of The Club to be held not less than one month thereafter to discuss and vote on the resolution.

If, at that SGM, the resolution is carried by at least two-thirds of the Members present at the meeting the Executive Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of The Club and discharge all debts and liabilities of The Club.

After discharging all debts and liabilities of The Club consideration will be given to any remaining assets. The Executive Committee shall first consider requests from walking groups in existence at the time of dissolution and wishing to secure their independent future. Any remaining assets shall be given or transferred to some charitable organisation(s) approved at the aforementioned SGM.

**4. Confirmation of accounts for 2019 and 2020**

**4 Agreement of proposed Membership fees for 2022.**

The interim executive committee recommend a membership fee of £10 per person covering a period of 1Jan 2022 to 31st Dec 2022.

The justification for this decision is:

* The club’s membership has reduced from 300 (many were non walkers) pre covid to 125 currently.
* Costs for Insurance, Rambler’s affiliation, Webs site fees, Meetup, room hire etc. continues to increase.
* There is a need to rebuild our reserves as these were significantly depleted during 2019/21 due to ongoing costs, and no income due to the suspension of activities imposed by the pandemic.
* It is also important to ensure we can cover any future unforeseen situations as we found ourselves in, in 2019/21.
* We need adequate funds to enable us to support new activities, negating the need to ask members for additional funding e.g., the new initiative of utilising “Meetup” as a recruitment tool.

**5 Succession planning**

 To ensure continuity of the organisation it is important to recognise that we need to ensure members feel able to contribute to the running of our club. To enable this interim executive committee, propose the following:

* + All groups have a leadership team; suggested members (this will be group specific); group leader/s and/or deputy leader. A membership secretary, events / social secretary, web site / meetup / Facebook administrator.
	+ This team will share responsibilities for running a group, enabling members to take on smaller rolls, requiring less commitment.
	+ The team would also ensure continuity over holiday periods or illness etc. and be in a position to manage their activities until replacements are found following retirements etc.

**6. Proposal to continue putting the Walks schedule on the web site:**

Due to the stop start nature of covid it has not been possible to have a printed schedule of walks during 2019/21. (The last one ended up in the bin having never been used.)

For the foreseeable future it is proposed that we continue in this fashion as covid lockdowns may strike again in the winter.

* For some groups it has proved difficult (with a limited number of walk leaders) to develop schedules for 3 to 4 months ahead as we have in the past.
* The web site allows greater flexibility for short notice changes.
* The web site allows improved accessibility to information for potential new members.
* Group members / leaders can manage the content of their own pages.
* Reduced cost of printing.
* Kinder to the environment reducing landfill waste.

**7. Meetup:** Meetup is a platform for finding and building local communities. People use Meetup to meet new people, learn new things, find support, and pursue interests together.

* The interim executive committee voted to join Meetup as a way of promoting the club to increase membership, as numbers have declined especially in the groups which attract newly retired members, e.g., Thursday 8-to-10-milers.
* It is important that we continue to recruit to these groups as they act as feeders for the shorter walks groups when members decide they want to undertake less arduous activities after illness or later in life.
* Meetup allows us to publicise events e.g. Holidays etc. in addition to our weekly walks.
* Its free for members to use.
* Its usefulness will be assessed after the 1st six months.

***NB***. We were advised to not use our normal BSW name, but to use something more generic and promoting our unique selling point i.e., Mid-Week Wayfarers, that would attract a wider audience, then to direct those interested to our BSW web site. Look at “Meetup” online or via the app and you will see what it does. It should be noted that whilst Meetup may show hundreds of new members only a few will actually decide to join us on walks each week. They are just people who have visited the group to see what it does. What it does is publicise what we are doing to a much wider audience than we reach at present.

**8. Ramblers Association:**

It was agreed by the interim executive committee to reinstate out affiliation to Ramblers for the following benefits:

* To allow us to commence walking under covid rules i.e., being part of a nationally recognised sporting organisation
* To ensure we were following the correct government guidance re risk assessments etc under covid rules.
* It allowed us to legitimately utilise Ramblers documents as a guide when creating our own.
* To give the BSW club greater kudos being affiliated to a national organisation
* It’s a useful marketing tool