

## **BY-LAWS OF OXFORD UNIVERSITY WALKING CLUB**

*From Michaelmas Term 2023*

### **INTRODUCTION**

1. As per the club's constitution: -
  - (a) The Committee shall have power to make regulations and bylaws in order to implement the paragraphs of the Constitution, and to settle any disputed points not otherwise provided for in this Constitution.
  - (b) This Constitution shall be binding on all members of the Club. No regulation, bye-law or policy of the Club shall be inconsistent with, or shall affect or repeal anything contained in, the Club's Constitution.
2. This document represents the by-laws made by the club to carry out its functions.

### **THE COMMITTEE**

The committee shall function as per the club's constitution. The following committee members roles, in addition to the officers named in the constitution, shall be included on the clubs committee: -

3. The Trip and Safety Coordinator shall:
  - (a) ensure that the Club is kept up-to-date with current and relevant national governing body regulations and best practices
  - (b) ensuring all Club trips are run according to the Trip Leader Safety Document and Risk assessment, and that all trips are run with a sufficient number of approved Club leaders
4. The Archivist shall:
  - (a) Take responsibility for the organisation and management of the club's programme of local walks around Oxfordshire and surrounding areas, including the recruitment and vetting of local walk leaders
5. The Membership Secretary shall:
  - (a) maintain a register of the members of the Club, which shall be available for inspection by the Proctors on request.
6. The IT Officer shall:
  - (a) Have the responsibilities dictated by the IT Officer in the club constitution
7. The Training Officer shall:
  - (a) Organise the training courses outlined in the Trip Leader Safety Document at least once per academic year
8. The Quartermaster shall:

- (a) ensure the safe-keeping and documentation of the Club's equipment.
9. The Social Secretary shall:
- (a) Take charge of organising regular social events for the members of the Club
10. The Webmaster shall:
- (a) take responsibility for the operation and updating the club website displaying (at a minimum) current club contacts, the Constitution, the Code of Practice and the Risk Assessment.
11. The Alumni Secretary shall:
- (a) Keep a register of alumni who wish to continue to be connected to the Club after leaving
12. In addition, the ex-President of the preceding term may serve as an ex-officio member in the term following his or her Presidential term if he or she so wishes.

#### **NATIONAL GOVERNING BODY**

13. The National Governing Body for the Club is the British Mountaineering Council (BMC). The Club affiliated to the BMC in Michaelmas term 2008, and continues to abide by the following conditions which pre-date that decision:
- (a) the Club must abide by BMC policy and guidelines at all times
  - (b) the Trip Leader Safety Document is incorporated into the Code of Practice.

#### **CLUB TRIPS**

14. A Club Trip is a trip that is advertised on the Club's website, one which has a defined group size, one in which participants are required to be members of the Club, one in which all transactions go through the Club accounts, and one in which the Club will take any profit made or financially support any reasonable loss incurred. The person (usually the Trip and Safety Coordinator) who allocates Trip Leaders to lead a Club Trip shall be responsible for ensuring that the Trip Leaders meet the requirements on their level of skills and experience as laid out in the Trip Leader Safety Document.
15. The Trip Organiser of a Club Trip is the person who undertakes to organize the trip. The Trip Leaders of any Club Trip are responsible for planning and leading group walks during the trip. The duties and responsibilities of the Trip Organiser and Leaders are set out in the Trip Leader Safety Document.
16. Trip Leaders have a duty of care to the participants on the walks carried out on Club Trips. Every Trip Leader shall adhere to (with no exceptions) the restrictions on where they can lead groups as specified in the Trip Leader Safety Document. Every Trip Leader shall follow the guidelines as specified in the Risk Assessment and the Code of Practice.

#### **CHANGES TO THESE BY-LAWS**

17. Changes to these By-Laws must be approved at a General Meeting with the approval of two-thirds of present, eligible and voting members.

#### **INTERPRETATION**

18. Any question about the interpretation of these By-Laws shall be settled by the Senior Member of the club.
19. Guidance relating to by-laws and their relationship to the club constitution can be sought from the Sports Federation.