**CONSTITUTION**

**Splinter Yorkshire Walking & Social Group**

**1.0 Introduction**

1.1 Splinter Yorkshire Walking & Social Group (“The Group”) originated in 2007 with four walkers. Numbers quickly grew and a social side developed.

1.2 Out of necessity an informal structure of Group governance evolved but without any written points of reference or audit control other than the creation of an income & expenditure Excel workbook; and a public access website used predominantly as an information/marketing tool. This document rectifies the anomaly.

1.3 One element of this evolved informal structure was the notion of a group of walkers transforming into a group of members coming together regularly for walks and social events. Hereinafter, all individuals who provide details will be known as “Members” of the Group.

**2.0 Structure**

2.1 Currently, the Group structure has no official roles or titles. For ease of identification only, the following table suggests a likely post title and specification of prime responsibilities of those individuals currently making the Group run effectively.

[N.B. it is recognised there is considerable overlap between the posts undertaken and support of Members other than the prime post holder(s).]

2.2 Table of Post Titles and Responsibilities :-

|  |  |
| --- | --- |
| Post Title  a) Group Organiser  b) Finance Officer  c) Social Secretary  d) Website Officer  e) Walk Leader | Responsibilities  \* Arrange leaders of the monthly walks; and the annual weekend away; \* Communicate with the Members; \* Update the website; \* Collect & bank walk subscriptions; \* Provide income/expenditure data; \* Market the Group to increase membership.  \* Maintain the finance and member Excel workbook; \* Update the Group income & expenditure data at least monthly; \* Regularly audit the finance data against bank statements;  \* Authorise/arrange expenditure.  \* Research social opportunities; \* Prepare promotional text; \* Book events.  \* Maintain the Group website; \* Renew the platform provider; \* Suggest &/or implement site improvements.  \* Reconnoitre & conduct walks; \* Prioritise the health & safety of the walking Members; \* Provide suitable lunch/dinner opportunities to support walks. |

- 2 -

2.3 With immediate effect a Committee is to be recognised as the entity to oversee the running and administration of the Group and to provide a transparent trail for decision-making processes.

2.4 The following posts will comprise the Committee :-

- the Group Organiser;

- the Finance Officer;

- the Social Secretary.

2.5 The Committee will convene on a ’need to meet’ basis but at least annually to discuss and agree the Group’s income and expenditure position.

2.6 Minutes of meetings will be prepared and can be viewed on the Group’s website.

**3.0 Operation**

3.1 The Group is a non-profit making assembly of walkers deemed to be Members of the Group.

3.2 Walks are arranged for the first Sunday of each month; and for an annual weekend away usually replacing the June walk.

3.3 Members volunteer to lead walks and arrange a lunch/dinner after.

3.4 Members attending walks subscribe £1 each time to contribute toward the Group’s administration costs.

[N.B. the subscription is waived for first-time walkers.]

3.5 One subscription is waived for the leader(s) of the walk. Furthermore, that individual is offered a £5 maximum contribution towards the costs of delivering the walk.

3.6 The Member subscription and leader contribution are fixed amounts. Their values to be reviewed every 3 years.

3.7 The leader(s) of the annual weekend away encounter additional costs compared to the monthly leader(s). Thus, they are offered an increased contribution of £15 per head. Payment of this contribution may be reduced on a sliding scale down to zero depending on an individual’s involvement and effectiveness.

**4.0 Income**

4.1 The sole source of Group income is the Member’s subscription of £1 per monthly walk.

4.2 Walks are free for the annual weekend away due to the costs incurred by Members to attend.

- 3 -

**5.0 Expenditure**

5.1 £5 maximum is offered to one individual leading a monthly walk.

5.2 From 2020, the contribution offered to the leader(s) of the annual weekend away will increase to £15.50 per head. Furthermore, the contribution will be index linked by +0.50p per head per annum thereafter.

5.3 Ad hoc payments have previously been made to some of the officials as a contribution to their personal administration costs. From 2020, these arrangements will be formalised to recognise the work and effort made by individuals, as follows :-

- Post of Group Organiser to be offered £5 maximum per annum;

- Post of Social Secretary to be offered £5 maximum per annum;

- Post of Finance Officer to be offered £3 maximum per annum.

5.4 Any other one-off expenditure items will be approved by the Committee and recorded in the Group’s Finance Folder and on the Group’s website.

5.5 All expenditure amounts to be reviewed every 3 years from 2020.

**6.0 Banking**

6.1 The Group’s income and expenditure is conducted through a non-interest bearing business current account with HSBC. The sums involved do not merit the use of an interest bearing account.

6.2 The designated signatories to the HSBC account are either one Group Organiser or one Finance Officer.

**7.0 Legislation**

7.1 At all times the Group Organiser(s) and Officials attempt to abide by the provisions of relevant legislation including :-

- Data Protection Act 2018

- General Data Protection Regulation 2018

This document has been prepared and issued for scrutiny on the Group’s website by the current holders’ of the posts of :-

Group Organiser : David Murphy

Finance Officer (1) : Pam Renshaw

Finance Officer (2) : Phil Thorp

Social Secretary : Sheila Balding

for the time being known as the Committee.

01 August 2019 v1.2 20190801