



# DERBYSHIRE CAVING ASSOCIATION CONSTITUTION

## Proposed amendments to 2007 Constitution

*Note that only those paragraphs where amendments are proposed are cited below.  
Deletions indicated by ~~strikethrough~~, additions indicated in **red***

### 3. MEMBERSHIP:

- 3.1 Membership shall be open to any organisation or individual interested in the objects of the Association and subject to the approval of the Council of the Association. **Membership application forms may be obtained from the Membership Secretary of downloaded from the Association's website at <https://thedca.org.uk/home/how-to-join> .**
- 3.2 Full membership shall be in two grades as hereunder:
- a. Club Member - any Club, Society or Organisation subject to 3.1, run by an elected Committee and properly constituted. **Such clubs, societies or organisations shall be members of BCA or one of its constituent bodies.**
- 3.3 Associate Membership shall be open to organisations interested in the objects of the Association but not qualifying as a Club Member under section 3.2.a. **Organisations applying for Associate membership shall be proposed by an existing Club or Individual Member of not less than 12 months standing within the Association.** Associate Members ~~not sponsored by BCA Council~~ shall have provisional membership status until their membership of BCA **or one of its constituent bodies** is confirmed.
- 3.4 Clubs applying for Full Membership shall be ~~sponsored~~ **proposed** by an existing Club Member of not less than 12 months standing within the Association ~~or by the Council of BCA.~~ Club ~~not sponsored by BCA Council~~ members shall have provisional membership status until their membership of BCA **or one of its constituent bodies** is confirmed. A representative of the Club applying may be required to attend the Council Meeting at which the application is to be considered.
- 3.5 Individuals applying for Full Membership ~~or organisations applying for Associate Membership~~ shall be ~~sponsored~~ **proposed** by an existing Club or Individual Member of not less than 12 months standing within the organisation. ~~Organisations applying for Associate Membership may also be sponsored by BCA. If, for valid reasons, the said individual or organisation is unable to obtain a sponsor, a representative of The individual~~ may be asked to attend the Council Meeting at which the application is to be considered.
- 3.7 h. The **Membership** Secretary shall contact each Honorary Member of the Association at the beginning of each calendar year to confirm that the individual concerned wishes to retain that status.
- 3.8 Peak Instructed Caving Affiliation shall be regarded as a DCA-affiliated organisation such that members of P.I.C.A. are automatically ~~proposed~~ **accepted** as Associate Members of DCA **following receipt of an application.** This Associate Membership to become operational following ratification at a DCA Council or General Meeting and subject to confirmation of membership of BCA.
- ### 4. SUBSCRIPTIONS AND ENTRANCE FEES:
- 4.5 All subscriptions become due on **1st** January ~~1st~~ and any member more than 6 months in arrears shall be deemed to have resigned from the Association except that such members shall first be sent a reminder of their arrears by the ~~Treasurer~~ **Membership Secretary.**

## 5. OFFICERS AND COUNCIL:

### 5.1 Election of Officers and Cave Discovery Fund Panel Members:

- a. The following Officers shall be elected by nomination and majority vote at each Annual General Meeting to serve for one year: ~~Chairman~~ **Chair**, ~~Vice-Chairman~~ **Vice-Chair**, Secretary, Treasurer. Additional officers shall be elected to cover other aspects of the Association's work, the posts required shall be agreed by the Council Meeting prior to the Annual General Meeting. Retiring Officers shall be eligible for re-election. Any Elected Officer may co-opt an Assistant ~~or Liaison Officer to assist in his work~~, providing that such appointments are made known to the Association. Any additional Officers who may be deemed necessary for the efficient running of the Association may be co-opted at General Meetings to act for the remainder of the year.

5.2 Nominations for Officers and Panel Members may be submitted in advance or at the General Meeting and the nominee must signify in advance in writing his/**her** willingness to accept office if he/**she** cannot be present at the meeting.

5.3 In the event that an elected officer ceases to carry out his/**her** duties, he/**she** may be removed from office by the unanimous agreement, signified in writing, of the rest of the elected officers. Such a decision must be notified to all members and the officer so removed shall have the right of appeal at the next Council Meeting. ~~Such a decision shall be ratified by the Council at their next meeting.~~

5.4 Each elected Officer shall be at liberty to form a Sub-Committee to assist in carrying out ~~the~~ his/**her** work ~~in his care~~, providing that the Council are aware of such a Sub-Committee. Minutes shall be taken of all meetings of such Sub-Committees and a copy of these Minutes shall be entered in the Association's Minute Book.

## 6. PROCEDURE AT COUNCIL MEETINGS:

6.2 The Council shall meet to discuss the affairs of the Association at least ~~four~~ **three** times per year or at more frequent intervals as may be deemed necessary by the Officers. A quorum at Council Meetings shall consist of at least 4 persons who are Elected Officers. (See 5.1.a.)

6.4 At least 3 weeks written notice shall be given to all members of the date of a Council Meeting. **Written notice shall include notice via email.**

## 7. PROCEDURE AT GENERAL MEETINGS:

### 7.1 Voting at General Meetings:

- d. Observers are welcome and may, with the permission of the ~~Chairman~~ **Chair**, speak at the meeting but may not vote.

7.2 In the event of a tie, the ~~Chairman~~ **Chair** or Presiding Officer shall have a casting vote. He/**she** shall not, as ~~Chairman~~ **Chair**, have a normal vote whilst occupying this position.

7.5 There shall be an Annual General Meeting held each year to be presided over by the ~~Chairman~~ **Chair**. The Annual General Meeting shall take place during February.

7.6 A Special General Meeting may be called by a minimum of 3 Elected Officers or by 10% of Member Clubs together with 10% of paid up Individual Members upon written notification to the Secretary. **Written notification shall include notification by email.**

7.7 At least 9 weeks written must be given to all members of the date of the Annual General Meeting or of any Special General Meeting. Proposals must be notified to the Secretary with the signatures of the proposer and

seconded at least 6 weeks in advance. At least 3 weeks written notice shall be given to all members of any matters to be raised at a General Meeting. **All reference to written notice in this paragraph shall include email.**

7.8 The Secretary or ~~Chairman~~ **Chair** may call an Emergency General Meeting with 2 weeks written notice to all members, **such notice to include by email.** At such a meeting only the matter giving rise to the emergency shall be considered.

## **9. LIMITATIONS:**

9.4 Any Officer or member of a Committee, Sub-Committee or Working Party of the Association shall be required to declare in writing **(including by email)** to the Secretary or ~~Chairman~~ **Chair** from the outset any financial interest which arises from any undertaking which may impinge upon the work of the Association. Such declaration must be notified to Council at the earliest opportunity.

## **10. CONSTITUTIONAL AMENDMENTS:**

10.2 At least 9 weeks written notice shall be given to all member of the date of the Annual General Meeting or Special General Meeting. At 3 weeks written notice shall be given to all members of any proposals for Constitutional amendments. These must be sent to the Secretary with the signature of the proposer and seconded at least 6 weeks before the Annual General Meeting or Special General Meeting. (See7.7). **All reference to written notice in this paragraph shall include email.**