

# **Constitution for the University of Bristol Expeditions Society**

## **1. Name**

- a. The name of the Society shall be the University of Bristol Expeditions Society.
- b. The Society shall be recognised by the University of Bristol Students' Union.

## **2. Aims**

### **2.1**

For the purpose of this document, expeditions are defined as adventurous outdoor activities based around physical challenges and exploration, particularly of remote and mountainous regions, such as hill walking, scrambling, climbing and mountaineering.

### **2.2**

- a. To encourage interest and participation in expeditions and their planning in the UK and worldwide.
- b. To facilitate the organisation, financing and equipping of expeditions.
- c. To organise expeditions and expedition training events for the benefit of the Members of the Society.
- d. To acquire and maintain any items, equipment, property or documentation appropriate to the Society's principal aims.
- e. To promote research of remote places, and provide for the dissemination of knowledge and information so found.
- f. To promote the wider expeditions community and encourage participation within this.
- g. To form links with other societies, associations or bodies, with similar or complementary aims to facilitate the achievement of the foregoing.
- h. To arrange social events for members and friends of the Society as the Committee may decide appropriate, and promote joint events with other societies, associations and bodies as the Committee deem fit.
- i. To abide by the Union's Equal Opportunities and Harassment Policies.

## **3. Membership**

- a. Full membership is open to all members of the Union by application to the Secretary of the Expeditions Society.
- b. All other persons who are interested in the aims and objectives of the Society may associate as Friends of the Society, however, only Society members with full membership (i.e. fee paying to, and members of the University of Bristol Student's Union) are able to take part in trips in an official capacity (driving vehicles or otherwise). Friends of the Society are welcome to take part in trips but do so at their own expense and should agree any shared costs (accommodation, food, transport) before the trip leaves.
- c. Not less than two-thirds of the Society members shall be full members of the University of Bristol Students' Union.
- d. The Secretary shall keep a list of all members.
- e. There shall be a subscription fee levied for membership, which shall be fixed at the discretion of the Expeditions Society Committee being no less than the minimum rate demanded by the Societies Executive.

## **4. Privileges of Membership**

University of Bristol Expeditions Society

- a. Any full member of the Expeditions Society may sit on the Expeditions Society Committee.
- b. All members shall have equal rights of voting, attending meetings etc.

## **5. Committee**

There shall be a Committee of the Expeditions Society which shall be the executive decision making body of the Society.

- a. The Committee size is to be defined as inclusive of all official roles, as stated below.
- b. The President, the Vice President, the Treasurer and the Secretary must be current students of the University of Bristol during their term of office.
- c. The Committee shall be jointly and severally responsible for the general and financial policy of the society, subject to such rules as laid out in the General Union Functions.
- d. Quoracy for Committee meetings shall be set at 50% of the Committee size (as defined in 5(e)) plus one.
- e. The Committee size shall be defined as equal to the number of people each holding one or more roles on the Committee. Where an individual discharges the responsibility of more than one role, they are permitted only a single vote in Committee meetings, and are counted only once for the purposes of quoracy. Any and all unofficial committee positions (including but not limited to Foreign Correspondent) shall not be entitled to vote on official matters unless they hold another suitable position, and shall be excluded from all quoracy requirements.
- f. In the case of an official vote which is tied, the President shall carry the casting vote, provided the meeting is quorate.
- g. It is requirement that at least one of the Climbing Officers has completed, or intends to complete before the end of TB1 of their term of office, the Rock Climber Instructor (RCI) Training (formerly SPA). The Committee should be encouraged to fund the cost of the training course only of at least one Climbing Officer, at their sole discretion.

Positions held on the Committee and their main roles are as follows:

### **President**

- a. Organising and chairing Committee meetings
- b. Risk assessment with the Kit and Safety officer
- c. Liaising with the Union
- d. Organise Bristol SU Welcome Week and the introductory presentation
- e. Organise weekend trips
- f. Encourage and ensure all members feel welcome, accepted and supported in accordance with the equalities officer role.

### **Vice President**

- a. Support the President and deputise for all President roles above
- b. Manage the training subsidies
- c. Organise lectures on expeditions related topics
- d. Organise weekends trips
- e. Encourage and ensure all members feel welcome, accepted and supported in accordance with the equalities officer role.

### **Treasurer**

- a. Keep the accounts in order
- b. Liaise with union treasurer and bank
- c. End of year audit

- d. Roles outlined in Financials below
- e. Organise weekend trips

### **Secretary**

- a. Agenda and minutes of all meetings
- b. Updating members list and mailing lists
- c. Membership enquiries
- d. Newsletter
- e. Organise and chair AGM
- f. Organise weekend trips
- g. Oversee the Alumni network, and support the Development Officer in its management.

### **Climbing Officer (2 positions)**

- a. Oversee teaching of novice climbers
- b. Ensure climbing happens in the club in a safe and correct manner
- c. Organise climbing trips
- d. Organise weekend trips

### **Social Secretary (2 positions)**

- a. Organise Social events
- b. Organise weekend trips
- c. Promote joint social events with other societies, associations and bodies as the Committee deem fit.

### **General Kit and Safety Officer**

- a. Managing the Society kit and keeping an accurate record of purchase and usage
- b. Liaising with sponsors and organising kit discount evenings
- c. Ensuring safe practice - route book, risk assessment etc.
- d. Organise weekend trips

### **Climbing Kit and Safety Officer**

- a. Managing the climbing kit and keeping an accurate record of purchase and usage
- b. Liaising with sponsors and organising kit discount evenings
- c. Ensuring safe practice - rope log book, route book, risk assessment etc.
- d. Organise weekend trips

### **Expeditions Officer (2 Positions)**

- a. Organise the winter expedition
- b. Encourage others to run their own trips
- c. Either organise and lead the summer expedition or provide the support to others who wish to do so
- d. Organise weekend trips
- e. Organise training promoting the development of essential skills relevant to all non-climbing-related activities (e.g. walk leader training).

### **Development Officer**

- a. Champion and, where appropriate, organise new activities and opportunities which shall develop the Society and are related to its overall mission.

- b. Encourage and facilitate the wider Society membership in their own relevant endeavors, and act as an ambassador for the Society for interested people in the University.
- c. Work towards a set of development objectives proposed by the role holder and agreed upon by the Committee at the start of the year, which may include:
  - a. Organising lectures on expeditions-related topics.
  - b. Organise training promoting the development of skills relevant to advanced expeditions.
  - c. Encourage and assist others to undertake their own expeditions through the running of planning workshops.
  - d. Organising an ambitious or research-based expedition.
- d. Manage a ‘Development Budget’ to assist in achieving these objectives. The budget shall be defined each year by the Committee and shall be commensurate with the costed development objectives, and with the Society’s financial standing.
  - a. Note: all expenditure must be pre-authorized by the President, or by the Committee if it exceeds a threshold set by the Committee (at the same time as the budget is set). Ultimate responsibility for this budget lies with the President, but day-to-day responsibility shall be with the Development Officer.
  - b. At least half of this expenditure should be designed to benefit the majority of active Society members.
- e. Promote the highest reasonable standards of safety in all activities.
- f. Manage the development of the Alumni network, with the support of the Secretary.
  - a. Ultimate responsibility for the Alumni network shall lie with the Secretary, but day-to-day responsibility shall be with the Development Officer.
- g. Organise weekend trips

**Postgraduate Officer (2 Positions)**

- a. Encourage postgraduate involvement in the Society
- b. Organise socials for postgraduate members
- c. Organise trips for postgraduate members
- d. Organise weekend trips

**Webmaster**

- a. Maintain and update the website and its contents
- b. Organise weekend trips

**6. Honorary Officers**

The Committee may appoint as Honorary President and Vice-President, any persons who have made significant contributions to the expedition and exploration movement within the University or nationally/internationally.

Appointed Honorary Officers;		
Name	Position appointed	Date appointed

Robert Wragge-Morley	Honorary President	11/07/2014
George Cave	Honorary President	11/07/2014

## **7. Finances**

- a. The Treasurer of the Society shall be a full member of the Union and not in their final year at the University, except exceptionally at the discretion of the Societies Executive.
- b. The accounts of the Society shall be audited by a member of University staff and submitted to the Bristol SU Treasurer as and when requested and at least once per annum.
- c. All financial arrangements must be made in accordance with current instructions to Society Treasurers, as set down by the Societies Exec.
- d. The Bristol SU Treasurer and Finance Manager shall jointly be empowered to issue financial instructions on behalf of the Society if:
  - (i) The Society folds with outstanding financial affairs, or
  - (ii) Change of mandate forms are not completed, and the previous Committee are out of reasonable contact, or
  - (iii) Financial irregularities are found.

## **8. General Meetings**

- a. There shall be an Annual General Meeting (AGM) once per annum and this should be the last weekend of the University of Bristol Easter vacation.
- b. Notice of such meetings must be given by email at least seven days beforehand, together with the Agenda.
- c. An Extraordinary General Meeting (EGM) may be called by 5% of the membership of the Society by application to the Secretary. An EGM shall be called as specified on the application, but at least 7 days' notice shall be given.
- d. Quorum of such meetings shall be set at twice the Committee size (as defined in 5(e)), plus one.
- e. Only full members, not Friends of the Society, should be counted during any AGM or EGM or in the process of calling for an EGM

## **9. Elections**

- a. Elections shall be held at the Annual General Meeting to elect officers of the Committee for the following session.
- b. There shall be provision for by-elections for positions unfilled at the AGM to be held at an EGM in October.
- c. An EGM must be called if the held Committee positions are not in line with Bristol SU regulations.
- d. Any restrictions on who can stand must be stated – note that such restrictions must not contravene the Equal Opportunities Policy
- e. Nominations must be made in accordance with instruction officially communicated by the Committee.
- f. The voting system shall be a single vote for each position, with a simple majority.
- g. The Chairperson of the General Meeting to have the casting vote in the event of a tie, having not voted previously.

## **10. Affiliations**

- a. The Society shall affiliate to external bodies only where membership of those bodies is essential to the fulfilment of the core aims, and only with the prior agreement of the Union's Societies Executive.

## **11. Constitutional Amendments**

- a. Any amendment to this constitution shall require a two-thirds majority of the members present at a properly constituted General Meeting.
- b. All such amendments shall become valid only after approval by Student Council, or the appropriate delegated authority as duly determined by the present democratic structures of the Union.

This amendment adopted in May 2018. Amendment of the Expeditions Society Constitution Wednesday 4<sup>th</sup> December 1991, in accordance to guidelines of the Society Executive.

Signed,

Megan Clark (Secretary)

Tom Kilcommons (President)

Philip Eccleston (Vice-President)

Previous Revision May 2017:

Alasdair Robertson (Secretary)

Tom Kilcommons (Treasurer)

Previous Revision May 2016:

Lucy Vass (Secretary)

Duncan Edgley (President)

Emily Grout (Social Secretary)

Jonathan Hawkins (Climbing Kit & Safety Officer)

Laurence Falconer (Climbing Officer)

Previous Revision May 2013:

Louise Phillips, President

Naomi Malkin, Vice President

Jonathan Walsh, Treasurer