

## **Mountain Aid - Constitution**

### **NAME**

The organisation shall be known as “ Mountain Aid ”.

### **AIMS**

The aims of Mountain Aid shall be:

1. To supply equipment and / or services, not readily available from other sources, to persons injured as a result of a climbing / hillwalking accident to help ease their situation.
2. To supply equipment to mountain rescue teams to maintain or improve upon the efficient performance of their activities, where such equipment is not available from other sources
3. To promote mountain safety awareness in all its forms through free or subsidised education and training.

In furtherance of the above aims, Mountain Aid shall support or initiate other causes, which the committee deem suitable. Such causes will normally have direct relevance to mountaineering activities and, in particular, safety aspects of these activities.

### **MEMBERSHIP**

Office Bearers shall be:-

1. Chairman
2. Vice Chairman
3. Secretary
4. Treasurer

The positions of both Secretary and Treasurer may be held jointly (and joint holders of an office need not both be committee members) but no person may hold more than one office.

### **THE COMMITTEE**

The committee shall consist of the office bearers (where an office is held jointly one holder at least must be a committee member) and not less than two or more than twelve other persons who shall be at least 18 years of age. The committee shall be responsible for the administration and development of Mountain Aid. In general decisions regarding disbursement from Mountain Aid shall be made by the entire committee but, where a request for assistance is made on behalf of an injured climber, a special sub-committee shall convene in order to give respect and confidentiality to the applicant. The sub-committee shall then make a recommendation to the committee.

The committee shall have the power to co-opt up to four members to the committee in order to maintain the committee at full strength. Co-opted committee members should normally stand for election at the next AGM following nomination.

## **Mountain Aid - Constitution**

Regional representatives (see below) shall be considered full committee members but for obvious reasons are not subject to the attendance ruling (see below). They will not count towards the maximum number of committee members.

From time to time the committee may establish sub-committees to address specific activities of Mountain Aid. Sub-committees shall have at least one committee member but may co-opt an unlimited number of other members of Mountain Aid. Attendance at sub-committee meetings, except in the special situation referred to above, is open to all committee members.

### **MEETINGS**

**Annual General Meetings.** This shall be held within six months of the end of our financial year and will be open to all members. Our financial year end date is 31<sup>st</sup> March.

**Committee Meetings.** These shall be held at least twice a year. Members who are not committee members may attend committee meetings by prior arrangement with the Chairman.

**Extraordinary General Meetings.** An EGM shall be convened by the Secretary on receipt of a request signed by at least six members of Mountain Aid. The request must state the reason for the meeting and no other business shall be transacted at the meeting. An EGM shall be held within two calendar months of the request being received.

### **VENUE**

The venue for committee meetings shall be determined by the committee but, if possible, at least one meeting per year shall be at a regional location at the invitation of one of the regional representatives (see below).

The venue for other meetings (AGMs and EGMs) shall also be determined by the committee. Members requesting a specific venue for an AGM or EGM shall be responsible for organising appropriate accommodation and should make such a request to the Secretary at least four weeks before the date of the meeting. The venue shall not normally be outwith Scotland.

### **QUORUM**

This shall be five for an AGM or EGM and four for a committee meeting.

## **Mountain Aid - Constitution**

### **ELECTION AND TERMS OF OFFICE:**

The Chairman, all office bearers and the committee shall be elected for three years and shall be eligible for re-election for an indefinite number of further three year periods.

All elections shall take place at an AGM. Proposals to either the committee or one of the office bearers must be supported by two members and must be received by the Secretary at least four weeks before the AGM.

The committee reserve the right to co-opt additional committee members where necessary, provided such appointments are ratified at the next AGM.

In the event of an office bearer resigning before an AGM the committee shall nominate another member to serve in that office pending formal election at the next AGM.

Any committee member may resign at any time although such resignations will be less disruptive to the committee if deferred until the next AGM. Any committee member failing, without explanation, to attend four consecutive meetings shall be deemed to have resigned from the committee.

### **REGIONAL REPRESENTATION**

The committee shall be based in Scotland. The committee shall actively encourage members in the various regions of Scotland and elsewhere to become regional representatives of Mountain Aid. Regional representatives shall be considered to be full committee members but will not be bound by the attendance rule (above). It is expected that the committee will meet from time to time in the various regions at the invitation of regional representatives.

### **DISSOLUTION**

This can only occur if at least two thirds of members present at an AGM or EGM so vote. Such a decision must be ratified at the next AGM again by two thirds majority. The remaining committee members shall then ensure that all remaining assets are disposed of in accordance with the stated aims of Mountain Aid.

If on the winding-up of the organisation, any property remains after satisfaction of all the organisation's debts and liabilities, such property shall not be paid to or distributed among the members of the organisation; that property shall instead be transferred to some other charity or charities ( whether incorporated or unincorporated ) whose objects are similar ( wholly or in part ) to the objects of this organisation.

## Mountain Aid - Constitution

### ASSETS

None of the organisation's assets may be distributed or otherwise applied (on being wound up or at any other time) except to further its charitable purposes.

### MINUTES

Minutes of all meetings shall be kept by the Secretary and will be transmitted to all committee members prior to the next meeting. The minutes shall be made available for inspection by any member on request.

### STANDING ORDERS

#### Notice of meetings.

The date for an AGM shall be given on the Mountain Aid Website.  
If an alteration in this date becomes necessary then at least one month's notice shall be given to all members.

Notification of an EGM shall be given on the Mountain Aid Website or transmitted to all members at least one month before the date of the meeting.

The date for a committee meeting shall be agreed at the preceding meeting.  
Any change will be notified to the committee by the Secretary.

#### Agenda.

Items for the agenda of the AGM or EGM may be submitted by members and must reach the Secretary at least four weeks before the date of the meeting. Submissions must include a brief explanatory note. Alternatively, the member may be prepared to address the meeting on the subject. The agenda will be distributed at the meeting or circulated beforehand. Items raised under "any other business" may be discussed, if relevant, at the Chairman's discretion.

In matters of order and conduct the Chairman's ruling will be final.

The agenda for committee meetings will be drawn up by the Chairman and Secretary. Members who are not committee members may also submit items for the agenda and will normally be invited by the Chairman to attend the relevant meeting.

**Voting.** All members present at any meeting shall be entitled to vote. The method of voting shall be decided by the Chairman who shall have a casting vote or may order that the matter be debated further if a clear majority does not arise. All members shall be entitled to vote on any issue at an AGM or EGM. Postal or proxy votes must be signed by the member and must be lodged with the Secretary before the meeting.

# Mountain Aid - Constitution

## CHANGES IN CONSTITUTION

Any proposal for a significant change in this constitution ( i.e. not a simple change of style or grammar, or slight change in number or date for which there is unanimous agreement at an AGM or EGM ) must be intimated to the membership four weeks prior to the AGM or EGM at which the change will be adopted / rejected. Any such change shall require a two thirds majority for its adoption.

## AUDITING

Mountain Aid shall appoint a qualified accountant to examine and certify the accounts on an annual basis.

Name \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

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Position \_\_\_\_\_ Position \_\_\_\_\_

This constitution was adopted on \_\_\_\_\_ **5 May 2014** \_\_\_\_\_

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