

Mountaineering Club Standing Orders

1. Status

- 1.1 Durham University Mountaineering Club operates as a Durham Student Organisation under the Durham Student Organisation (DSO) Framework approved by the University Executive.
- 1.2 Durham University Mountaineering Club is part of the University of Durham and therefore the legal body for all legal and contractual matters is the University of Durham, as represented by Durham University Mountaineering Club.
- 1.3 The registered address of Durham University Mountaineering Club is The Palatine Centre, Stockton Road, Durham, DH1 3LE. All official and legal post should be sent to this address.
- 1.4 Durham University Mountaineering Club shall use its best endeavors not to bring the University into disrepute.

2. University Policy

- 2.1 Durham University Mountaineering Club shall act in accordance with all relevant University policies and regulations.
- 2.2 These Standing Orders should be interpreted within the DSO Framework agreed by the University Executive. Where there is a conflict or perceived conflict between these standing orders and any provision of the DSO Framework, the latter shall take precedence.

3. Objectives

- 3.1 The objectives of Durham University Mountaineering Club are:
 - 3.1.1 To provide the opportunity for all members of Durham University to experience climbing and mountaineering.
 - 3.1.2 To promote climbing and mountaineering within the University community.
 - 3.1.3 To support members in improving their climbing and mountaineering skills.
 - 3.1.4 To create a relaxed and inclusive environment for members to meet and socialise.
- 3.2 These objectives will be carried out as follows:
 - 3.2.1 Organising trips and outings to venues across the country, including at least one weekend-long winter meet and one week-long summer meet.
 - 3.2.2 Organising training sessions, courses, and opportunities for skill development.
 - 3.2.3 Promoting events and achievements to increase interest and participation in climbing and mountaineering.
 - 3.2.4 Training and sending a team to the BUCS bouldering competition each year.

4. Membership

- 4.1 Members must be enrolled as students at Durham University.
- 4.2 Members may be selected through a process of trial or audition.
- 4.3 Durham University Mountaineering Club shall not discriminate against any person on the

grounds of race, ethnic origin, creed, colour, age, disability, sex, sexual orientation, religion, political or other beliefs.

5. Fees/Subscriptions

- 5.1 Members will pay an annual fee for being part of Durham University Mountaineering Club. This fee will be agreed by the Mountaineering Club Executive.
- 5.2 The annual fee will be published on the Durham University Mountaineering Club website alongside the corresponding services provided.
- 5.3 If members leave Durham University Mountaineering Club during the academic year refunds will be issued on a proportionate basis reflecting the services that have already been accessed and those that would have likely been accessed after the time of withdrawal from the Mountaineering Club.

6. Management

- 6.1 Management of the affairs of Durham University Mountaineering Club shall be primarily vested in the Executive Committee consisting of the Officers of the Mountaineering Club who shall be elected annually (except for the Bouldering Captain). Durham University Mountaineering Club can have as many roles as it determines but must have a minimum of three:
 - 6.1.1 President
 - 6.1.2 Treasurer
 - 6.1.3 Secretary
- 6.2 President role description:
 - 6.2.1 Promote the well-being, development and effective operations of Durham University Mountaineering Club and perform all such duties as are consistent with this.
 - 6.2.2 Represent Durham University Mountaineering Club to Parent Body staff members and the staff members to the Mountaineering Club.
 - 6.2.3 Overall responsibility and accountability for the finances of Durham University Mountaineering Club.
 - 6.2.4 Report regularly to the designated specialist enrichment staff member and to the Durham University Mountaineering Club Executive Committee.
 - 6.2.5 In carrying out these duties, the President shall at all times respect the confidences of individual students and members of University staff.
 - 6.2.6 Oversee the work of Durham University Mountaineering Club Executive Committee to ensure the best possible service is provided to Mountaineering Club members.
- 6.3 Treasurer role description:
 - 6.3.1 Responsible to the Mountaineering Club President for all financial transactions of Durham University Mountaineering Club.
 - 6.3.2 Maintain the accounts of Durham University Mountaineering Club in line with the requirements outlined within the DSO Framework.

- 6.3.3 Ensure Durham University Mountaineering Club financial documents are made available to any member of the Mountaineering Club, Parent Body Department Officers and University Finance staff upon request.
- 6.3.4 Prepare an income and expenditure account and the balance sheet as at the last day of the financial year (31 July).
- 6.3.5 Prepare a financial plan prior to the beginning of Michaelmas term, which is to be reviewed/approved by Durham University Mountaineering Club Executive Committee and presented to the Parent Body Department.
- 6.3.6 Review annually Durham University Mountaineering Club membership fee to ensure that it is set at an appropriate level for the functioning of the Mountaineering Club.
- 6.4 Secretary role description (carried out by President):
 - 6.4.1 Call and advertise all General, Extraordinary, Constitutional, and Committee Meetings.
 - 6.4.2 Advise Durham University Mountaineering Club members on matters concerning the Constitution, Standing Orders, Policy Documents, and the day-to-day running of the Mountaineering Club.
 - 6.4.3 Maintain the Standing Orders and ensure the most recent version is easily available to all Mountaineering Club members on the Mountaineering Club website.
 - 6.4.4 Support Durham University Mountaineering Club Committee Elections, handle complaints, Vote of No Confidence and Censure.
- 6.5 The Executive Committee will meet as required at the request of the President, all members of the committee should attend.
- 6.6 Other members of the DSO and University staff may attend Executive Committee meetings, should the topics of discussion concern them directly.

7. Types Of Meetings

7.1 General Meetings

7.1.1 There shall be at least one General Meeting in each term.

7.1.1.1 Further meetings may be scheduled at the discretion of the Executive Committee.

7.1.1.2 The date and time of the meetings shall also be at the discretion of the Executive Committee.

7.1.1.3 At least seven days preliminary public notice should be given before all General Meetings.

7.1.2 Emergency Meetings

7.1.2.1 Emergency Meetings shall be held at the discretion of the Executive Committee or on a mandate from twenty members of the Mountaineering Club, to discuss a matter of extreme urgency.

7.1.2.2 At least forty-eight hours' notice must be given.

7.1.2.3 There will be no other business other than that for which the meeting was

called.

7.2 Procedure to Convene Meetings

- 7.2.1 A date for submission of motions for the above meetings to the President shall be stated at least seven days before the meeting.
- 7.2.2 The agenda for the meetings shall be placed on the Mountaineering Club website not less than two days before the meeting. The agenda shall be drawn up by the President.
- 7.2.3 Apologies for non-attendance must be sent to the President and must be received at least one hour before the meeting.

8. Procedure at Meetings

8.1 Control of the Meeting

- 8.1.1 The President shall chair the meetings, both General and Emergency.
- 8.1.2 In the event of either the temporary or complete absence of the President from the meeting, another member of the executive committee shall assume the responsibility of Chair.

8.2 Minutes

- 8.2.1 The Mountaineering Club IT Officer shall take the minutes of all Mountaineering Club Meetings, to be approved by the Mountaineering Club at the beginning of the subsequent meeting.
- 8.2.2 Past copies of minutes shall be available to all members on the Mountaineering Club website.
- 8.2.3 Minutes of the previous Mountaineering Club meeting should be displayed on the Mountaineering Club website no less than ten working days before the next meeting.

8.3 Quorum

- 8.3.1 There shall be a quorum of 20 members of the Mountaineering Club for both General and Emergency meetings for any matters involving a vote.
- 8.3.2 No motion or discussion shall be considered binding on the Mountaineering Club if made at an inquorate meeting unless it is subsequently ratified at a quorate meeting.

8.4 Reports

- 8.4.1 All Executive officers shall report to the Mountaineering Club at each General Meeting.
- 8.4.2 Each report shall be followed by questions to the officer.
- 8.4.3 If an officer is unable to attend the meeting where they shall report they must ensure that apologies are given to the President and that a full, written report is submitted to the President before the start of the meeting. This report shall be read out by the President.

9. Mountaineering Club Elections and Appointments

9.1 Elections

- 9.1.1 Schedule: The elections for the Mountaineering Club Executive will be held annually. The following describes the schedule and the venue for hustings:

- 9.1.1.1 Hustings and elections will be held at the Annual General Meeting in Epiphany Term.
- 9.1.1.2 The following roles will be up for election at the Annual General Meeting: President, Vice-President, Treasurer, Day Meets Secretary, Residential Meets Secretary, Gear Secretary, Social Secretary, IT Officer, Social Media Secretary, Welfare Secretary, Kit Secretary.
- 9.1.1.3 The new Bouldering Captain will be appointed by the outgoing Bouldering Captain at the Annual General Meeting.

9.1.2 Nominations and Publicity

- 9.1.2.1 For all elections, nomination forms signed by the candidate, proposer and seconder shall be handed to the President not later than 7 full days before the date of election. A manifesto of not more than 3000 words, in an agreed and published file format should be sent to the President via email.
- 9.1.2.2 A copy of candidates' manifestos shall be displayed within 24 hours of the close of nominations.
- 9.1.2.3 Neither the proposer nor the seconder may be the current position holder, an elected member of the Mountaineering Club Executive or a candidate standing for the same position.
- 9.1.2.4 The candidates' names, photographs and manifestos shall be placed on the Mountaineering Club website from after nominations close until voting closes. Note: The appearance of these must be similar in nature.

9.1.3 Canvassing

- 9.1.3.1 All candidates will be advised of the time period where canvassing is permitted to take place. This information will also be placed on the Mountaineering Club website.
- 9.1.3.2 Voters have the right to refuse to be canvassed.
- 9.1.3.3 No materials may be given out to voters during canvassing.
- 9.1.3.4 A candidate may not utilise poster campaigns nor any form of electronic media.
- 9.1.3.5 Any member of the Mountaineering Club may complain about breach of the aforementioned rules to the President, who will investigate the breach.
- 9.1.3.6 If the breach is serious the President may eject a candidate from the election in consultation with the Mountaineering Club Executive Committee.
- 9.1.3.7 The President is responsible for issuing these rules to candidates on application.

9.1.4 Voting

- 9.1.4.1 The elections are conducted under secret ballot and single transferable vote.
- 9.1.4.2 The President shall arrange voting.
- 9.1.4.3 Re-open Nominations shall be included as an option.

9.1.4.4 Only members of the Mountaineering Club Executive Committee who are not standing for election may be permitted to act as returning officers during any election.

9.1.4.5 Vote counting and publicising of results shall take place immediately after the voting closes. Only members of the Mountaineering Club Executive Committee who are not standing for election may be permitted to count votes. Candidates may permit representatives to observe counting.

9.1.4.6 Members of the Mountaineering Club Executive Committee taking part in the running of an election will not be permitted to vote in that election.

9.1.5 Hustings

9.1.5.1 Hustings take the form of a short speech by the candidate followed by questions from the floor which must be relevant to all candidates and non-personal in nature.

9.1.5.2 If a candidate cannot attend hustings, they can submit a report with an initial speech followed by any relevant information.

9.2 Terms of Office

9.2.1 The term of office for each of the Mountaineering Club Executive positions shall be 12 months.

9.3 Censure / No Confidence

9.3.1 A motion of Censure or No Confidence may only be brought at a quorate Mountaineering Club meeting.

9.3.2 Such a motion may only be carried by a 2/3 majority of those present at such a meeting.

9.4 Censure

9.4.1 A motion of Censure will constitute a formal complaint against an officer of the Mountaineering Club. A second motion of Censure will have the same effect as a vote of no confidence.

9.4.2 The names of both the proposer and seconder for such a motion must be handed to the President at least three full days before the date of the meeting.

9.4.3 Such a motion must be included on the agenda.

9.4.4 The identity of both the proposer and seconder shall not be made known to the Mountaineering Club but shall only be known by the President and Vice-President; unless either of them is the subject of the motion, in which case they shall not be informed.

9.4.5 The case presented by the proposer shall be read out by the President.

9.4.6 The officer in question will have the right to present his/her/their case to the Mountaineering Club.

9.4.7 Questions from the floor shall be accepted at the discretion of the President.

9.4.8 Where a motion of censure is upheld, that individual should meet with the Mountaineering Club President inside 1 week to formulate an action plan to resolve all

relevant issues.

9.5 No Confidence

- 9.5.1 A vote of no confidence requires the signatures of 20 members of the Mountaineering Club in support of the motion.
- 9.5.2 Such a motion must appear on the agenda.
- 9.5.3 The names of the supporters shall not be made known to the Mountaineering Club but shall be known by the President and Vice-President; unless either of them is the subject of the motion, in which case they shall not be informed.
- 9.5.4 The case against the officer in question shall be read out by the President.
- 9.5.5 The officer in question will have the right to present his/her/their case to the Mountaineering Club.
- 9.5.6 Questions from the floor shall be accepted at the discretion of the President.
- 9.5.7 The vote shall take place by a secret ballot.
- 9.5.8 If a vote of no confidence is passed, the officer in question must stand down immediately.

9.6 Resignation

- 9.6.1 In the event of resignation of members of the Executive Committee, a letter should be given to the President, detailing their reasons for resigning. In the event of the President resigning, the letter should be handed to the remaining executive officers.
- 9.6.2 In the event of a resignation, a by-election shall be held using the same election procedure as laid down in the Standing Orders for the original election. This shall be held as soon as possible after the event.
- 9.6.3 In the event of an officer resigning their post due to a passed motion of no confidence, no letter shall be deemed necessary.
- 9.6.4 In the event of the President resigning, the Vice-President shall take over as acting President in accordance with their job description.
- 9.6.5 In the event of any other member of the Executive resigning, their duties should be divided between the other Executive members by the President.

10. Complaints Procedure

- 10.1 If a student feels that they been unfairly dealt with by anyone holding a position of responsibility within the Mountaineering Club, then they shall have the right to complain and to have that complaint dealt with promptly and fairly.
- 10.2 In the first instance, the complainant shall meet the President who shall endeavor to resolve the complaint to the complainant's satisfaction. If the complainant is still unsatisfied then they and the President shall jointly approach the specialist student enrichment staff member for their advice on the matter. If the officer is unable to advise the Mountaineering Club and complainant on a suitable course of action, then the complainant shall have the right to seek independent advice.
- 10.3 In any case of complaint, the complainant must provide evidence to support their claim.

11. Standing Orders

- 11.1 Up to date copies of the Standing Orders shall be available to all members of the Mountaineering Club on the Mountaineering Club website.
- 11.2 Proposed amendments to the Standing Orders shall be circulated to all members of the Mountaineering Club on the Agendas of the meeting at which they are to be proposed. The amendments shall be declared carried if a 2/3 majority so decides.
- 11.3 Proposed amendments to these Standing Orders must be approved by the Parent Body Department Head or their designated nominee.