The Louise Smalley Challenge Walk Constitution

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| ***This Constitution was proposed to the Annual General Meeting on 24 January 2025. Members accepted the proposal under condition of adding a point to address any concerns raised regarding the conduct of any member including Management Committee members.***  ***It was ratified by the Louise Smalley Challenge Walk Management Committee on 31 March 2025 and supersedes any previous constitutions.*** |

The Louise Smalley Challenge Walk is run by a Management Committee which functions as an Unincorporated Association. This constitution sets out the following:

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# Objectives of the Louise Smalley Challenge

Raise funds for presentation to local worthy, deserving causes by the means of a sponsored “Challenge” walk, which will be approximately 40 miles in length.

The promotion of such other good causes as the Management Committee may in their absolute discretion think fit.

# The Contractual Arrangements Between the Management Committee Members

The affairs of the Louise Smalley Challenge Walk shall be administered by a Management Committee of not less than 4 persons and not more than 7 persons, 3 of which will be Officers (Walk Manager, Secretary & Treasurer). Other members of the Committee will be known as Walk Organisers.

At least 4 of the Management Committee must be unrelated or non-cohabiting.

The Management Committee will be responsible for having insurance in place to cover liabilities to committee members, walkers and registered volunteers.

The Management Committee will have at least 9 committee meetings a year, decisions of which will be recorded. Individual elected members are expected to attend the majority of the meetings, provide apologies and update on their actions in advance if unable to attend a meeting.

The Management Committee is responsible for all aspects of organising the Annual General Meeting (AGM) by the end of each February. The AGM provides an opportunity for a) the Walk Manager to present an overview of the years activities, b) provide an overview of the financial accounts c) review and reappoint to the Officer roles, and d) where required vote on any proposed items. All people who have paid the Walk Entry Fee in the previous year, registered support volunteers from the previous year and Friends of the Louise Smalley Challenge Walk will eligible to attend.

The management Committee will have responsibility for the sound managing and recording of all financial transactions. The finances of the Louise Smalley Challenge Walk will be discussed at each committee meeting, decisions of which will be recorded. As an Unincorporated Association the Management Committee is not legally required to make a public finance declaration. The Management Committee will maintain and make financial records available if required when making funding applications. An overview of the running costs of each year’s walk and sponsor monies raised & presented will be provided at the AGM.

The Management Committee will have control of the tasks involved in organising a safe walk & seeking & organising sponsorship/fund raising to cover the annual costs of running the walk.

Following consultation with appointed members, individuals will be able to enter into contracts on behalf of the Management Committee.

The Management Committee may agree to delegate specific tasks/actions to sub-committee groups. Sub-committee groups will report back to the whole Management Committee.

The Management Committee may agree to delegate tasks to or seek advice from non-management committee persons e.g. when additional expertise is required etc.

The Management Committee will be responsible for all aspects of organising the annual walk recipient nomination process (takes place June to September each year) to which all people who have paid the Walk Entry Fee in that year and registered support volunteers from that year will eligible to nominate and vote.

The Management Committee have the powers to make bye-laws under normal Management Committee meetings, these may include for example a) develop, review and sign off the procedures and provisions which ensure the safe organising and delivery of the Louise Smalley Challenge Walk b) review the expected conduct of elected members and c) make minor amendments to the constitution in the event of unexpected or new circumstances which require urgent review and sign off to ensure the integrity of the Louise Smalley Challenge Walk.

Management Committee members are obliged to be bound by the constitution and to act with integrity at all times when acting for/on behalf of the Louise Smalley Challenge Walk.

# Appointing Management Committee Members

3.1. Management Committee Members will remain as a committee member until they choose to retire (unless the member fails to meet any aspect of the contractual arrangements as per section 2). An elected Management Committee Member may be removed the committee, only for good cause such as conduct or behaviour likely to bring the Louise Smalley Challenge Walk into disrepute. Separate written procedures are in place to address this.

* 1. Management Committee Members will be appointed to the officer roles at the AGM.

When a Management Committee Member is appointed to an Officer role they can remain in this Officer role for up to 3 years without the need for re-appointment. This provides the opportunity for the member to settle into their role and have the time to contribute effectively and make a positive change.

All Management Committee Members should declare no later than the end of each September if they are planning to retire from the committee. This will determine whether there will be any vacant places on the Management Committee. This also provides a handover period to existing members to ensure the robust functioning of the Management Committee. Retiring Management Committee Members, will remain in their position until one month after the date of the AGM. This enables a period of handover to new members.

Vacant Management Committee places will be advertised on Facebook and the website. In deciding who sits on the Management Committee the skills and diversity required in organising and running a safe challenge walk will be considered. Anyone interested in standing for appointment must inform the Management Committee by the end of October. Applicants will have the opportunity to provide a written statement of their intention to stand and provide details of their suitability. Ballot papers will be emailed to all those eligible to vote by the end of November. Voting will take place by the end of December by secure web-based voting system. The results of the ballot will be announced by the Walk Manager prior to the AGM. This enables new Management Committee Members to attend the AGM and stand for an Officer role.

The AGM takes place by the end of each February. All people who have paid the Walk Entry Fee in the previous year, registered support volunteers from the previous year and Friends Of Louise Smalley Walk are eligible to attend the AGM, to vote when Management Committee vacancies arise and to vote to appoint committee members to Officer roles.

To ensure the safe and robust organising of the annual walk Management Committee Members, aside from the Officer roles, each take a lead on specific tasks, these include but are not restricted to, risk management, coordinating support volunteers, first aid, social walks, route review, social media, walk documentation. Where possible a buddy system is in place to support shared knowledge of a task/role and continuity should a member retire. Lead roles are determined by the Management Committee Members.

# Financial Arrangements

Each year all the sponsor money raised by the walkers will be given to the nominated organisation. In addition any monies donated during the walk weekend will be given to the nominated organisation. Total monies raised will be announced and presented at the Louise Smalley Challenge Walk celebration night which takes place by the end of October each year.

The monies required to cover the total costs of running the walk and the items such as walker and support volunteer T-shirts etc is raised through seeking sponsorship, fundraising activities such as coffee mornings, and the walk admission fee.

A record of all financial transactions is maintained by the Treasurer. A Treasurers report is a standing agenda item at all meetings.

The bank account has three signatories and two signatories are required for each credit transaction.

# The Arrangements Relating to Walkers Paying the Walk Entry Fee

Any person who pays the walk entry fee, commences the walk and pays their sponsor money will be known as a member until the following 1st March. Members are eligible to participate in the following activities:

* + - Nominate a recipient to receive the proceeds for the following years walk.
    - Vote in the nomination ballot.
    - Vote in the Management Committee ballot.
    - Attend the AGM or an Emergency General Meeting (EGM) if called.

Each walker is expected to raise and pay in a minimum sponsor amount (as stated on their application form). Any walker who does not pay their minimum sponsor amount by the set date will lose their eligibilities as described in 5.1.

Any walker who does not pay their minimum sponsor amount by the set date will be barred from entering future walks.

5.4 A walker may have their membership withdrawn, only for good cause such as conduct or behaviour likely to bring the Louise Smalley Challenge Walk into disrepute. Separate written procedures are in place to address this.

# The arrangements relating to the registered support volunteers

A register of walk day support volunteers will be collated each year. All persons on this register will be known as a member until the following 1st March. Members are eligible to participate in the following activities:

Nominate a recipient to receive the proceeds for the following years walk.

Vote in the nomination ballot.

Vote in the Management Committee ballot.

Attend the AGM or an Emergency General Meeting (EGM) if called.

Any person on this register who does not provide support on walk day will lose their eligibilities as described in 6.1.

6.7 A Support volunteer may have their membership withdrawn, only for good cause such as conduct or behaviour likely to bring the Louise Smalley Challenge Walk into disrepute. Separate written procedures are in place to address this.

# The arrangements relating to the Friends of the Louise Smalley Challenge Walk

The Management Committee have the powers to invite any person who has a continued demonstrable record of assisting, above and beyond the walk day weekend, with the organisation and delivery of the Louise Smalley Challenge Walk to become a Friend of the Louise Smalley Challenge Walk. This may include retired Management Committee members who continue to provide ongoing assistance.

A Friend of the Louise Smalley Challenge Walk may be invited to attend Management Committee meetings but they do not have any voting rights on committee decisions.

A Friend of the Louise Smalley Challenge Walk is eligible to participate in the following activities:

* + - Nominate a recipient to receive the proceeds for the following years walk.
    - Vote in the nomination ballot.
    - Vote in the Management Committee ballot.
    - Attend the AGM or an Emergency General Meeting (EGM) if called.

Friends of the Louise Smalley Challenge Walk are expected to act with integrity at all times when acting for/on behalf of the Louise Smalley Challenge Walk.

7.5 A Friend of the Louise Smalley Challenge Walk may have their membership withdrawn, only for good cause such as conduct or behaviour likely to bring the Louise Smalley Challenge Walk into disrepute. Separate written procedures are in place to address this.

# The arrangements relating to the procedures and practices of organising and delivering the annual Louise Smalley Challenge Walk

The Management Committee are responsible for having place in place the following written documents as a minimum:

* + - A reviewed and updated risk assessment for that years walk.
    - Safeguarding children and adults policy.
    - A constitution.
    - A reviewed and updated route description for that years walk.
    - Procedure for managing concerns/complaints.

The above documents will be available on the Louise Smalley Website.

The Management Committee have a portfolio of written standard operating procedures and continue to develop these. These will be available to members where relevant.

The Management Committee are responsible for having Public Liability and Employers Insurance in place (Employers Insurance is required for the support volunteers).

The Management Committee will appoint a walk day coordinator each year and will ensure all support volunteers documentation is updated for each years walk.

The Management Committee will adhere to all Data Protection legislation when managing personal data.

The Management Committee will seek the support of other people or organisations if additional expertise beyond the scope and abilities of the appointed members is required.

The Management Committee have the power to introduce new procedures as they see fit to ensure a safe walk.