

COUNCIL FOR THE NORTHERN CAVING COMMUNITY

British Caving Association

DRAFT CONSTITUTION (2025)

1.0 DEFINITION

1.1 The organisation shall be called the "Council for the Northern Caving Community" (abbreviated to CNCC).

1.2 The CNCC is a voluntary association of individuals and groups with an interest in caving.

1.3 The CNCC is an independent autonomous body, and a constituent member of the British Caving Association.

1.4 The CNCC's area of operation is Lancashire, Yorkshire, and all areas north of these in England and Scotland (herein called 'the North').

2.0 AIMS & OBJECTIVES

The CNCC will:

- Work to achieve the best possible access to caves.
- Establish beneficial relations with landowners and kindred organisations.
- Promote safe and responsible caving in parallel with cave and countryside conservation.
- Provide services and information to improve the accessibility of caving.

3.0 FINANCE

3.1 The CNCC is funded by the British Caving Association and may also raise funds from other sources.

3.2 The Committee shall decide an expenditure limit which the Treasurer may authorise alone.

3.3 The Committee may decide a higher limit which requires authorisation by at least four Officers.

3.4 Higher amounts will require authorisation by a majority vote of the Committee.

3.5 Approval for urgent payments may be sought outside of a scheduled meeting. All responses should be documented to the next Committee meeting.

4.0 MEMBERSHIP

4.1 Membership will be granted only to a properly constituted club, which is controlled by its members and is considered by the CNCC to be a responsible club which demonstrates a significant involvement in caving in the North.

4.2 The request for membership, along with evidence to support compliance with 4.1, should be provided to the Secretary in advance of a General Meeting and included in the Agenda.

4.3 The first item on the Agenda for any General Meeting should be the consideration of membership applications.

4.4 If the request is supported by two existing Members, a vote will be held.

4.5 If a majority of Members are in favour, membership will take immediate effect.

4.6 Membership may be revoked by a General Meeting if a club no longer complies with 4.1.

5.0 THE COMMITTEE

5.1 The Committee consists of a maximum of fourteen Member clubs and an Individual Caver Representative.

5.2 Each club Committee Member may send one voting representative to Committee meetings.

5.3 Each Committee Member has one vote.

6.0 INDIVIDUAL CAVER REPRESENTATIVE

- 6.1 The AGM may elect a specific person to the role of Individual Caver Representative (ICR).
- 6.2 The role is to represent cavers who undertake trips outside of a club structure.
- 6.3 The ICR is a Committee Member, with one vote on the Committee.
- 6.4 An incumbent or outgoing ICR may also vote at General Meetings as if they were a Member.
- 6.5 The ICR may nominate a substitute if they are unable to attend a meeting.

7.0 OFFICERS

7.1 The Officers of the CNCC are:

- Chair
- Secretary
- Treasurer
- Access Officer
- Conservation Officer
- Training Officer

7.2 The Officers will act upon the instructions of the Committee.

7.3 The Committee may choose to co-opt volunteers to perform or assist with specific roles, or to fulfil the duties of vacant elected roles.

7.4 Officers and co-opted volunteers do not have a vote associated to their role.

8.0 ELECTION OF OFFICERS AND COMMITTEE

8.1 Terms of office

8.1.1 The Committee and Officers shall be elected every year at the Annual General Meeting (AGM).

8.1.2 The outgoing Committee will stand down at the start of the AGM.

8.1.3 Outgoing Officers will stand down at the end of the AGM.

8.1.4 Co-opted volunteers will continue in their role, pending a review of their position by the new Committee.

8.2 Application procedure

8.2.1 Applications for Officer positions or the ICR must be submitted by the applicant at least eight weeks before the AGM.

8.2.2 Applications for club Committee positions must be submitted by an officer of the club at least eight weeks before the AGM.

8.2.3 Applications do not need to be proposed and seconded.

8.2.4 The list of applicants and any supporting statements must be included in the agenda for the AGM.

8.2.5 If there are insufficient eligible applicants for any Officer role or the ICR role, applications for vacant posts may be accepted on the day from those attending the meeting.

8.3 Election procedure

8.3.1 Each Member may vote by selecting one applicant per Officer position.

8.3.2 Each Member may vote by selecting a maximum of fourteen club applicants to form the Committee.

8.3.3 All persons who are attending the meeting may vote by selecting one ICR applicant.

8.3.4 An applicant must receive a minimum of three selections to be considered eligible.

8.3.5 Eligible applicants with the most selections will be elected.

8.3.6 If between ten and fourteen clubs are so elected, a Committee with this number of clubs will be formed.

8.3.7 If fewer than ten clubs are elected to the Committee, voting will be repeated with any previously ineligible applicants, and any on-the-day applicants to reach a total of ten.

8.3.8 In the event of any tie, the chair will hold a casting vote.

9.0 COMMITTEE MEETINGS

9.1 The Committee and Officers shall meet at least three times per year as convened by the Secretary.

9.2 The Secretary shall call a Committee meeting if requested in writing or other recorded means by three or more Committee Members.

9.3 An agenda should be made available at least six weeks ahead of each Committee meeting. This should provide a summary of the anticipated topics. Additional topics may be added to the agenda (and notification given) or discussed under 'Any Other Business'.

9.4 Any Committee Member may propose a motion at the meeting. The motion may proceed to a vote only if seconded by another Committee Member.

9.5 Club Committee votes may only be delivered by the representatives attending the meeting.

9.6 Representatives may be required by the Chair or Secretary to provide proof that they are the selected representative.

9.7 Outcomes will be decided by majority of all votes. In the event of a tie, the Chair will have a casting vote.

9.8 For a meeting to be quorate, at least half of the Committee Members (rounded down) and at least one Officer must be present.

9.9 Minutes of Committee meetings shall be taken, and should include, as a minimum:

- The date, time and place of the meeting
- The names of all individuals present
- Club representatives and ICR should be indicated
- Any proposals put to the meeting, including the identity of the proposer and seconder
- The number of votes for, against and abstentions for each proposal

9.10 The draft minutes should be made available in the public domain, and these should be confirmed at the next Committee meeting and subsequently finalised.

10.0 GENERAL MEETINGS

10.1 A General Meeting is a meeting at which all Members have a vote.

10.2 There are two types: an Annual General Meeting (AGM) and a Special General Meeting (SGM).

10.3 All Members and Officers must be notified of a General Meeting.

10.4 Ten Members shall constitute a quorum at a General Meeting.

10.5 Member representatives must provide evidence before the opening of a General Meeting to confirm they have authority to deliver a vote for that club.

10.6 Each Member shall have one vote which may be delivered by their representative at the meeting.

10.7 Outcomes will be decided by majority vote of all voting club representatives present.

10.8 In the event of a tie, the Chair will have a casting vote.

10.9 Minutes of a General meeting shall be taken, and should include, as a minimum:

- The date, time and place of the meeting
- The names of all individuals present
- Club representatives and ICR should be indicated

- Any proposals put to the meeting, including the name of the proposer and seconder
 - The number of votes for, against and abstentions for each proposal
- 10.10 The draft minutes should be made available in the public domain, and these should be confirmed at the next General Meeting and subsequently finalised.

11.0 ANNUAL GENERAL MEETINGS

11.1 There shall be an Annual General Meeting (AGM), held in February or March every year.

11.2 The Constitution may be amended only at an AGM.

11.3 Notification of any motion affecting the Constitution must be received by the Secretary eight weeks before the meeting and the proposed wording must be included in the agenda.

11.4 An agenda and supporting papers must be made available at least six weeks before the meeting.

11.5 Additional items (excluding Officer or Committee applicants and matters affecting the Constitution) may be added to the agenda (with notice given to all Members), or raised on the day under 'Any Other Business'.

11.6 Minutes should also include the outcome of elections to the Committee and to Officer roles.

12.0 SPECIAL GENERAL MEETINGS

12.1 A Special General Meeting (SGM) may be requested if there is firm evidence that it would be detrimental to the CNCC to leave the intended agenda item(s) until the next AGM.

12.2 The request must be made in writing or other recorded means to the Secretary, by an authorised representative from each of ten Members.

12.3 The request must contain details of the proposed motion(s).

12.4 The SGM must be held within one calendar month of the receipt of the tenth request.

12.5 An agenda must be made available ten days ahead of the meeting.

13.0 DISSOLUTION

13.1 The CNCC may be dissolved only by a two-thirds majority vote of all Members at a General Meeting (rounded down).

13.2 If the CNCC is dissolved, all assets should be sold, the income from which, together with whatever funds are held in the accounts, should be transferred to organisation(s) of the membership's choosing where they will be used to benefit cave conservation, access or rescue.