

# Primary Byelaws of Craven Pothole Club Limited

The Primary Byelaws of the Club cannot be altered or rescinded except by the Club in General Meeting

## 1) Committee

1. The Officers of the Club shall be those specified in the Rules together with:
  - a) President
  - b) 2 Vice Presidents
  - c) Assistant and Membership Secretary
  - d) Tacklekeeper
  - e) SRT Tacklekeeper
  - f) Cottage Warden
  - g) Editor
  - h) Librarian and Recorder
  - i) Conservation Officer

All shall be elected annually.

## 2) Membership application

1. Applicants for Life Membership of the Club must first have served fifteen (15) continuous years' Ordinary Membership of the Club and will be required to make one payment equal to fifteen (15) years' Ordinary Members' subscription (ruling at the time of application).

## 3) Meets

1. For underground activities, those members and associates attending shall have the appropriate level of Public Liability Insurance approved by the Committee.
2. Whilst all tackle and equipment is inspected regularly, it is the responsibility of all Members and Associates to inspect tackle and satisfy themselves to its safety prior to use.
3. The Meet Coordinator of a Club SRT Meet or the leader of a private SRT meet must be included on the SRT riggers list approved by the committee.
4. **Club Meets.** The Club will arrange a number of meets throughout the year and the Committee will appoint a volunteer meet coordinator for each Club meet. The roles and responsibilities of the meet coordinator are defined in the local byelaws.
5. Any Member may invite guests to the meets subject to such regulations as the Committee may from time to time impose. Any Member inviting a guest to attend a meet is personally responsible for the guest above and below ground and must bring to the attention of the guest all the relevant rules and byelaws of the Club. The Member must obtain permission for the guest to take part in the activities of the meet from the meet coordinator.
6. **Private Meets.** Members may borrow tackle for private meets. A leader must be declared for each such meet who shall be responsible to the Committee for all matters concerning that meet.

#### **4) Meet Coordinators and Leaders**

1. Volunteer Meet Coordinators of Club meets and leaders of private meets must be Members of the Club.
2. The meet coordinator shall have the right to refuse without prejudice any prospective participant (Member or Associate) from taking part.
3. Meet Coordinators of Club meets shall be not less than twenty one (21) years of age. Meet Coordinators of Club meets and leaders of private meets shall assure themselves that all necessary permissions have been obtained.
4. The meet coordinator appointed for each meet is deemed to have the status of an Officer of the Club for the duration of the meet. Temporary Associate status shall be granted by the Meet Coordinator on the basis defined by the British Caving Association (and its successors) to guests of Members attending Club meets.
5. Meet Coordinators of Club meets may attend the Committee meeting immediately preceding their meets to discuss matters relevant to the meets.
6. The Meet Coordinator of a Club meet and the leader of a private meet are responsible to the Committee for the conduct of the meet; it is their responsibility to inform all those attending of any local restrictions or limitations of access.
7. The Meet Coordinator of a Club meet and the leader of a private meet shall arrange for the tackle to be collected from and returned to the tackle store, in accordance with local byelaws, immediately following the meet.
8. Meet Coordinator of a Club meet shall submit to the Secretary/Editor within fourteen (14) days a written report of the meet and specify the names of any Prospective Associates in attendance. They shall submit to the Treasurer within fourteen (14) days the names of any guest (as temporary associates)
9. The Membership and Assistant Secretary will obtain any required permit for a Club Meet or private meet if requested by the participants, but will have no further responsibility.

## **5) Tackle**

1. The Local Byelaws regarding the use of the club's tackle are regarded as of paramount importance and any infringement is likely to render a Member liable to expulsion.
2. Tackle may be borrowed for private meets, provided there is no clash with any Club meet. Tackle so borrowed shall be the responsibility of the Member declared as leader of the meet. Any Member wishing to borrow tackle for a prolonged period, e.g. for an overseas trip, must make written application to the Committee giving full details including tackle required and precise dates for its departure and return and must satisfy the Committee as to the nature and composition of the meet and that adequate insurance cover has been obtained to cover the total replacement in the event of loss or damage. The Tacklekeeper or SRT Tacklekeeper must be informed immediately of the return of such tackle which must be carefully inspected before it is replaced in general use.
3. The tackle requirements of Club meets will take priority over private meets.

## **6) Cottages**

1. The Club Cottages at Horton in Ribblesdale are available for Members and their guests, for Associates and for other bodies, at the discretion of the Committee, and subject to such local cottage byelaws as the Committee may deem necessary from time to time.
2. Any infringement of local cottage byelaws is likely to render a Member or Associate liable to expulsion.

## **7) Publications**

1. Junior Associates will not automatically receive a copy of any Club Publication.

## **8) Information Technology**

Policy Statement:

No member may make use of, publish, or transmit information in the Club's name, in any media, without the permission of the committee.

## **9) Child Protection Policy**

Policy Statement:

The Club has an agreed Child Protection Policy which is detailed on the Club website.

**Revision Record for the Primary Byelaws of Craven Pothole Club Limited**

<b>Date</b>	<b>Adoption / Revision made by</b>	<b>Section Changed</b>	<b>Brief details of change</b>
24/11/12	Adopted by CPC AGM	--	--
14/06/14	Adopted by CPC Ltd GM	2.1 and delete 3.6	Amendments made to Membership Conditions required by HMRC for CASC registration.