

Primary Byelaws of Craven Pothole Club Limited

1) Committee

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

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 (1) payment equal to fifteen (15) years' Ordinary Members' subscription (ruling at the time of application).
2. Any applicant for Ordinary Membership, aged twenty-four (24) or under, will have their membership fee subsidised by twenty pounds (£20). This subsidy will cease at the start of the membership year after they reach the age of twenty-five (25).

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. 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.
3. 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 Volunteer Meet Coordinator.

4) Volunteer Meet Coordinators

1. Volunteer Meet Coordinators of Club meets must be Members of the Club.
2. The Volunteer Meet Coordinator shall have the right to refuse without prejudice any prospective participant (Member, Associate or Guest) from taking part.
3. The Volunteer Meet Coordinators of Club meets shall not be less than twenty-one (21) years of age.

4. The Volunteer Meet Coordinators of Club meets shall assure themselves that all necessary permissions have been obtained.
5. The Volunteer Meet Coordinator appointed for each Club 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 Volunteer Meet Coordinator on the basis defined by the British Caving Association (and its successors) to guests of Members attending Club meets.
6. The Volunteer Meet Coordinators of Club meets may attend the Committee meeting immediately preceding their meets to discuss matters relevant to the meets.
7. The Volunteer Meet Coordinator of a Club meet is 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.
8. The Volunteer Meet Coordinator of a Club 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.
9. The Volunteer 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 Member, Associate or Guest in attendance. They shall submit to the Treasurer within fourteen (14) days the names of any guest (as Temporary Associates).
10. 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 or Associate liable to expulsion.
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. No tackle may be removed from the tackle store(s) without being signed out by a member.
4. Non-Club Meets. Members may borrow tackle for non-club meets provided it is not needed at the same time for a Club Meet.
5. 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 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.

6) Cottages

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

7). Library

1. Although all members are encouraged to use the Club Library the Local Byelaws regarding its use are regarded as of great importance and any infringement may render a Member or Associate liable to expulsion.

8) Publications

All Members and Prospective Associates will receive a free copy of all regular Club Publications but one-off specialist publications may not be available free of charge.

9) Information Technology

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

10) Child Protection Policy

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

11) Primary Byelaws

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

Revision Record for the Primary Byelaws of Craven Pothole Club Limited

Date	Adoption / Revision made by	Section Changed	Brief details of change
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
25/11/17	Adopted by CPC Ltd AGM	3.3, 3.6, 4, 4.1, 4.2, 4.3, 4.4, 4.6, 4.7 and 5.2	Make Voluntary Meet Coordinator of private meet consistent with Club meets
24/11/18	Adopted by CPC Ltd AGM	1,2,2,3,2, 3,3,3,4,4, 1,4,2,4,3, 4,4,4,6,4, 7,4,8,4,9, 5,2,5,3,5, 4,5,6,6,1, 6,2,7,8,9, 10,11	Remove rules governing private meets Remove need for SRT leaders Subsidise fees for under 25,s