

Constitution of the Bolton Walking and Outdoors Appreciation Society (BWOAS) Community Walking Club

Article I: Name

The name of this organisation shall be the **Bolton Walking and Outdoors Appreciation Society (BWOAS) Community Walking Club**, hereafter referred to as 'the Club'. The activities only apply to the Club walks and do not apply to any other walks or events or social events.

Article II: Purpose and Core Values

The purpose of the Club is to:

- Promote physical health and mental well-being for members of the community in and around the Bolton area through regular walking.
- Foster community spirit and social interaction among participants in a supportive, inclusive and safe environment, as part of group walks.
- Encourage appreciation of the local environment and outdoor spaces.
- Embrace and adhere to the "The Countryside Code".

Article III: Participation

1. **Eligibility:** Participation is open to all individuals who support the purpose of the Club. The committee shall at its discretion prevent further participation with the Club or activities.
2. **Dues:** No participation fee will be charged but it will be necessary on an annual basis to launch a 'fundraiser' to cover the following year's operating costs. This is voluntary and is not a condition of participation. This shall be determined annually by the Executive Committee.
3. **Code of Conduct:**
 - The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or socioeconomic status.
 - The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
4. **Rights and Responsibilities:**
 - Participants, who have attended a minimum of five walks within a calendar year, are able to vote in an Annual General Meeting (AGM).
 - Participants are expected to conduct themselves and any children who they are caring for respectfully and follow safety guidelines during walks.
 - Participants are responsible for their own safety and will only participate in walks if they are well enough.
 - Participants will follow the code of conduct, the ethos and values as set out above.

- Participants will be respectful of each other.
- All participants will be subject to the regulations of the Constitution and by joining the Club will be deemed to accept these regulations and codes of practice that the Club has adopted.
- All participants must adhere to The Countryside Code.
- No participant shall knowingly place themselves, another participant at risk of harm / safety including any of the volunteers for that walk.
- Any children / pets must be accompanied by a parent or carer who shall be responsible for them.
- Participants will accept the Constitution, the terms and conditions of attendance, the safety guide and the policies when acquiring a ticket for a walk.

Article IV: Meetings

Annual General Meetings: Held annually to discuss the Club matters and elect officers to the committee.

At this meeting:

- the Chair and Treasurer will provide reports (annual accounts to be approved)
- elections will take place for officers on the committee
- any proposed changes to the Constitution will be considered
- all other relevant business will be dealt with.

The Secretary will notify all participants about an AGM, with at least 21 days' notice.

Nominations for committee officers must be submitted to the Secretary no later than 14 days prior to an AGM.

Changes to the Constitution shall be approved by majority vote at an AGM.

Executive Committee Meetings: Held as needed to manage Club operations. There shall be no less than four committee meetings per year. Participants on the executive committee shall be voted in place for a one year duration. Voting shall take place annually at an AGM and participants can be re-elected.

Article V: Executive Committee

Governance: The participants shall elect committee members whose roles are set out below and shall manage the affairs of the Club.

The term of office shall be for one year, and participants shall be eligible for re-election. Officers are elected annually by majority vote at an AGM.

If the post of any officer or ordinary committee member should fall vacant after such an election, the Executive Committee shall have the ability to co-opt a person(s) for the vacancy/vacancies until the succeeding AGM.

The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the Club.

The Committee will be responsible for disciplinary hearings of participants who infringe the Club Constitution or policies. The Committee will be responsible for taking any action of suspension or discipline.

Officers:

Chairperson

- Provide leadership and direction to the group and its committee.
- Chair committee meetings and ensure they run effectively and inclusively.
- Represent the Club in external communications or events as needed.
- Support and coordinate the work of committee members.
- Provide a casting vote if committee decisions are tied.
- Ensure the group operates in line with its Constitution, values and policies.
- Liaise with safeguarding team about managing grievances and any appeal process from earlier decisions regarding grievances.

Secretary:

- Set the agenda for both committee meetings and AGMs.
- Share responsibility for preparing and posting promotional content for upcoming walks on social media.
- Post event summaries with photos after each walk to maintain engagement and visibility.
- Respond to group emails and social media messages in a timely manner.
- Maintain records of meetings and key correspondence.
- Support clear communication with participants.

Treasurer & Vice Treasurer:

- Act as signatories on the Club's bank account (both Treasurer and Vice Treasurer).
- Maintain a record of all income and expenditure.
- Compile and present an annual financial report.
- Manage payment of the Club's liability insurance.
- Liaise with the First Aid & Well-being Lead to replenish first aid supplies as needed.
- Liaise with the committee regarding the purchase or replacement of essential equipment (e.g. radios).

First Aid and Well-being Lead(s):

- Store, maintain and bring the group's first aid kits to each walk.
- Ensure kits are handed out to designated volunteers at the start and collected at the end of each walk.
- Regularly check kit contents and liaise with the Treasurer to replenish supplies.
- Keep accurate records of any accidents, injuries or well-being concerns.
- Promote a culture of safety, care and mutual respect within the group.
- Report serious incidents to the committee and advise on follow-up actions if needed.
- Recommend additional safety measures.
- Support participants in any well-being concerns as needed.

Safeguarding and privacy leads(s):

- Oversee the development and implementation of safeguarding and privacy policies.

- Act as the main point of contact for any safeguarding concerns or privacy queries.
- Maintain confidentiality and handle sensitive information responsibly.
- Promote a culture of safety, respect and inclusivity within the group.
- Review and update safeguarding and GDPR practices as required.
- Support the committee in ensuring all activities are conducted with appropriate levels of care and data handling.
- Responsible as a first port of call for the investigation and managing of grievances.

Walk & Planning Coordinator (representative(s) from the walking and planning team).

- Help plan and schedule regular group walks (e.g. weekly, monthly, seasonal events).
- Work with other planning coordinators to design varied routes suitable for different fitness levels.
- Complete / delegate dynamic risk assessments to be completed ahead of the walks. Walks will be 'reccied' in advance.
- Coordinate walk logistics, including meeting points and timings including liaising with the relevant venues associated with the walks.
- Help maintain an up-to-date walk schedule and communicate plans to the group.
- Liaise with committee members and fellow volunteers to ensure smooth operation of the walk activity.
- Consider safety, accessibility, and weather when planning walks and in leading walks.
- Ensure each walk has sufficient volunteers and be responsible for organising a poll for each walk.
- Ensure that radios, armbands, high vis, safety equipment and first aid kits is distributed and collected at each walk.

Article VII: Finances

1. All monies raised by, or on behalf of the Club shall be applied to further the aims and objectives of the Club, and for no other purpose.
2. The Treasurer / Vice Treasurer will be responsible for the finances of the Club, maintaining a detailed account of all income and expenditure.
3. The financial year of the Club will run from 1st June and end on 31st May.
4. All Club monies will be lodged in a bank account held in the name of the Club.
5. All expenditures must be authorised by two of the following officers: - Chairperson, Secretary or Treasurer/Vice Treasurer.
6. An Annual Financial Report shall be presented to the participants.

Article VII: Safeguarding

The Club aims to provide all participants with the best possible experience in a safe, non-threatening and supportive environment. Our policies are in place to protect children and adults who may become vulnerable and are at risk of harm.

This policy outlines the Club's responsibilities and procedures relating to safeguarding and well-being that are in place to support a safe and happy environment for everyone.

Group Responsibilities

Participants should inform the relevant Safeguarding leads if they are concerned or witness any safeguarding issue, with an emphasis on reporting not investigating. If anyone is in danger, urgent medical / police advice should be sought. If not urgent, safeguarding leads should be informed in writing with details, notes of what was seen and heard. All participants of the Club have a responsibility to uphold the Safeguarding policy and other related policies by adhering to good practice and responding to concerns.

Participants can also contact the Bolton (local) safeguarding team to report any safeguarding matters (current details at time of drafting are 01204 337000 or safeguardingadults@bolton.gov.uk).

Article VIII: Privacy

Participants accept the terms and conditions of the privacy policy when joining a walk.

Participants are aware that it is their responsibility to manage their data and number, on social media and communication groups. Participants must not contact participants directly uninvited away from any main groups. Any concerns about unsolicited communication should be reported to the committee.

Article IX: Amendments

This Constitution may be amended by a majority vote of participants present at an AGM, provided that notice of the proposed amendment was given at least two weeks in advance.

Article X: Dissolution

In the event of dissolution, any remaining funds shall be donated to a local charity agreed upon by the participants.

Article XI: Grievance and Appeals

(a) All complaints regarding the behaviour of participants should be presented and submitted in writing to the Safeguarding Leads who will investigate and make recommendations to the committee, in liaison with any other relevant committee member (such as Well-being or Chair).

(b) The Executive Committee has the power to take appropriate disciplinary action including the termination of involvement with the Club.

(d) There will be the right of appeal to the Executive Committee following disciplinary action being announced to the Chairperson.

Appendix A: Associated Policies and Procedures.

Health and Safety (including insurance, first aid etc.)

Privacy

Appendix B: Current Committee Members Role	Primary	Secondary
Chairperson	Colin	
Secretary	Graham	
Treasurer	Karen F	Tania
First Aid and Wellbeing	Catherine	Dave N
Safeguarding and GDPR	Lorraine H	Matthew
	Monday	Wednesday
Walk Co-ordinators	Dave Graham	Colin Graham