



NEVIS HILLWALKING CLUB

HANDBOOK

ISSUE No 8 - JUNE 2017

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This Handbook replaces issue no. 7 – April 2016

THE CONSTITUTION OF THE NEVIS HILLWALKING CLUB

(Adopted 9 November 1998, Revisions: 9th March 2002, 22nd March 2005, 3rd April 2007, 19th April 2011, 11th April 2012, 21st April 2015, 27th April 2016).

1. Name

The club is called Nevis Hillwalking Club (hereinafter referred to as ‘the Club’).

2. Objectives

The objectives of the club are to:

Promote and practise the sport of hillwalking and undertake other activities incidental or conducive to the furtherance of these objectives.

3. Membership

- 3.1.1. Membership of the club is open to anyone. Under 18s may join as junior members.
- 3.1.2. Membership commences on receipt of the membership fees.
- 3.2. Membership fees are agreed at each Annual General Meeting. The fees include the cost of a civil liability insurance premium. There will be a reduced fee for junior members.
- 3.3. The Club does not take responsibility for the safety of the participants on club meets. All members and guests must take responsibility for themselves and their own actions, and sign a membership/guest registration form. All members joining the club shall be deemed to accept the terms of this constitution and any bye-laws published from time to time by the Club.
- 3.4. Junior members. A person under the age of eighteen may participate in any Club activity when accompanied by his/her parent, legal guardian or an adult nominated by the parent or legal guardian. The accompanying adult is responsible at all times for the minor’s behaviour, safety and welfare.
- 3.5. A person who is not a member may attend Club outings as a guest once he/she has read and signed a guest registration form. The number of outings a guest may attend is limited, and defined in a Club rule. A guest who wishes to continue walking with the Club beyond this limit must become a member.

4. Management

- 4.1. The affairs of the Club are conducted by an Executive Committee, consisting of the Officers of the Club, plus no more than five other members.
- 4.2. Executive Committee members must be members of the Club and are elected annually at the Annual General Meeting. Candidates are proposed and seconded by members of the Club. If the post of any Officer or other committee member falls vacant after such an election, the Executive Committee has the power to fill the vacancy.
- 4.3. The Officers of the Club are honorary, comprising a Chairperson, Treasurer and Secretary. The Chairperson may not hold office for more than 3 consecutive years, after which he/she may not stand for election to the committee for a minimum of one year.

5. General Meetings

5.1. Annual General Meetings

The Club holds an Annual General Meeting within 15 months of the previous Annual General Meeting in order to:

- 5.1.1. Approve the minutes of the previous A.G.M.
- 5.1.2. Receive reports from the Chairperson and Secretary.
- 5.1.3. Receive a report from the Treasurer and approve the Annual Accounts.
- 5.1.4. Receive a report from an independent examiner appointed to check the accounts.
- 5.1.5. Consider changes to the Constitution.
- 5.1.6. Appoint an independent examiner to check the Club's accounts at the end of the next financial year.
- 5.1.7. Ratify any rules, formal policies or procedures published by the Committee.
- 5.1.8. Elect the Executive Committee.
- 5.1.9 Deal with other relevant business.

5.2. Extraordinary General Meetings

An Extraordinary General Meeting is called by an application in writing to the Secretary supported by at least six members of the Club. The Executive Committee also has the power to call an Extraordinary General Meeting by decision of a simple majority of its members.

5.3. Notices

At least 30 days' notice is given to all voting members of any General Meeting

5.4. Voting

- 5.4.1. With the exception of changes to the Constitution, decisions put to a vote are resolved by a simple majority of members present and voting at General Meetings.
- 5.4.2. The Chairperson of the Club has a casting vote in addition to his/her member's vote.
- 5.4.3. Only members of the Club are eligible to vote at General Meetings.
- 5.4.4. Junior members have no voting rights.

5.5. Quora

The quorum at General Meetings is 25% of the Club's membership. The quorum for Committee Meetings is 4 members.

5.6. Changes to the Constitution

- 5.6.1. Any change to the Constitution requires a two-thirds majority of those present and voting at a General Meeting.

5.6.2. Notice is given to all voting members of any General Meeting as specified in 5.3, and any proposal to change the Constitution must be submitted in writing to the Secretary at least 15 days prior to the meeting.

5.6.3. All proposals for changes to the Constitution must be signed by two members eligible to vote at a General Meeting

6. Finance and Accounts

6.1. The financial year runs from 1st April to 31st March.

6.2. The Treasurer is responsible for the preparation of the annual accounts of the club.

6.3. The accounts are examined by an independent person elected annually by the Annual General Meeting.

6.4. All cheques drawn against the Club's funds are signed by an office bearer and one other nominated committee member.

6.5. All members of the Club shall be considered to be jointly responsible for the financial liabilities of the Club

7. Rules

The Executive Committee has the power to publish and enforce such rules, formal policies and procedures as its members deem necessary to govern the activities of the Club. Any rule, formal policy or procedure must be ratified by the membership at the next General Meeting following its publication.

8. Complaints

Any complaint by a member against the Club or against another member of the Club will be dealt with in accordance with a formal procedure published by the Executive Committee.

9. Dissolution

In the event of the dissolution of the Club, any assets thereof must not be distributed amongst the members of the Club in any way whatsoever. All revenues from disposal of assets of the Club will be distributed between Lochaber and Glencoe Mountain Rescue Teams.

THE RULES of the NEVIS HILLWALKING CLUB

To promote safety and the smooth running of the club, a number of rules have been published in accordance with Clause 7 of the constitution. All club members are required to abide by them.

Rule 1: Accounting Standards. (Adopted April 2004, ratified April 2004, revised 16.11.10. ratified 19th April 2011)

- (1) To ensure continuity, the club will adopt an agreed set of accounting categories which will be used in the Balance Sheet and in presenting the accounts to the members.
- (2) Copies of all grant applications must be lodged with the Treasurer, with a clear indication of how any money obtained from the grant is to be spent.
- (3) Any major cost event must be approved at a committee meeting before any financial commitments or requests for money are made. All finances associated with the event will be routed through the Treasurer.
- (4) No club member may request gifts or money for the club without prior agreement from the committee.
- (5) No cash will be paid to any person from the club accounts without adequate documentation.
- (6) The club's accounts will be examined every year. The independent examiner must not be a member of the club, and must be an appropriate, competent person.
- (7) The Treasurer will have sole responsibility for recording all financial transactions relating to the club.
- (8) Any club member has the right to inspect the accounts at any time during the year.
- (9) Members may claim expenses for stationery used in club business e.g. newsletter, printing, secretarial duties. A member attending relevant events **at the request of the Club**, such as MCofS meetings or training courses may claim reasonable travelling expenses. A member holding meetings in his/her home may claim reasonable expenses incurred for tea, coffee and biscuits.

Rule 2: Dogs (Adopted Dec 2004, Ratified 22 March 2005).

Dogs are not permitted on any walks.

Rule 3: Limitations on the Participation of Guests. (Adopted January 2005, ratified 22nd March 2005, amended 5th December 2008, re-ratified 17th March 2009, revised 16.11.10, ratified 19th April 2011).

A guest may walk with the Club not more than twice.

Rule 4: Payments for Club Courses. (Adopted 24th April 2006; Ratified 3rd April 2007, April 27th 2016).

When the Club offers courses or holds events for members, those attending may be required to pay a contribution to the cost of that course or event. Where a contribution is required, the scale of that contribution will be set by the Club Committee and notified to all members. Any member who agrees to attend a Club sponsored course/event does so on the understanding that notifying the Committee Member (or delegated individual) organising or co-ordinating the course/event constitutes an agreement between the member and the Club regarding attendance at the course/event and the member will be liable for the cost of that place as follows:-

- (1) Each individual attending the course/event is liable to pay the individual contribution set for that course/event and notified to all members.
- (2) If a member subsequently cannot attend a course/event where a booking has been made by the Club on their behalf, they must notify the Committee Member (or delegated individual) organising or co-ordinating the course/event as soon as possible but no less than *four days* prior to the start of the course/event so that the vacancy can be offered to another member.
- (3) If the vacancy is taken by another member, the original attendee will not be liable for any further charge. If the original attendee has already paid any monies, these will be refunded. The replacement attendee will be liable for all individual payments, contributions, etc associated with this vacancy.
- (4) If the vacancy is not taken by another member, the following will apply:-
 - (a) The member will be liable for the *full cost* of the place on the course/event. This is to ensure that:-
 - i. Club funds are not expended unnecessarily.
 - ii. The other members attending are not subject to an additional charge.
 - (b) Paragraph 4(a) above will apply unless the member applies to the Committee for some or all of the costs to be waived. The member must give reason(s) why he/she was unable to take up the place. Depending on the reason(s) given, the Committee may agree to waive some or all of the costs associated with the place. Where the reasons are of a personal or delicate nature, the member should advise the Committee and *one* Committee member will engage with the member regarding the matter. That member will make a recommendation to the Committee based on the information given *in confidence* to that Committee member by the Club member. (The Committee will judge each case sympathetically on its individual merits and no precedent regarding others should be taken or inferred from a decision made regarding any particular case).
- (5) **In all cases, the Committee's decision is final.**

Rule 5: Election of Officers. (Adopted 11th December 2006; Ratified 3rd April 2007, revised 28th October 2009, ratified 9th March 2010, revised March 2013, ratified 26th April 2013. **Superseded by the adoption of a formal procedure for the election of the committee, ratified 17th May 2017).**

Rule 6 Club Website, Associated Social Media Platforms and Their Use. (Adopted and ratified 27th April 2016, amended and ratified 17th May 2017).

- (1) The Club shall maintain a Website.
 - (a) The Club shall appoint a Webmaster. The Webmaster shall be responsible for the day-to-day maintenance and up-dating of the Website
 - (b) The Webmaster shall ensure that the Website is managed in such a way so as to further the Aims of the Club and not bring the Club into disrepute.
 - (c) The Club shall be liable for all reasonable costs incurred in maintaining the Website, such as hosting fees, technical support, etc.

- (2) The Club shall maintain a presence on other Social Media Platforms as agreed by the Committee.
 - (a) The Committee shall appoint a Responsible Person for the management of each Social Media Platform where the Club maintains an agreed presence. That nominated Responsible Person shall manage the Platform in such a way so as to further the Aims of the Club and not bring the Club into disrepute.
 - (b) Any costs incurred in maintaining a presence on any agreed Social Media Platform may be met by the Club as decided by the Committee on a case-by-case basis.

- (3) A written record shall exist of any password, etc used by the Club or members to maintain any agreed Website, Social Media Platform, e-mail account or other electronic communications format. This written record shall be lodged with the following:-
 - (a) The owner/maintainer of that website, platform, account or format.
 - (b) The Webmaster.
 - (c) The Honorary Secretary.

- (4) Any material (documents, spreadsheets, imagery, etc) supplied to the Webmaster for inclusion on the Website shall be subject to the following:-
 - (a) There is no expectation that any material submitted will be used. The use (or not) of any material is at the discretion of the Webmaster in accordance with the terms of paragraph (1)(b) above. (Any material submitted for use on other Platforms is submitted on the understanding that it may also be used on the Club Website, unless otherwise stated by the owner).
 - (b) Although the owner retains copyright, any item is submitted to the Club and for the Club's use is on a 'free of charge' basis. The owner is responsible for making clear the attribution of the material.
 - (c) Where an item is submitted to further any debate or discussion of a subject relevant to the Club's Aims or activities, it will be accepted on the understanding that submissions may be subject to editing on the grounds of brevity, language or reference to Third Parties.

(5) Additional rules for images submitted for use on the Website or other Social Media:-

- (a) Images shall be presumed to be available for use on the public area of all those platforms and other media used to promote the interests of the Club – e.g. posters and newspaper articles.
- (b) No image shall be posted in such a manner as to allow the unique identification of an individual (e.g. by tagging or similar technique).
- (c) Members or Guests who object to appearing in photographs, which may be used on social media are responsible for informing others and for ensuring that they do not appear in any photograph.
- (d) Any parent/guardian/responsible adult accompanying a minor must either:-
 - i. Agree that the minor’s image may be used or,
 - ii. Make their objections known and ensure that the minor is not included in any imagery taken.

Rule 7: Accident Reporting. (Adopted 7th March 2008; Ratified 18th March 2008)

It is the responsibility of the Chairperson to record any reportable accident, using the Club’s Accident Book. In the absence of the Chairperson the responsibility falls to an Officer of the Club or a member designated by an Officer of the Club. The Secretary holds the Club’s Accident Book.

Rule 8: Car Sharing (Adopted and ratified 17th May 2017)

Members are expected to contribute 20 pence per mile, shared equally by the occupants including the driver.

The following policy documents and formal procedures have been published by the Executive Committee and ratified by the membership at a General Meeting:

1. “The Club Code of Practice” (published 2002, revised January 2005, June 2009, April 2015, ratified April 2016).
2. “Policy for Handling Complaints” (published 16th November 2010, ratified 19th April 2011)
3. “Procedure for the Election of the Committee by a Simple Majority in a Secret Ballot.” (Published 15th March 2017. Ratified 17th May 2017).

THE NEVIS HILLWALKING CLUB CODE OF PRACTICE (Adopted 2002) (Revised: January 2005; June 2009; April 2015; Ratified April 2016)

This Code of Practice describes how the Club expects its members and others to conduct themselves whilst participating in Club activities. The Club's Constitution refers to the Code, and highlights its importance. The Code explains in more detail certain aspects of safety and conduct covered by the Constitution. Refer also to The Country Code and Risk Assessments for Winter/Summer Activities, found in appendices A and B respectively.

1. Responsibility for Safety

As stated in the Constitution, the Club does not take responsibility for the safety of the participants during Club activities; all members must take responsibility for themselves and their own actions. Participants must conduct themselves in such a way as to avoid becoming a liability to the Club or members of the Club. The Constitution makes provision for non-members to participate in Club walks as guests, once they have signed the Guest Registration form which is downloadable from the Club's web-site. Guests are expected to follow the Club's Code of Practice.

Hillwalking is a potentially hazardous activity. It is important that people participating in the outings organised by the Club are aware of this. The Club is a collection of individuals who have chosen to get together with others who share a love for the mountains and a love for walking in this environment. Membership is voluntary. Decisions to participate in the Club's activities are voluntary.

The Club has a membership with a wide and varied experience of hillwalking. Individuals are able to enhance their own experience by participating in the group activity. However, it is not reasonable for relatively more experienced people, or the Club's elected officials, to be held responsible for the safety of Club Members who are voluntarily participating in a potentially hazardous activity. Whilst the Club will endeavour to ensure the safety of all who participate in Club activities, it is the responsibility of everybody to look to their own safety and best interests. Making the decision to depend on the skill of somebody else is a matter of individual responsibility and does not imply any special or enhanced duty of care on the part of the person upon whom one decides to depend. However, the interests of safety are best served by good communication between walkers on the hill, shared decision making, and taking into account the wishes and views of the less experienced members.

None of this, of course, absolves members from the common law duty of care that every member of society has to every other. Each person is responsible for themselves and should ensure that their actions do not put others at risk. This duty of care is not diminished because the activity is potentially hazardous. Rather the nature of the activity and the environment in which it takes place increases the duty of care.

2. Individual Responsibility

(1) Fitness: You are the most important factor in providing for your safety on the hill

Hillwalking is a physically demanding activity, and hill walkers should have a good general level of fitness, strength and stamina. Ensure that you are fit enough on the day to participate in the activity planned, under the prevailing weather conditions. Sometimes, a less strenuous walk is proposed as well as, or instead of, the programmed activity. Ask the walks coordinator, or other members at the meeting point at the start of the day.

(2) Local Conditions

It is essential to check the conditions you can expect on the day. Consult the Mountain Weather Forecast (www.mwis.org.uk), and in winter, the Avalanche Information Service (www.sais.gov.uk). Check your proposed route and consider the possibility of rivers in spate, adverse snow conditions and exposure to lightning strikes. In summer, check for ticks, know how to remove them and be aware of the possible repercussions.

(3) Clothing

Wind, rain, snow and sub-zero temperatures can occur in the Scottish hills at any time of year. Whatever the forecast, local conditions can change very quickly. Remember that whatever the conditions at the start of the walk, it will get colder, windier and maybe wetter the higher you go. Even on a very warm day, the wind chill may be severe at relatively low altitudes. **BE PREPARED.**

Always take a **windproof and waterproof jacket with hood**, and **windproof and waterproof trousers** or over-trousers. Pack **gloves**, and a **warm hat** that covers your ears. You can lose a third of your body heat from your head. Take a **spare fleece or pullover**, one more than you normally wear. You can fine-tune your body temperature as your rate of exertion changes if you wear several thin layers, rather than one thick one. Avoid cotton; when wet it saps your body warmth and takes a long time to dry. Soft wicking materials are preferable. Do not wear jeans. Clothing need not be expensive, but there is a wide price range from which to choose. A variety of opinion on clothing is available from Club members to help you make up your mind.

(4) Footwear

Footwear should have good ankle support and have a firm sole with good grip. Proper **hillwalking boots** are strongly recommended but are essential for high level walks. If crampons are to be used on steep ground, stiff soled winter grade boots should be worn. The crampons must be compatible with the boots.

(5) Supplies and Equipment

As with clothing, the essential items of equipments are simple and inexpensive to acquire. Again, there is a wide range to choose from, and a variety of opinion is available from Club members. Some optional extras are listed below after the essentials:-

- (a) **Liquid.** It is most important to take plenty to drink in a stout leak-proof bottle. As water is heavy stuff, it is tempting to skimp on your supply. Dehydration is one of the biggest causes of fatigue on the hills, may seriously impair your performance, and lead to an incident. Drinking from streams or eating snow is not a good substitute for safe potable water, or better still, a soft drink with some energy content. A hot drink can be a very welcome extra.
- (b) **Food** is equally important; the fuel for your journey. Ensure it is nutritious, and in a form that can be readily consumed in atrocious weather conditions. To arrive at a calm, idyllic picnic spot around lunchtime cannot be guaranteed. In addition, take reserve supplies of high-energy foods which can be eaten without stopping, such as chocolate, sweets, dried foods, cheese and biscuits.
- (c) **A torch** and spare batteries (for each person!) will ensure you can read your map, assist you to stay in contact with the rest of the group, and find your way safely off the hill, if overtaken by nightfall. This is particularly important for short winter

days, and could make the difference between a warm comfortable bed and a life-threatening night in the open.

- (d) **A whistle** is the basic means of signalling and attracting attention in the hills, and everyone should carry one. (The emergency signal is six blasts, repeated at one-minute intervals. The reply is three blasts).
- (e) **A survival bag** may mean exactly that if you are benighted or injured. It takes up little space and weight, and costs a few pounds.
- (f) **A compass, and a map of area** to be traversed on the day, should be carried by each walker. Maps at a scale between 1:50,000 and 1:25,000 are recommended. If you lack confidence in your navigation skills, other members will be delighted to assist you, and the Club arranges navigation courses from time to time (see below).
- (g) **A basic first aid kit** should be carried, comprising plasters, dressings, bandages and disposable gloves etc. The kit can be supplemented with items you may need personally, such as joint support bandages, lip salve, insect repellent, etc.
- (h) **In winter conditions**, which can prevail at any time between September and May, the Scottish hills can be truly Arctic. Some additional skills and equipment are essential for the safe enjoyment of the hills in these conditions. **For high-level routes in winter, crampons and ice axe should be carried.**
- (i) Finally, a proper **rucksack** is essential, in which to carry all your equipment.

(6) **Optional Items**

The clothing and equipment described above are the basic and ESSENTIAL items for a day in the hills. A list of optional items would be endless. Whatever extra weight you wish to carry, remember it will demand of you more effort and energy every step of the way. However, some optional items can be particularly useful:-

- (a) **Gaiters** will keep mud and snow out of your boots, can protect expensive over-trousers from being ripped on obstructions or by your crampon points, and generally keep your feet drier.
- (b) **Poles** will enable you to walk more efficiently by making better use of upper body muscles, save wear and tear on your knees and ankles on the descent, help you across streams and bogs, and generally keep you more stable on rough ground.
- (c) **A waterproof map case** will ensure that your map is readily available for use, and not left stuffed in your rucksack until after you realise you are lost.
- (d) **Ski goggles** will enable you to make better progress against the wind in driving snow, hail or spindrift.
- (e) **An altimeter** is an excellent navigation aid in the mountains, provided you set it at the start, and reset it at known points throughout the day.
- (f) **A GPS receiver** is not an essential tool if you are navigating correctly. However, if you really foul up, it can give you an accurate position, and the opportunity to start again, paying more attention. Make sure you have firmly grasped the basics of

navigation before you attempt to use GPS.

3. Skills and Training

Simply going hillwalking with others regularly will gain you experience and enhance your outdoor skills. However, this is no substitute for formal training. From time to time, the Club arranges courses and encourages its members to participate. Even seasoned hillwalkers are able to learn new skills and sharpen up their knowledge by attending a course. Subjects covered include navigation, first aid, winter skills, use of ropes etc. Club members are also encouraged to attend seminars run by organisations such as the Mountaineering Council of Scotland, and presentations at local venues on mountain safety and avalanche awareness.

NEVIS HILLWALKING CLUB

Policy for Handling Complaints

(Published 16th November 2010, ratified 19th April 2011)

From time to time issues may arise between members and the Club, or between members of the Club. It is essential that all parties are aware of how to handle them properly.

Complaints against the Club

Members who have a grievance about the organisation or management of the Club, its activities, or the actions of its Executive Committee should be aware of their right to call an Extraordinary General Meeting, in accordance with section 5.2 of the Club's Constitution. Initially, however, a member may wish to adopt a low-key approach as follows:-

- You should submit your complaint in writing to the Club Secretary.
- The Executive Committee will consider it and the Secretary will then respond to you in writing.
- If you are not happy with the response and wish to take the matter further, you should write to the Secretary again, detailing your reasons.
- The Executive Committee will investigate the complaint. It may appoint a sub-committee to do this. The sub-committee will report to the Executive Committee.
- The Executive Committee will consider any reports and review its decision.
- The Secretary will write to you again.
- If you continue to be unhappy with the outcome, you have the right to request an Extraordinary General Meeting of the Club in accordance with section 5.2 of the Club's Constitution.

Complaints by a Member against another Member

At every stage, it is important that all parties respect confidentiality, Club members and Executive Committee alike. A member or group of members with any form of grievance against another member which has no relevance to the Club or its business, activities, reputation or membership, will be asked to resolve their differences outside the Club.

1. Personal Conduct and Action

The Club expects members to take responsibility for their own actions and behaviour, and to treat other members with respect.

- You should try to resolve your complaint speedily, in a low-key manner, with the individual(s) concerned.

2. Informal Process

If the member making the complaint fails to resolve the issue or feels unable to speak to the person who is causing concern, an office bearer or other member of the Executive Committee can be asked to take informal action.

- You should speak in confidence to the Chairman, or another committee member.
- The Chairman or committee member will advise you and, if necessary, speak to the person who is causing you concern and try to resolve the issue on your behalf. It may be necessary

to reveal your identity to the person causing concern.

It is anticipated that an informal process will be satisfactory in the majority of cases.

3. Formal Process

If the informal process does not resolve the issue and it is regarded as sufficiently serious to continue with the complaint, the aggrieved member should initiate promptly the formal process as follows.

- You should write to the Chairman, explaining the matter in detail.
- The Chairman will raise the matter with the member you are complaining about, giving that person a copy of your letter.
- If that person accepts the complaint and takes action willingly to resolve the issues with you, the matter will be considered closed.

4. Investigation

If the complaint is not accepted or the matter persists, the Executive Committee will undertake an investigation. All issues will be uncovered and reported accurately and objectively, and the process will be carried out speedily and fairly.

- The Chairman will write to the person you are complaining about asking for a written explanation within 14 days.
- To facilitate its investigation, the Executive Committee may appoint an Investigating Sub-committee of three members.
- If the investigation is likely to lead to a request for the resignation or expulsion of a member from the Club, the Investigating Sub-committee must consist of members who have not been involved in the matter.
- The Executive Committee or Investigating Sub-committee will interview both you and the person against whom you have complained.
- In the interests of a thorough investigation it may also be necessary to interview or call for written evidence from other individuals.
- At the conclusion of the investigation, a detailed report will be prepared for consideration by the Executive Committee.

5. Resolution

Within 14 days of receiving the report, the Executive Committee will meet to decide what action to take. If a member of the Executive Committee made the complaint or was the subject of the complaint, that person will take no part in the judgment of the matter and must not be present.

- Within 14 days of the Executive Committee's decision, the Secretary will write to you and to the person against whom you made the complaint.
- The letters will detail the outcome of the investigation and the decision of the Executive Committee.
- The decision will be one of the following:-
 - o To dismiss the complaint.
 - o To issue a written warning to the person against whom the complaint has been made.
 - o To expel that person from the Club.

6. Appeal

A member who receives a written warning or who is expelled from the Club has the right to appeal.

- You should write to the Secretary within 14 days stating the grounds for your appeal.
- The Executive Committee will call an Extraordinary General Meeting, to be held as soon as possible after the mandatory notice period of 30 days.
- Your appeal hearing will be the sole business of the meeting.
- Members of the Investigating Sub-committee or Executive Committee who investigated the complaint or decided the outcome, should be present to answer questions from you or other members, but will abstain from voting, as will you and the complainant.
- The Chairman or another officer of the Club will give a report to the members detailing the complaint against you and the outcome of the investigation.
- You will be able to state your position to the members, ask and respond to questions, and participate in a debate.
- A vote will be taken to determine the outcome of your appeal.
- You may scrutinise any written ballot papers.

For further information and guidance, members should refer to the Mountaineering Council of Scotland's Information Sheet "Natural Justice within Clubs - Dealing with Unacceptable Behaviour", January 1998

NEVIS HILLWALKING CLUB

Procedure for the Election of the Committee by a Simple Majority in a Secret Ballot

This is a formal procedure within the terms of clause 7 of the constitution, intended to govern the conduct of committee elections taking place at general meetings under clause 5.4.1.

1. Appointment of Tellers

Two members are appointed as tellers, who then count all members present. The tellers are responsible for numbering, distributing, collecting and counting the votes on ballot papers (Appendix C) and recording the results on the election table (Appendix D). The names of the tellers will be recorded in the minutes.

2. Ballot Papers

A separate set of ballot papers will be used for each officer post. The candidate(s) for the post of Chairman will be listed on the first set, candidate(s) for Honorary Secretary on the second set and those for treasurer on the third set. All the candidates for the up-to-five other committee posts should be included on a fourth set of ballot papers. The tellers will number the reverse side of each ballot paper, consecutively in each set. Tellers will distribute only one set of ballot papers at a time, face up, immediately before each vote is taken.

3. Nominations

The names of candidates nominated in writing up to 24 hours prior to the start of the AGM will have been printed on the respective ballot papers. The names of candidates nominated from the floor should be written on the ballot paper by the voter in the spaces provided. If no nomination is received for any officer post, it will remain vacant.

4. Election of the Officers

The Chairman will be elected first. The voter must choose one of three options for each of the candidates: to vote in favour, to vote against, or to abstain from voting, marking the ballot paper accordingly with a cross. The voter should fold the ballot paper so that neither its number nor his/her vote is visible. The tellers will collect the ballot papers, count them and enter the voting totals on the election table. The chairman of the meeting will announce the result.

This procedure will be repeated for the post of Honorary Secretary, and again for the post of Treasurer.

(1) Single Candidates

If there is only one candidate nominated for a position, a vote will still be taken. The candidate is elected only if the vote in favour is greater than the vote against. If the votes in favour are less than the votes against, the position will not be filled. If the number of votes for and against is equal, the chairman of the meeting will exercise his casting vote. In the case of a position remaining vacant, further nominations may be sought from the floor.

(2) Multiple Candidates

Where two or more candidates are nominated for a single post, they may be invited to say a few words in support of their candidature before the vote takes place. The position will be filled by the candidate polling the highest net vote, i.e. the votes in favour minus the votes against. If there is a tie, the chairman of the meeting will exercise his casting vote. If the number of votes against exceeds the number of votes in favour for all the candidates, the position will remain vacant, unless further nominations are received from the floor.

5. Election of the Committee Members

On completion of the election of the officers, the fourth and final set of ballot papers will be distributed for the election of the remaining members of the committee. They will already bear the names of the candidates who were nominated up to 24 hours before the start of the meeting. Voters should add the names of any further candidates nominated from the floor and delete the names of any candidates who have already been elected to an officer post.

As above, members must vote for, against or abstain for each candidate on the ballot paper. The up-to-five candidates with the highest net votes are deemed elected. Any candidate polling less votes for than against will not be elected.

6. Counting and Recording of Votes

If a voter fails to register a vote for any candidate, or fails to write on his/her ballot paper the name of a candidate nominated from the floor, it will be counted as an abstention. If a voter fails to delete the name of a candidate who has already been elected, the vote will be considered void. A teller will show the ballot paper to the other and mark it with the action taken, confirming it with his/her initials.

Ballot papers and election tables will be retained by the Honorary Secretary for inspection by any member having reasonable cause until after the next following Annual General Meeting has taken place.

Published 15th March 2017. Ratified 17th May 2017.

THE NEVIS HILLWALKING CLUB – JOB DESCRIPTIONS

Chairman

Aim - To co-ordinate the management of the Club for the benefit of its members.

Responsibilities:-

- To chair committee meetings and general meetings and keep those present at meetings focused on what they should be discussing.
- Is available to consult on issues relating to the Club.
- Ensures that the aims of the Club are being promoted.
- Gives everyone present at meetings a chance to speak.
- Is one of the main points of contact for the Club.
- Gives an annual report about the Club at general meetings

Secretary

Aim - To support the chairman in ensuring the smooth functioning of the committee and keeping members well informed about Club matters.

Responsibilities:-

- Prepares for committee meetings and general meetings.
- Prepares agendas for Club meetings.
- Sends out relevant documents for Club meetings.
- Takes minutes and distributes these minutes to members.
- Deals with enquiries from members and potential guest walkers via email or the telephone.
- Is one of the main points of contact for the Club.
- Seeks nominations for Office Bearers at least 15 days before a general meeting.
- Gives an annual report about the Club at a general meeting.
- Updates the Club's handbook.

Social Secretary

Aim - To ensure that the Club has a full diary of events other than hillwalking

Responsibilities:-

- Organises and delegates for social events.

- Organises weekends away.
- Organises training courses.
- Puts walk reports on to Facebook.

Treasurer

Aim - To ensure good practice for the Club's financial affairs.

Responsibilities:-

- Pays bills as approved by the committee.
- Ensures Club cheques are countersigned.
- Reconciles bank statements.
- Informs the Club of its financial strengths and weaknesses.
- Keeps accurate Club accounts.
- Ensures the annual accounts are examined by an independent examiner.
- Recommends the Club fee per person rate on an annual basis.
- Gives a quarterly financial statement.
- Gives an annual statement/report at general meetings.
- Notifies the committee of any unusual transactions or situations.

Co-ordinator

Aim - Main point of contact for a Club walk.

Note: The co-ordinator is not a walk leader.

Responsibilities:-

- Sends an email round in good time before a Club walk informing members of the walk details and their contact details. Receives communications from people who wish to attend and gives them any information they may need about the event.
- Co-ordinates transport for the walk.
- Ensures that guests who wish to attend a Club walk know what to expect in advance, have appropriate clothing and equipment for the day before leaving the pick-up point, and are accompanied off the hill if unable to complete the walk*.
- Ensures that every guest walker fills out a guest registration form*.
- Delegates who will submit the walk report to the webmaster*.
- Ensures that all walkers are safely off the hill*.

- Has the authority to cancel or re-arrange a walk. Informs members and guests by email, text or telephone of the reason(s) for the change(s). Posts information about the cancellation or re-arrangement on the Club website and/or Facebook.
- *If the Co-ordinator does not attend the walk, he/she must delegate his/her on-site responsibilities to a member who is attending.

Appendix A**THE COUNTRY CODE (Revised 2015)**

Relevant parts of the Country Code, which is published by Scottish Natural Heritage, are reproduced below. This code has been updated following the legal changes in rights of access. All members are expected to observe this code.

Exercising access rights responsibly: at a glance

You must exercise access rights responsibly and this part of the Code explains how you can do this. A summary of your main responsibilities is provided below.

1. Take personal responsibility for your own actions. You can do this by:-

- Caring for your own safety by recognizing that the outdoors is a working environment and by taking account of natural hazards.
- Taking special care if you are responsible for children as a parent, teacher or guide to ensure that they enjoy the outdoors responsibly and safely.

2. Respect people's privacy and peace of mind. You can do this by:-

- Using a path or track, if there is one, when you are close to a house or garden.
- If there is no path or track, by keeping a sensible distance from houses and avoiding ground that overlooks them from close by.
- Taking care not to act in ways which might annoy or alarm people living in a house; and at night, taking extra care by keeping away from buildings where people might not be expecting to see anyone, and by following paths and tracks.

3 Help land managers and others to work safely and effectively. You can do this by:-

- Not hindering a land management operation, by keeping a safe distance and following any reasonable advice from the land manager.
- Following any precautions taken or reasonable recommendations made by the land manager, such as to avoid an area or route when hazardous operations, such as tree felling and crop spraying, are underway.
- Checking to see what alternatives there are, such as neighbouring land, before entering a field of animals.
- Never feeding farm animals.
- Avoiding causing damage to crops by using paths or tracks, by going round the margins of the field, by going on any unsown ground or by considering alternative routes on neighbouring ground, and by leaving all gates as you find them.

Appendix A (continued)**4. Care for your environment.** You can do this by:-

- Not intentionally or recklessly disturbing or destroying plants, birds and other animals, or geological features.
- Following any voluntary agreements between land managers and recreation bodies.
- Not damaging or disturbing cultural heritage sites.
- Not causing any pollution and by taking all your litter away with you.
- Guarding against all risk of fire.

Appendix B

Nevis Hillwalking Club
Risk Assessment for WINTER Walking/Mountaineering Activities

Abbreviations: C – Club Member, P – Members of the Public, L – Low, A – Appreciable, H – High, M – Minor, S – Serious, F- Fatal.

Hazard	Risk	At Risk	Probability	Level	Management	Checked
Weather	Hypothermia and/or exhaustion, particularly if delayed/lost due to poor weather including whiteouts, blizzards, very strong winds.	C	A	M S F	Members advised to consult local and specialist mountain weather forecasts (e.g. MWIS) where available. Participants on each walk must ensure route chosen is appropriate to their abilities and prevailing conditions. (See Code of Practice Section 2). More experienced members to advise as appropriate.	
	Cold injuries (frost nip, frostbite) in bad weather.	C	L	M S		
	Sun burn	C	L	M S	Recommendations for suitable clothing and equipment given in Club Code of Practice Section 2	
	Snow blindness.	C	L	M S		
	Injury due to lightning strike	C	L	M S F	Members advised to carry emergency equipment such as first aid kit, bivouac bag and/or extra clothing (See Code of Practice Section 2)	
	Injury due to slips/falls occasioned by ice/snow even at low levels	C	A	M S F		
	Change in avalanche hazard; snow/ice conditions, etc. See relevant sections below	C			Refer to other sections for specific hazards which are affected by weather e.g. avalanche	
Steep broken terrain. Slippery rock (inc. verglas), snow on grass, muddy, icy or loose paths.	Possibility of injury due to slips, stumbles or falls in ascent/descent (inc. tripping over crampons).	C	A	M S F	Participants on each walk must ensure route chosen is appropriate to their abilities and prevailing conditions. (See Code of Practice Section 2). More experienced members to	

Hazard	Risk	At Risk	Probability	Level	Management	Checked
<p>Steep snow and ice slopes.</p> <p>Cornices</p>	<p>Also risk of injury due to stone fall and/or icefall, either natural or caused by club members</p>	<p>C P</p>	<p>L A</p>	<p>M S F</p>	<p>advise as appropriate.</p> <p>Club member are encouraged to attend a winter skills course and/or in house training from more experienced club members.</p> <p>The element of risk is understood and accepted by all. (Code of Practice and Member/Guest registration forms).</p> <p>Refer to weather and avalanche section</p>	
<p>Water hazards such as burns, rivers, snow bridges and marshy ground</p>	<p>Burns/rivers in spate may occasion lengthy detours leading to risk of exhaustion and hypothermia in club members.</p> <p>Possibility of slipping or falling into water resulting in immersion hypothermia and increased risk of cold injuries.</p> <p>Risk of drowning.</p> <p>Physical trauma.</p>	<p>C</p>	<p>L</p>	<p>M S F</p>	<p>Members advised to consult local and specialist mountain weather forecasts (e.g. MWIS) where available. (See Club Code of Practice section 2)</p> <p>Club members take into account implications of burns/rivers in spate on route choice.</p> <p>Club members encouraged to attend MCoFS or local winter mountain safety lectures</p>	

Hazard	Risk	At Risk	Probability	Level	Management	Checked
Avalanche All types	Risk of burial/trauma injuries; being swept over broken ground and resulting injuries.	C	L A H	M S F	Members advised to consult specialist and local mountain weather and avalanche forecasts (e.g. SAIS) as appropriate. Participants on each walk must ensure route chosen is appropriate to their abilities and prevailing conditions. (See Club Code of Practice Section 2). More experienced members to advise as appropriate.	
	Avalanches being triggered by other walkers, mountaineers, climbers or environmental influences.	C P				
	Terrain traps	C				

Compiled by Nevis Hillwalking Club 29 March 2015 and updated April 2016
Based on that Compiled by Glenmore Lodge and amended by Heather Morning July 2014

Appendix B (continued)

**Nevis Hillwalking Club
Risk Assessment for Summer Walking/Mountaineering Activities**

Abbreviations: C – Club Member, P – Members of the Public, L – Low, A – Appreciable, H – High, M – Minor, S – Serious, F- Fatal.

Hazard	Risk	At Risk	Probability	Level	Management	Checked
Weather	<p>Risk of Hypothermia, particularly if delayed/lost due to poor weather and/or cloud (inc. high winds).</p> <p>Heat exhaustion; sunstroke; sunburn in warm conditions.</p> <p>Injury due to lightning strike.</p> <p>Injury due to slips/falls occasioned by wet rocks/grass</p>	C	L	M S F	<p>Members advised to consult local and specialist mountain weather forecasts (e.g. MWIS) where available.</p> <p>Participants on each walk must ensure route chosen is appropriate to their abilities and prevailing conditions. (Code of Practice Section 2)</p> <p>More experienced members to advise as appropriate.</p> <p>Recommendations for suitable clothing and equipment given in Club Code of Practice Section 2.</p> <p>Members advised to carry emergency equipment such as first aid kit, bivi bag and/or extra clothing (Code of Practice Section 2)</p>	
Steep, broken terrain, slippery rock or grass, muddy or loose paths	<p>Possibility of injury due to slips, stumbles or falls in ascent/descent.</p> <p>Risk of injury due to stone fall, either natural or caused by club members or other walkers or cyclists</p>	C	A	M S F	<p>Participants on each walk must ensure route chosen is appropriate to their abilities and prevailing conditions. (Code of Practice Section 2).</p> <p>More experienced members to advise as appropriate.</p> <p>The element of risk is understood and accepted by all. (As per Code of Practice and Membership/Guest registration forms)</p>	
		C P	L A			

Hazard	Risk	At Risk	Probability	Level	Management	Checked
Water hazards such as burns, rivers, snow bridges and marshy ground	Burns/rivers in spate may occasion lengthy detours leading to risk of exhaustion and hypothermia in club members.	C	L	M S F	Members advised to consult local and specialist mountain weather forecasts (e.g. MWIS) where available. (See Club Code of Practice 2) Club members take into account implications of burns/rivers in spate on route choice.	
	Possibility of slipping or falling into water resulting in immersion hypothermia. Risk of drowning. Physical trauma.					
Ticks and other insects.	Risk of contracting Lyme's Disease from a tick bite.	C	A	M S F	Ensure that all club members are aware of the signs & symptoms of Lyme's Disease. Advise on suitable clothing in tick habitat. Advise on checking for ticks & appropriate removal techniques if one found. Carry a 'tick removing hook' in first aid kits. (See Club Code of Practice section 2)	
	Particular individual reaction to other insects etc.				C	

Compiled by Nevis Hillwalking Club 29 March 2015 and updated April 2016
Based on that Compiled by Glenmore Lodge and amended by Heather Morning July 2014

Appendix C

Nevis Hillwalking Club			
Ballot Paper			
Date of election.....			
Chairman			
Candidate	FOR	AGAINST	ABSTAIN
A. Black			
B. Brown			

Nevis Hillwalking Club			
Ballot Paper			
Date of election.....			
Hon. Secretary			
Candidate	FOR	AGAINST	ABSTAIN
C. White			
D. Green			
E. Grey			

Nevis Hillwalking Club Ballot Paper

Date of election.....

Treasurer			
Candidate	FOR	AGAINST	ABSTAIN
F. Rose			

Nevis Hillwalking Club Ballot Paper

Date of election.....

Committee Members			
Candidate	FOR	AGAINST	ABSTAIN
G. Elm			
H. Beech			
I. Rowan			
J. Ash			
K. Smart			
L. Lemon			

Appendix D

Nevis Hillwalking Club – Election Table

Number of Members Present = 40

Date of Election.....

Position	Candidate	Proposed by	Seconded by	Votes in favour A	Votes against B	Abstentions C	Total A+B+C	Net Votes A-B	Elected
Chairman	A. Black	Smith	White	10	20	10	40	-10	✘
	B. Brown	Gates	Fox	16	15	9	40	1	✓
Hon. Secretary	C. White	Jones	Black	20	10	10	40	10	✘
	D. Green	Brown	Smith	19	8	13	40	11	✓
	E. Grey	Gates	Lemon	11	2	27	40	9	✘
Treasurer	F. Rose	Pink	Fox	2	0	38	40	2	✓

Position	Candidate	Proposed by	Seconded by	Votes in favour A	Votes against B	Abstentions C	Total A+B+C	Net Votes A-B	Elected
Committee Member	G. Elm	Miller	Smith	20	15	5	40	5	✓
Committee Member	H. Beech	Wilson	Brown	18	22	0	40	-4	✗
Committee Member	I. Rowan	Lemon	Green	30	0	10	40	30	✓
Committee Member	J. Ash	Jones	Beech	12	1	27	40	11	✓
Committee Member	K. Smart	Smith	Grey	15+1	15	10	40+1	1	✓
Committee Member	L. Lemon	White	Wilson	10	12	18	40	-2	✗
Committee Member									
Committee Member									
Committee Member									
Committee Member									
Committee Member									