

RED ROPE - Club Policies

September 2015

A National Committee (NC)

- 1) The National Committee shall consist of Regional delegates elected by Regional meetings and the following posts:-
 - National Secretary
 - National Treasurer
 - Membership Secretary
 - Bulletin Editor
 - Monthly Information Sheet (MIS) Editor
 - Ramblers Association (RA) Representative
 - British Mountaineering Council (BMC) Representative
 - Mountaineering Council of Scotland (MCofS) Representative
 - Training Officer
 - Publicity Officer
 - National Trips Secretary
 - National Trips Treasurer
 - Information Technology (IT) Officer
 - Equipment Officer
 - Hut Officer

All posts may be job-shared.

- 2) The NC shall meet at least three times a year. All members of the club are encouraged to participate in the structure and running of the club. Any paid up member of the club may attend and vote at committee meetings.
- 3) Meetings shall be minuted and the minutes published on the club's web-site.
- 4) Travel and childcare expenses of those elected by the AGM and of elected regional delegates may be paid from National funds.
- 5) The NC may convene sub-committees from time to time as required by the needs of the club.
- 6) The job descriptions of the named posts shall be publicised before each AGM and are in Appendix 1 of this document.
- 7) Elected members of the NC who fail to attend two consecutive meetings without sending apologies and/or without good reason may be deemed to have resigned from the NC.

Comment [bds1]: Is this valid? Attend yes but not vote? Should this go into constitution?

B Regions

- 1) Regional groups may organise outdoor activities, social and fund-raising events, meet as a group and produce their own publicity.
- 2) Each region should have a Treasurer, Secretary and Local Members Contact Person. They are encouraged to have people to liaise with the Training Officer and the Access and Conservation Officer.
- 3) The Local Contact will deal with enquiries from prospective members and will be responsible for welcoming new members.
- 4) Each region shall have an Annual General Meeting. Regional members and the National Secretary must be advised of the date and venue 14/28(?) days in advance of the meeting.
- 5) There should be an annual meeting of all regional treasurers, convened by the National Treasurer, at which regions present their accounts and money within the club can be redistributed. The meeting should be minuted and the minutes published. delete
- 6) Regions are encouraged to submit motions to the National AGM.
- 7) Regions may request financial assistance from National funds for administration. Regions in financial surplus are expected to contribute to the National Pool. (see section H5 on page 4)
- 8) Regional groups shall negotiate club discounts at equipment stores and publish them in club publications.
- 9) New Regions
 - The NC must approve any proposal for a new region but individual members are free to canvas for support.
 - The views of nearby regions must be taken into account and any implications caused by possible competition for new and existing members be considered.
 - The members wishing to form the new region must be able to demonstrate a commitment towards, and an understanding of, the philosophy and policies of Red Rope.
 - After the NC has given its approval a start-up grant will be paid to the new region.

Comment [S2]: Remove as there is no Access Officer?

Comment [S3]: As this has not been achievable in the last 10+ years should we omit this clause – or change the policy?

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C Trips

- 1) The National Committee (through the Trips Secretary) shall organise national trips and encourage regions to regional trips.
- 2) The NC shall maintain a Trip Organisers pack which will contain information about club policy relevant to trips and useful tips on how to organise a trip.
- 3) The NC must ratify all National trips. Every trip shall have an organiser whose duties are defined in the Trip Organisers pack. Every member on a trip has the responsibility to help in whatever way they can to ensure the smooth running of the trip.
- 4) Parents and carers are welcome to bring children on trips. Other trip members should actively support child carers in a variety of ways. The level of this support will depend upon each trip's resources of accommodation and personnel.

The ultimate responsibility for childcare remains with the parents and carers.

- 5) People with disabilities are welcome and members on trips shall offer whatever help is reasonable.
- 6) New or prospective members should be made especially welcome on their first trip.

Trip Charges

- 7) The organising region shall decide charges for day trips.
- 8) Overnight and transport charges for multi-day trips for each income band shall be agreed by the AGM each year. These will be based on the same income bands as used for membership fees
- 9) Overnight charges shall include food and accommodation, and will be applicable to national and regional multi-day trips.
- 10) Transport charges for regional trips may be decided by the organising region, provided these comply with the club's *banding philosophy*. However, regions are encouraged to adopt National transport rates.
- 11) Members going on trips organised by other regions are responsible for their own transport costs.
- 12) Regions wishing to organise multi-day trips should liaise with the National Trips Secretary.
- 13) All multi-day trips should be advertised in the club's MIS at least three months before the trip start date. Apart from trips abroad, only Club trips may be advertised in the club's publications.
- 14) The political and environmental implications of purchases for trips should be considered wherever practically possible. (See current trip organisers pack for examples).

D Safety

1. The club recognises that club members have varying levels of experience, expertise and skills necessary for safe enjoyment of climbing and other mountain activities.
2. The club aims to create an environment in which members will share such skills.
3. It is the responsibility of all adult Red Rope members to understand the nature of the activity they intend to undertake. With the exception of training trips (see section E below) more experienced members should not be expected to show greater responsibility for the safety of others.
4. Trip members must ensure that activities undertaken are within their capability and that they are suitably equipped.
5. If club members on a trip call out a Mountain Rescue Team then the Trip Organiser must make a report to the NC detailing the incident. The region or the National Committee should subsequently make a donation to the relevant Mountain Rescue Team.

E Training

1. The club acknowledges that good practice in Club activities requires the acquisition of skills such as navigation, ropework, appreciation of mountain weather etc.
2. The club shall organise trips for training purposes to meet members' varied interests and abilities. Some training trips may be for women only.
3. In recognition of the importance of training provided by professional instructors at recognised institutions, members going on such courses may be eligible for a training grant at the discretion of the NC. Members in receipt of such a grant are expected to be willing to contribute to training and/or skill sharing within the club.

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F Political Policy

1. The NC has a responsibility to take a political lead inside the club, to promote maximum access to mountains, moors, heaths and coastal areas, and the maintenance and extension of the network of public rights of way. Red Rope accepts that non-violent direct action may be necessary to achieve these objectives. .
2. The club will affiliate to the Ramblers' Association (RA), the British Mountaineering Council (BMC) (English and Welsh members), the Mountaineering Council of Scotland (MCofS) (Scottish members) and the Open Spaces Society (OSS).
3. Any proposals to affiliate to other outside organisations must be decided by the AGM. The aims and objectives of the proposed organisation must be consistent with those of Red Rope.
4. The NC will aim to raise the awareness of the membership on matters of environmental politics, particularly in relation to club activities. It will:-
 - a) work within and seek to influence the policies of the RA, BMC and MCofS.
 - b) support pressure groups such as the Open Spaces Society and the Scottish Wild Land Group.
 - c) identify issues and campaigns on which the club might make an effective input and play an active role in developing club policy on countryside issues.
 - d) encourage members to raise issues of environmental importance within trade union and political organisations.
5. Red Rope will campaign for equal opportunity of access to the countryside for everyone, regardless of income, race, sex, disability or age.
6. Red Rope fully understands the need to conserve wildlife species and habitats and will therefore respect reasonable restrictions on access where genuinely necessary to safeguard plants and animals, as agreed with appropriate nature conservancy bodies.
7. Red Rope will campaign for and demonstrate through its activities a considerate approach to the environment.
8. The club may undertake to organise such events as are considered necessary to promote the political and other interests of the club. Such events shall be, where possible, self-financing.

H Club finance

1) General principles:

Members shall be charged for trips and membership according to their ability to pay.

Charges will be spread across a number of income bands, designed to be as fair as practicable for all members. The proportion of increase in charge from one band to the next may be a different proportion in regard to membership fees, to that of nightly and transport charges.

2) Determining Income Band:

'Income band' is based on relevant income as follows:-

- a) Total income from all sources, including interest on savings, all benefits including child benefit and tax credit, and rent from lodgers or sub-tenants. It may also include housing benefit up to £75 per week (£325 a month).
- b) Deductions for tax and National Insurance contributions, but not occupational pension contributions, SAYE or mortgage repayments etc.)
- c) If there are dependents, such as children, one parent/carer per family may deduct a further £20 per week (£87 per month) from their income.
- d) If income varies from month to month, members should total their relevant income for the previous three months and divide by thirteen (for weekly figure) or three (for monthly income).
- e) The income band and annual charge for a year's membership can then be found from the Membership Charges Table published on the Red Rope website.

3) Membership

- a) Membership shall run for twelve months starting from the 1st of the month after the subscription is received.
- b) Members will be sent a renewal notice two months before their membership expires, a first reminder immediately after the membership renewal date and a final reminder two months after the renewal date.

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4) Multi-Day Trip Charges

Nightly Charges

- a) The charge per night for each income band is set by the NC and agreed by the AGM and is known as the 'standard' nightly charge for that band.
- b) In cases where accommodation is beyond the reach of the standard nightly rates, regions may apply a multiplier to the 'standard' nightly rate of any variable from 1 to 2 times. This multiplier must be included in the trip details when advertised in the MIS.
- c) The trip charge is the sum of the nightly charge and the transport charge

Transport Charges

- d) For national trips, the transport charge per mile for each income band and the rate to be paid to car drivers will be based on the price per litre of fuel at the time of the trip. A charge matrix is provided on the club's website for trip organisers to determine the appropriate rates per mile.
- e) Regions may determine their own set of transport charges and reimbursements.
- f) The transport charge for each trip member shall be determined from their distance travelled from/to the point at which they join/leave the trip vehicle in which they travel.
- g) Each person who brings their own car on a trip as part of recognised transport, will receive reimbursement, at the prevailing rate, based on the number of passengers, up to a maximum of three (including the driver). At the discretion of the trip organiser, reimbursement at the same rate may be given where car owners are asked to bring equipment or food in lieu of passengers.
- h) Car drivers may claim reimbursement from the point at which they pick up their first passenger (or load of food or equipment for the trip). Trip organisers may choose to pay for all or part of a car driver's solo journey where circumstances are appropriate.
- i) Where ferries are used the cost of the ferry will be converted into a mileage increment to be added to the actual distance driven.

Comment [S4]: OK?

Comment [S5]: may or shall?

Comment [S6]: OK?

Comment [S7]: How is the conversion to be calculated?

Charges for public transport users on national trips

- j) The member will pay the cost of their ticket. This will then be adjusted by their income band. Below E band some of the cost will be reimbursed and above E band an additional payment into the trip will be charged, as follows:
 - Band A – reimbursement of 50% of ticket cost
 - Band B – reimbursement of 40% of ticket cost
 - Band C – reimbursement of 30% of ticket cost
 - Band D – reimbursement of 15% of ticket cost
 - Band E – no adjustment
 - Band F – pay additional 15% of ticket cost
 - Band G – pay additional 35% of ticket cost
 - Band H – pay additional 54% of ticket cost
- k) Regions may use local discretion in dealing with trip members using public transport. This can include asking members to contribute to the cost of trip transport by cars.

Comment [S8]: OK?

Trip Deposits

- l) When booking onto a national or regional trip, the full nightly charge must be paid. In the event of a cancellation more than one month before the start of the trip a full refund will be made, after which no monies are refundable. Bookings are not transferable.
- m) Non-members will pay the equivalent of E an additional 20% of their nightly charge, apart from their first trip, when the 20% surcharge does not apply, and prospective members may opt to pay the rate for E band where this would be less than their normal banded rate.
- n) Members going for only part of a trip must still pay the whole trip charge.

5) Regional support

- a) Up to 10% of membership fees (the 'National Pool') may be distributed annually as Regional Support
- b) Any Region requesting support from National funds shall notify the National Treasurer by the end of the club's financial year, and provide details as requested of the Region's bank account, income and expenditure
- c) A Region is eligible for Regional Support payments if their trip income for the year does not exceed the amount it would have reached at Band E rates. Regional Support payments shall be made one month after the end of the club's financial year and shall be in the form of:-

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- i) A payment per member to assist with regional administration costs (at a rate to be determined by the National Committee).
 - ii) A reimbursement of the amount by which the Region's actual trip income fell short of the amount it would have reached at Band E rates.
 - iii) To obtain these payments, the Region must supply the National Treasurer with a completed trip treasurer form for each trip run by the Region during the financial year, including the following information:
 - The income from overnight charges
 - The income from transport charges
 - The total number of person-nights covered by the overnight charge income
 - The total number of person-miles covered by the transport charge income
 - iv) In the event that the National Pool is insufficient to pay that year's claims for Regional Support, payment will be made to Regions pro-rata to their entitlement.
 - v) Unused National Pool funds may be carried over to the next year's National Pool, or absorbed into general funds at the discretion of the National Committee.
 - vi) The National Committee may, at its discretion, make further payments or loans to Regions, outside of the regional support mechanism, where there are agreed to be exceptional circumstances necessitating this."
 - vii) Regions that are in surplus may contribute to the National Pool.
- 9) **Action Fund**
The Club shall have an Action Fund to finance campaigns and may raise extra monies for this from the membership.
- 10) **Bank Accounts**
There shall be separate bank accounts for:-
- the main club finances (managed by the club treasurer);
 - the Action Fund (managed by the club treasurer);
 - trips (managed by the Trips Treasurer).

I Publicity

- 1) **Internal publications**
 - a) The club will produce a member's handbook, a Monthly Information Sheet (MIS), a periodical Bulletin (Bulletin), a Trip Organisers Pack and a Guide for Regions.
 - b) Each member shall be entitled to receive the Members Handbook, MIS and Bulletin.
 - c) Members are encouraged to contribute to the MIS and Bulletin and to use these to communicate with each other, advertise gear for sale or exchange, or to seek companions or exchange information.
 - d) It is a priority for the NC to ensure that publications appear on time.
- 2) **External publicity**
The club will:
 - a) Advertise the aims of the club and other details.
 - b) Stress the socialist and anti-racist, anti-sexist nature of the Club in its publicity.
 - c) Advertise in gay and ethnic minority organisations.
 - d) Produce an information sheet for prospective members.
 - e) Use the club listings in the outdoor media.
 - f) Introduce issue based pamphlets written by outside contributors and club members.
 - g) The club will offer its members, on the membership renewal form, the facility to have the BMC Summit Magazine (for Scottish members the equivalent MCoF magazine) directly mailed to them.

Comment [S9]: We don't actually do any of these do we? So should we reword this to be less specific?

J Data Protection Legislation

- 1) The club will comply with current Data Protection Legislation.
- 2) The membership application forms and renewal letters will ask whether the member objects to having their details held on computer. If they do object then separate paper records will be kept.
- 3) Specific members' details may be released when necessary to outside bodies, especially the BMC and MCoF for the purpose of obtaining club insurance, or for other matters deemed necessary by the National Committee for the running of the club.

Comment [S10]: This is not included on renewal letters now and probably can't be on the existing system. Can we delete? Or should we be asking members regularly if computer retained data is OK? Note the requirement in J2 for paper records if they do object.

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K The Club Hut

The Hut Officer is responsible for co-ordinating the implementation of the hut policy.

Comment [S11]: This needs expanding to take account of the bed nights booking and hut keys arrangements.

L Disability

The club accepts the principles of integration, responsiveness, positive action and self-determination as a basis for policy and practice to enable people with disabilities to become involved in the club.

Comment [S12]: Is this wording still appropriate?

M Complaints/Discipline

- 1) If any member finds the behaviour of another member unacceptable and cannot resolve the matter at the individual level, they should bring it to the attention of their regional committee for consideration.
- 2) If this is not sufficient to resolve the matter, they may make a formal complaint to the National Committee.
- 3) The NC will then arrange for the complaint to be heard by a specially appointed sub-committee.
- 4) If the sub-committee judge that the complaint is justified, the following actions or penalties are available:-
 - a) Instruct the offender to write a letter of apology to the complainant
 - b) Instruct the offender to write a open letter of apology for publication in the MIS and/or on the Red Rope website
 - c) Suspend the offender from national trips for a specified period of time
 - d) Suspend the offender from all club activities for a specified period of time
 - e) Expel the offender permanently from the club.
- 5) The offender may appeal against any penalty. This must be done in writing no more than one calendar month after the original notification of the penalty.
- 6) In the event of an appeal the National Committee will appoint a new sub-committee to re-consider the original complaint and penalty applied. The membership of this committee will not include any of the members of the original sub-committee.

Comment [S13]: Mainly new clauses. OK?

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Appendix 1: General Duties of Club Officers

1. **All club officers** are expected to:-

- a) attend National Committee meetings or tender apology for non-attendance in advance of meetings.
- b) liaise with other officers as necessary to their function(s), as specified below, or in relation to any particular club issue,
- c) keep adequate administrative records and up-to-date copies of printed and electronic documents (including emails) for which they have responsibility, as detailed in Appendix 2.
- d) ensure that these documents are passed on to their successor and that they assist in instructing their successor in their duties and current methods of operation.
- e) ensure that the appropriate sections of the Web site that relate to their function(s) are updated with correct information. For the present, this will be done by providing the IT officer with correct information and alerting the IT officer of any changes required, in accordance with the pages indicated in Appendix 2. When the new (2015) web site is implemented and training provided, club officers will be expected to update the appropriate sections of the Web site themselves.
- f) liaise with regions and specific regional representatives.
- g) provide written reports to the AGM on matters relating to their specific function.

Comment [S14]: Take note

2. **All regional representatives** are expected to:-

- a) attend National Committee meetings or tender apology for non-attendance in advance of meetings.
- b) liaise with national officers and other regions as necessary.
- c) keep up-to-date copies of printed and electronic documents (including emails) for which they have responsibility, as detailed in Appendix 2.
- d) ensure that these documents are passed on to their successor and that they assist in instructing their successor in their duties and current methods of operation.
- e) ensure that the appropriate sections of the Web site that relate to their region are updated with correct information. For the present, this will be done by providing the IT officer with correct information and alerting the IT officer of any changes required, in accordance with the pages indicated in Appendix 2. When the new (2015) web site is implemented and training provided, regional representatives will be expected to update the appropriate sections of the Web site themselves.
- f) provide written reports to the AGM on matters relating to their specific region.

Comment [S15]: Need to remind Regional Reps of this !!

Comment [S16]: And this

Comment [S17]: !!!!!

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Appendix 2: Job Descriptions of Club Officers

National Secretary

- a) To act as convenor/agenda organiser for the NC and GM's and be responsible for the overall planning and operation of them.
- b) To be the keeper of the Constitution.
- c) To act as national trip co-ordinator (to avoid clashes) and to maintain the Club diary.
- d) To ensure that the interests and activities of the regions mesh smoothly with the club as a whole, and to foster and encourage these activities.
- e) To maintain a public presence in the outdoor climbing media, by writing/stimulating the writing of letters on topics of current interest to such magazines.
- f) To act as a spokesperson of the Club to the outside world (in consultation with appropriate officers).
- g) To ensure that the NC and GM's are adequately minuted and that the minutes are published.
- h) To represent the interests of underrepresented regions.
- i) Documents: Constitution; NC and Regional Contact List (one for general release, one for NC Only release) ; relating to Local Groups Page; Contacts Page; News & Reports Page.

Relevant documents: List of Regional officers

Relevant web pages:

Treasurer

- a) To administer central club finances and to be responsible for overseeing the Hut and Action Funds.
- b) To produce an income and expenditure budget each year and to update and monitor this regularly from actual income and expenditure.
- c) To produce financial reports for the National Committee and for each AGM, to be externally certified when requested by the NC.
- d) To write cheques on behalf of the club and, after consulting with the NC, to appoint co-signatories who are required to countersign cheques.
- e) To advise the club about Trip/Membership rates and to prepare a budget based on these when requested by the NC
- f) To be responsible for the redistribution of funds within the club according to club policies.
- g) To maintain and distribute a record of training grants allocated to members.

Relevant documents: List of Regional officers, Bank details, Bank statements

Relevant web pages:

Comment [S18]: Isn't this now the role of the Trips Treasurer?

Membership Secretary

- a) To maintain the membership records of the club and to comply with current Data Protection legislation.
- b) To receive applications for, and renewals of, membership. To bank membership fees regularly and send information about each banking to the National Treasurer.
- c) To respond to enquiries about membership, including the club's philosophy and charging policies.
- d) To send out membership cards and welcome letters.
- e) For new or re-joining members to send also a copy of the current Bulletin and Monthly Information Sheet, together with the members handbook.
- f) To inform regions regularly of current members associated with their region and of those members who have not re-joined following a final Reminder.
- g) To provide appropriate reports on membership for the National Committee and General Meetings.

Relevant documents: Membership form, Membership Computer System and Data

Relevant web pages: Join Us, Membership Charges

Comment [S19]: We don't have one. So can we delete this?

Bulletin Editor

- a) To edit, produce and distribute a quarterly Bulletin, including the club diary.

Relevant documents: Printed copies of current and previous Bulletins

Relevant web pages: Red Rope Bulletins (PDF versions)

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Monthly Information Sheet Editor.

- a) To edit, produce and distribute the Monthly Information Sheet.
- b) To liaise with the National Secretary convening the club diary.
- c) To liaise with the Bulletin Editor for providing the club diary for the Bulletin.

Relevant documents: Event details from regions, Electronic versions of current and previous Monthly Information Sheets

Relevant web pages: Events diary.

Ramblers' Association (RA) representative.

- a) To liaise between the National Officers of the RA, particularly the Countryside Officer and the Press Officer.
- b) To disseminate information to the members via the Bulletin and Monthly Information Sheet.
- c) To ensure the club maintains active involvement with the RA policies and sends delegates to the National Council and to JOCORAMA, to raise the club's profile and to develop motions for the National Council.
- d) To participate in the Access and Conservation Committee and to liaise with the BMC rep. and the National Secretary.
- e) To promote the club's participation in Forbidden Britain Day.
- f) To co-ordinate the Club's local contact with the RA.

Relevant documents:

Relevant web pages:

British Mountaineering Council (BMC) representative.

- a) To liaise between the National Officers of the BMC, particularly the Access Officers.
- b) To disseminate information to club members via the Bulletin and Monthly Information Sheet.
- c) To co-ordinate regional involvement on BMC committees.
- d) To ensure representation at the BMC's AGM.
- e) To participate in the Access and Conservation Committee and to liaise with the RA representative and the National Secretary.

Relevant documents:

Relevant web pages:

Mountaineering Council of Scotland (McofS) representative.

- a) To liaise between National MCoFS Officers, particularly the Access Officers.
- b) To disseminate information to club members via the Bulletin and Monthly Information Sheet.
- c) To co-ordinate regional involvement on MCoFS committees.
- d) To ensure representation at the MCoFS's AGM.
- e) To participate in the Access and Conservation Committee and to liaise with the RA representative and the National Secretary.

Relevant documents:

Relevant web pages:

Training officer

- a) To oversee training within the club.
- b) To promote the training of trainers.
- c) To ensure that there is a training organiser for each training trip.
- d) To establish links with the training and safety sections of relevant organisations.
- e) To liaise with the Huts Secretary regarding booking of huts for National trips.
- f) To liaise with the club treasurer regarding the distribution of training grants to club members.

Relevant documents: Safety Route Card

Relevant web pages:

National Trips Secretary.

- a) To book National trips, promote national trips in the Bulletin and Monthly Information Sheet, to liaise with trip organisers regarding transport and to ensure that trips without organisers are cancelled according to current club policy.
- b) To maintain a hut and campsite register.

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- c) To negotiate with other clubs over difficulties re `banning' from huts.
- d) To ensure that club trips follow the hut guidelines laid down by other clubs.
- e) To maintain the Trip Organiser's Pack and ensure distribution to regions and to national organisers.

Relevant documents: Hut Register, Camp-site Register, Trip Organiser's pack, Trip Booking Form

Relevant web pages: Trip booking form template, Food and recipes

National Trips Treasurer

- a) Administer the National Trips bank account and appoint co-signatories who are required to countersign cheques. The National Trips banks account is for banking members' trip charges and making payments for hut charges and other trip charges as necessary.
- b) Liaise with trip secretary, trip organisers and trip treasurers for smooth running of national trips
- c) Produce regular analyses of trip treasurers accounts to provide data for annual review of trip rates and transport charges
- d) Produce financial reports for the NC and for each AGM, to be certified annually by the National Treasurer
- e) Propose to each AGM the trip rates for the forthcoming year
- f) Transfer funds to the main bank account when the National Trips bank account exceeds £2000.

Comment [S20]: Still the appropriate amount?

Relevant documents:

Relevant web pages:

Hut Officer

- a) To maintain, update and implement the hut policy. To liaise with interested club members regarding the location and acquisition of a building suitable for conversion to a club hut.
- b) To collate and maintain information regarding all club hut acquisition activity.
- c) In the event of a possible club hut being located, to request the NC to call a SGM to allow members to vote for or against the proposed acquisition.
- d) To submit to any such SGM operational and policy guidelines for the purchase and running of the building, for the meeting's approval.

Relevant documents:

Relevant web pages:

Publicity Officer.

- a) To produce and maintain the stock of publicity material.
- b) To oversee the update and production of a handbook as necessary.
- c) To ensure that there is adequate publicity at external events.
- d) To advise members of the location of publicity material and the Club's banner.
- e) Documents: Publicity pack supplied to regions and items from it that are on the web.

Relevant documents:

Relevant web pages:

Information Technology (IT) Officer.

- a) To maintain, develop and advise on current and future IT facilities for the club.
- b) To maintain and develop the Red Rope website.
- c) To manage the Red Rope domain(s).
- d) To manage Red Rope e.mail facilities.
- e) To ensure that computerised records are properly maintained and that there are suitable procedures where others are responsible for their maintenance.
- f) To manage the Red Rope discussion lists.
- g) To advise on the purchase of and, where possible, the use of hardware and software and IT related facilities.
- h) Responsible solely for: Home Page; Red Rope Logo; About Red Rope page; Discussion list page; to check the external links work annually.

Relevant documents:

Relevant web pages:

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Appendix 3: Guidelines for Conducting a Regionally Based Vote

1. On receipt of a valid request for a vote based on regional meetings, which must include the wording of the motion to be voted on, the National Committee will
 - a) Set a date by which votes must be received from its constituent regional groups and appoint two of its members to take responsibility for receiving the results of the regional votes and otherwise overseeing the conduct of the .
 - b) Write to all members (by post or email as appropriate) informing them that a valid request for a motion to be decided by regional meetings has been received and including the motion.
 - c) Inform regional secretaries of the need to organise a meeting to discuss, and vote on, the motion. The notice to regional secretaries shall include
 - the motion
 - the closing date for the return of votes (which must be at least 28 days after the receipt of the notice)
 - the name and address (postal or electronic) of the person to which the result of the vote for the region must be sent.
 - A list of paid-up members of the region at the time the notice is issued.
2. On receipt of a request to convene a regional meeting for the purpose of discussing and voting on a motion, a regional secretary shall issue a notice to regional members, which shall contain:
 - the motion
 - the date of the meeting, which must be at least 14 days from the date of the notice
3. All paid up members who attend their regional meeting may vote on the motion. A record should be made of the votes – for and against the motion and any abstentions. The regional secretary shall take responsibility for ensuring that all those voting are paid up members of the club, and are from the region.
4. Following the meeting, and in time to meet the deadline for receipt of votes, the regional secretary shall forward the results of the vote to the person designated to receive these on behalf of the National Committee.
5. The overall result of the vote will be decided using a simple majority of the total votes cast, except for amendments to the constitution which will require a minimum of two thirds of the valid votes.
6. Within 7 days of the closure date for receipt of votes, the NC members with responsibility for the conduct of the vote will arrange for the result of the vote to be posted on the web site. The result will also be included in the next available MIS.
7. Any complaints or objections to the conduct of the regional meetings or other aspects of the vote should be sent to the Secretary and will be adjudicated by the NC.