

# CONSTITUTION OF THE CALSTOCK FOOTPATH SOCIETY

(est 1986)

Major Revision 2011  
Minor Revision March 2012  
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## 1 Name and Objectives

The Society shall be known as the “**The Calstock Footpath Society**” (CFS). The title shall be deemed to cover the whole of Calstock Parish and the villages therein. Its objectives shall be:

- 1.1 To provide members and the public with practical, historical and legal information on designated and undesignated footpaths, bridleways and byways in the Parish of Calstock.
- 1.2 To work towards the designation of non-designated footpaths, bridleways and byways as appropriate.
- 1.3 To provide practical help for keeping paths in good condition.
- 1.4 To arrange regular walks within Calstock Parish and the surrounding Tamar Valley for members and the public. (Appendix 1)
- 1.5 To encourage proper and understanding use of paths. To ascertain on a regular basis that all rights of way in the Parish remain open, accessible and in reasonable repair; to report damage or misuse to the appropriate authority (Appendix 2)
- 1.6 The Society may be affiliated to other societies, associations and groups with a common interest, which will be beneficial to members.
- 1.7 To receive donations, endowments, sponsorship fees, subscriptions and legacies from persons desiring to promote the objectives of the Society.
- 1.8 The Society has no authority over and above that held by private individuals but would hope to act in partnership with the Parish Council on matters connected with footpaths, bridleways and byways.
- 1.9 The Society shall ensure that its activities are covered by a valid insurance policy adequate to meet any reasonable claim in the event of accident or injury.

## 2 Membership

- 2.1 Membership is open to all residents of Calstock Parish and to residents outside the Parish, who support the objectives of the Society on payment of an annual subscription, which is from time to time recommended by the Honorary Officers and approved at the Annual General Meeting. The Society may limit the total number of members, or refuse membership to any applicant after due consideration.
- 2.2 The annual membership is payable in January.

- 2.3 The Society may terminate the membership of any member if:
- a. There is money owed to the Society in respect of membership or other fees after a lapse of three months (such power shall be operated on behalf of the society by the Secretary), or
  - b. If a member or members act in a way which the Society considers, is prejudicial to the Calstock Footpath Society or brings it into disrepute. Membership may be terminated by the Society on a two-thirds majority vote of those present and voting at a Meeting.
- 2.4 Honorary Membership is given to individuals who have made substantial contributions to the work of the Society. Honorary Members shall be exempt from payment of subscription fees and shall enjoy all the privileges of the Society but shall not be eligible to hold office.

### **3 Management**

- 3.1 The Society shall be managed by Honorary Officers comprising of a Chairman, Secretary and Treasurer.
- 3.2 The appointments of Chairman, Secretary and Treasurer will be made from members of the Society by individual election at the Annual General Meeting. Nominations for each appointment must be made in writing by not less than two other members. The Secretary must receive such nominations not later than twenty-one days prior to the date of the meeting. Nominations must be accompanied by the written consent of the nominee.
- 3.3 Honorary Officers shall be elected to serve for a period of two years and may offer themselves for re-election in accordance with 3.2. The Chairman and Secretary should resign in alternate years.
- 3.4 In the event of a vacancy occurring, an Ordinary Meeting shall have the power to appoint another member of the Society to serve as an Honorary Officer. Members so appointed shall retire at the next Annual General Meeting but may offer themselves for election in accordance with 3.2
- 3.5 The Chairman shall have the power to appoint committees as required. Such committees shall have power to co-opt members for special purposes.
- 3.6 In the event of circumstances requiring urgent attention arising between Ordinary meetings the Honorary Officers may execute all the necessary powers of the Society. Any action taken must be reported to the members at the next meeting.
- 3.7 The Chairman, or in his absence, the Secretary, shall chair the *Ordinary* Meeting at which they are present. At meetings matters shall be decided by a two-thirds majority of votes of the members present. In the case of an equality of votes the Chairman of the meeting shall have a casting vote.
- 3.8 An Annual General Meeting shall normally be held in the January of each year.
- 3.9 Due notice of the Annual General Meeting shall be given to members with the minutes of last Ordinary meeting of the year. A quorum at such meetings shall consist of 9 members of the Society.
- 3.10 Notice of motions for inclusion in the Annual General Meeting must be received by the secretary not later than twenty-one days prior to the date of the meeting. Notice of the motion must be signed by not less than two members.

- 3.11 The Chairman shall have the power to convene an Extraordinary Meeting of the Society if in his view circumstances require such a meeting.
- 3.12 An Extraordinary Meeting shall be called by the secretary on receipt of a request in writing signed by at least 6 members of the Society. At least twenty-one days notice of such a meeting shall be given to all members of the Society stating the purpose for which the meeting is convened.
- 3.13 A quorum at such a meeting shall be 12 members of the Society. No other business than that specified in the notice may be conducted at the meeting.
- 3.14 Ordinary Meetings shall be held 3 to 4 times a year as deemed necessary. All members of the CFS are entitled to attend.
- 3.15 The secretary shall ensure that minutes are kept of all Meetings and these are circulated to members.

#### **4 Finance and Audit**

- 4.1 The Treasurer is permitted to authorise expenditure on behalf of the Society up to £50. The Treasurer and one Officer may approve expenditure up to £250. All other expenditure must be presented and approved at a Ordinary Meeting.
- 4.2 The Society shall appoint three signatories to its accounts, any one of whom shall be able to sign cheques on its behalf.
- 4.3 For electronic banking, any password will be known to the Treasurer. A copy of this password will be held in a sealed envelope by the Secretary.
- 4.4 A float of £40 from the funds shall be held by the Secretary to cover incidental expenses.
- 4.5 The Society shall require the Treasurer to maintain proper accounts which shall be open to inspection by any member on fourteen days notice being given and received.
- 4.6 Proper accounts comprising of at least an Income and Expenditure Account and Balance sheet, showing the state of the Society finances shall be drawn up as at the 31<sup>st</sup> December each year and such accounts duly audited, shall be laid before the next Annual General Meeting for adoption. A financial report shall be presented at each meeting.
- 4.7 The Honorary Auditor shall be appointed by the Society at the Annual General Meeting. An Officer cannot serve as an auditor of the accounts.
- 4.8 All proper costs, charges and expenses incidental to the management of the Society may be defrayed out of the funds of the Society.

#### **5 Winding up**

- 5.1 Members may, at an Annual or Extraordinary General Meeting, decide to disband the Society. All the Society's assets or liabilities and or property shall be disclosed to the members prior to a winding up resolution being discussed.
- 5.2 After such resolution being passed, Society property shall be sold by auction and after liabilities have been met, any such assets remaining shall be donated to the charity as resolved at the meeting.

## **6 Revision of this Constitution**

- 6.1 This Constitution may be amended at an Annual or Extraordinary General Meeting of the Society by a two-thirds majority of votes of the members present.. Notice of any proposed revisions shall be sent to members with the notice convening the meeting.
- 6.2 Organised Walks (Appendix 1) and Footpath Monitoring (Appendix 2) may be amended by the Officers as required. Any such amendments to be reported at the following meeting.

## APPENDIX 1

### Organised Walks

- 1 The Calstock Footpath Society will endeavour to organise monthly walks for the benefit of members and the wider public.
- 2 The Society reserves the right to limit participation to members only in certain circumstances.
- 3 Volunteer walk leaders are asked to produce a short description of their proposed walk giving details of date, start time and approximate distance. The degree of difficulty and the number of stiles should also be included.
- 4 To help determine the time a walk will take allow approximately 2 miles per hour. This a very rough guide and can vary depending on the group, terrain and conditions.
- 5 In the event of an accident, leaders must give full details in writing to the secretary.
- 6 Leaders and back markers should wear High Visibility Vests when walking in narrow country lanes.
- 7 The Society should ensure that a good percentage of the walks are within the parish.
- 8 Dogs are not permitted on any CFS walks.
- 9 Car sharing and use of public transport should be encouraged.

## APPENDIX 2

### Footpath Monitoring

- 1 Members should report to the Secretary any difficulties encountered in the Rights of Way network in the Parish of Calstock. All major problems should be passed on to the appropriate body by the Secretary. Minor tasks may be undertaken by the members (see 4 below)
- 2 The Society should investigate and report as above if necessary, any instance of misuse or damage to Rights of Way brought to its attention by local residents or members of the public.
- 3 In addition to 1 & 2, the Society should endeavour to appoint volunteers from the membership to check at reasonable intervals certain Rights of Way allotted to their care. If possible this inspection should cover all Rights of Way in the Parish. Any misuse or damage should be reported to the Secretary without delay.
- 4 From time to time work parties may be formed of volunteers who will undertake minor clearance of Rights of Way, such as the removal of litter, brambles and nettles.

## **THE COUNTRY CODE**

- 1 Guard against all risk of fire
- 2 Leave gates and property as you find them
- 3 Keep dogs under proper control
- 4 Keep to paths across farmland
- 5 Avoid damaging fences, hedges and walls
- 6 Leave no litter
- 7 Safeguard water supplies
- 8 Protect wild life, plants and trees
- 9 Go carefully along country roads
- 10 Respect the life of our countryside