

## **Rules of the Mendip Caving Group as CIO 1197325**

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### ***Notes are in italics***

#### ***Extract from the MCG CIO Constitution Clause 26 ‘Rules’***

*The charity trustees may from time to time make such reasonable and proper rules as they may deem necessary or expedient for the proper conduct and management of the CIO, but such rules must not be inconsistent with any provision of this constitution. Copies of any such rules currently in force must be made available to any member of the CIO on request.*

#### ***The Charity Commission’s model constitution notes for Clause 26 ‘Rules’***

*We recommend that this power should be included for clarity, but charities automatically have this power and an express power is not needed. It is important that members are made aware of, and can easily obtain, copies of any rules.*

# 1. Governance

- 1) The Mendip Caving Group is governed by its constitution as a Charitable Incorporated Organisation numbered 1197325. These rules should be read alongside the constitution dated 1<sup>st</sup> April 2023.
- 2) Section 26 of our CIO constitution provides for rules to be put in place, by the charity trustees, to provide additional practical information for the proper conduct and management of the MCG.
- 3) In the event of any inconsistency or discrepancy, the constitution will take precedence over these rules.
- 4) These rules apply to members and guests (where appropriate).
- 5) These rules are made by the charity trustees but can be reviewed at a general meeting where any decision about them would be reached in the normal constitutional way.
- 6) In the remainder of these rules, the term trustee is used to refer to an MCG CIO trustee.
- 7) From our constitution, observe the clause that reads: "It is the duty of each member of the CIO to exercise his or her powers as a member of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO."

# 2. Headquarters of the CIO

The address of the principal office of the Mendip Caving Group is Nordrach Cottage, Charterhouse-on-Mendip, Blagdon, Bristol, BS40 7XW.

# 3. Caving Code

Members of the MCG are expected to follow the BCA's 'Caving Code' which is summarised below:

- 1) Cave with care and thought for the environment.
- 2) Disturb nothing whether living or geological.
- 3) Avoid touching formations.
- 4) Keep to marked routes and never cross conservation tapes.
- 5) Take nothing but photographs.
- 6) Do not pollute the cave, leave nothing behind.

# 4. Finance

The MCG's funds shall be placed in accounts, with banks or be otherwise invested as the trustees shall direct.

## A. Payments, cash and accounting

- 1) The Treasurer shall keep proper accounts and receipts of all transactions.
- 2) The Treasurer may make electronic payments for goods and services, from the current account, for amounts less than £100.00 without the authorisation of another trustee.
- 3) The Treasurer and one other trustee - typically the Secretary will both be required to authorise electronic payments over £100.00 from the current account.
- 4) The current account balance should be kept at an average of below £3000.00.
- 5) Savings accounts may be used to hold excess funds and must require multiple trustee signatures for withdrawals.
- 6) The signatures of two trustees shall be required on all cheques.
- 7) The trustees should avoid holding significant sums of cash.
- 8) The trustees should make it possible for hut fees etc to be paid electronically.  
Any significant (> £50) non-routine expenditure must be authorised by a resolution of the trustees.

## B. Investments

- 1) The trustees shall nominate four signatories to operate MCG's investments. These signatories should be different people to those operating the current account (typically the Treasurer and Secretary).
- 2) The investment signatories shall only authorise investment transactions on the instruction of the CIO trustees.
- 3) At least one investment signatory should be a trustee of the CIO.
- 4) Investment funds may only be withdrawn to a bank account belonging to the MCG as a CIO.
- 5) The signatures of two of the four investment signatories shall be required for the withdrawal of investment funds.
- 6) Where possible, all four signatories should be required to change the details of the bank account to which the proceeds of any investment are paid.

## 5. Legal

- 1) The safeguarding policy of the MCG is to follow that of the BCA. The BCA policy suggests that the safeguarding policy should be re-considered by the trustees annually.
- 2) In the administration of the MCG, the trustees must observe the General Data Protection Regulations (GDPR) and provide a privacy statement. This should be reviewed annually by the trustees. The trustees must consider GDPR whenever personal details are recorded or data is stored. See also section 6.

## 6. Register of Members

- 1) The MCG Charity Trustees shall maintain a record of members in accordance with the CIO constitution. The register must include:
  - a) Name
  - b) Postal / service address
  - c) Email address
  - d) Date of joining
  - e) Date of leaving
  - f) Membership Class
- 2) Additionally, further records are held to assist with administration. Full details of all details held and their purpose are listed in the Mendip Caving Group – Data Protection Policy - Lawful Basis of Processing Personal Data document.

*These rules elaborate on the requirement to keep records in the CIO constitution.*

## 7. Fees

- 1) Fees including those for CIO Membership, and overnight stays are set by a majority vote at an AGM or EGM. In the event of increased costs, the trustees may amend the guest fee at any time.
- 2) The membership fee to the 31<sup>st</sup> Dec 2023 (exclusive of BCA PL insurance) in £, including pro rata reductions, starting on the date listed, are as below.

MCG	1 <sup>st</sup> Jan	1 <sup>st</sup> Apr	1 <sup>st</sup> July	1 <sup>st</sup> Aug	1 <sup>st</sup> Sept	1 <sup>st</sup> Oct	1 <sup>st</sup> Nov	1 <sup>st</sup> Dec
Full	35	26.25	17.5	17.5	17.5	7.5	5	2.5
Probationary	35	26.25	17.5	17.5	17.5	7.5	5	2.5
Affiliate	15	11.25	7.5	6.25	5	3.75	2.5	1.25

- 3) **The membership fee from 1<sup>st</sup> Jan 2024 (exclusive of BCA PL insurance) in £, including pro rata reductions, starting on the date listed, are as below:**

MCG	1 <sup>st</sup> Jan	1 <sup>st</sup> Apr	1 <sup>st</sup> July	1 <sup>st</sup> Aug	1 <sup>st</sup> Sept	1 <sup>st</sup> Oct	1 <sup>st</sup> Nov	1 <sup>st</sup> Dec
Full	40	30	20	20	20	10	5	40 to cover next year
Probationary	40	30	20	20	20	10	5	40 to cover next year
Affiliate	15	11.25	7.5	6.25	5	3.75	2.5	15 to cover next year
Junior	5	5	5	5	5	5	5	5 to cover next year

- 4) Pro-rata BCA fees must be paid when joining at any time of year.
- 5) The fee for staying overnight at the Cottage premises are £5 for members and their under 18 children and £7.50 for guests.
- 6) **From the 1<sup>st</sup> April 2023, A day fee of £1 should be paid by all members who enjoy the use of the cottage without staying the night. The day fee need not be paid when just visiting to collect or return MCG equipment. The day fee should be paid if the changing or kitchen facilities are used, or a social event is attended. The day fee is waived for those working for the sole purpose of benefiting the MCG or attending the AGM in person. The trustees may from time to time, report on the ratio between front door access events and the payment of day fees. Names will not be recorded against the payment of day fees.**
- 7) Honorary status is reserved for a very small number of members. Its award requires a unanimous resolution of the charity trustees. Honorary status members are exempt from CIO membership fees, but not necessarily BCA fees, at the trustee's discretion.
- 8) A deposit of 50% is required for overnight accommodation for groups over six people. If the booking is cancelled, the deposit may be re-funded or used for a future booking at the discretion of the trustees.
- 9) At the time of their stay, people up to the number booked, pay 50% of the bed fee per night. If more people stay than were booked, the extras must pay 100% of the bed fee per night.
- 10) If a group requires the sole use of all three bunk rooms, then all 30 beds must be paid for.
- 11) The trustees shall provide a publicly viewable on-line calendar showing guest accommodation bookings.
- 12) A charge of £15 shall be paid for the loan of lamps, clothing etc to beginners. This charge will be refunded on joining the MCG.
- 13) The price per unit of the metered outdoor electricity supply (for EV slow charging) is 35 pence (April 2023). Please record the meter readings and advise the Treasurer of your payment (using e.g. SumUp description or bank transfer reference). Please take before and after photos of the meter readings and keep them for a while and pay promptly.

## 8. Use of Nordrach cottage

- 1) Members must ensure that the premisses is properly secured when vacating the property.

- 2) Members must comply with the published instructions for use of the cottage and keep it clean and tidy.
- 3) Members should not tamper with heating controls.
- 4) Members should not interfere with the Fire Alarm system.
- 5) Members should ensure that any rubbish and recycling they have contributed to is dealt with at the end of their visit.
- 6) The trustees must provide and operate an electronic access system to regulate member and guest access to the cottage and tackle store.
- 7) Guests may only bring a dog into the cottage if they are part of a group that includes an MCG member.
- 8) As we don't not maintain a TV licence, whilst on the MCG premises, members and guests should not watch BBC iPlayer or live TV, from a device plugged in to the mains. Anyone watching BBC iPlayer or live TV, from a battery powered device, on the MCG premises, must have a TV license at their home address.
- 9) Exclusive use of Nordrach cottage
  - a) Our constitution states that the trustees may restrict members access to the CIO premises, to enable the premises to be used by a youth organisation whose safeguarding rules would prohibit the simultaneous presence of persons outside of their organisation. Such bookings help fulfil our charitable remit and provide welcome income for MCG. Remember that these rules, as well as enabling the safeguarding of our guests, also help protect members from false accusations.
  - b) On no more than three occasions per calendar year, the trustees may permit a whole cottage (exclusive use) booking, of up to one week. Such bookings will:
    - i) be well separated through the year
    - ii) not be accepted for extended, public holiday weekends or members weekends.
  - c) Because of the safe-guarding needs of such groups, MCG members will be unable to access the cottage between the arrival and departure of the group (but may access the outbuildings and wash down area).
  - d) The leaders of an exclusive use group are empowered to exclude MCG members from the MCG cottage, during their stay.
  - e) The trustees will use their best endeavours to communicate the dates and times, of any exclusive booking to the full MCG membership in a timely manner, giving at least one month's notice and repeating the notice one week before the booking. Such notice is to be given by email, directly to members and be posted on MCG social media.
  - f) Exclusive use bookings will not be accepted for youth organisations that are not formally constituted.
  - g) By way of further definition, a youth organisation is "an organisation that works with children and young people, where the majority of the children are aged 11 to 18 years and are registered with their appropriate regulatory body." Included categories are:
    - i) Charities registered with the Charities Commission
    - ii) Not-for-profit companies (including CICs) registered with Companies House
    - iii) Schools

- iv) Local authority youth services
- v) Uniformed organisations
- vi) Sports clubs

## 9. Guest Cavers

- 1) Novices and guests may cave with MCG using our BCA PL insurance up to four times in one year.
- 2) The names and addresses of all 'guests' must be recorded for annual submission to the BCA.
- 3) These rules apply equally to under 18s.
- 4) If a 'guest' wishes to cave with MCG beyond four times, they must join BCA through MCG, another club or directly – this includes any under 18s.

## 10. Under 18s

- 1) Under 18s may join an MCG caving trip either with a parent/guardian or a 'well known family friend'.
- 2) An MCG caving consent form must be completed by the youth's parent/guardian before the youth goes caving with MCG members but without their parent/guardian.
- 3) Under 18s may attend and stay at the cottage but only with their parent/guardian.
- 4) Under 18s should sleep in the same room as their parent/guardian (does not apply to scout groups etc.).
- 5) A parent/guardian must ensure that showering and changing arrangements for their youth are appropriately private.
- 6) It is the responsibility of a parent/guardian to remove their child from the presence of adult behaviour by other MCG members that they deem inappropriate for their child to witness.

## 11. Use of caving tackle

- 1) Members must carefully record the loan and return of club caving equipment using the provided paper or electronic system.
- 2) Club equipment shall only be used on trips including at least one MCG member.
- 3) Club equipment shall be cleaned and returned to the store as soon as possible after use.
- 4) Damage or loss of club equipment must be reported to the Tackle Master or other trustee, as soon as practical.

## 12. Use of and access to Cave Keys

*These rules will be based on our current practice.*

## 13. Cave Leaders

- 1) Details of the MCG administered Upper Flood Warden scheme will be found here <https://www.mendipcavinggroup.org.uk/uf-warden-info/> .
- 2) The trustees shall record and share with members which MCG members possess leaderships for other caves.
- 3) MCG members holding cave leaderships shall tell the trustees which leaderships they hold and be prepared to take MCG members on trips.

## 14. Library

*These rules will be based on our current practice.*

## 15. Web Site

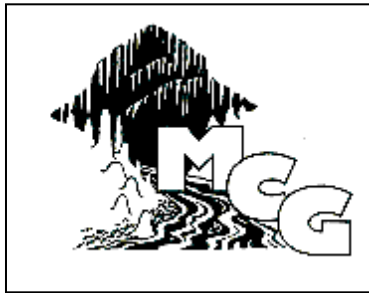
- 1) The trustees shall be responsible for the continued registration of the domain mendipcavinggroup.org.uk.
- 2) The trustees shall ensure that the MCG has a modern, up-to-date, public facing web-site which is identified as belonging to CIO 1197325.
- 3) It shall be possible to contact the trustees via the website (using email).
- 4) Several trustees must be able to update the web site.
- 5) There shall be a password protected area of the web site for information restricted to members of the MCG – trustee and general meeting agendas and minutes etc.

## 16. Branding

- 1) The trustees alone shall be responsible for any social media accounts purporting to belong to Mendip Caving Group.
- 2) Ordinary members must not create social media accounts in the name of Mendip Caving Group.
- 3) Only the trustees may authorise the design and use of any logos, letterhead etc used to represent the group. The assets approved are:



# Mendip Caving Group



## 17. Information Technology

- 1) The trustees shall be responsible for the administration of any cloud storage accounts belonging to the CIO and must pay regard to the appropriate GDPR regulations with regard to the data stored.
- 2) Two or more trustees must be able to administer any cloud storage accounts.
- 3) Two or more trustees must be able to administer licenced software for use by the trustees and in the library – the MCG has a not-for-profit account with Microsoft which provides licences for MS word etc for up to 10 registered users, free of charge.
- 4) The trustees shall provide a PC and printer/copier in the library for the use of members.
- 5) Members of the MCG should accept formal communications by email.