



NATIONAL CONSTITUTION & BYLAWS

**as agreed at the
Annual General Meeting
9th April 2016**

CONSTITUTION

1. NAME & LOCATION

- a. The name of the Federation shall be: "BRITISH WALKING FEDERATION", hereafter referred to as the Federation. It is an unincorporated organisation based within the United Kingdom.
- b. The contact address for the British Walking Federation shall be: c/o 6 Windsor Square, Silver Street, Reading, Berkshire, RG1 2TH, United Kingdom or such other place as shall be determined by the National Committee.

2. AIMS & OBJECTIVES

The Federation:

- a. is the United Kingdom member of the Internationaler Volkssportverband (IVV) and promotes the IVV Award Scheme.
- b. consists of members based in the UK who promote walking, cycling, swimming and skiing.
- c. promotes and encourages participation in non-competitive activities which aim to maintain and improve health, fitness and friendship by all members of the community.
- d. contributes towards international understanding by encouraging all nationalities, races and religions to participate freely and without hindrance.
- e. fully supports the British Sports Council in the control of drug abuse as laid down in their advice to governing bodies of sports.
- f. authorises the member clubs to recognise continued participation in popular sports events by awarding "the International Popular Sports Award".
- g. supports the aims of nature conservancy and environmental protection as a way of maintaining and developing its sporting aims. It aims to maintain a balance between the needs of popular sports and the environment.
- h. is a non-profit making organisation.

3. MEMBERSHIP

- a. Members will comprise:
 - i. Clubs who have two votes.
 - ii. Individuals who have no votes.
- b. Membership is open to any organisation or individual who is willing to pursue the aims of the Federation.

- c. The National Committee has the right to accept or refuse an application.
- d. Annual membership fees, for each calendar year, are payable by clubs and individuals in advance and are determined by the National Committee. Membership is conditional on clubs and individuals paying appropriate fees and supplying information requested by the National Committee. If membership fees are not paid by 31 December then membership will become void.
- e. Member clubs and individual members are expected to promote and maintain the good name of the Federation to the best of their ability.
- f. New member clubs may be offered support for their initial year of membership and this period may be extended at the request of the club concerned or at the discretion of the National Committee.
- g. It is recommended that new member clubs limit the number of events that they organise until they become familiar with the Federation's standards.
- h. Where a club has a constitution, a copy shall be forwarded to the National Committee. It is recommended that a member club recognise their membership of the BWF by adding a relevant clause to its constitution.
- i. Member clubs shall inform the National Committee of changes in their officials and constitution.
- j. Only member clubs may use the BWF and IVV logos on stationary and promotional material.
- k. A member may be expelled for:
 - i. Persistent actions contrary to the interests of the Federation.
 - ii. Publicly damaging the reputation of the Federation.
 - iii. Failing to pay:
 - ~ Fees within the time limit set out in reminders
 - ~ Penalties imposed by the National Committee.
- l. Expulsion can only take place after:
 - i. A written notice of expulsion allowing the member 28 days to respond in writing.
 - ii. The member has had the opportunity to defend their case to the National Committee.
 - iii. The member has the right of appeal at the next Annual General Meeting or Extraordinary General Meeting. Such a meeting shall be required to hear the appeal and to resolve the matter by a simple majority of those present and entitled to vote. There shall be no further right of appeal.

4. NATIONAL COMMITTEE

The Federation shall be administered by a National Committee, the members of which must be at least 18 years of age.

The National Committee:

- a. will serve in an honorary capacity and consist of not less than 7 and not more than 11 persons. The President/Chairperson, Secretary and Treasurer will be appointed from within the committee on an annual basis and announced to the member clubs at the Annual General Meeting.
- b. The President/Chairperson will appoint a Deputy from within the elected persons.
- c. will be elected at the Annual General Meeting and will serve for a term of a maximum of three years. Retiring members are eligible for re-election.
- d. National committee members who miss three consecutive meetings, with or without apologies will be deemed to have resigned from the National Committee.
- e. will have regular meetings throughout the year at which only members of the National Committee are entitled to attend. The Chairman may invite, with the approval of two other Committee Members, other persons to attend a meeting, or part thereof, as a participant without the power to vote. At National Committee Meetings, National Committee members attending have one vote per person with the person chairing the meeting having a casting vote.
- f. duties are:
 - i to conduct the business and manage the funds of the Federation.
 - ii to implement decisions made at Annual and Extraordinary General Meetings.
 - iii to act in a responsible manner and in the interest of the Federation.
- g. are empowered to co-opt suitable persons to serve on the National Committee where vacancies exist who will serve until the next Annual General Meeting. Co-opted persons will be eligible to stand for election to the National Committee at the next Annual General Meeting.
- h. No member of the National Committee shall receive remuneration in money or monies worth with the exception of out of pocket expenses.
- i. A member of the National Committee can be removed from the National Committee during their term of office should they not be performing their duties by the submission of a motion to the Annual General Meeting by a Member Club or by the other members of the National Committee.

- j. In order to preserve the independence and ethics of the National Committee, member clubs should endeavour to ensure that the National Committee does not have more than 49% of the elected National Committee Members as active members of a single member club.

5. FINANCES & ACCOUNTING

- a. The financial year of the Federation shall be 1st January to 31st December.
- b. All income of the Federation shall be paid into a Bank Account in the name of the Federation.
- c. Any excess funds of the Federation, not required for the day-to-day expenses, shall be invested in an interest bearing account.
- d. The Treasurer shall keep records of all income and expenditure transactions. A report of the current financial position of the Federation shall be provided to the National Committee at each National Committee Meeting.
- e. Any two authorised signatories shall be required to sign all cheques and other financial documents to enable the Federation to make payment in settlement of its liabilities. The authorised signatories shall be decided by the National Committee as and when required and the bank mandate updated accordingly.
- f. The National Committee will appoint an accountant as an Independent Examiner who will be responsible for examining the books and records maintained by the Treasurer and compare these to the accounts and report thereon.
- g. The President/Chairperson, Treasurer and one other National Committee Member shall sign the annual accounts and balance sheet as at 31st December. The accounts shall be presented to the members for acceptance at the next Annual General Meeting.

6. MEETINGS

- a. Annual General Meeting

A Meeting will be held annually in April. Written notice (by post or electronically) of the date, time and place of the meeting will be issued to all Clubs and Individual members by the National Committee by 31st December of the preceding year. Any motions from member clubs must reach the National Committee in writing by 31st January. An agenda, together with a copy of the annual accounts and copies of motions shall be sent to each member club of the Federation by 28th February. At the meeting, the Annual Income & Expenditure Account and Balance Sheet will be presented for approval, National Committee members and Honorary Vice Presidents will be elected, and any motions submitted will be considered and voted upon. Individual Members are entitled to receive notice of the Meeting and to attend the Meeting.

b. Extraordinary Meeting

A Meeting may be called at any time by the National Committee of their own accord, or by a requisition made by not less than 30% of member clubs. A requisition by member clubs must state fully the objects and purpose for the calling of the meeting, and be signed by all supporting the requisition. Such a requisition must be sent by Recorded Delivery to the address of the National Office. The National President/Chairperson will have twenty eight days to respond and call such a meeting within three months of receipt of the requisition. At least six weeks notice of the meeting must be given to member clubs together with the objects and purpose for the calling of the meeting. Individual members are entitled to receive notice of and attend the meeting.

c. Standard Operating Procedures

- i CHAIRPERSON – The President/Chairperson of the Federation or their appointed deputy shall Chair any convened meeting of the Federation.
- ii QUORUM – Annual or Extraordinary General meetings shall be deemed quorate if 25% of member clubs based on the mainland or 6 member clubs (whichever is the lower) are represented. If a quorum is not present half an hour after the notified starting time of the meeting the meeting shall be dissolved and the National Committee will, upon such dissolution, be empowered to make whatever decisions are necessary. As an exception, if the National Committee, for the purpose of winding up the Federation, calls an extraordinary meeting then a quorum of two member clubs will suffice.
- iii MINUTES – No motion or discussion shall be allowed on the minutes of the previous meeting except with regard to the accuracy of such minutes. After confirmation, the current chairman shall sign the minutes and delegates shall then be at liberty to ask questions with regard to matters arising out of them. Such questions shall be allowed for the purposes of information only and no debate on policy outlined in the minutes shall take place. Minutes of Meetings will be approved by the Chairperson of that meeting and circulated to all clubs within eight weeks of that meeting.
- iv MOTIONS AND AMENDMENTS – To allow adequate time for full discussion to take place and to be fair to Delegates of member clubs, the number of motions being put forward by member clubs shall, at the discretion of the National Committee, be restricted to a maximum of three motions per club at each National Meeting. A member or delegate from the National Committee or Club proposing the motion will speak about the motion at the meeting. Such a motion will be the Original Motion, and all subsequent amendments. Every motion and amendment must be proposed and seconded by voting delegates present at the meeting. When an amendment is proposed, no further amendment shall be discussed until the first amendment has been fully discussed and voted upon.

- v SUBSTANTIVE MOTIONS – If an amendment is carried, it amends the Original Motion and that amendment becomes the Substantive Motion, whereupon any further amendment may be proposed, provided it is consistent with the business and has not been covered by a motion or amendment which has previously been rejected. After the vote on each succeeding amendment has been taken, the surviving proposition shall be put as the main motion, and if carried becomes the resolution of the meeting. No motion or amendment shall be withdrawn without the unanimous consent of the meeting. No resolution shall be rescinded or amended at the same meeting at which it is passed.
- vi SPEAKERS – Speakers introducing, supporting or questioning motions will be limited to a maximum of 3 minutes each. The Chairperson of the meeting will be responsible for ensuring that the debate remains relevant and timely.
- vii VOTING DELEGATES – National Committee Members are not entitled to act as voting delegates. Each club is entitled to send 2 voting delegates to all National Meetings. Each delegate has one vote on each motion and any amendment. A delegate may not represent more than one club at the same meeting. There shall be no entitlement of vote by proxy. Any individual member may attend any Annual or Extraordinary General Meeting in a non-voting capacity. Other persons may attend and the Chairperson has the power to exclude them without giving a reason.
- viii VOTING – A simple majority vote will pass a resolution and voting shall be by a show of hands. The person chairing the meeting has the right to cast a vote in the event of an even vote, to decide the issue. An independent person appointed by the meeting will act as Teller. The Teller’s decision on the number of votes will be final.

7. HONORARY VICE PRESIDENTS

The Federation, upon the recommendation of the National Committee, may elect persons as Honorary Vice Presidents at the Annual General Meeting. These appointments will be for an initial period of three years and thereafter will be reviewed three yearly by the National Committee.

8. EVENTS

Events must be organised in accordance with the “Standards and Guidelines” detailed in the Bylaws attached to the end of this Constitution. These Bylaws will not form part of the Constitution and will be administered and updated by the National Committee.

9. AMENDMENTS

This Constitution can only be amended at an Annual General Meeting or at an Extraordinary General Meeting.

10. DISSOLUTION

- a. The Federation may only be dissolved by a two – thirds majority vote at an Extraordinary Meeting.
- b. Upon dissolution of the Federation, any assets remaining after the settlement of all debts and liabilities shall be given or transferred to some other organisation having aims and objectives similar to those of this Federation, or to a charity or charities to be determined by the members of the Federation at or before the time of dissolution. No assets shall be distributed amongst the members of the Federation.

BYLAWS

EVENT STANDARDS

1. GENERAL

- a. The BWF recognises the IVV events of Walking, Cycling, Swimming and Cross Country / Nordic Skiing.
- b. A fee is payable for each event registered. The National Committee determines this fee.
- c. The National Committee reserves the right to withhold approval of event registration.
- d. Clubs, who do not use the BWF Insurance Cover, must provide proof of third party insurance cover before an event can be registered.
- e. Events must comply with the Adventure Activities Licensing Regulations 1996 and any other Statutory Regulation that may be enacted. Where an event falls within the scope of the regulations, the National Committee must be informed of what actions will be taken to meet the regulation requirements before approval can be given.
- f. It is recommended that Clubs undertake adequate risk assessments before each event is held & where necessary, communicate the risks to the event participants.
- g. Information regarding event distances, venues, start times and fees should be freely available to all potential participants prior to the event. It is recommended that this be in the form of an Entry Leaflet.
- h. An IVV/BWF official stamp will be issued by the National Committee for all approved events and such stamp must be available at the event and used for the stamping of IVV record books of participants.
- i. It is recommended that:
 - i Standard events organised on the same date should be in excess of thirty miles of another standard event unless agreement between the clubs organising such events has been reached.
 - ii An IVV banner be displayed at all events.
 - iii IVV Record Books should be available for purchase at all approved events.
 - iv It is recommended that first aid facilities be provided.
 - v Every organising club should have a souvenir stamp or equivalent for use with souvenir log books.
 - vi Participants must be provided with exact route distances prior to them starting the event.

- vii A walk organiser's contact phone number should be included on all route descriptions with the exception of Permanent Trail route descriptions.
- j. Participants should be provided with sufficient information to enable them to complete their route without difficulty. Where routes are marked, these markers should be removed within 7 days of the event.
- k. Check points, providing water/refreshments should be provided at a maximum of 10km intervals on walks and 25km intervals on cycle rides.
- l. Participants who are unable to complete an event should be transported to the finish without undue delay
- m. It is not obligatory to provide an award, but when available, the award must be of reasonable value in relation to the entry fee. If participants do not wish to have an award, then provision must be made on all events for participants to enter for a minimal entry fee. An award may be offered for completing a set number of events in a series. No award should be offered for individual events within a series.
- n. A late entry surcharge may only be added when a participant is actually claiming an award. A participant who requires an IVV stamp only must not be charged a late entry fee.
- o. Provision must be made at all events for the stamping of IVV record books and souvenir logbooks on proof of the distance completed.
- p. Stamps issued by the BWF for events, remain the property of the BWF and if not returned, the BWF reserve the right to charge the member club for their cost and any expenses incurred in connection with their non return.

2. WALKS

- a. A Standard walk should offer at least 2 distances, one between 10 & 15 km and a second between 16 & 30 km and may offer shorter distances of between 5 & 10km and/or longer distances in excess of 31 km.
- b. A series walk should offer a distance of between 10 & 15 km. A shorter distance of between 5 & 10 km and/or a longer distance of up to 24 km may also be offered. A series should offer a minimum of 4 events of a similar nature. All events within a series should have the same entry fee.

3. CYCLES

- a. A standard Cycle route should offer at least 2 distances, one between 25 & 40 km and a second between 41 & 70 km and organisers may offer a longer distance of between 71 & 100 km.
- b. Cycle distances can only be recorded in official IVV cycling Record Books.

4. SWIMS

- a. A standard swim should offer a minimum distance of 300m.
- b. Event stamps only will be given for swims, no distance stamp can be given.

5. PERMANENT TRAILS

- a. A Permanent Trail is a self guided anytime walk organised and controlled by a Member Club or the BWF National Committee. There must be a mandatory distance of 10km or above, but additionally a further distance may be offered which must be a minimum of 5km. The trail may be of one or more day's duration.
- b. The trail should have a route description showing:
 - i The name of the trail and PT number.
 - ii Distance and grading.
 - iii Organising club and contact details.
 - iv Entry fee and award (if available).
 - v Start and finish venue with grid reference and/or post code, together with directions to the start and any available public transport.
 - vi A detailed written route description with proof of completion control questions for verification by the organiser. If a 5km and a longer route are offered from the same venue, then each route must have at least one different proof of completion question.
 - vii The organiser's insurance declaration.
- c. The Trail must be registered annually with the BWF Event Registration Officer.
- d. On completion of the Trail a walker shall submit a Permanent Trail Registration Form to the organiser to obtain IVV award stamps.
- e. An event stamp will be given for every complete 20km walked for a trail in excess of 20km.
- f. A Trail may be completed any number of times in a calendar year. Participants will receive IVV award stamps for the actual distance completed, but may only claim up to a maximum of six event stamps per trail per calendar year. For trails that have been recognised to receive multiple event stamps (see 5e above), then the maximum number of event stamps that can be claimed in the calendar year is six times the recognised number of stamps for that trail.
- g. If a walker has a problem interpreting the route description or the directions are out of date they should:
 - i In the first instance contact the Trail organiser indicating the problem and offering any recommendations to rectify the situation.

- ii Send a copy of any correspondence to the BWF Trail Officer.
- iii The organiser shall rectify the problem within one month of being notified by the BWF Trail Officer.
- iv The BWF Trail Officer may intervene to reach a satisfactory conclusion if unresolved. Failure by the organiser to update a route description may result in the Trail being temporarily removed from the BWF website.
- v If the problem continues and no attempt is made by the Trail organiser to resolve the issue, the Trail may be closed by the National Committee until a satisfactory solution is found.

6. EVENT STAMPING

Event Stamps

A participant must walk (or cycle) one of the organised registered trails in order to obtain an event stamp.

Distance Stamps

A participant will be stamped and credited with the actual distance walked (or cycled).

7. STAMPING FOR MARSHALS WALKS

Definition of a Marshal

A marshal is deemed to be someone who actively helps organise an event as follows:

- a. A person who pre-walks a trail prior to the event (e.g. to set up the route, to check the route prior to the event or to mark the route).
- b. A person who strips the route markers.
- c. A person who assists with the administration and running of the event on the day.
- d. A person who mans a checkpoint.
- e. A person who assists with catering etc. on the day.
- f. A person who actively assists the walk organiser in any other capacity.

Event Stamps

One event stamp can be claimed if a marshal (see above) actively participates in the event.

Distance Stamps

Marshals can claim a stamp for the total distance that they walk.

If a Marshal claims a total distance in excess of 100km for an event the claim must be verified in writing by the organising Club's Chairman or Secretary and forwarded to the BWF Awards Officer together with the Marshals IVV distance book when it is sent for redemption.

8. HOLIDAY WALKS

Ad hoc Holiday Walks can be submitted to the National Committee for registration at their discretion. The guidelines and registration forms for Holiday Walks can be obtained from the BWF website.