

# **The Constitution of South Midlands Orienteering Club**

## **1. Name**

The club shall be called South Midlands Orienteering Club and be affiliated to British Orienteering.

## **2. Aims and Objectives**

The aims and objectives of the club are:

To offer coaching and competitive opportunities in orienteering.

To promote orienteering within the local community.

To provide all its services in a way that is fair to everyone.

To abide by the Rules and Guidelines of the sport as published by British Orienteering

To ensure a duty of care to all members of the club while engaged in orienteering or related activities as organised by the club.

## **3. Membership**

Membership of the Club shall be open to all and shall be renewable annually.

All members shall be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted.

Members will be enrolled in membership categories as defined by British Orienteering.

#### **4. Membership Fees**

Fees for membership of the club will be set annually and agreed by the Committee, any variation shall be confirmed at the Annual General Meeting.

#### **5. Composition of the Committee**

The committee shall consist of at least five people. The ex-officio committee members shall be Chair, Secretary and Treasurer.

The ex-officio committee members will be elected annually at the Annual General Meeting. The ex-officio committee members will co-opt two other people to also serve on the committee. The committee will then co-opt other people as may become necessary.

#### **6. Role of the Committee**

The club will be managed through the Committee.

Committee meetings will be convened by the Secretary of the club. The quorum required for business to be agreed at Committee meetings will be 4. In the event of vote a majority is required to carry the motion.

The Committee will be responsible for the organisation of events, adopting new policy, codes of practice and rules that affect the organisation of the club.

The Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Committee as necessary to fulfil its business.

The Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution or bring the club into disrepute. The Committee will be responsible for taking any action of suspension or discipline following such hearings.

#### **7. Finance**

The Club Treasurer shall be responsible for the finances of the club.

Club monies will be banked in accounts held in the name of the club.

The financial year of the club will end on 31 December.

A statement of annual accounts shall be presented for acceptance by the Treasurer at the Annual General Meeting.

Any cheques drawn against club funds must hold the signatures of two designated committee members, one of whom will normally be the Treasurer.

## **8. Annual General Meetings**

An Annual General Meeting will be held during each calendar year.

Not less than 21 clear days notice of Annual General Meetings shall be given by the Club Secretary.

The AGM will receive reports from members of the committee and a statement of the accounts.

Nominations for the ex-officio members of the Committee will be sent to the Secretary at least 48 hours prior to the AGM or may be made at the meeting. Nominees must agree for the nomination to be valid.

Elections of ex-officio committee members are to take place at the AGM. All members over 18 years of age, and individual Junior members, have the right to vote at the AGM. The quorum for AGMs will be 25% of those eligible to vote or 10, whichever is the lower.

The Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. In this circumstance the procedures for convening an EGM shall be the same as for the AGM.

25% of those eligible to vote at an AGM or 10, whichever is lower, have the right to instruct the Secretary to call an EGM. In this circumstance 21 days clear notice of the EGM shall be given to all members by the Secretary. The EGM will take place within 42 days of the instruction being given in writing to the Secretary.

## **9. Policies and Procedures**

The club will have written policies and procedures that will expand on the constitutional requirements for fairness and duty of care. These policies and procedures shall be produced and maintained by the committee. In default of club specific policies and procedures those published by British Orienteering shall apply.

## **10. Safeguarding Children & At-risk Adults**

a. The South Midlands Orienteering Club, agrees to adopt the up-to-date British Orienteering Policies, Procedures, Rules and Regulations as published on the British Orienteering website.

b. All individuals involved in orienteering through South Midlands Orienteering Club, in any capacity, are deemed to have assented to and abide by and adhere to the British Orienteering Policies, Procedures, Rules and Regulations as published on the British Orienteering website.

c. Both the South Midlands Orienteering Club and its members agree to abide by the final outcome of any disciplinary and appeal proceedings

## **11. Discipline and Appeals**

All complaints regarding the behaviour of members should be submitted in writing to the Secretary. The Committee will meet to hear complaints and investigate within 28 days of a complaint being lodged. The Secretary shall inform the member against whom the complaint was made at least 14 days before the hearing and the alleged offending member has the right to attend the hearing. The committee has the power to take appropriate disciplinary action including the termination of membership. The outcome of a disciplinary hearing will be notified in writing to the person who lodged the complaint and the member against whom the complaint was made no more than 14 days after the hearing.

## **12. Dissolution**

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

In the event of dissolution, any assets of the club that remain will become the property of any other Orienteering Club or Clubs as decided by the members present at the meeting.

## **13. Amendments to the Constitution**

The constitution will only be changed through agreement by majority vote at an AGM or EGM. Notice of the changes to the constitution shall be included in the notice of the AGM or EGM.

## **DECLARATION**

South Midlands Orienteering Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED: DATE:

NAME:

POSITION: Club Chairman

SIGNED: DATE:

NAME:

POSITION: Club Secretary