

# SARUM ORIENTEERING CLUB

## CONSTITUTION

### 1. Name

The name of the organisation shall be Sarum Orienteering Club, hereinafter referred to as the 'Club'.

### 2. Objectives

The club is established to pursue the following objectives:

- a) Participation in the sport of orienteering hereinafter referred to as the 'sport'.
- b) The organisation, management and development of orienteering for all members of the Club.
- c) Membership of appropriate regional orienteering association for the purpose of establishing regular competitive opportunities for the club's members.
- d) The provision of training, competitive and social events for members.
- e) Promoting and maintaining the highest standards of technical competence and safety in sport.
- f) Upholding the rules of the sport.
- g) Providing equal opportunities for successful participation by all sections of the community.
- h) The promotion of sport.
- i) Any other activity that the committee considers to be beneficial for the club.

The Club shall support these objectives through various written Policies, Guidelines and Codes of Conduct that are held with the Constitution and are also available on the Club website ([www.sarumo.org.uk](http://www.sarumo.org.uk)). Policies shall be reviewed every two years or less and amended where necessary with the agreement of the Club Committee.'

### 3. Affiliation

The club shall be affiliated to the British Orienteering Federation through the South West Orienteering Association.

### 4. Membership

All members are subject to the Constitution of the Club and the regulations of the British Orienteering Federation.

- a) Membership of the club is open to any individual provided they comply with the Constitution.
- b) No person shall be refused membership on the grounds of race, creed, colour, religion, sex, sexual preference, impairment or disability.
- c) All applications for membership shall be accompanied by the appropriate annual membership fee, which shall thereafter be payable on demand.
- d) Each fully paid up member shall be entitled to attend and vote at General or Annual General Meetings.
- e) Fully paid up members may be elected and serve on the Management Committee.
- f) All members will receive a copy of the relevant Code of Conduct; a copy of the Club's Child Protection Policy and a copy of the Constitution.
- g) Members shall be enrolled on one of the following categories:

- i. Individual Senior
- ii. Individual Junior
- iii. Second Club

## **5. Suspension, Refusal or Termination of Membership**

The management committee shall be entitled to:

- a) Refuse an application for membership on the grounds that such membership would be prejudicial to the objectives of the club as set out in Rule 2 of the constitution.
- b) For good and sufficient reason, to refuse renewal of any existing membership or terminate or suspend any membership provided that the member concerned shall have the right to be heard by the full management committee before a final decision is made.
- c) The member may apply for reinstatement at the next general meeting.
- d) Any member who fails to pay their fees by the date required shall forfeit their right to representation on the management committee and at general meetings, and will be unable to represent the club until such fees are paid.
- e) The management committee shall inform the member in writing of any decision to terminate their membership.
- f) Notification of the termination of membership will be forwarded to the British Orienteering Federation.

## **6. General Meetings**

- a) Annual General Meeting (AGM)

The AGM shall be held each year at such time and place as determined by the management committee, in the autumn.

At each AGM the following business shall be conducted:

- i. Receive and confirm the minutes of the previous AGM.
  - ii. Presentation of the clubs financial accounts for the year.
  - iii. Presentation of the clubs projected financial situation for the forthcoming year, and the settling of all membership fees.
  - iv. Presentation of chairperson's report.
  - v. Election of officers to the management committee.
  - vi. Any other business brought before the meeting, which has been submitted in writing to the secretary not less than seven days prior to the AGM, and any other business deemed relevant by the chairperson.
  - vii. Notice for an AGM shall be a minimum of 21 days.
  - viii. A quorum for an AGM shall be 10 members or one quarter of those eligible to vote, which ever is the smaller.
- b) Extraordinary General Meeting (EGM)

An EGM may be called upon the written demand of:

- i. 33% of the membership.
- ii. The chairperson.
- iii. 75% of the management committee.

Notice for an EGM shall be a minimum of twenty-one days notice, and stating the business to be discussed.

## **7. Rules for General Meetings**

- a) A minimum of twenty-one days notice in writing or email shall be given to all members. Notice shall include the agenda, minutes of the previous AGM and officer's reports.
- b) The chairperson, or in his/her absence a member selected by the meeting, will take Chair.
- c) All members shall register with the Secretary prior to the start of the meeting.
- d) Each member shall have one vote.
- e) A simple majority shall determine all votes. In the event of a tied vote, the Chair may exercise a casting vote.
- f) A quorum shall be one quarter of those eligible to vote, or ten such members, which ever is the smaller.
- g) The Secretary shall keep the minutes of the meeting and record all proceedings and resolutions.

## **8. Election of Officers to the Management Committee**

- a) The members of the management committee shall be drawn from the membership, as defined in clause 4 of this constitution
- b) Candidates shall be elected at the AGM, and shall be members of the management committee from the conclusion of the AGM until the conclusion of the following AGM.
- c) All nominations of candidates for election shall:
  - i. have the consent of the nominee,
  - ii. be in writing,
  - iii. be seconded,
  - iv. be in the hands of the secretary not less than fourteen days before the AGM.
- d) The Chairperson and Vice Chairperson shall not serve for more than three years consecutively.

## **9. Members of the Management Committee**

- a) The management committee shall consist of the following officers'
  - i. Chairperson.
  - ii. Secretary.
  - iii. Treasurer.
  - iv. Vice Chairperson.

and a minimum of six members.

- b) The committee may co-opt any member to an unfulfilled post until the conclusion of the following AGM, providing that the number of co-optees shall not exceed one third of the total number of persons serving on the committee at that time.
- c) The management committee may appoint any sub-committees it may deem necessary to deal with the matters of the club, until the conclusion of the following

AGM. The proceedings of all such committees shall report to the management committee by a representative elected by that sub-committee.

## **10. Rules for the Management Committee**

- a) The chairperson shall chair the meeting, or in his/her absence one of either the vice-chairperson or secretary. In the event of those mentioned being absent a nominee from the committee will chair the meeting.
- b) Fourteen days notice of any meeting of the management committee shall be given by the secretary, except when:
  - i. The date of the meeting had been agreed at the previous management meeting, in which case seven days notice shall be given.
  - ii. In an emergency the chairperson may call a meeting at four days notice.
- c) The quorum shall be five of those officers entitled to vote as listed at Rule 9a.
- d) All members of the management committee shall be entitled to vote.
- e) A simple majority shall determine all votes. In the event of a tied vote, the Chair may exercise a casting vote.
- f) Meetings shall be open to all members of the club.

## **11. President and Vice President.**

The club may appoint an Honorary President and Honorary Vice Presidents. These persons shall not participate in the activities of the management committee. The management committee at the Annual General Meeting will nominate persons whom the club wishes to acknowledge in this way to these posts. These posts will be for a term of five years. Persons may be nominated for further terms.

## **12. Finance**

- a) The income and property of the club, however derived, shall be applied solely towards the objectives of the club as set out in Rule 2, of this constitution.
- b) The club shall have the power to raise money by means of an annual subscription fee as determined at the Annual General Meeting.
- c) All money shall be lodged in a bank account in the name of the Club.
- d) The Treasurer will sign all cheques and either the Chairperson or Vice Chairperson or Secretary shall be authorised to sign cheques on behalf of the club, of which two signatories shall be needed.
- e) The financial year of the club shall run from 1<sup>st</sup> September to 31<sup>st</sup> August.
- f) Audited accounts will be presented to the Annual General Meeting.

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

This constitution may only be amended by a proposal passed by a majority of members present and entitled to vote at an Annual or Extra Ordinary General Meeting.

## **14. The Dissolution of the Club**

- a) Any resolution to dissolve the club may be passed at any General Meeting provided that:

- i. The terms of the proposed resolution are received by the Secretary at least forty two days before the meeting at which the resolution is to be brought forward, and that
- ii. At least twenty eight days' notice of the proposed resolution shall be given in writing by the secretary to all members, and that
- iii. Such a resolution shall receive the assent of 75% of those present and entitled to vote, and that:

"In the event of the dissolution of the Club, any assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among the members of the club, but shall be given or transferred to one or more of the following approved sporting or charitable bodies:

1. Another Club which is registered CASC (Community Amateur Sports Club).
2. The sports national governing body for use by them for related community sports."

**14. Declaration**

It is hereby certified that this document represents a true and most up to date version of the Constitution of Sarum Orienteering Club.

**SIGNATURES:**

Chairperson ..... *[Signature]* .....

Date ..... *11th January 2016* .....

Secretary ..... *Jean Hambleton* .....

Date ..... *11<sup>th</sup> January 2016* .....