

SOUTHDOWN'S ORIENTEERS CONSTITUTION

(Adopted at the Annual General Meeting on 7 June 2014)

1. Title and Objects

1.1 Title

The club shall be called 'Southdowns Orienteers' ("the Club").

1.2 Objects

To encourage and promote the sport of orienteering.

2. Affiliation

The club is recognised by and shall be affiliated to British Orienteering Federation Limited ("BOF") and the South Eastern Orienteering Association ("SEOA") and shall abide by their rules and regulations and help further their objectives.

3. Officers and Management

3.1 The Officers shall comprise a Chairperson, Secretary, Treasurer, Fixtures Secretary, Welfare and Child Protection Officer, Club Captain, Safety Officer and Equipment Officer. The Club Committee ("CC") shall manage all the affairs of the Club and shall comprise the Officers and sufficient members to fill the other management positions as specified from time to time. CC members shall be elected at each Annual General Meeting ("AGM") and shall all be honorary positions. If a vacancy occurs before the AGM, the CC has the power to co-opt a member of the Club to fill the vacant post. The Chairperson and Secretary may not serve in those posts for more than three consecutive years and the Treasurer may not serve in this post for more than six consecutive years.

3.2 A nomination form for the election of CC members shall be sent out with the Notice of the AGM at least 28 days before the date of the meeting. The nomination form shall indicate members standing for re-election, and vacant posts. Any two members entitled to a vote may propose a member to fill a vacant post, having first ascertained that such member is willing to serve in office. They shall then advise the Secretary who will include the nominee in the Agenda which shall be issued at least 14 days before the date of the meeting.

4. Meetings

4.1 There shall be an AGM held during May or June for which a quorum shall be at least 20 paid-up voting members of the Club. Notice of and Agenda for the AGM shall be issued at least 28 days and 14 days respectively in advance to all Club Members. A record of those attending and their discussions shall be kept.

4.2 A Special General Meeting ("SGM") may be called by four members of the CC or by written application to the Secretary, which states the reason for the Meeting and is supported by 10% of the total paid-up voting members of the Club. The CC must meet within 28 days and then give at least 21 days notice of the date, purpose, and the place of meeting shall be given by the Secretary to all members of the Club. A quorum shall be at least 20 paid-up voting members of the Club. A record of those attending and their discussion shall be kept.

- 4.3 All general meetings shall be presided over by the Club Chairperson, or an Officer voted in by a majority of votes. Every question shall be decided by a simple majority of votes, but the Chairperson of the meeting shall have a casting vote. Members absent from meetings shall not vote.
- 4.4 There shall be a CC Meeting at least every other month for which a quorum shall be six elected members. A CC Meeting is open to all members but only the elected members shall have a vote. Should the Chairperson not be there, another Officer shall chair the meeting as decided upon by those elected members present by simple majority. A record of those attending and their discussion shall be kept.

5. Finance

- 5.1 The Club financial year shall run from January 1 to December 31. Club annual accounts ("accounts") shall be a Receipts and Payments Account which will include a note on and quantify outstanding creditors at the financial year end. The accounts will be approved by the CC before they are put before the AGM. A suitably qualified person (in the opinion of 75% of the CC) shall be appointed as Honorary Reporting Accountant ("HRA") and shall be elected in the same way as the Officers but shall not be deemed an Officer. The HRA shall report on the accounts and prepare an Assurance Report. The accounts along with the Assurance Report shall be submitted to the AGM for approval by Members.
- 5.2 The CC shall maintain adequate financial controls over the Club bank account(s) and safeguards for the Club forest kit and map database(s). Adequate insurance cover shall be maintained for the forest kit.
- 5.3 The Club shall hold adequate reserves to facilitate the purchase and maintenance of equipment and the map databank necessary to achieve object 1.2.
- 5.4 The Club is a non-profit making organisation. Surpluses shall only be used to maintain or improve the Club's equipment and map database(s). No dividends, remuneration or bonus may be paid or capital otherwise returned to the Members.
- 5.5 In the event of the dissolution of the Club, the net assets are to be transferred to another non-profit making orienteering club and/or the SEOA or its successor.

6. Membership

- 6.1 Membership shall be open to all without discrimination.
- 6.2 Age grouping of Club members shall be as defined by BOF.
- 6.3 Club membership fees are due on the first of January. Membership fees for the following year shall be put to the August or September CC Meeting. The provisional new fees shall be advertised on the club website and in the Southdowner and in both, Members shall be advised that they shall be put to the October CC Meeting for ratification.
- 6.4 Payment of membership fees entitles individuals who are 18 years or older at the time of the giving of a General Meeting Notice, to one vote at a General Meeting of Members.

6.5 Members may join the Club as Individual, Family or Group Members and shall automatically be enrolled as members of BOF and the SEOA.

6.6 Life Members may be appointed at an AGM

7. Expulsion

Every member on joining the Club agrees not to bring the club or the sport of orienteering into disrepute and undertakes to comply with these Rules. Any refusal or neglect to do so (other than in respect of Rule 9) shall render such member liable to expulsion by resolution of the CC. If at any time the CC shall be of the opinion that the interests of the Club so require they may by letter invite any member to resign from the Club within a time specified in such a letter. In default of the member's resignation, notice shall be given to the member of the aforementioned resolution and the member shall at such a meeting and before the passing of such a resolution have had an opportunity of giving orally or in writing any explanation or defence. If a two-thirds majority of the members of the CC present, vote for his or her expulsion the member shall be expelled.

8. Limitation of liability for Minors

Parents and guardians have sole responsibility for their children and wards.

9. Indemnity

The adult Members of the Club shall indemnify any past or present CC member, Member or servant of the Club for any liability, cost, expense or claim arising out of or in connection with the performance of their duties on behalf of the Club, except where such liability, cost, expense or claim has arisen by reason of the dishonest or fraudulent behaviour or the deliberate misconduct of the person claiming to be indemnified or where such indemnity is contrary to statute or common law. In the event that the financial resources of the Club are insufficient to provide such an indemnity, the CC is empowered to make a levy on the Membership sufficient to meet the deficit in question. The levy on any one member shall not exceed a sum equal to two years subscriptions at the rate then current for that category of membership, unless the CC has been authorised to exceed such limit by a General Meeting of the Club. No indemnity shall be given for any disputed contract where the consideration payable by the Club exceeds £1,000, unless the contract has been expressly sanctioned by the CC.

10. Alterations to the Constitution

Alterations to the Constitution requires a 75% majority at an AGM or SGM.

11. Implementation Date

This Constitution shall come into effect and replaces the existing Constitution from 7 June 2014.

