



Minutes of the 54th Annual General Meeting of the Leicestershire Orienteering Club held on Monday 23rd October 2023 at Glenfield Parish Rooms, Stamford St., Glenfield, LE3 8DL

Present:

Roy Denney, Wendy West, Alan West, Derek Herd, Roger Phillips, Simon Ford, Alastair Paterson, Steve Chafer, Ursula Williamson, Steve Edgar, Peter Leake, Ernie Williams, Roger Edwards, Peter Chick, Kevin Gallagher, Chris Phillips, Iain Phillips, David Cladingboel, Simon Starkey

The Chairman welcomed everyone to the meeting

1. Apologies for absence.

- Maureen Webb, Alison Hardy, Jane Dring-Morris.

2. Declaration of membership numbers.

- Junior: 16, Senior: 96, Correspondent: 4. Total voting membership 116.

3. Approval of the minutes of the AGM held on Monday 24th October 2022.

- These were agreed to be a true record.

4. Matters arising from the minutes.

- The Chairman confirmed that the accounts approved by the committee at the February 2023 meeting.

5. Chairman's Report on the past year.

- see attached report "ANNUAL REPORT AND ACCOUNTS 2022/23".

6. Treasurer's report and Budget for coming year.

- The Treasurer noted that the club suffered a financial loss of £2,100. Attempts to get the funds returned are ongoing.
- The Treasurer reported that the club have a surplus of £4,374.
- The Treasurer noted that events made a surplus over the last 12 months.
- The Treasurer reported that we have assets worth £33,000.
- The Treasurer noted that the surplus had been used to replace some of the ageing Si kit and to replace the club's colour printer.
- The Treasurer also noted that the club's use of the Start Kite entry system has simplified the workload.

7. Independent Financial Examiner's report.

- The accounts have been approved by the Independent Financial Examiner, Ian Chafer.

8. Approval of accounts.

- Proposed by Chris Phillips, seconded by Ursula Williamson and approved by majority vote.

9. Approval of amendments to the constitution.

- See the attached report "CONSTITUTIONAL AMENDMENTS 2023".
- The amendment to the constitution was proposed by David Cladingboel, seconded by Simon Starkey and approved by majority vote.
- The Chairman proposed an addition to the new constitution.

Proposal = "Young Adults is added as a club membership category".

- Proposal seconded by Roger Phillips and approved by majority vote.

10. Report of any amendments to the Club Standing Orders.

- The Chairman noted that there were no amendments in 2023.

11. Club membership fees for 2025 and Correspondent membership fees for 2024.

- The Treasurer proposed no change to the current membership fee. Approved by majority vote.
- Fees for 2024: Correspondent - £0.00
- Fees for 2025: Senior - £0.00, Young Adult - £0.00, Junior - £0.00 (*Note BOF fees are set before the club AGM*)

12. President's remarks and election of Chairman.

- see attached report "President's Remarks 2023". Steve Chafer elected as Chair.

13. Chairman's outline of the coming year.

- see attached report “Chairman’s View for 2024”.

14. Election of Principal Officers (Vice Chair, Secretary, Treasurer).

- Vice Chair: Jane Dring-Morris, approved by majority vote.
- Secretary: Roger Phillips, approved by majority vote.
- Treasurer: Simon Ford, approved by majority vote.

15. Election of executive committee.

- David Cladingboel, Steve Edgar, Roger Edwards, Alison Hardy, Derek Herd, Chris Phillips, Iain Phillips, Alastair Paterson, Ursula Williamson. Approved by majority vote.

16. Appointment of Independent Financial Examiner for the 2023/24 financial year.

- Ian Chafer is to be asked to continue. Approved by majority vote.

17. Election of President and Honorary Members.

- President Ernie Williams proposed by Steve Chafer, approved by majority vote.
- Proposed honorary member: Zoe Sewter (National Forest) proposed by Steve Chafer, approved by majority vote.
- Proposed honorary member: Roy Denney proposed by Steve Chafer, approved by majority vote.

Formal meeting closed at 8:25pm

Open Forum:

- Iain Phillips was asked to talk about the JK Day 1 2024 at Loughborough University in his role as day organiser.
- Iain Phillips noted that the JK Day 1 will require lots of volunteers, probably a minimum of 97, almost the entire club.
- Iain Phillips noted that the JK Sprints would be a World Ranking Event.
- Chris Phillips noted that the 2024 JK was a joint venture with WMOA and EMOA.
- Steve Edgar asked about POC and Maprun downloads and if the club collected email addresses.
- Roger Edwards suggested that only 5 people per month from POC downloads are allowing email addresses to be used for marketing purposes.
- Steve Chafer reported the event organised with Beat the Streets, attracted around 45 people. The hope is that this event could be repeated in the future.
- Steve Edgar asked if online entries are putting off last minute entries, due to the chance of missing out on a desired course.
- Iain Phillips reported that Maps printed by LEI were printed close to the event, enabling everybody the chance for their desired course.
- Iain Phillips noted that online entries helped with accurate map printing, thus helping to keep costs down and minimise environmental impact of our printing.
- Steve Edgar expressed concern at the continued shrinking membership of the club.
- Chris Phillips suggested that with a young committee, the club would be in a good position to work on increasing membership of the club.

Meeting closed at 9:15pm.

ANNUAL REPORT AND ACCOUNTS 2022/23

I am pleased to provide the Chair's annual report 2022/23 of Leicestershire Orienteering Club.

At Committee earlier in the year and in line with the constitution we agreed to adopt a more formal structure to the report. Which would require a formal noting of the review on the night. But as is tradition I will aim to be brief and focus on the main points.

ANNUAL REPORT AND ACCOUNTS 2022/23 of the Leicestershire Orienteering Club Registered Community Amateur Sports Club

1. Overview of

The Leicestershire Orienteering Club was established in 1970; it is affiliated to the East Midlands Orienteering Association and the British Orienteering Federation. Nearly all our members live in Leicestershire but a couple of members live in Northamptonshire and a couple of members in Rutland and a small number outside our normal area. LEI is a Registered Community Amateur Sports Club

The club's objectives and aims are:

- provide facilities for and promote participation of the whole community in the sport of Orienteering.
- to further the development of orienteering within Leicestershire, Rutland and Northamptonshire and to represent the interests of orienteers based within these areas, supporting their activities and encouraging participation within the sport.

2. Committee Structure and Members, and in-year Changes

In terms of the day to day running of the club there have been regular meetings of the club committee and sub committees. The Committee met four times during the year. The Officers at the year-end are Chairman: Stephen Chafer, Vice Chairman and Minor events coordinator Jane Dring-Morris, Treasurer Simon Ford, Secretary and Membership Secretary Roger Phillips.

The Committee is supported by two Sub- Committees: Events Committee led by the Events Co-ordinator Iain Phillips with other areas managed by the Development Committee led by Roger Edwards as Development Co-ordinator.

Most committee meetings are on zoom, which helps to keep travel costs and room hire rent down.

I would like to thank Roger Phillips for his continued excellent work as secretary, for the continued timely distribution of committee and AGM related minutes and other items. I would

also like to thank other member of the executive board and wider committees for their work this year.

3. Overview of Year

Membership

Membership slipped to a total of 116, down 10 from last year. To enable people to benefit from our club we have continued with a zero-club membership fee, and this year included correspondence members. Recruitment of new members continues to be challenging.

Event Programme

We carried on with a very active and varied event programme and had eight Winter League events and introduced the new Night Owl trophy, purely based on Night events results. There were 16 summer league events, plus the Score Cup and presentation at Aylestone Meadows, an Autumn club championship in QEDJW in 2022 and again earlier this month in 2023 at Tunnel Woods. There were two urban level C events and five forest Level C events. We have recently supported the British Schools Score Championships at Martinshaw earlier in the month. We have continued to use Startkite for pre-entry.

Club performances

We were 1st in the CompassSport Trophy Heat promoted by ourselves at Beacon Hill in February. The final to be held in the Forest of Dean on the 12th November.

The juniors qualified for the Yvette Baker Trophy Final but unfortunately were unable to put together a team for the final. We did not field a team for the Peter Palmer relays. This sadly reflects the current situation with the junior part of the club.

Individual performances

There were a number of significant individual performances. At the British Championships Don Moir was 1st in M90 in the Long Distance Championships and Andy Simpson was 1st in M50 in both the Middle Distance and Sprint events in Northern Ireland.

At the JK we had two podium places Don Moir 1st In M90 and Andy Simpson 3rd in M50

In the Midland Championships we had one winner Don Moir in M90

At the East Midlands Championships we had nine winners, Aidan Chester, Daniel Glover, David Anderson, Don Moir, Ellie Simpson, Libby Barber, Esther Revell, Toni O'Donovan and Alison Hardy. There was also recent success for club members at the British Schools score Championships with a 2nd place for Cara Tolley and 1st Place for Robyn Jarvis.

Congratulation to all for some excellent individual performances in the last year.

International representation

There was representative honours for Andy Simpson (England), Toni O'Donovan and Ellie Simpson(Ireland)

National Awards

The was National recognition for his 'Continued Contribution to Orienteering' at the BOF

Annual Club, Coach and Volunteer Awards for our Club President Ernie Williams.

Congratulations again to Ernie and apologies to anyone I have missed from the list in the last year.

Club Dinner and Awards Evening

I am very pleased that we were able to hold our annual club dinner and presentation evening once again at Longcliffe Golf club. A very enjoyable evening was held. Congratulations to our main club award winners. David Cladingboel, Maureen Webb and Kevin Gallagher and the Tiger Trophy award winner who I am pleased to see here tonight Roy Denney.

Coaching

No new coaches. We have 3 Level 2 licenced coaches and 1 Level 1

Club Nights

We ran a successful Maprun programme in the Autumn Term and used South Charnwood High Schools for the Winter term club nights

Thanks to Derek and other coaches for the club nights and everyone who has contributed to the Mapruns.

Permanent Courses

We had 2300 download from the BOF site with 300 for Maprun maps.

Mappers

We mapped one new area (Barrow) three maps were redrawn and 10 areas updated or extended for our Level B-D competitions. Thank you to all our mappers for your continued work.

Schools

We mapped 3 schools and sold Permanent Course plaques to two schools.

We continued to Support the NW Leicestershire Schools Primary Competition with over 700 pupils and Melton & Belvoir Schools with a score event with 350 Children.

4. Governance

The Executive Committee or Committees typically meet every month in rotation; most Committee members attended every meeting.

We updated our constitution in February 2023, and this will be submitted for ratification at the October AGM. We've updated it for some issues concerned with corresponding members voting rules and meeting formats. Thank you to Roger E and Chris P for looking at this.

We made No changes to our Standing orders, but it will be required for the new BOF membership categories.

5. Overview of Finance

Reserves of £20,000 at the 2023 year-end were in significantly in excess of the target and with an excess of over £4000 in the year.

6. Accounts for the year ending 31st July 2023

The Balance Sheet shows over £20,000 in the bank. Major items include increase in donations and mapping sales. Event income was down slightly but so were our associated costs. I will leave our club treasurer to go through details in his report.

	2022-23	2021-22		2022-23	2021-22
INCOME	(£000)	(£000)	EXPENDITURE	(£000)	(£000)
Events	15.0	16.6	Events Direct	9.7	10.0
			Events indirect	4.4	5.2
Other Activities	8.7	5.2	Running costs	4.6	5.0
Donations	11.2	9.0	Travel Support	12.1	9.5
TOTAL	35.0	30.8	TOTAL	30.9	29.7
Actual Surplus	£4423	£1109			

We reviewed our financial controls in February and concluded that these were appropriate for our Sports club.

We have continued to invest in the club's kit and equipment, since the closing of the annual accounts we have invested in new printer and replaced a number of SI boxes. We have provided free of charge buffets at both summer league and club championship events.

Grants

We did not make any grants to club members this year

Volunteers

I wanted to conclude my report with some words on volunteering As I always say as it is so true volunteering is the life blood of the sport and the club. The club functions solely on the back of all the time and effort that is put in to the club on so many levels. I thank you all for your continued support throughout the year.

There are a number of people who for a variety of reasons are stepping down from their positions this year, Libby Barber is moving on to university, Esther Revell and Pete Leake have stepped down from the committee, Wendy and Alan West have stepped down as editors of the newsletter, from the committee and Wendy as Club Welfare officer. Roy Denney has also finally decided to hang up his compass and is stepping down as club access

officer. I would sincerely like to thank them all for their invaluable contribution over the years.

I feel as a club we are reaching a critical position with respect to how the club continues to function and hopefully continues to put on the existing high level of activities. We have a reducing and ageing club membership (something that is not unique to us) the work load in many areas is getting higher and more complex and taking more time. Unfortunately it is becoming the responsibility of fewer and fewer people. Without a strong willing body of volunteers for all roles we will have no club. As I said in my view for 2023 there isn't a magic wand to whip up new members, but we do rely on all club members giving some time back to the club. So to paraphrase the words of John F Kennedy in his inauguration speech ,
"And so, my fellow Club Members: ask not what your club can do for you--ask what you can do for your club"

Ladies and Gentlemen that concludes my report.

Stephen Chafer
Chairman

Simon Ford
Treasurer

23 October 2023

President's Remarks 2023

A warm welcome and thanks for giving me this opportunity.

It is good to keep being reminded of the importance of the Club getting, for the second time, to the CSPC&T Final, this year at the mid-November Event at New Beechenhurst in the heart of the Forest of Dean in Gloucestershire.

It is also important to be able to mention the need for many of us to be, and to continue to be, of 'service' to others, both members of both our Club and those with other O-Clubs.

This thought was brought about by several different uses of the word 'Service' over a couple of hours last week both during and after the BBC's 'Today' programme, with mention at various points of the Health Service, the Utility Services, the Social Services, the Education Service, and then a choice at 09:45 of either 'Book Of The Week' or, on Long Wave, the Daily Service, and finally, whilst working away to Steeleye Span's 'Sails of Silver' cd playing with their rendition of 'Senior Service' – a jaunty and slightly risqué song with a last line of the chorus stating "That the Senior Service satisfy" – indeed I'm sure that they do!

Thinking of the word 'service' then lead me to my own variation of the acronym FITS - one of many acronyms used by the military - which is this:

'Fit' - "Is what I am hoping to do or doing a good fit, is it fitting?"

'Impact' - "Will what I do have an impact, do some good, be worthwhile?"

'Time' - "Can I give the time and the effort to do good and satisfying tasks that will be of help and use to others?"

and

'Satisfaction' and/or 'Success' - "Can others get satisfaction and achieve success by their being aided by what I am doing or helping them to get done"

If 'FITS' are the criteria then surely we can all say that our excellent Principal Officers, and the Committee members, and the Club members that regularly, or sometimes when they can, volunteer to officiate and help, means that we are in a good place. We are fortunate in being members of a great, albeit officially 'Small' Club, so 'Thank You' to all those of you here this evening, and also to 'absent friends' who also play an active part - day in, day out, week in, week out - throughout the year.

A personal 'Thank You' to Steve for including in his 'Annual Report' the honour – initially a shock to hear of the nomination, even more of a shock to get an email labelled 'Congratulations!' - of receiving the British Orienteering Award for my 'Continued Contribution to Orienteering' over the past 40 years – it has been a privilege to do so and a very real 'Thank You' from myself goes to those, even now unknown, who nominated me. I must make sure that LEI members get a sight of the Trophy before it is returned to BOF, ready to be awarded to the next recipient at Easter 2024!

Finally, I have the good fortune to propose and to ask you all to show your continued support for Steve Chafer, our current Chair, and who will be our Chair for 2023-2024 – once again a big 'Thank You' and 'Good Luck' to Steve, and to all of you.

Ernie Williams
23rd October 2023

Chairman's View for 2024

We have the code!

As I mentioned in my review of last year, a number of the committee and others are stepping down this year, but I am pleased to say that we have found some very able replacements for the committee in Steve Edgar and Alison Hardy.

I am pleased to say that Alison has also agreed to take on the role of club Welfare Officer this year. I am also pleased to confirm that Ben Shannon has offered to take on the role of POC coordinator. So please support them both in their new roles.

We also have new club newsletter editors, Chris Phillips and Ursula Williamson have agreed to take on the unenviable task of following in the footsteps of Wendy and Alan West in that role. I understand Wendy and Alan, don't quite have the caravan revved by outside and ready to go on their travels directly after the AGM, so will be around to give some guidance and support in the coming months to those taking over the roles.

In another change I will be looking to work closely with Maureen Webb on the permissions role with an aim of learning the ropes and potentially taking over, or at least working with Maureen the mapping and events team to put together a knowledge structure around our mapped areas and permission requirements that can be passed on to other volunteers in the future. The initial steps in putting this piece of work together is already underway.

I would like to say that there is a quiet season for orienteering, well if there is it is not one that LEI seems to subscribe to. Following very quickly on the back of supporting the Beat the Street orienteering event at Hamilton last week, we have the Donisthorpe EML on Sunday (don't forget the clocks go back that night), and then the start of the Winter League on Wednesday 1st November with a night event at Burbage Common. Entries are open and more importantly the courses have been planned.

We will aim to continue to provide a similar level of events and activities through-out the year. Of course, unless the members tell us something different. If you do have any ideas and thoughts, please do let us know. The open session at the end of the AGM is an ideal opportunity for you to do so.

I believe we have all our planners in place for the winter league. We are looking to put in place a more structured support for our Level D event planners this year with a core team to assist with on the day/night help. If you can help at these events especially with control collecting it would of course be very much appreciated.

I am sure that a plan for this years Summer League will also soon follow. We have initial plans in place for the Level C events this year. The first 2 events targeted for Beacon Hill and Bagworth in Jan Feb, 2 urbans in the summer and 2 further forest events in Autumn/Winter. We have made offers for Level B/A events in the next few years but dates and locations seem to be up in the air at the moment so it may take a while exactly confirm our commitments.

We have the Compass Sport Trophy Final to look forward to on the 12th November at Beechenhurst in the Forest of Dean. I trust that everyone is nearing peak fitness and ready to do the club proud. I, like my predecessor as chair have never contributed any points to the clubs total in the CSC so I am very much looking to the club captain and rest of the team to make the difference. One thing that I can guarantee is that it will be hilly.

We will have new kit available shortly, I am sure you will have seen the various recent posts. It is an ideal Christmas present for anyone in the family. We will also look to purchase some new club banners shortly. With the club finances looking healthy, if there is a bit of kit that is starting to look a bit rough around the edges, now is the time to put your suggestion forward for investment in 2024.

We are aiming to hold our annual club dinner and awards evening at Longcliffe Golf club again in March this coming year. Look out in the usual places for the details once the date is confirmed.

Finally we have the small matter of the JK day 1 sprints at Loughborough University on Good Friday. Course planning is well underway as is the onsite organisation.

Anyone who remembers the efforts of day 3 for JK 2014 in South Wales will realise the amount of work and planning that goes into a JK event day. It is more than just about a small team it is about a full club effort and more, to run a successful day at the JK. Fortunately, it is a bit closer for all those involved this time. I know that Iain Phillips as day organiser and the club will be able to rely on your support as we host this high-profile event. I am going to leave the first part of the post AGM discussion open for Iain to cover the JK. But to end I will return to the paraphrased words of JFK

ask not what your club can do for you--ask what you can do for your club.

Ladies and Gentlemen that concludes my view for the coming year.

Constitutional Amendments 2023

THE LEICESTERSHIRE ORIENTEERING CLUB – CONSTITUTION

1. TITLE

The club shall be called the Leicestershire Orienteering Club (LEI).

2. OBJECTIVES and AFFILIATION

2.1 The object of the club is to provide facilities for and promote participation of the whole community in the sport of Orienteering.

2.2 The aim of the club shall be to further the development of orienteering within Leicestershire, Rutland and Northamptonshire and to represent the interests of orienteers based within these areas, supporting their activities and encouraging participation within the sport.

2.3 The club will affiliate to the East Midlands Orienteering Association (EMOA) and the British Orienteering Federation (BOF).

3. CHANGES TO THE CONSTITUTION

3.1 No rule in the constitution of the club shall be made, altered or rescinded other than at an annual or extraordinary general meeting.

3.2 It shall be the duty of the Club Committee to decide upon matters not covered by the constitution.

4. MEMBERSHIP

4.1 Membership shall be open to all without discrimination. Membership fees shall be agreed at the annual general meeting and the Treasurer shall produce his recommendations for such fees. Members shall be enrolled within one of five categories: Junior, Senior, Family, Group or Correspondent member, as defined in Standing orders. Organisations may affiliate to the club as a Group and any new group must be approved by the Club Committee. The membership of any member not having paid his / her fees by the end of March will be deemed to have lapsed. Every member, **except for Correspondent Members**, shall be entitled to vote at a general meeting. The Club may refuse membership only for good and sufficient cause, such as conduct or character likely to bring the Club or sport into disrepute. Appeal against such a decision may be made to the Club's appeals sub-committee and decided by a majority vote.

4.2 Any member behaving in a manner contrary to the rules of the club, the East Midlands Orienteering Association or the British Orienteering Federation or in a way likely to bring the club into disrepute may be summoned to appear before a sub-

committee convened for that purpose and may be suspended either for a limited period or indefinitely from taking part in any or all of the club activities. In such circumstances the member in question has the right of appeal to an Appeals Sub Committee which shall be chaired by the Club Chairperson and shall not include any of the members of the initial sub-committee. The Club will advise the East Midlands Orienteering Association of any suspension or suspensions withdrawn.

4.3 The Club is intent that children and vulnerable adults will find orienteering a safe environment in which to have fun, learn and develop by adopting and promoting the British Orienteering Federation Policy on Protecting Young and Vulnerable People. All members agree to abide by the British Orienteering Safeguarding Policy and Procedures. All individual members are deemed to have read, understood and assented to the British Orienteering Code of ethics and Conduct (“Code”) and as such recognise and adhere to the principles and responsibilities embodied in the Code.

4.4 The members at an annual general meeting are authorised to elect an honorary president as an appreciation of service rendered. The Honorary President is an ex-officio member of the Committee, with full voting powers. The members may also grant honorary membership for services to or support of the club although it is not intended that this should include active orienteers. Any honorary member shall have full voting rights and may participate in any activities of the club on the same terms as any member of the Club and shall receive the club newsletter and all notices. The Honorary membership shall have no membership of EMOA or BOF by virtue of this position.

4.5 A copy of the constitution shall be provided to any member on request.

5. THE CLUB COMMITTEE

5.1 The affairs of the club shall be administered by a Club Committee composed of four officers and such other members as are elected at a general meeting - to be eligible for election members must have expressed a willingness to serve and to have been nominated by not less than two other members.

5.2 The officers will comprise a Chairperson, Vice Chairperson, Secretary and Treasurer who will be elected at the annual general meeting each year but may be replaced at a properly constituted extraordinary general meeting.

5.3 The Club Committee shall meet as necessary but at least four times a year. All **Committee** members will be advised of such meetings at least 14 days in advance. A quorum at such a meeting shall be not less than 6 or 50% of the total membership of the Committee, whichever is the lower number, and must include at least two officers. **Meetings may be face to face or held virtually as decided by the Committee.**

5.4 All members are entitled to attend Club Committee meetings and, at the discretion of the meeting Chairperson, may be permitted to speak but are not entitled to vote.

5.5 The Club Committee is empowered to co-opt further members to the Committee for all or part of the year provided that the number of co-opted members does not exceed 20 % of the elected Committee.

5.6 The Club Committee has the power to fill any vacancy among the officers of the club occurring during the year.

5.7 The Club Committee may delegate its powers to other Committees or sub-committees formed to agree fixtures, organise specific events or any other aspect of the clubs affairs the Club Committee deems appropriate. A quorum at a meeting other than the Club Committee shall be 3 or 50% of the membership of that Committee or sub-committee, whichever is the lower number.

6. CLUB COMMITTEE FUNCTIONS

6.1 The Club Committee will promote activities for the benefit of its members and to aid recruitment of members. It will seek approval from BOF and EMOA to promote events and competitions within BOF Rules and at all levels, and encourage the members to participate in the sport.

6.2 The Club Committee shall be empowered to purchase, rent, hire, lease and/or insure, let out or loan any property or equipment for the benefit of the club or its members and take out public liability insurance to protect its members at /or arranging events and activities.

6.3 The Club Committee shall nominate delegates to other bodies who shall exercise any voting rights on those bodies on behalf of the Club.

6.4 Any member of the Club Committee may act as spokesperson for the club but only nominated representatives may exercise any voting rights on behalf of the club.

6.5 The day-to-day operation of the club shall be governed by a set of standing orders which the Club Committee may amend, delete or add to as it sees fit. Any changes must be advised to members at the AGM each year.

7. GENERAL MEETINGS

7.1 The annual general meeting (AGM) shall normally take place after that of the East Midlands Orienteering Association whilst that Association continues to exist. It shall be held after the end of the club's financial year but before the end of the calendar year and the date must be advised to the membership not less than 42 days in advance.

7.2 All proposed amendments to the constitution must be received by the Secretary not less than 35 days prior to the date of the AGM, as should any nominations for honorary membership or officers. These proposals must be advised to the membership with the notice convening the meeting which must be forwarded not less than 21 days and not more than 35 days prior to the meeting. Amendments may

be accepted at the AGM provided that they directly relate to the matters contained in the formal proposal of which members have been notified.

7.3 Formal notice will be deemed to have been given to members when posted or emailed to the last address advised to the Membership Secretary. **Notification to BOF shall be deemed as being received by the Membership Secretary.** The publication of supporting papers on the club web site is deemed to give all members access to such papers.

7.4 When convening a general meeting the Secretary will include in the notice the current number of voting members in the club and the quorum.

7.5 The members at the AGM shall vote to note the annual report from the **Chairperson**. They will also vote to accept or reject the Income & Expenditure Accounts and Balance Sheet of the Club for the previous year, bearing in mind the report of the Independent Financial Examiner. They will also decide future membership fees having been provided, as guidance, with a budget proposal for the current financial year.

7.6 An extraordinary **general meeting (EGM)** of the members of the club must be called if so requested by at least 5 members of the club. The Secretary must call such a meeting within 14 days with the meeting then to be held between 28 and 42 days later. A quorum at and the conduct of such a meeting shall be the same as for an Annual General Meeting. In the event that the membership of the club falls below 12 a quorum at a general meeting will be 80 % of the membership rounded down.

7.7 A simple majority of members present and entitled to vote at any general meeting (GM) shall be sufficient to elect to office or to the Committee those nominated in advance and advised to the membership with the notice convening the meeting - nomination after this time is permitted but election must be supported by at least 10 members present and a majority of those voting.

7.8 A quorum at such a GM meeting shall be 10 members entitled to vote or 8% of the membership entitled to vote, whichever is the greater number.

7.9 The meeting shall be chaired by the Club Chairperson or if not present by the Club Vice- Chairperson or if neither is present by any member elected for the purpose by a majority of members present. The Chairperson of any meeting shall if required, be allowed a casting vote in addition to any vote cast in a personal capacity.

7.10 No proxy votes will be allowed.

7.11 **The AGM or EGM should be held face to face but meetings may be held virtually if required by the officers.**

8. FINANCE

8.1 The club's financial year will be from August 1st to July 31st but the membership year will conform to that of The British Orienteering Federation.

8.2 The club shall maintain an account or accounts in either a bank or building society and withdrawals must be authorised by two officers acting together excepting only items under £500 or transfers between bank accounts of the club which may be signed by an officer acting alone. An Income and Expenditure Account and Balance Sheet shall be prepared each year that fairly represents the financial transactions of the Club for the year and the balances held at the end of the financial year. The accounts and financial records shall be seen by the Independent Financial Examiner who should express an opinion in writing as to whether they are in accordance with the records maintained by the Treasurer and are representative of the affairs of the Club. The Treasurer shall be responsible for retaining the accounting records to meet statutory requirements and those of outside funding sources.

8.3 The Independent Financial Examiner shall be appointed at an annual, or extraordinary, General meeting although the Committee shall be able to fill any vacancy that arises during the course of the year. He or she shall be a person with experience in financial matters and shall not be a member of the Club Committee. The Independent Financial Examiner shall not be involved in or associated with any significant financial transactions with the Club or the Treasurer.

8.4 None of the funds or property of the club may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the club or third parties and all surplus income or profits are to be reinvested in the club. This does not prevent a member receiving reasonable expenses or proper remuneration for any goods or services supplied to the club as specified in the Standing Orders.

9. DISSOLUTION

The assets of the club remain the property of the members as a whole. In the event that the club cannot raise a Committee of at least 4 members the assets will first be used to redeem any liabilities of the club and then be passed to the British Orienteering Federation or their successors, for use by them in community related sports. Any resolution to dissolve the club at a properly constituted general meeting where the motion has been previously advised to the members must achieve a 75 % majority of those present and if four or more members oppose the motion it fails