

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3.1 No rule in the constitution of the club shall be made, altered or rescinded other than at an annual or extraordinary general meeting.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

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 club's 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 from 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 Committee. 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.

The AGM will also receive a report from the Chairperson.

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