

## **WIMBORNE ORIENTEERS CONSTITUTION**

1. The Club will be called **WIMBORNE ORIENTEERS** and will be affiliated to British Orienteering & The South-West Orienteering Association (SWOA).

### **2. Aims and objectives**

The aims and objectives of the Club will be to:

- offer coaching and competitive opportunities in Orienteering.
- promote the sport of orienteering
- ensure a duty of care to all members of the Club.
- provide all its services in a way that is fair to everyone.
- ensure that all present and future members receive fair and equal treatment.

### **3. Membership**

Membership should consist of Officers and Members of the Club.

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

Members will be enrolled in one of the following categories:

- full member
- junior member
- family member
- life member
- other category

All members of the club over the age of 16 (the voting membership) have the right to vote at the Annual General Meeting (AGM) or an Extraordinary General Meeting(EGM).

### **4. Membership fees**

Membership fees for the following year and /or the year subsequent to that year shall be determined at the AGM.

Fees will be paid by annual subscription.

### **5. Officers of the Club**

The Officers of the Club will be:

- Chair
- Secretary
- Treasurer

and the AGM will also elect up to six Committee Members who may also serve as

- Vice Chair
- Mapping Co-ordinator
- Fixtures Secretary
- Access Co-ordinator
- Publicity Co-ordinator
- Club Coaching Co-ordinator
- Club Captain
- Volunteer Co-ordinator
- Equipment Co-ordinator
- any other relevant position

Officers will be elected annually at the Annual General Meeting. The Chair may not serve as such for more than three consecutive years.

A President of the Club may be elected annually at the Annual General meeting.

## **6. Committee**

The Club will be managed through the Management Committee of 3 Officers and 6 Committee Members. A quorum shall be not fewer than 3, including 1 Officer and 1 Committee Member.

The Management Committee meetings will be convened by the Secretary of the Club and held no fewer than four times per year.

If the post of any Officer should become vacant the Management Committee shall have the power to fill the vacancy until the next AGM, either from within the Management Committee or by co-option of any other Club member.

The Management Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the Club.

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

The Management Committee will be responsible for disciplinary hearings of members who infringe the Club rules, regulations or constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

The Club may also in connection with the sports purposes of the Club indemnify the Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

## **7. Finance**

All Club monies will be banked in an account held in the name of the Club.

The Treasurer will be responsible for the finances of the Club.

The financial year of the Club will end on 31<sup>st</sup> August.

The accounts of the club shall be balanced at 31<sup>st</sup> August each year and submitted after independent audit to the AGM which follows that audit.

Any cheques drawn against Club funds should hold the signatures of the Treasurer plus at least one other officer.

## **8. Annual and Extraordinary General Meetings (AGM/EGM)**

The Club shall hold an Annual General Meeting (AGM) within 50 days of the end of the financial year. Notice of the AGM will be given by the Secretary. Not less than 21 clear days' notice to be given to all members.

The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts.

Nominations for Officers of the Management Committee will be sent to the Secretary prior to the AGM.

Elections of Officers are to take place at the AGM.

The quorum for AGMs will be 20% of the voting membership or 20 voting members, whichever is the fewer, and must include at least one of the Officers.

An Extraordinary General Meeting (EGM) may be called by the Management Committee or by an application in writing to an Officer supported by not less than 40% of the voting membership, the meeting to be held within 50 days of a valid application being received. Procedures for an EGM will be the same as for the AGM.

At least 28 days' notice shall be given to voting members of the Club of the date of the General Meeting. The Agenda for this meeting shall be circulated with this notice.

## 9. Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM. Amendments to the constitution shall be received in writing by the Secretary at least 14 days before the date of the meeting, bearing the signature of at least one voting member of the Club.

Non-constitutional matters may be raised by voting members at the AGM/EGM without prior notice.

## 10. Discipline and Appeals

All complaints regarding the behaviour of members should be submitted in writing to the Secretary. If the complaint is about the Secretary, the complaint should be addressed to the Chair.

The Management Committee will meet to hear complaints within 28 days of a complaint being lodged. The Management Committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 14 days of the hearing.

There will be the right of appeal to the Management Committee following disciplinary action being announced. The Management Committee should consider the appeal within 28 days of the Secretary receiving the appeal.

Should this appeal fail the applicant has a further right of appeal. This appeal must be made in writing, within 28 days, to the Secretary of the South-West orienteering Association(SWOA).

## 11. Dissolution

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

In the event of dissolution, any assets of the club that remain will become the property of the SWOA or to any other orienteering club or clubs as decided by a General Meeting.

## 12. Declaration

WIMBORNE ORIENTEERS hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED:

NAME:

POSITION: Club Chair

SIGNED:

NAME:

POSITION: Club Secretary

DATE:

DATE: