

# CONSTITUTION OF QUANTOCK ORIENTEERS

## 1. TITLE

The club shall be called Quantock Orienteers, hereafter referred to as the Club.

## 2. AIM OF THE CLUB

To foster the sport of orienteering under the rules of the British Orienteering Federation, especially in the county of Somerset.

## 3. AFFILIATIONS

The Club shall be affiliated to the British Orienteering Federation (BOF) and the South Western Orienteering Association (SWOA).

## 4. MANAGEMENT

4.1 The affairs of the Club shall be managed by a committee consisting of the Chairman, Secretary and Treasurer together with at least four other members, all of whom shall be elected annually at the Annual General Meeting (AGM). The Chairman, Secretary and Treasurer shall be full members of the British Orienteering Federation. The Chairman shall not serve as such for more than three consecutive years. If any post should become vacant then the Committee shall have the authority to fill the vacancy until the next AGM, either from within the Committee or by co-opting another member.

4.2 A Club President may be elected annually at the Annual General Meeting.

4.3 The Committee shall appoint such other officers, as for example a Fixtures Secretary, Membership Secretary, Permissions Secretary, Club Coach or Newsletter Editor, as are necessary for the efficient running of the Club's activities. These officers need not be Committee members. A person may take on more than one role.

4.4 A quorum for the Committee shall consist of four members including at least one of the Chairman, Secretary and Treasurer.

4.5 The Committee shall meet as often as is necessary for the efficient conduct of the Club's affairs.

4.6 Committee meetings shall be open to other members as observers.

4.7 A record shall be kept of Committee proceedings.

## 5. MEMBERSHIP

5.1 The categories of membership shall be in line with BOF and SWOA categories.

5.2 The Committee shall have the right to suspend the membership of any person whose conduct, in their opinion, has been contrary to the best interests of the Club or the sport. Before suspension takes place the person concerned shall be given at least 14 days notice and shall have the right to present their case against suspension to the Committee. A Committee decision on a suspension can be changed by a majority vote at a General meeting.

## 6. FINANCE

6.1 The Club's financial year shall end on the 31<sup>st</sup> May and after independent audit shall be presented to the Annual General Meeting immediately following this date.

6.2 Sufficient funds shall be maintained in the Club's accounts to allow for investment in maps and equipment and to cover any other expenses necessary for the efficient running of the Club.

- 6.3 All cheques written against a Club account shall have two signatories; the Treasurer and one other elected officer or Committee member.
- 6.4 Membership fees shall be fixed at the Annual Meeting immediately preceding the year in which they fall due.
7. ANNUAL GENERAL MEETING
- 7.1 An Annual General Meeting (AGM) shall be held within four months of the end of the financial year.
- 7.2 At least 28 days notice of the AGM shall be given to Club members. The agenda shall be available not less than seven days before the meeting.
- 7.3 The following shall be entitled to vote at the AGM: every Individual member; two members from each Family; one representative from each Group.
- 7.4 The quorum for the AGM shall consist of 12 of the voting members of the Club and must include at least two of the Chairman, Secretary and Treasurer. Decision shall be taken by a simple majority except for amendments to the Constitution which shall require a two-thirds majority. The Chairman shall have an additional casting vote.
- 7.5 The business of the AGM shall be:
- 7.5.1 To confirm the minutes of the previous AGM and any General meetings held subsequently.
- 7.5.2 To receive the audited accounts for the previous financial year.
- 7.5.3 To receive annual reports from the Committee and officers.
- 7.5.4 To elect the Chairman, Secretary and Treasurer, six Committee members, and optionally a President, for the following year. Nominees must be proposed and seconded by two voting members, who must previously have obtained their consent. Nominations may be made at the meeting, or previously in writing to the Secretary. Nominees shall be given the opportunity to address the meeting, and may before the meeting distribute a statement as to their suitability for the post to members. Proxy or postal voting shall not be allowed.
- 7.5.5 To determine membership fees for the next calendar year and/or the year subsequent to that year
- 7.5.6 To consider any proposed amendments to the Constitution. Amendments to the Constitution must be received in writing by the Secretary at least 14 days before the meeting and must be signed by two voting members of the Club.
- 7.5.7 To consider any other matter concerning club activities or policy raised by a member.
8. EXTRAORDINARY GENERAL MEETINGS
- 8.1 An Extraordinary General Meeting (EGM) may be called by the Committee or by an application in writing to the Chairman, Secretary or Treasurer signed by at 20 of the voting members. The application shall state the proposed business of the meeting. The meeting shall be held within 42 days of the application, with at least 28 days' notice given to members.
- 8.2 Only business directly relating to that stated in the application; or, if the Committee calls the EGM, only business directly relating to its proposed agenda, shall be considered at the meeting.
- 8.3 The quorum for an EGM shall consist of at least 20 voting members of the Club. Voting rights shall be as for an AGM.
9. DISSOLUTION OF THE CLUB
- 9.1 In the event of the dissolution of the Club, its assets shall pass to the South Western Orienteering Association.