

## **GUILDFORD ORIENTEERS CLUB CONSTITUTION**

### **1. IDENTITY**

The name of the club shall be GUILDFORD ORIENTEERS, subsequently referred to as the Club. The Club name may be abbreviated to GO. The Club colours shall be blue, red and white.

### **2. AIMS AND OBJECTIVES**

The objective of the Club shall be to encourage, promote and develop the sport of orienteering, centred on Guildford, and principally covering the West part of Surrey and North West Sussex.

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

The Club shall offer coaching and competitive orienteering in a way that is fair to all and in compliance with BOF Rules and Guidelines in existence at any time.

The Club shall have a duty of care to all members of the Club and to ensure that all present and future members receive fair and equal treatment.

### **3. MEMBERSHIP AND FEES**

Anyone is eligible for membership of the Club. Categories of membership shall be consistent with BOF policies in existence at any time. All members of the Club will be subject to the regulations of the constitution and by joining the Club will be deemed to accept these regulations.

The Club agrees to maintain personal data on Club members in such a way as to ensure the privacy of all members, and in particular to ensure the protection of information on juniors. All members of the Club accept that their membership details may be stored in electronic form and may be made available to other members of the Club electronically and on paper.

Honorary life membership may be accorded to persons who have given outstanding service to the Club. Honorary life membership shall be proposed and elected at an Annual General Meeting (AGM) or Special General Meeting (SGM).

The membership year shall be January to December. Membership subscription fees for each year shall be agreed at the preceding AGM and shall be due on 1 January following the AGM. Renewal membership fees must be paid by 31 March otherwise membership shall be deemed to have lapsed.

An application for membership of the Club may be refused by a majority vote at a Club meeting, including an AGM or SGM. No reason needs to be given by the Club for rejecting membership but any rejected membership applicant shall be given the opportunity to state his/her case before a Club meeting, AGM or SGM.

Members may be expelled from the Club by a majority vote at a Club meeting, including an AGM or SGM. Prior to any expulsion a Club member shall be given at least one month's notice of the intended expulsion and an opportunity to state his/her case before a Club meeting, AGM or SGM.

### **4. MANAGEMENT**

The affairs of the Club shall be managed by a Committee of officers. The Principal Officers shall be the Chairman, Secretary and Treasurer. Other positions of office may be created by the Club as needed for the purposes of managing the affairs of the Club. The Committee shall be responsible for setting the direction

of the Club, proposing and adopting new policy, codes of conduct and rules that affect the organisation of the Club in accordance with the Club's aims and objectives.

All officers shall retire each year but shall be eligible for re-appointment. Officers shall be elected at the AGM. The Committee may co-opt any eligible member to fill any office falling vacant, and if unable to do so for a Principal Officer shall call a SGM.

No person should hold more than two offices and no person shall hold more than one of the Principal Offices. Persons co-opted into an office at or before the second Club meeting following an AGM shall be considered to have been elected at that AGM. The Committee shall have the power to co-opt additional Club members to take on special responsibilities.

The Committee shall hold at least four (4) Club meetings each year. Club meetings shall be open to all members of the Club to attend. Club members should be informed of the dates and venues of all Club meetings in advance.

Only elected and co-opted officers can vote at Club meetings. All elected and co-opted officers shall have one vote each (even if two or more offices held). A quorum shall consist of 4 officers, including one principal officer. In the absence of the elected Chair, the meeting shall elect a temporary chair for that meeting. The Chair or temporary chair shall have an additional casting vote.

## **5. FINANCE**

The Committee is responsible for the financial affairs of the Club. The Treasurer is responsible for managing the financial records of the Club. The Treasurer may be called upon to report on the current financial situation at any time. The Treasurer should make interim accounts available to the Committee at each Club meeting.

The financial year of the Club runs from May 1<sup>st</sup> to April 30<sup>th</sup>. Annual accounts covering the financial year shall be prepared explaining the income and expenditure during the year. The accounts shall be approved by the Club Committee before being presented to the Club members for approval at the AGM.

The Committee shall appoint a person to review and check the accounts. Such appointed person shall not be a current officer of the Club and should be independent of any of the Principal Officers.

The Club shall have a Bank/Building Society account held in the name of the Club. The Treasurer and such additional Committee members, agreed by the Committee, shall be authorised to sign cheques. All cheques drawn on Club funds shall require two signatures. Bank signatories shall not approve payments where they are the beneficiary.

## **6. ANNUAL GENERAL MEETING (AGM)**

An AGM shall be held soon after the financial year end but no later than 31<sup>st</sup> October each year. All Club members shall be given notice of the Club's AGM at least twenty one (21) days in advance.

The business of the AGM shall be to:

- a) Approve the minutes of the previous AGM and deal with any matters arising from those minutes.
- b) Receive the Chairman's annual report.
- c) Receive the Treasurer's annual report and approve the accounts for the financial year.
- d) Receive reports from other Officers as relevant.
- e) Approve Club membership fees for the forthcoming year.
- f) Elect the Club officers.
- g) Approve items of policy or principle proposed in advance by the Committee or Club members.
- h) Any other business approved by the Chairman and not requiring a vote.

Nominations of candidates for election of officers shall be made in writing or email to the Secretary at least fourteen (14) days in advance of the AGM. Any positions for which no nominations have been received may, however, be filled at the AGM.

Items of business proposed by members shall be submitted in writing or email to the Secretary at least fourteen (14) days in advance of the AGM. The Secretary shall notify all members of the agenda at least seven (7) days in advance of the AGM.

A quorum for the AGM shall be six (6) Club members or 10% of the voting membership whichever is the larger. Decisions at the AGM shall be by a simple majority of votes. Every Club member present at the AGM who is M/W 16+ is entitled to vote, up to a maximum of two votes per family membership.

**7. SPECIAL GENERAL MEETING (SGM)**

A SGM may be called by the Committee or on a request in writing or email to the Secretary from not less than ten (10) voting Club members. Procedures for a SGM shall be the same as for an AGM.

**8. ALTERATIONS TO THE CONSTITUTION**

Alterations to the Club constitution shall be by a simple majority at an AGM or SGM. Notice of proposed alterations to the Club constitution shall be given to the Secretary in writing or email at least fourteen (14) days before an AGM or SGM.

**9. DISSOLUTION**

The Club may be dissolved by the consent of two-thirds of voting Club members at an AGM or SGM. Any funds or assets of the Club at the time of dissolution shall not be distributed among the members but shall be given or transferred to another club or body having the same objective.

**10. DECLARATION**

Guildford Orienteers has adopted this constitution at the AGM dated \_\_\_\_\_ as a current operating guide regulating the actions of the members.

Signed:

Date:

Name:

Guildford Orienteers Chairman

Signed:

Date:

Name:

Guildford Orienteers Secretary