

SOUTHAMPTON ORIENTEERING CLUB

CONSTITUTION

1. Title

The Club shall be called SOUTHAMPTON ORIENTEERING CLUB and the Club initials shall be SOC.

2. Objectives

- a. The purpose of the Club shall be to promote the sport of orienteering in the South Hampshire area.
- b. The Club shall be affiliated to British Orienteering and the South Central Orienteering Association (SCOA) and shall abide by their rules and regulations and shall help further their objectives.

3. Membership

Southampton Orienteering Club is an open orienteering club. The Membership categories are: Individual, Family, Group and Associate. Individuals are encouraged to join British Orienteering. Associate Membership is available to those individuals who are already members of an orienteering club but who wish to join SOC as a second club.

4. Committee

- a. The Club shall be managed by a Committee consisting of the Chairman, Secretary and Treasurer (the Officers) and a minimum of 5 to a maximum of 8 other members. All the foregoing shall be elected at the AGM and remain in office until the conclusion of the AGM the following year.
- b. All Committee members shall be active orienteers, having either competed in or been involved in the running of at least three events in the previous two years.
- c. No member may serve as an Officer of the Club for more than three consecutive years without standing down from that office for at least one year.
- d. A quorum of the Committee shall be 5 Committee members including at least one of the Officers.
- e. The Committee shall have the power to co-opt additional members to the Committee, who may exceed the maximum given in 4a, provided that at least two thirds of the whole Committee agree. Co-option shall be for a specific purpose and period expiring no later than the next AGM.
- f. If an Officer shall resign or die the Committee shall as soon as possible fill the vacancy from among the Committee members (whether elected or co-opted) to act until the next AGM or EGM and advise the membership accordingly.
- g. The Committee shall nominate a suitable person as auditor for election at the AGM. If the auditor resigns or dies the Committee shall nominate a replacement for approval at the next AGM.
- h. The Committee shall meet at least 3 times each year and shall manage the Club within the framework of this Constitution and such policies and procedures as the Committee may from time to time adopt.
- i. Minutes of all Committee meetings shall be kept by the Secretary and shall record those present and the business conducted.

- j. The Committee may appoint such sub-committees as it considers desirable to implement specific tasks. The Committee may also delegate specific tasks provided it retains adequate control and remains responsible for what is done under such delegated authority.
- k. All Committee members shall declare at the earliest possible stage any potential financial or other beneficial interest they, or any member of their immediate family, or any organisation they represent, may have in any transaction or proposed transaction between the Club and a third party. The declaration of such an interest shall be made to the Chairman. All such declarations shall be recorded in the minutes of the meeting. Any final decisions shall be made without the person concerned being present.
- l. The Committee may purchase insurance to indemnify the personal liability of the Officers and other Committee members in relation to the affairs of the Club.
- m. Provided a majority of Committee members agree, any matter requiring urgent attention may be decided by the Committee by written correspondence. Any decision must be recorded in the minutes of the next Committee meeting.

5. AGM

- a. The Committee shall arrange for the Club to hold an Annual General Meeting (AGM) between 1st February and 31st May each year.
- b. At least 28 days' notice shall be given to members of the time, date and venue for the AGM. The agenda, together with copies of items that the meeting will be asked to vote on, including a copy of the audited accounts, names of members seeking (re) election to the committee and any proposed changes to the constitution, shall be given to members at least 14 days before the meeting.
- c. At the AGM the meeting shall:
 - i. Receive a report from the Chairman.
 - ii. Receive a report from the Secretary.
 - iii. Receive a report from the Treasurer.
 - iv. Vote on adoption of the audited accounts for the previous financial year.
 - v. Elect the Officers and Committee members for the ensuing year.
 - vi. Elect an auditor for the current financial year. Such person may not be a member of the Committee but may be a member of the Club.
 - vii. Consider any change to this Constitution of which due notice has been given. Any proposed change must be given to the Secretary at least 21 days before the meeting and to members at least 14 days before the meeting.
 - viii. Agree the membership fees to be applied from 1st January in the following calendar year.
 - ix. Transact any other business which has been notified to the Secretary at least 21 days before the meeting or which the Chairman, in his absolute discretion, considers appropriate.
- a. All members of the Club are entitled to attend an AGM. Each Individual member and each person who is a Family member is entitled to one vote; Group members are entitled to one vote per Group; Associate Members are not entitled to vote. In order to vote members must be present in person (with any Group represented by a single person nominated in advance for that purpose). Voting shall be by a show of hands unless any voting member calls for a formal vote in which case voting shall be by secret ballot.
- b. A quorum shall consist of any 20 voting members including at least one of the Officers.
- c. Changes to the Constitution may only be made by a resolution passed by two thirds of those present and entitled to vote. All other matters shall be decided on a simple majority.

- d. The Secretary shall keep minutes of the meeting.

6. EGM

- a. An Extraordinary General Meeting (EGM) may be called by the Committee to discuss changes to the Constitution or any other Club business too urgent to wait for an AGM.
- b. The Secretary must call for an EGM to be held within 28 days of receipt of an application in writing made by any 20 members who are entitled to vote or from the date of notification if called by the Committee. At least 14 days' notice must be given to all Club members in writing together with the motions to be discussed. No other business shall be conducted. [Note: an EGM is, by definition, urgent. So 42 days' notice is too long]
- c. Procedures for giving notice, voting and the keeping of minutes shall be as for an AGM.

7. Finance

- a. An account in the name of the Club shall be opened at a UK clearing bank. Additional accounts may be opened to cover special activities.
- b. Each Officer is authorised to transfer funds between the Club accounts (any one Officer may authorise the transfer).
- c. The Treasurer is authorised to use electronic banking to view account balances and make authorised payments by electronic transfer (BACS).
- d. The Treasurer can act as sole authority for payments up to £500. Any two Officers are authorised to sign cheques for any amount. BACS transfers for payments over £500 must be approved in writing by any two Officers.
- e. Any payment to any Officer shall be approved by the other two Officers.
- f. The Club financial year shall be from 1st January to 31st December. Accounts for each year shall be audited and presented to the following AGM for approval.
- g. Annual subscriptions, as determined at the previous AGM or subsequent EGM, shall be due on 1st January of each year.

8. Property and Funds

- a. The property and funds of the Club cannot be used for the direct or indirect private benefit of members, unless reasonably allowed from time to time by the Committee. All surplus income or profits arising from Club activities shall be retained and used by the Club to further its activities in the future.
- b. The Committee may employ members and remunerate them for providing goods and services. The Committee will set fair terms without the person being present.
- c. In the event that the Club is wound up its assets shall be transferred to British Orienteering to use in connection with the sport of orienteering in the SCOA region.

9. Communications

Notices in writing may be given either by post or by email (at the discretion of the Secretary). Where notice relates to an AGM or EGM it shall be clearly identified as such and not contain any material which is not directly relevant. Whichever method of service is used, the notice shall be addressed using the member's contact details on the club Membership List.

10. Safeguarding children & at-risk adults

Southampton Orienteering Club agrees to adopt the British Orienteering Safeguarding Policy & Procedures. It states that;

"a. All individuals involved in orienteering through the club at every level, including participants, Officials, Instructors/Coaches, Administrators, Club Officials or spectators (where it is feasible to manage) agree to abide by the *British Orienteering Code of Ethics and Conduct* ("Code") and all such individuals participating or being involved in orienteering through the club in one of the aforementioned roles or in a role which comes within the intended ambit of this paragraph and the *British Orienteering Safeguarding Policy & Procedures* generally are deemed to have assented to and as such recognise and adhere to the principles and responsibilities embodied in the Code.

b. Each and every constituent member of the club, including without limitation, all clubs and disciplines, shall be responsible for the implementation of the *British Orienteering Safeguarding Policy and Procedures* in relation to their members."

11. Timing

This Constitution shall come into effect, and replace the existing constitution, from 15th April 2016.