

# CONSTITUTION OF EAST PENNINE ORIENTEERING CLUB

Adopted by the Annual General Meeting held on 9.10.91, Amended at the AGM held on 9.10.2001. Amended at the EGM held on 16<sup>th</sup> November 2016 (article 11). Amended by agreement at the on-line AGM on 20 October 2020.

## 1. Title and Purpose

- (a) The Club shall be called The East Pennine Orienteering Club, hereinafter referred to as 'the Club'.
- (b) The purpose of the Club is to promote and encourage participation in the sport of orienteering mainly in the districts of Calderdale, Kirklees and Wakefield

## 2. Affiliations

The Club shall be affiliated to the British Orienteering Federation and the Yorkshire and Humberside Orienteering Association.

## 3. Management

- (a) The Officers of the Club shall be a Chair, a Secretary and a Treasurer.
- (b) The affairs of the Club shall be conducted by an Executive Committee which shall consist of the Officers as defined in 3(a) together with the Editor of the Club Newsletter, the Fixtures Secretary and four Club members.
- (c) All members of the Executive Committee shall be active in Orienteering
- (d) The Executive Committee shall be elected annually at the Annual General Meeting. The Chair shall not serve in that position for more than three years consecutively.
- (e) If a vacancy shall occur among the Executive Committee members the Executive Committee shall have the power to fill the vacancy until the next Annual General Meeting.
- (f) The Executive Committee shall meet and act as required for the proper conduct of the Club not less than once every three months. The Secretary shall maintain a minute book and record in it the business of all meetings and names of those present.
- (g) A quorum of the Executive Committee shall be four, one of whom shall be an Officer.
- (h) The Executive Committee shall have the power to constitute sub-committees from time to time. The Executive Committee shall determine for each sub-committee so constituted the extent of delegation of executive action.
- (i) The meetings of the Executive Committee shall be conducted by the Chair. In the absence of the Chair, the Executive Committee shall elect a Chair for that meeting.
- (j) Decisions shall be reached by a simple majority of those members of the Executive Committee present and voting, with the Chair of the meeting having the casting vote.
- (k) The Executive Committee shall have the power to co-opt additional members up to a maximum of three who will not have a vote.

## 4. Membership

- (a) Membership shall be open to any individual, family or group prepared to comply with the Competition Rules of the British Orienteering Federation, follow the Country Code and pay the appropriate Club fee.
- (b) Membership categories shall follow the pattern established by the British Orienteering Federation.
- (c) Associate category: for non-competing members gives full voting rights to vote at an AGM or EGM.

## 5. Finance.

- (a) The financial year of the Club shall run from 1st September to 31st August. The accounts of the Club shall be balanced at the 31st August each year and submitted, after independent audit, to the Annual General Meeting following the audit.
- (b) All cheques written against the Club's funds shall be signed by the Treasurer and either the Chairman or the Secretary.
- (c) The fees payable by members shall be decided annually at the Annual General Meeting and shall fall due on 1st January following the meeting.

(d) Two Auditors shall be appointed at the Annual General Meeting.

## 6. Annual General Meeting

- (a) The Annual General Meeting of the Club shall be held on or between September 1st and October 15th.
- (b) In the Chair's absence, the persons present shall, before any other business is transacted, appoint a Chair of the meeting.
- (c) The secretary shall give each Club member at least 21 days' notice of the date of the AGM and shall provide each member with full documentation at least 7 days before that date.
- (d) Nominations for the Executive Committee and changes to the Constitution shall be received by the Secretary with at least 14 days clear notice before the Annual General Meeting. Nominations should be in writing and signed by the nominee, proposer and seconder. The nominations received shall be included in the calling notice of the Annual General Meeting. Nominations shall be accepted at the meeting only in the event that there is an insufficiency of written nominations by the due date to fill the vacancy or vacancies.

## 7. Extraordinary General Meeting

An Extraordinary General Meeting may be called by the Executive Committee or by a member with the support of 10% of the total membership submitting a written application to the Secretary. The Secretary shall convene the Meeting not later than 28 days from receipt of the application giving each Club member 21 days' notice of the Meeting and including the nature of the business in the calling notice.

## 8. Voting

- (a) Each individual member of the Club aged 13 years and over and Associate Members shall be eligible to vote at an Annual or Extraordinary General Meeting. Each adult member of a Family unit and each Group shall have a single vote.
- (b) Decisions shall be reached at an Annual or Extraordinary General meeting by a simple majority of those present and voting with the Chair of the meeting having a casting vote.

## 9. Changes in the Constitution

- (a) The Constitution may be altered by resolution of an Annual or Extraordinary General Meeting.
- (b) Any proposed changes to the Constitution shall be submitted in writing to the Secretary at least 14 days before a General Meeting. The proposed changes with the names of the proposer and seconder shall be included in the notice of the meeting.

## 10. Winding Up

In the event of a decision being taken by a majority of the members at a General Meeting of the Club to effect the winding up of the Club, then the assets of the Club, financial and material, shall become the property of the Yorkshire and Humberside Orienteering Association.

## 11. Safeguarding Children & At-risk Adults

- i. The Club agrees to adopt the British Orienteering Safeguarding Policy & Procedures.
- ii. 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.
- iii. 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.