

# Norfolk Orienteering Club Constitution

2024

## 1. Title

The name of the club shall be 'The Norfolk Orienteering Club' but using as necessary the abbreviation 'NOR'. The club shall be affiliated to British Orienteering and to the East Anglian Orienteering Association (EAOA).

## 2. Objective

The objective of the club shall be to further the development of, and participation in, the sport of orienteering.

The Club Motto : To be a truly thriving club, with an active, contributing membership of all ages, fitness and abilities.

The Club (NOR) agrees to adopt the up-to-date British Orienteering Policies, Procedures, Rules and Regulations as published on the British Orienteering website.

All individuals involved in orienteering through the club, in any capacity, are deemed to have assented to and abide by the British Orienteering Policies, Procedures, Rules and Regulations as published on the British Orienteering website.

Both the club and its members agree to abide by the outcome of any disciplinary and appeal proceedings.

## 3. Committee

The affairs of the club shall be conducted by the General Committee, who shall be elected at the Annual General Meeting, and shall consist of:

a) The Officers: Chairman, Vice-Chairman, Hon. Sec, Hon. Treasurer, Hon. Membership Secretary, Club Captain, Fixtures Secretary, Publicity Officer, Newsletter/website editor, Mapping Officer, Welfare Officer, Junior Rep.

The Principal Officers shall be the Chair, Secretary and Treasurer.

All voting members are eligible for committee posts, except that the Junior Representative who shall be a M/W 16+ 20-

b) A minimum of 2, and up to 10, elected members.

c) No person may hold more than two offices, and no person may hold more than one of the principal offices.

d) If the post of any officer should become vacant after election at the Annual General Meeting, the Committee shall have the power to appoint additional officers, and to coopt non-voting members.

e) The Committee shall meet as required for the efficient conduct of the Club's business but not less than quarterly, and an appropriate officer shall maintain a record of the Minutes of each meeting, including the names of those present, and the business conducted at the meeting.

f) Five members of the Committee shall constitute a quorum. The Chairman shall have a casting vote in the event of tied voting. All elected and co-opted officers shall have one vote each (even if two offices held).

f) The Chairman shall serve a term of 3 years from election. Other members of the Committee shall stand for re-election annually.

g) All Committee members shall be members of the club and active in Orienteering.

h) The Committee shall be responsible for appointing the Officials required to organise an event, viz. An Organiser, a Planner and a Controller, or as required by British Orienteering "Rules and Guidelines". The said Officials shall have no power to make decisions on finance and will be answerable to the Committee.

## 4. Membership

All full members of the club will also be members of British Orienteering.

a) Members of the Club shall pay the appropriate membership fee as recommended by the Committee and approved by the Annual General Meeting. Membership fees shall be due on January 1st.

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b) Types of membership are defined as:

- **Senior:** Any member aged 21 or older on 31st December of the membership year (including students)
- **Junior:** Any member aged 20 or younger on 31st December of the membership year
- **Family:**
- **Affiliate:** Schools, Youth Groups, Uniformed organizations, whose members only orienteer at NOR events. All members except leaders must be 18 and under. The group may have no more than 3 leaders competing under the Group membership.
- **Honorary Life members:** Extended to members who have given outstanding service to the club at the discretion of the committee (these shall be elected at an AGM)
- . **Members of British Orienteering for whom NOR is their second club.**

## 5. Finance

- a) The financial year of the club shall be the Calendar year. The accounts for that year shall be submitted, after independent audit, to the following AGM. The Independent Examiner(s) of the Accounts shall be appointed by the General Committee.
- b) The club shall have a Bank/Building Society account. The principal officers and one additional Committee member, nominated by the Committee, shall be authorised to sign cheques and approve digital financial transactions. Transactions of £100.00 or above will require authorisation by the committee.
- c) The Treasurer will produce bank statements or other appropriate transactional records at every committee meeting.
- d) All cheques/digital transactions written against Club funds shall be signed/approved by two Officers, of whom one shall be the Treasurer.

## 6. Annual General Meeting

- a) The Club shall hold an Annual General Meeting not later than 31st July each year. Notice of the meeting together with an Agenda shall be sent to each class of membership not less than fourteen days prior to the date of the meeting. Published in NORNEWS or/and on website.

The business of the AGM shall be to:

- Confirm the minutes of the previous AGM and deal with any matters arising from those minutes.
- Receive the Chair's annual report.
- Receive the Treasurer's report and the accounts for the year.
- Elect an Independent Financial Examiner.
- Agree membership fees for the forthcoming year.
- Elect/Re-elect all the club officers.
- Receive the Chair's plans for the new year.
- Discuss items proposed by members in advance.
- Any other business approved by the Chair and not requiring a vote.

Nominations of candidates for election of officers shall be made in writing to the Secretary at least 7 days in advance of the AGM. Any positions for which no nominations have been received may however be filled on the day.

Items of business proposed by members shall be submitted in writing to the Secretary at least 14 days in advance of the AGM.

The Secretary shall notify all members of the agenda at least 7 days in advance of the AGM.

Decisions at the AGM shall be by a simple majority of votes. Everyone present at the AGM who is M/W 18+ is entitled to vote, up to a maximum of two votes per family membership.

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A quorum for the AGM shall be 10% of the voting membership.

## **7. Special General Meetings**

The Committee shall, on request signed by ten members of the Club, or may on their own decision, call a special General Meeting. Not less than 14 days notice shall be given to Members. The notice shall explain the purpose of the meeting. At any General Meeting, each unit of membership shall be entitled to one vote. Ten members shall form a quorum and the Chairman shall have the casting vote.

## **8. Alterations to the Constitution**

a) The Rules may be altered, abrogated, or added to, at any General Meeting, by the vote of two thirds of the members present together with proxy votes. Proxy votes shall only be counted on production of the absent member's membership card or other signed authorisation.

b) Any proposed change to the rules shall be notified to the Hon. Secretary not less than seven days prior to the meeting.

## **9. Safeguarding Children and At-risk Adults.**

a) NOR agrees to adopt the British Orienteering Safeguarding Policy and Procedures.

b. All individuals involved in orienteering through NOR 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 (the 'Code') and all such individuals participating or being involved in orienteering through NOR 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 and Procedures generally are deemed to have assented to and as such recognise and adhere to the principles and responsibilities embodied in the Code.

c. Each and every constituent member of NOR including without limitation all clubs and organisations shall be responsible for the implementation of the British Orienteering Safeguarding Policy and Procedures in relation to their members.

## **9. Exclusion/Expulsion**

If the conduct of any member shall be deemed by the Committee to be detrimental to the objectives of the Club, the Committee shall have the power to suspend that member from the Club, and from future Club Events. The member shall have the right of appeal at the next General Meeting of the Club.

## **10. Dissolution**

In the event of Dissolution of the club, the disposal of the club's assets shall be directed by Club members at a Special General Meeting of the Club.