

Contents

- 1) **Definitions**
- 2) **Name**
- 3) **Affiliation**
- 4) **Objectives**
- 5) **Membership**
- 6) **Annual General Meeting**
- 7) **Club Meeting**
- 8) **Special Meeting**
- 9) **Voting**
- 10) **Remote Attendance at Meetings**
- 11) **Officers**
- 12) **Committees**
- 13) **Club Official Posts**
- 14) **Club Councillors**
- 15) **Banking, Accounts and Club Income**
- 16) **Membership Fees**
- 17) **BOF Policies**
- 18) **Amendments to the Constitution**
- 19) **Indemnity**
- 20) **Club Dissolution**

LAKELAND ORIENTEERING CLUB CONSTITUTION

1) Definitions

Annual General Meeting	A meeting of the Members of the Club held annually in accordance with rule 6.
Articles	The Articles of Association of BOF and Article shall mean any one of them.
BOF	British Orienteering Federation Limited whose company number is 01606472.
CASC	Community Amateur Sports Club
Club	Lakeland Orienteering Club
Club Councillors	Club Councillors defined in rule 14 and Club Councillor refers to any one of them so mentioned.
Club Meeting	A meeting of the Members of the Club held in accordance with rule 7.
Club Official Post	A post to which Members at a Meeting appoint a Member to be responsible for, or to undertake, specific tasks on behalf of the Club and Club Official shall mean a person appointed to such a post. Club Official Posts shall mean more than one such post.
Electronic Facility	A device, system, procedure, method, or facility providing an electronic means by which a Member or Members may attend remotely at and take part in a Club Meeting.
LOC	Lakeland Orienteering Club.
Meeting	Any Annual General Meeting, Special Meeting or Club Meeting as the context may require
Member	A member of LOC being either an Individual Member or a Junior Member as defined in rule 5 and the term 'Members' shall mean more than one such Member.
Membership Year	1 st January to 31 st December annually
NWOA	North West Orienteering Association
Officers	Officers of the Club defined in rule 11 and Officer refers to any one of them so mentioned.
Remote Attendance	Attendance by a Member or Members at a Meeting remotely via an Electronic Facility.
South Cumbria	The area from Barrow and Millom in the West to Kirkby Stephen in the East, and from Shap in the North to Carnforth in the South.
Special Meeting	A meeting of the Members of the Club held in accordance with rule 8.

2) Name

The name of the Club shall be Lakeland Orienteering Club.

3) Affiliation

- a) The Club shall be an affiliated club in accordance with the Articles of Association of British Orienteering Federation Limited whose company number is 01606472.
- b) The Club shall be a member of North West Orienteering Association in accordance with the terms of the constitution of NWOA.

4) Objectives

The Objectives of the Club shall be

- i. To promote, encourage and support participation in the amateur sport of orienteering in South Cumbria.
- ii. to encourage the active participation of the Members in the running of the Club.
- iii. to provide opportunities for Members to develop their skills in orienteering, coaching, and putting on events.

5) Membership

- a) Membership of the club shall be open to anyone interested in the sport on application and payment of the appropriate membership fee, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion, or other beliefs, except as a necessary consequence of the requirements of orienteering.
- b) The club may have different classes of membership and membership fees on a non-discriminatory and fair basis. The club will keep membership fees at levels that will not pose a significant obstacle to people participating.
- c) The Officers (acting by majority decision) may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club or sport into disrepute or failure to pay the appropriate membership fee.
- d) Appeal against refusal or removal may be made to the Members at a Club Meeting, in person or in writing.
- e) A person aged 18 years or over in the membership year who wishes to have an association with the Club and receive Club communications but does not wish to be a Member may become a Friend of LOC. Friends of LOC shall not be Members of the Club, and as such shall not have voting rights under rule 9 and shall not be included in the number of Members present when determining whether a meeting is quorate.
- f) Membership of LOC shall be in categories as shall, from time to time, be approved by an

Annual General Meeting or a Special Meeting.

g) It is a condition of Club membership that Members agree to comply with and be bound by the BOF policies referred to in rule 17 and any policies issued from time to time by the Club.

6) Annual General Meeting

a) The Secretary shall schedule the Annual General Meeting to take place in October each year.

b) A quorum at an Annual General Meeting shall consist of 12 Members, including 2 Officers.

c) The Secretary shall send notice of the Annual General Meeting to all Members not less than 6 weeks prior to the date of the Meeting.

d) The Secretary shall send an agenda for the Annual General Meeting to all Members not less than 2 weeks prior to the Meeting together with a copy of any amendment proposed to the Constitution in accordance with rule 18.

e) The business of the Annual General Meeting shall be:

- i. To consider and, if approved, adopt a statement of the Club's accounts for the year ending on the previous 31st August.
- ii. To set the membership fees for the coming year.
- iii. To consider and, if approved, adopt any amendment to the Constitution proposed in accordance with rule 18.
- iv. To elect the Officers.
- v. To decide on the number of Club Councillors and to elect them.
- vi. To appoint a qualified accountant or other suitable person to examine and report on the books of account for the following year.
- vii. To deal with any other matters which any Officer or Member wishes to bring before the Annual General Meeting and of which the Officer or Member has notified the Secretary prior to the service of the agenda for the Annual General Meeting.
- viii. to deal with any such other business as may be necessary.

7) Club Meeting

a) The Members shall hold a Club Meeting as often as is necessary for the efficient management of the affairs of the Club, and not less than 6 times a year.

b) A quorum at a Club Meeting shall consist of 5 Members, at least 2 of which shall be Officers.

c) The Secretary shall fix the dates of each Club Meeting and notify club members at least 4 weeks before each meeting.

d) At a Club Meeting, in the absence of the Chair the Vice Chair shall preside as Chair and in the absence of both, such Members present shall elect a Member to preside as Chair.

e) Between Club Meetings, the following Officers may take actions, in consultation with each other when appropriate, that commit the Club to expenditure not exceeding a sum agreed at the previous Annual General Meeting: Chair, Vice Chair, Secretary, Treasurer and Membership Secretary.

8) Special Meeting

a) The Secretary shall convene a Special Meeting within 4 weeks of receipt of a request signed by 3 Officers, or not less than 20 Members, specifying the purpose of the Special Meeting. All Members will receive not less than 2 weeks' notice in writing of the Special Meeting. The notice shall specify the purpose of the Special Meeting.

b) A quorum at a Special Meeting shall consist of 12 Members.

c) The purposes for which a Special Meeting may be called are as follows:

- i. To consider and, if approved, to adopt any alteration to the Constitution of the Club that is specified in the request convening the Special Meeting.
- ii. To remove any Officer or Officers from their post and to fill any vacancy or vacancies caused thereby with another Member.

d) If the Secretary fails to convene a duly requested Special Meeting within the 4 week period, those requesting the Special Meeting may call such a Special Meeting to be held not later than 8 weeks after the receipt of the request by the Secretary.

9) Voting

a) All Members shall have the right to attend and speak at any Meeting.

b) All Members who are 16 years old or older and present at a Meeting shall have one vote.

c) Any Member who is unable to be present at a Meeting may appoint another Member as a proxy to vote for them, either as instructed or at the discretion of the person appointed by prior written or email notification to the Secretary.

d) A simple majority of Members voting at a Meeting, whether in person or by proxy, shall be sufficient to carry any resolution put before a Meeting, except for any proposal to amend the Constitution or wind up the Club, for which a two-thirds majority of those voting shall be required.

e) In the event of an equality of votes at a Meeting, the person presiding as Chair shall have a casting vote.

10) Remote Attendance at Meetings

a) A Meeting may allow Remote Attendance of some or all Members provided that each participating

Member (whether in person or by proxy) is able:

- i. to hear each of the other participating Members addressing the Meeting; and
 - ii. to address all the other participating Members simultaneously.
- b) A quorum is deemed to be present if the above conditions are satisfied in respect of the number of Members required to form a quorum, in accordance with Rule 6, Rule 7 or Rule 8 as appropriate.
- c) A Meeting shall be duly constituted and its proceedings valid notwithstanding the inability of a Member to gain access to or use an Electronic Facility or the loss of access to or use of such Electronic Facility during the Meeting.
- d) In the absence of a resolution passed by Members at a previous Meeting, the Chair or in his absence, the Vice Chair shall decide whether to allow Remote Attendance for some or all Members and in either case the Secretary will make appropriate arrangements for the provision of an Electronic Facility.
- e) Members shall be notified at least 5 days before the relevant Meeting whether Remote Attendance is to be allowed for some or all Members.

11) Officers

- a) The Officers of the Club shall be the Chair, Vice-Chair, Treasurer, Secretary, Fixtures Secretary, Welfare Officer, Junior Representative and Membership Secretary.
- b) The Members shall elect the Officers each year at the Annual General Meeting, to serve until the next Annual General Meeting.
- c) Officers are normally expected to serve for a minimum of 3 years and for a maximum of 9 years, subject to being re-elected annually at each Annual General Meeting.
- d) The Officers of the Club shall be responsible for the management of the affairs of the Club between Club Meetings, in consultation with the Club Councillors whenever appropriate, including when formulating proposals to be presented to Club Meetings.
- e) If, between Annual General Meetings, an Officer resigns or is otherwise unable to continue in the elected post, the Members may, at a Club Meeting, elect another Member to that post to serve until the next Annual General Meeting.
- f) The Club shall produce and maintain terms of reference for all Officers of the Club.

12) Committees

- a) The Members at a Club Meeting may appoint a committee to deal with specific aspects of the Club's affairs.
- b) A committee shall have a minimum of 2 and not more than 10 Members appointed to it.
- c) A committee shall meet between Club Meetings at such times as the Members of the Committee may decide.

d) The Members so appointed shall appoint a Member to chair the committee's meetings and to report back to the Club at the Club meetings on its work and progress.

e) The Chair shall be an ex-officio member of any committee appointed under this rule.

f) A Committee will continue in existence until such time as the Members decide at a Meeting that it is no longer required.

13) Club Official Posts

a) There shall be such Club Official Posts as shall be decided by the Members at a Meeting from time to time.

b) Club Officials shall be chosen by the Members at a Meeting.

c) A Club Official Post shall continue in existence until such time as the Members decide at a Meeting that it is no longer required.

14) Club Councillors

a) The Members shall elect the Club Councillors each year at the Annual General Meeting.

b) The Members shall decide on the number of Club Councillors to elect each year at the Annual General Meeting

c) It is a condition of their appointment that Club Councillors commit to attending at least 4 Club Meetings throughout the year.

15) Banking, Accounts and Club Income

a) The bankers of the Club shall be Lloyds Bank plc and/or such other bank as the Members may from time to time appoint as the bankers of the Club.

b) All moneys received on behalf of the Club shall be paid promptly into the appropriate bank account of the Club.

c) All surplus income or profits are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties.

d) The Treasurer shall open and maintain a separate bank account to be known as the LOC Juniors Account into which all money received on behalf of Junior Members or for the benefit of Junior orienteering shall be paid promptly. All moneys in the LOC Juniors Account shall be used for the exclusive benefit of Junior Orienteering in South Cumbria.

e) All cheques drawn on, or electronic payment instructions for the transfer of money from, any bank account of the Club may be authorised by the signatures of any 2 of The Treasurer, the Chair, the Vice Chair or the Secretary and such other signatories as the Members at a Club Meeting may from time to time determine.

- f) The Treasurer shall keep proper books of account in relation to the Club's money.
- g) The books of account shall always be open to inspection by the Members.
- h) The Club's financial year shall be from 1st September to 31st August.
- i) A qualified accountant or other suitable person shall examine and report on the books of account whose report shall be available for consideration by the Members at least 2 weeks before the next Annual General Meeting.
- j) At the Annual General Meeting, the Members will appoint a qualified accountant or other suitable person to examine and report on the books of account for the following year. If for any reason the person so appointed is unable or unwilling to act, a Club Meeting will choose someone able and willing to act in their place.

16) Membership Fees

- a) The Members shall agree the annual Club membership fees at the Annual General Meeting.
- b) If the date of the Annual General Meeting falls after the date when BOF fixes the annual BOF membership fees, the Members shall agree the membership fees at the preceding Club Meeting.
- c) The annual membership fees shall be due on 1st January each year.
- d) The Club encourages Members to become BOF members when they join the Club and to renew their BOF membership when they renew their Club membership.

17) BOF Policies

In accordance with Articles 34 and 35 this Constitution incorporates all policies issued from time to time by BOF including but not limited to safeguarding and equality.

18) Amendments to the Constitution

- a) The Members shall not amend the Constitution except at an Annual General Meeting or a Special Meeting.
- b) A voting Member wishing to amend the Constitution at an Annual General Meeting must give written or email notice of the proposed amendment, seconded by another voting member, to the Secretary not less than 4 weeks before the date of the Annual General Meeting.
- c) A voting Member wishing to amend the Constitution otherwise than at an Annual General Meeting must do so in accordance with rule 8.
- d) Members at an Annual General Meeting or a Special Meeting may accept or amend a proposed amendment if two-thirds of those voting agree to the proposal or amendment.

19) Indemnity

The Members of the Club shall indemnify any Officer or Member of the Club acting on its behalf against all liability arising out of such activity except where such liability arises by reason of the Officer's or Member's dishonest or fraudulent actions.

20) **Club Dissolution**

Upon dissolution of the club any remaining assets shall be given or transferred to a registered CASC or the sport's governing body for use by them in related community sports.

This Constitution replaces the previous Constitution and was approved and adopted by the Members.

At the Special General Meeting held on 28th November 2023