

# LAKELAND ORIENTEERING CLUB

## CONSTITUTION AND RULES

- 1) **Name**
  - a) The name of the Club shall be 'Lakeland Orienteering Club', abbreviated to 'LOC'.
- 2) **Affiliation**
  - a) The Club shall be affiliated to British Orienteering and, on a regional basis, to the North West Orienteering Association.
- 3) **Objectives**
  - a) The principal objective of the Club shall be to encourage and support participation in the sport of Orienteering.
- 4) **Membership**
  - a) Membership of the Club shall be open to anyone with an interest in Orienteering.
  - b) Membership categories shall be defined as follows:
    - i) Individual Members: Senior (age 21 or over) and Junior (age 20 and under) as of December 31<sup>st</sup> of the current year.
    - ii) Family members: Partners or parents/guardians and any young person under 25 years of age on December 31<sup>st</sup> of the current year sharing the same permanent address.
  - c) Friends of LOC: Groups and individuals who want to keep in touch with LOC and receive details of the Club's activities can become Friends of LOC. Friends of LOC are not members.
- 5) **Subscriptions/Finance**
  - a) Membership subscriptions shall be set and authorised at the Annual General Meeting (AGM). Membership fees shall be due on January 1<sup>st</sup>.
  - b) The Club financial year shall be from 1<sup>st</sup> September to 31<sup>st</sup> August. The accounts for that year shall be submitted to the AGM in the October, November or December following the financial year end. Prior to submission, the accounts shall be subject to an independent audit. The auditor of the accounts should be appointed at the previous year's AGM.
  - c) All cheques written against Club funds shall be signed by the Treasurer and one of three (3) authorised counter-signatories. These shall be the Chairman, Vice Chairman and Secretary. Should the Treasurer be unavailable, the Chairman shall be the principal signatory, together with one of the remaining authorised counter-signatories.
- 6) **Meetings and Officers**
  - a) The AGM shall be scheduled in October, November or December each year. Notice of the AGM, shall be sent to all members not less than six (6) weeks prior to the meeting. The agenda shall be sent to all members not less than two (2) weeks prior to the meeting.
  - b) The business of the AGM shall be to review the financial accounts and reports of the Club's officers, to elect the Committee for the forthcoming year and to transact such other business as may be necessary.

- c) Members of the Committee shall retire annually, but may be eligible for re-election. Unless they have indicated otherwise, such members shall be deemed to be re-nominated. Nominations for the Committee (other than for retiring members), proposed and seconded, must be in the hands of the Secretary at least seven days prior to the meeting. Voting should be by show of hands. If vacancies remain, the Chairman may invite further nominations at the meeting.
- d) All individuals, of 16 years of age or older, present at an AGM or Extraordinary General Meeting, (EGM), who are junior or senior members or part of a family membership unit, shall have one vote. Any members who are unable to be present are entitled to appoint in writing another member to vote for them, either as instructed or at the discretion of the person appointed. Friends of LOC shall not have a vote.
- e) The Constitution and Rules shall not be amended except at an AGM or EGM. Notice of any motion affecting the Constitution and Rules of the Club must be with the Club Secretary, proposed and seconded, in writing, at least four (4) weeks before the AGM and made available to members at least one (1) week before the meeting. A majority of two-thirds of those voting at the meeting shall be required to pass such amendments.
- f) The Committee shall, on receipt of a written request signed by a minimum of ten (10) Club members, or may on their own decision, call an EGM. In the former case, a notice for the meeting shall be issued to Club members not less than twenty one (21) days after receipt of the written request. In both cases, not less than ten (10) days notice of the meeting shall be given to Club members. The notice of the meeting shall also state the proposal, to which alone the discussion shall be confined.
- g) At an AGM or EGM, twelve (12) members (of whom not less than two shall be Committee members, (see para. 6h)), shall form a quorum. The Chairman shall have the casting vote, (with the exception of 6c), above).
- h) Management of the Club shall be conducted by Committee, whose members shall be elected at the AGM and which shall comprise:
- i) The following Club officers:
- |               |                       |
|---------------|-----------------------|
| President     | Child Welfare Officer |
| Chairman      | Junior Representative |
| Vice Chairman | Fixtures Secretary    |
| Secretary     | Membership Secretary  |
| Treasurer     |                       |
- ii) Up to ten (10) Additional Ordinary Members.
- i) The Club shall also have other officials who shall undertake specific roles and shall be appointed by the Committee. The names of these Appointed Officials shall be given to the AGM by the Committee each year. Any Club member, including any elected Committee member, may be appointed as an Official. Currently the Club's Appointed Officials have responsibility for:
- |                       |               |
|-----------------------|---------------|
| Club clothing         | Mapping       |
| Club newsletter       | Publicity     |
| Coaching and training | Relay teams   |
| Environmental Issues  | SI equipment  |
| Equipment             | Social Events |

- j) The Committee shall meet as frequently as necessary to ensure the efficient conduct of Club business and, in any event, no less than six (6) times a year. Any other Club member may attend and participate in any Committee meeting and shall have a vote.
- k) At Committee Meetings, six (6) Committee members, of whom three (3) must be officers of the Committee, shall form a quorum. Voting should be by show of hands. A proposition, duly seconded, shall be accepted by a simple majority. The Chairman shall have a casting vote.
- l) If the post of any officer or additional ordinary member is not filled at an AGM or EGM or becomes vacant, the Committee shall have the authority to appoint a replacement officer or additional ordinary member.
- m) The Chairman shall not normally serve in that office for more than three years.
- n) Terms of Reference shall be produced and maintained for all Club Officers and Appointed Officials.
- o) Between Committee Meetings, the following officers may agree to take actions which commit the Club to expenditure not exceeding a sum agreed at the previous AGM: Chairman, Vice Chairman, Secretary, Treasurer.

**7) Sub Groups**

- a) The Committee shall have the authority to create Sub-Groups. These may be permanent or temporary, depending on the nature of the business to be handled. Every Sub-Group shall have a senior person charged with the responsibility of attending Committee meetings as required to report on that Sub-Group's work/progress.
- b) Every Sub-Group shall have Terms of Reference agreed by the Committee before the Group begins its work.

**8) Events**

- a) The Club shall stage a number of events throughout the year. All fixtures shall be planned, organised and conducted in accordance with British Orienteering rules and guidelines.

**9) Equity and Child Protection Policy**

- a) This Constitution is deemed to incorporate the equity and child protection policies of British Orienteering.

**10) Conduct**

- a) If the conduct of any member is deemed by the Committee to be in contravention of these rules, or is such as to bring the sport of Orienteering and/or the policies of British Orienteering into disrepute, 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 AGM of the Club.

**11) Club Dissolution**

- a) In the event of the Club ceasing its activities, its assets and any cash balances, after paying all its expenses, will be passed to the North West Orienteering Association (or successor body) for distribution to other clubs carrying out similar activity.

## Amendments

Version 10 – 10/10/2016

Paragraph 6 (o) of version 9 of the Constitution states...

*Between Committee Meetings, the following officers may agree to take actions which commit the Club to expenditure **not exceeding £250**: Chairman, Vice Chairman, Secretary, Treasurer.*

New wording for the text in bold:

*Between Committee Meetings, the following officers may agree to take actions which commit the Club to expenditure **not exceeding a sum agreed at the previous AGM**: Chairman, Vice Chairman, Secretary, Treasurer.*