

Constitution of the Bristol Orienteering Klub

1. Title & Purpose

The club shall be called the BRISTOL ORIENTEERING KLUB (“the Klub”). The objects of the Klub shall be to encourage, promote and provide the sport of orienteering in the Bristol area, to co-ordinate travel and team entries for orienteering events and to provide paid up members with such information, newsletters and social activities as necessary to promote a corporate spirit within the Klub.

2. Status

The Klub shall be a constituent of the British Orienteering Federation (“BOF”) in the South West Orienteering Association and abide by the rules laid down by the International Orienteering Federation and BOF.

3. Management

- A.** The affairs of the Klub shall be conducted by an Executive Committee (“the Committee”) which shall meet and act as required for the efficient conduct of the Klub’s business, but in any event not less than twice a year. The Committee shall carry out the decisions of any Annual General Meeting (“AGM”) or any other General Meeting. The committee shall maintain a minute book and record in it the business of all meetings and the names of those present. A quorum shall consist of not less than four voting members of the Committee.
- B.** The Committee shall be elected at the AGM and shall consist of four Officers and five other members. The Officers shall be a Chairman (who shall not serve as such for more than three consecutive years), a Klub captain, an Honorary Secretary and an Honorary Treasurer.
- C.** The Chairman shall not vote in Committee unless he is required to give a casting vote.
- D.** The Committee shall have the powers to:
 - i) Co-opt up to five extra members who shall not have a vote
 - ii) Appoint additional officers from the members or co-opted members of the Committee
 - iii) Constitute sub-committees and event committees which must contain at least one member of the Committee
 - iv) Fill any vacancies that may occur among the Officers or Committee members, who shall have the same voting rights as the members they replace.

4. General Meetings

- A.** The Committee shall arrange for an AGM to be held in each year.
- B.** The Committee shall call an Extraordinary General Meeting when it considers it necessary or on an application in writing to the Secretary signed by at least ten members and specifying the reason for the meeting.
- C.** All members shall be entitled to at least three weeks prior notice in writing of all General Meetings unless they have failed to give their address to the Membership Secretary. In case of Family membership only one notice need be sent per family.

D. Notices of meetings shall include an agenda. The only items which may be decided at a meeting apart from those on the agenda shall be those of which notice is given to the Secretary at least fourteen days prior to the date of the meeting signed by ten members and on receipt of notice of proposal the Secretary shall circulate it to members at least seven days before the date of the meeting.

5. Membership & Subscriptions

A. Classes of membership are as follows:-

- i) INDIVIDUAL SENIOR – Members who have, or will have reached 21 years or over during the year in question.
- ii) INDIVIDUAL JUNIOR – Members who are under 21 years of age during the year in question and senior members who are in full time education.
- iii) FAMILY – Couples, Parents/Guardians and Young Persons within the family who will not have reached 25 years during the year in question.
- iv) GROUP

B. Subscriptions for each class shall be decided at the AGM.

C. Subscriptions shall be due annually in advance on 1st January. The annual subscription of a member joining after 1st September shall cover the membership for the remainder of that year and the following year.

6. Finance

A. The Committee is responsible for the Klub's finances and no member shall spend or contract to spend any Klub monies without the prior authority of the Committee.

B. Cheques on the Klub's bank account may be signed by one Officer alone where the sum involved is not over £100 or the payee is another orienteering organisation: in all other cases cheques must be countersigned by another member of the Committee.

C. The Treasurer shall present an audited Income and Expenditure Account and a Balance Sheet at the AGM.

D. The Auditor shall be appointed at the preceding AGM or failing such an appointment, shall be nominated by the Committee.

7. Amendments to the Constitution and Dissolution

A. Any amendments to the Constitution or proposal for dissolution of the Klub shall only be made at a General Meeting and in the form of a proposal of which at least three weeks notice have been given as provided in 4C, and only when assented to by two thirds of the members present and voting.

B. If there are any funds left at the Klub's dissolution, they shall be presented to BOF or if that is no longer in existence, then to any other orienteering club or association.

January 2007; based on hard copy dated July 2002, plus amendment agreed at 2006 AGM.