

Constitution of the Bristol Orienteering Klub 2018



1. Name

The club shall be called the BRISTOL ORIENTEERING KLUB ('the club').

The club is affiliated to the South West Orienteering Association and to British Orienteering. It will abide by the rules laid down by the International Orienteering Federation and British Orienteering, as published on their respective websites.

2. Aims and Objectives

The object of the club is the advancement of amateur sport through the encouragement and promotion of orienteering within Bristol and the surrounding area. This it would expect to do by:

- The provision of orienteering events, races and activities.
- The provision of coaching and other learning opportunities.
- The co-ordination of travel and team entries for orienteering events in the UK and abroad.
- The provision of information, news, and social activities in order to promote a team spirit within the club.

3. Membership

- a) Membership of the club shall be open to anyone interested in orienteering regardless of gender, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. The Committee may refuse membership only for good cause such as conduct or character likely to bring the club or orienteering into disrepute.
- b) The Committee may terminate or suspend membership under the terms of Rule 10.
- c) All members will be subject to the regulations of this constitution, and by joining the club will be deemed to accept these regulations and codes of conduct that the club has adopted together with the policies and rules of British Orienteering.

- d) Classes of membership are as follows:
- i. INDIVIDUAL SENIOR – Members who will have reached 21 years or over by the end of the year in question.
 - ii. INDIVIDUAL JUNIOR – Members who are under 21 years of age during the year in question.
 - iii. FAMILY – Couples, Parents/Guardians and Young Persons within the family who will not have reached 21 years during the year in question.
 - iv. HONORARY LIFE – Awarded by the Committee in recognition of outstanding service to the club.

4. Membership fees

- a) Membership fees for each class shall be decided at the Annual General Meeting (AGM). The club aims to keep subscriptions at levels that will not pose a significant obstacle to people participating.
- b) Membership subscriptions shall be renewed annually at the same time that membership of British Orienteering renews. Subscriptions shall be due annually in advance on 1st January. The annual subscription of a member joining after 1st November shall cover the membership for the remainder of that year and the following year.

5. Officers of the club

The Officers of the club shall be elected annually at the AGM and will consist of:

- The Chairman (who shall not serve as such for more than three consecutive years)
- The Captain
- The Secretary
- The Treasurer

These officers shall be responsible for the financial management of the club and shall have declared themselves 'fit and proper persons' under HM Revenue and Customs guidance for Community Amateur Sports clubs.

6. Committee

- a) The management of the club shall be conducted by an executive committee ('the Committee') that shall meet and act as required for the efficient conduct of the club's business. This Committee shall be elected at the AGM and shall consist of the four Officers together with up to five other voting members, who shall all be members of the club.
- b) This Committee will be convened by the Secretary of the club and held no less than twice per year.
- c) A quorum shall consist of not less than four voting members of the Committee.
- d) The Committee shall carry out the decisions of any Annual General Meeting or any other General Meeting. The committee shall maintain minutes recording the business of all meetings and the names of those present.
- e) The Chairman shall not vote in Committee unless required to give a casting vote.
- f) The Committee shall have the powers to:
 - i. Appoint up to five extra members who shall not have a vote but may advise the Committee.
 - ii. Invite anyone (whether a member or not) to attend a Committee meeting and/or to advise the Committee. Such people shall not have a vote and will only attend Committee meetings when invited to do so.
 - iii. Appoint replacement officers.
 - iv. Constitute sub-committees and event committees, which must contain at least one member of the Committee, and should have specified terms of reference.
 - v. Fill any vacancies that may occur among the officers or committee members, who shall have the same voting rights as the members they replace.
- g) To promote equality and diversity in its activities the club aspires to ensuring that where possible the Committee has a fair representation of all genders.
- h) The Committee will be responsible for adopting new policies, codes of conduct and rules that affect the organisation of the club.
- i) The Committee will be responsible for disciplinary hearings of members who infringe the sport's regulations or club constitution and will be responsible for taking any action following such hearings.

7. Finance

- a) The Committee is responsible for the club's finances and no member shall spend or contract to spend any club monies without prior authority from the Treasurer.
- b) All cheques, on-line payments, and transfers from the club's various accounts shall be signed or otherwise authorized by two Officers.
- c) The Treasurer shall present accounts, comprising an income and expenditure account and balance sheet at each Annual General Meeting. An appropriately qualified independent examiner, who must not be a member of the Committee, but may be a member of the club, shall examine the accounts.
- d) The examiner shall be appointed at the preceding AGM, or failing such an appointment, shall be nominated by the Committee.

8. General Meetings

- a) The Committee shall arrange for an Annual General Meeting to be held each year. The Secretary will give notice of the AGM.
- b) The Committee shall call an Extraordinary General Meeting (EGM) either when it considers it necessary, or following an application in writing to the Secretary signed by at least ten members and specifying the reason for the meeting.
- c) The Secretary shall give at least three weeks' notice in writing of all General Meetings and the purpose thereof to all members using the email or UK postal address supplied by the member to the Membership Secretary. In the case of Family Members only one mailing will be issued to the address given. A member who does not register a correct email or UK postal address shall not be entitled to receive any such notice.
- d) All members have a right to vote at an AGM or EGM, including those who have joined within family groups.
- e) Notices of General Meetings will include an agenda. The only items that may be decided at a meeting apart from those on the agenda shall be those for which a notice signed by ten members has been given to the Secretary at least fourteen days prior to the date of the meeting. On receipt of notice of such an item the Secretary shall circulate relevant information to members at least seven days before the date of the meeting.

9. Safety and Safeguarding

The club recognizes that it has a duty of care to all its members.

Orienteering involves competitors of all age groups undertaking strenuous physical activity in urban and rural terrains. Competitors have to accept that participation involves risk. The club will adopt, publish and update policies that aim to minimize these risks as far as is practicable.

The club will operate in a way that ensures all present and future members receive fair and equal treatment and that individual club members feel valued and secure.

10. Discipline and appeals

- a) All complaints regarding the behaviour of members should be submitted in writing to the Secretary or Chairman.
- b) The Committee or an appointed sub-Committee will meet to hear complaints within 21 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including suspension or termination of membership.
- c) The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.
- d) There will be the right of appeal to the Committee following disciplinary action being announced. The committee should consider the appeal within 14 days of the Secretary receiving the appeal.
- e) Both the club and its members agree to abide by the final outcome of any disciplinary and appeal proceedings.

11. Amendments to the Constitution and Dissolution

- a) Any amendments to the Constitution or proposal for dissolution of the club 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 8c, and only when assented to by two thirds of the members present and voting.
- b) If there are any funds left at the club's dissolution, they shall be presented to British Orienteering or, if that is no longer in existence, then to any other orienteering club or association with similar objectives to those of Bristol Orienteering Klub, for use by them in related community sports.

Version: 8 Oct 2018 (AGM approved)

Source material:

BOK Constitution – last revised 2013.

British Orienteering Club Constitution template originally created 2011.

BOK Document: *Safeguarding Children and At-Risk Adults in Orienteering* March 2017.

HM Revenue and Customs. *Guidance on how to complete form CASC(A1) Community Amateur Sports Club Registration* – March 2016

South West Orienteering Association Constitution: Amended 2nd Sept 2017

Recommended Model Club Constitution for Community Amateur Sports Clubs – Guidance Notes June 2010: Amateur Swimming Association.

Sample CASC Constitution for Running Clubs (undated).