

# Nottinghamshire Orienteering Club Constitution



## 1. TITLE

The club shall be called NOTTINGHAMSHIRE ORIENTEERING CLUB (NOC) and shall be affiliated to the East Midlands Orienteering Association (EMOA) and to the British Orienteering Federation (BOF). The club colours shall be black and green.

## 2. OBJECTIVE

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

## 3. MEMBERSHIP

Membership of the club shall be open to anyone. 5 grades of membership shall exist - Family, Senior, Junior, Group and Honorary Life membership. These grades of membership are as defined at anytime by BOF. Honorary Life members shall be elected at an AGM.

The membership subscription for the following year shall be agreed at the Annual General Meeting. These fees include all affiliation fees. The membership fee must be paid by the last day of the third month of the current year otherwise membership shall be deemed to have lapsed.

## 4. COMMITTEE

The affairs of the club shall be run by a committee of 9 officers; Chair, Secretary, Treasurer, Fixtures Secretary, Mapping Co-ordinator, Coaching Co-ordinator, Team Manager, EMOA Representative and Junior Representative.

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

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

Officers are elected at the AGM as described under clause 6 except that the Junior Representative will have been selected before the AGM by members M/W 12+ 20-, in the event of any dispute in this selection, the Chair will arbitrate.

The committee may co-opt any eligible member to fill any office falling vacant, and if unable to do so for a principal officer shall call a Special General Meeting.

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

No person may hold the same office for more than three years consecutively. They will however be able to stand for a different office. Persons co-opted into an office at or before the second committee meeting following an AGM will be considered to have been elected at that AGM.

The officers shall have the power to co-opt up to two additional club members to take on special responsibilities.

The committee shall hold a meeting at least every second month. All elected and co-opted officers shall have one vote each (even if two offices held). A quorum shall consist of 4 officers, including one principal officer. In the absence of the elected Chair, the meeting shall elect a temporary chair for that meeting. The Chair or temporary chair shall have an additional casting vote.

Up to two members may attend any committee meeting by prior arrangement with a principal officer.

## 5. FINANCE

The Treasurer shall be responsible for the financial affairs of the club and may be called upon to report on the current financial situation at any time.

The financial year shall run from Sept 1st to August 31st and the accounts must be audited before the Annual General Meeting.

The club shall have a Bank/Building Society account. The principal officers shall be authorised to sign cheques. Cheques of £250.00 or above will require a second signatory. The Treasurer will produce bank statements or the pass book at every committee meeting.

## 6. ANNUAL GENERAL MEETING

An Annual General Meeting shall be held before 31st October each year. All members shall be informed of the meeting at least 28 days in advance.

The business of the AGM shall be to:

- a) Confirm the minutes of the previous AGM and deal with any matters arising from those minutes.
- b) Receive the Chairman's annual report.
- c) Receive the Treasurer's report and the accounts for the year.
- d) Elect an auditor.
- e) Agree membership fees for the forthcoming year.
- f) Elect/Re-elect all the club officers.
- g) Receive the Chairman's plans for the new year.
- h) Discuss items proposed by members in advance.
- i) Any other business approved by the Chairman and not requiring a vote.

Nominations of candidates for election of officers shall be made in writing to the Secretary at least 14 days in advance of the AGM. Any positions for which no nominations have been received may however be filled on the night.

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.

A quorum for the AGM shall be 20 members or 5% of the voting membership whichever is the larger.

## 7. SPECIAL GENERAL MEETINGS

Special General Meetings may be called by the Committee or on a request in writing to the Secretary from not less than 10 voting members. At least 21 days notice of the meeting shall be given.

#### 8. ALTERATIONS TO THE CONSTITUTION

Alterations to this constitution shall be by a simple majority at the AGM and notice of the intended alterations shall be given to the Secretary in writing at least 14 days before the AGM.

#### 9. DISSOLUTION

The club shall be dissolved by a simple majority vote at a General Meeting. Any funds or assets shall not be distributed among the members but shall be given or transferred to another club or body having the same objective.

Last revised by AGM on 18th October 1997 ([1996 Constitution](#))