

# **Constitution of Orienteering Club “North Wiltshire Orienteers”**

## **1. Title and Affiliations**

The club shall be called “North Wiltshire Orienteers” and shall be affiliated to the South West Orienteering Association (SWOA) and the British Orienteering Federation (BOF). The Club will abide by the rules and regulations of these bodies. The abbreviated form of the club name will be NWO.

## **2. Objectives and Aims**

To further the development of, and the participation in the sport of orienteering in the North Wiltshire area and to foster a club spirit. To enable the club to do this orienteering events, training and social activities may be organised.

## **3. Membership**

Membership of the club shall be open. There shall be two grades of membership ie. Senior and Junior as defined by BOF. Membership fees for the following year will be agreed at the Annual General Meeting. The membership fee must be paid by the end of the third month of the current year; otherwise membership shall be deemed to have lapsed.

## **4. Club Officers and Club Business**

The day to day affairs of the Club shall be run by a Committee consisting of a Chairman, Secretary, Treasurer (to be known as the Principal Officers) and at least 3 but not more than 7 other members. The principal officers will be different people, over 18 years old and members of British Orienteering. No more than two principal officers should be related or cohabiting.

A quorate Committee meeting must include either the Secretary or Chairman. A quorum must be greater than 50% of the membership of the Committee and cannot be less than 3 Committee members. The Committee shall be elected at the AGM to hold office until the next AGM. The Committee shall have the power to fill vacancies arising between AGMs and to co-opt members to the Committee providing that the Committee does not exceed 10 in total. The Principal Officers of the Club may stand for re-election but the maximum term of office in any one position shall be three consecutive years.

A voting member will be in age class M/W16 or older who has been a first-claim club member for at least four weeks. Only voting members are eligible to be members of the Committee.

The Club will hold a minimum of 4 formal business meetings in a year. A minimum of 3 weeks notice will be given and an agenda circulated at least 7 days in advance of each meeting. Additional agenda items could be added at the chairman’s discretion but notice of such items should be circulated before the meeting. Club meetings will be open to all club members but only Committee members will be entitled to vote on club decisions

## **5. Finance**

The Treasurer shall be responsible for the financial affairs of club and will keep proper account of the club’s finances. The accounts must be available for inspection upon request by any club member. If requested, the treasurer may be called upon to provide a summary financial account at any business meeting.

The annual accounts must be finalised before the Annual General Meeting; and verified by an independent person, appointed by the Committee. The club shall have

a Bank/Building Society account. Any cheque must be authorised by any two Principal Officers.

### **6. Annual General Meeting**

An Annual General Meeting shall be held before October 31st each year and for which all members must be given at least 28 days notice. The business of the AGM shall be to:

- a) Confirm the minutes of the previous AGM and deal with any matters arising
- b) Receive reports from the Chair and Secretary
- c) Receive the Treasurers report and accounts
- d) Agree the membership fees for the coming year and subsequent year
- e) Elect/re-elect Principal Officers and Committee members
- f) Discuss plans for the coming year
- g) Discuss items proposed by members in advance of the meeting
- h) Conduct any other business at the discretion of members present.

The Secretary will notify all members of the agenda at least seven days in advance. Decisions will be made by a simple majority of voting members present.

### **7. Special General Meeting**

A Special General Meeting may be called by any ten members or 10% of the membership, whichever is the smaller, by written request to the Secretary. The request must state the nature of the business to be conducted with supporting reasons. At least 28 days notice of the meeting must be given. The agenda will only contain the requested business and will otherwise be conducted in the same way as an Annual General Meeting.

### **8. Alterations to the Constitution**

Alterations to the Constitution can only be made at the Annual General Meeting or at a Special General Meeting. Notice of the intended alteration shall be given to the Secretary at least 28 days in advance of the meeting. For each proposed alteration, a voting member may cast a single vote in person at the meeting or provide written instruction to the Chair to cast a proxy vote. A proposed amendment to the constitution will only be made if at least 80% of eligible votes cast are in favour.

### **9. Dissolution**

The decision to dissolve the club will be by a constitutional amendment only. Any funds or assets shall not be distributed among the members but shall be given or transferred to another club or body having a similar objective. Disposal of such assets will be decided by a simple majority of those present at the Annual General Meeting or Special Meeting, called to discuss dissolution.

### **10. British Orienteering Policies and Procedures**

NWO agrees to adopt British Orienteering's Policies and Procedures. These include policies to ensure the safeguarding of children and at-risk adults. The club will appoint a designated Safeguarding Lead

Constitution ratified at the Inaugural Meeting on 27 June 2005

Modified at Annual General Meeting 10 Oct 2006

Modified at Annual General Meeting 15 Oct 2007

Modified at Annual General Meeting 13 Oct 2008 (change of name to "North Wiltshire Orienteers")

Modified at Annual General Meeting 14 Oct 2009 (new second paragraph for Section 4)

Modified at Annual General Meeting 10 Oct 2012 (new membership categories in line with BOF)

Modified at Annual General Meeting 9 Oct 2013 (clarification of attendance and voting rights at club meetings)

Modified at Annual General Meeting 20 Oct 2016 (Safeguarding. New Section 10)

Modified at Annual General Meeting 12 Oct 2021 (Sections 4 & 10)