

## **Newcastle and Tyneside Orienteers – Club Constitution (Version 6.0 December 2016)**

### Newcastle and Tyneside Orienteers

#### Constitution

##### 1. Title and purpose

1.1 The Club shall be called “Newcastle and Tyneside Orienteers” (hereinafter referred to as “the Club”).

1.2 The purpose of the Club is to encourage, promote and provide access for all in Tyneside and Northumberland to the amateur sport of orienteering.

##### 2. Affiliation

2.1 The Club shall be affiliated to British Orienteering and shall be a member of the North East Orienteering Association.

2.2 Newcastle & Tyneside Orienteers will adopt the up to date British Orienteering Policies, Rules and Procedures as published on the British Orienteering website.

2.3 All individuals involved in orienteering through Newcastle & Tyneside Orienteers, in any capacity, are deemed to have assented to and abide by and adhere to the British Orienteering Policies, Procedures and Rules and Regulations as published on the British Orienteering website.

2.4 Both the Newcastle & Tyneside Orienteers and its members agree to abide by the final outcome of any disciplinary and appeal proceedings.

##### 3. Membership

3.1 The Club will offer membership to individuals, families and other recognised groups on a non discriminatory and fair basis. Membership categories and definitions will be aligned to those of British Orienteering.

3.2 Membership shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.

3.3 The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club or sport into disrepute. Appeal against refusal or removal may be made to the members.

3.4 Membership fees shall be set by the Club Committee and shall not be set at a level to pose a significant obstacle to membership.

3.5 Fees shall be due on 1st January each year. Membership shall cease if the club membership fee remains unpaid on 31 March.

##### 4. Management

4.1 The club will be operated in accordance with a set of policies. These are either those of the sport’s governing body (British Orienteering) or a set adopted by the club Committee. This set shall be listed as an appendix to this document and maintained by one of the elected officers.

4.2 The club shall have a Committee that shall consist of the elected officers, the Chairmen of the Working Groups, and up to six (6) elected committee members.

4.3 The officers of the club shall be Chairman, Vice-Chairman, Secretary and Treasurer. No one member shall hold more than two (2) of these offices. The officers shall be elected at the Annual General Meeting. If any post should become vacant after such an election, the committee shall have the power to fill the post until the next General Meeting.

4.4 The Committee shall meet at least four (4) times per year to oversee the conduct of the business of the Club. The Secretary (or a Minute Secretary appointed by the Committee) shall maintain a record of all Committee meetings. The minutes shall include the names of

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those present and details of the business conducted. A quorum shall consist of one third of the current strength of the Committee.

4.5 The Committee shall have the power to:

- a. co-opt up to four additional members to the Committee, who shall have voting rights,
- b. delegate its responsibilities to sub-committees as necessary.

4.6 The day-to-day conduct of the club may be laid to Working Groups comprising up to four (4) full members appointed by the Committee with additional advisers as necessary. The Working Group Chairmen shall be appointed by the Committee and shall be ex-officio members of the Committee.

4.7 The Working Groups shall be as determined by the Committee.

4.8 Working Groups shall meet as and when necessary and produce minutes, which shall be forwarded to the Club Secretary for distribution to the Committee.

4.9 The Committee and Working Groups shall be guided by working practices determined by the Committee and set out in a policy statement.

### **5. Meetings**

5.1 The club shall hold an Annual General Meeting in October each year.

5.2 An Extraordinary General Meeting may be called by the Committee or, if supported by 10% of the voting membership, by a club member giving adequate notice in writing to the Secretary.

5.3 At least 21 days written notice shall be given to the members for any General Meeting. The agenda shall be notified to the members at least 7 days in advance of the meeting.

5.4 A quorum for a General Meeting shall be ten (10) members who, if appropriate, shall elect a Chairman for the meeting.

5.5 Ordinary motions shall be handed to the Club Secretary prior to the start of the meeting, except as provided in Item 5.6.

5.6 Proposed amendments to the Club Constitution must be handed to the Secretary at least 14 days before the General Meeting. The Club Committee shall determine whether the details of such proposals should be advised to the membership in advance of the meeting. The advance notice to be at least 7 days.

5.7 All individual and family members (over 13 years old) attending a General Meeting shall have a vote. Each affiliated Group shall have one vote. The result of a vote shall be by simple majority of those present.

### **6. Finance**

6.1 The financial year shall run from 1 September to 31 August. An independent auditor, appointed at the Annual General Meeting, shall audit the accounts.

### **7. Property and Funds**

7.1 The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules (i.e. this constitution) and all surplus income are reinvested in the Club.

7.2 The Club may provide sporting and related social activities, sporting equipment, coaching, courses, insurance cover, medical treatment, and other ordinary benefits of Amateur Sports Clubs as provided for in the Finance Act 2002.

7.3 The Club may also in connection with the sports purposes of the Club:

- a. sell and supply food, drink, and related sports clothing and equipment;

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- b. employ members (though not for competing) and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present;
- c. provide free or reduced entry to events as determined by the Committee;
- d. indemnify the Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

7.4 The Committee will have due regard to the laws on disability discrimination.

### **8. Winding Up**

8.1 The membership may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened General Meeting.

8.2 The Committee will then be responsible for the orderly winding up of the Club's affairs.

8.3 After settling all liabilities of the Club, the Committee shall dispose of the remaining net assets to one or more voluntary organisations or registered charities with objectives similar to those of the club or, failing that, to British Orienteering for use by them for related community sports.

### **9. Honorary Membership**

9.1 The Committee may offer membership on an honorary basis.

9.2 The Committee may create a President and Vice-Presidents to recognise exceptional contribution to the club over a number of years. These appointments will be honorary and have no executive powers.

### **10. Priority**

Where there is any conflict between the above key Rules (i.e. this Constitution) and any other rule or rules then the key rules will take priority. Interpretation of all Rules must be consistent with the statutory requirements for Community Amateur Sports Clubs as first provided for in the Finance Act 2002.

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