

Loch Eck Orienteers Constitution 2017

1. Name

The name of the organisation shall be Loch Eck Orienteers, hereinafter referred to as 'EckO'.

2. Objectives

The Club is established to pursue the following objectives:

- a) Participation in the sport of Orienteering, hereinafter referred to as the 'sport'.
- b) The organisation, management, and development of the sport for all members of EckO
- c) Promoting and maintaining the highest standards of technical competence and safety in the sport.
- d) Upholding the rules of the sport.
- e) Providing equal opportunities for successful participation by all sections of the community.
- f) The promotion of the sport.

3. Affiliation

EckO shall be affiliated to the National Governing Bodies of the sport: Scottish Orienteering and British Orienteering.

4. Membership

All members are subject to the Constitution of EckO and the regulations of the National Governing Bodies.

- a) Membership is open to all and no application for membership will be refused on other than reasonable grounds.
- b) There will be no discrimination on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex; sexual orientation, political or other opinion.
- c) All applications for membership shall be accompanied by the appropriate annual membership fee, which shall thereafter be payable on demand.
- d) All members shall be entitled to vote at General or Annual General Meetings.
- e) All members may be elected to and serve on the Management Committee.
- f) All members will receive a website link to (or a copy of): the Constitution, the relevant Code of Conduct, and EckO's Child Protection Policy.
- g) There shall be two membership categories: Senior and Junior.
 - i) Senior – any member aged 21 or older on 31 December of the current year.
 - ii) Junior – any member aged 20 or younger on 31 December of the current year

5. Suspension, Refusal or Termination of Membership

- a) The management committee shall be entitled to:

- i) Refuse any application for membership on the grounds that such membership would be prejudicial to the objectives of the Club as set out in Rule 2 of this constitution.
 - ii) For good and sufficient reason to refuse renewal of any existing membership or terminate or suspend any membership provided that the member concerned shall have the right to be heard by the full management committee before a final decision is made.
- b) Any reason for refusal or termination must be communicated in writing to the individual and can be appealed to a body other than the committee/ individuals making the original decision, for example a disciplinary committee or AGM.
 - c) Any member who fails to pay their fees by the date required shall forfeit their right to representation on the Management Committee and at general meetings, and shall be suspended from taking part in any event under the control of the Club until such fees are paid.
 - d) Any member under suspension shall be barred from taking part in any event under the control of the Club.
 - e) Notification of the termination of a membership will be forwarded to the National Governing Bodies.

6. General Meetings

Annual General Meeting (AGM)

- a) The AGM shall be held each year at such time and place as determined by the Management Committee. Normally the AGM will be held in the month of February, but no more than fourteen months after the date of the previous AGM. At each AGM the following business shall be conducted:
 - i) Receive and confirm the minutes of the previous AGM.
 - ii) Presentation of the EckO's financial accounts for the year.
 - iii) Presentation of EckO's projected financial situation for the forthcoming year, and the setting of all fees
 - iv) Presentation of Chairpersons report.
 - v) Election of officers to the Management Committee.
 - vi) Any other business brought before the meeting which has been submitted in writing to the Secretary not less than seven days prior to the AGM, and any other business deemed relevant by the Chairperson
- b) Notice for an AGM shall be a minimum of thirty days.
- c) A quorum for an AGM shall be 20% of voting membership

Extraordinary General Meeting (EGM)

- a) An EGM may be called upon the written demand of:
 - i) 33% of the membership or
 - ii) the Chairperson or
 - iii) 2/3 majority of the Management Committee.

- b) Notice for an EGM, including a statement of the business to be discussed, shall be of a minimum of fourteen days.

7. Rules for General Meetings

- a) A minimum of thirty days' notice in writing shall be given to all members, except in the event of an EGM where the notice shall be a minimum of fourteen days.
- b) The Chairperson, or in their absence a member selected by the meeting, will take the Chair.
- c) All members shall register with the Secretary prior to the start of the meeting.
- d) Each member shall have one vote.
- e) All votes shall be determined by a simple majority. In the event of a tied vote, the Chairperson may exercise a casting vote.
- f) The quorum shall be 20% of those eligible to vote.
- g) The Secretary shall keep the minutes of the meetings and record all proceedings and resolutions.

8. Election of Officers to the Management Committee

- a) The members of the Management Committee shall be drawn from the membership, as defined in Clause 4 of this constitution.
- b) Candidates shall be elected at the AGM, and shall be members of the management committee from the conclusion of that AGM until the conclusion of the following AGM.
- c) All nominations of candidates for election shall:
 - i) have the consent of the nominee;
 - ii) be in writing;
 - iii) be seconded;
 - iv) be received by the Secretary not less than fourteen days before the AGM.
- d) In the event of more than one nomination for a post a paper ballot shall be held at the AGM.
- e) Uncontested posts may be filled by nomination(s) and election at the AGM.
- f) The Secretary shall send all members a list of all nominations not less than seven days prior to the AGM.

9. Members of the Management Committee

- a) The Management Committee shall consist of the following Officers:
 - i) Chairperson
 - ii) Secretary
 - iii) Treasurer
 - iv) Child and Vulnerable Adult Protection Officer (non-voting unless elected at the AGM)
 - v) Three ordinary Members.

The roles and their responsibilities of the officers are defined in the Appendix.

- b) As detailed above, all elected members of the Management Committee shall be entitled to one vote each at General Meetings, except the Chairperson of the meeting who may have the deciding vote in the event of a tie.
- c) The Committee may co-opt any member to any unfilled post until the conclusion of the following AGM, if the number of co-optees shall not exceed one third of the total number of persons serving on the committee at that time.
- d) The Management Committee may appoint any sub-committees it may deem necessary to deal with the matters of the Club, until the conclusion of the following AGM. The proceedings of all such committees shall report to the management committee by a representative elected by that sub-committee.

10. Rules for the Management Committee

- a) The Chairperson shall chair the meeting or, in their absence, the Secretary or a nominee from the committee.
- b) Fourteen days' notice of any meeting of the Management Committee shall be given by the Secretary, except:
 - i) When the date of the meeting has been agreed at the previous management meeting, in which case seven days' notice shall be given.
 - ii) In an emergency, the Chairperson may call a meeting at four days' notice.
- c) The quorum shall be four of those Officers entitled to vote, as listed at Rule 9a
- d) All members of the Management Committee as listed at Rule 8a shall be entitled to vote.
- e) All votes shall be determined by a simple majority. In the event of a tied vote, the Chairperson may exercise a casting vote.
- f) Meetings shall be open to all members of EckO.

11. Finance

- a) The income and property of EckO, however derived, shall be applied solely towards the objectives of EckO as set out in Rule 2, of this constitution.
- b) EckO shall have the power to raise money by means of yearly affiliation fees as determined by the Management Committee at the Annual General Meeting.
- c) All monies shall be lodged in a bank account in the name of Loch Eck Orienteers.
- d) The Chairperson, Treasurer and Secretary shall be authorised signatories to sign cheques on behalf of the Club, of which two signatories shall be needed.
- e) The financial year of the Club shall run from January 1st to December 31st.

12. Amendments to the Constitution

This Constitution may only be amended by a proposal passed by a majority of members present and entitled to vote at an Annual or Extraordinary General Meeting.

13. The Dissolution of The Club.

- a) Any resolution to dissolve the Club may be passed at any General Meeting provided that:

- i) the terms of the proposed resolution are received by the Secretary at least forty-two days before the meeting at which the resolution is to be brought forward, and that
 - ii) at least twenty-eight days of the proposed resolution shall be given in writing by the secretary to all members, and that
 - iii) such a resolution shall receive the assent of two thirds of those present and entitled to vote.
- b) If, upon the winding up or dissolution of the Club there remains after the satisfaction of all EckO's debts and liabilities any property whatsoever, the same shall be given or transferred to some other organisation or organisations having objects (that is, aims and activities) similar to the objects of the EckO by Resolution passed at a General meeting at or before the time of the dissolution, and in so far as effect cannot be given to such provision then to some charitable objects.

Appendix

Roles and responsibilities of Club Officers

a. Chairperson

- c) Take responsibility for managing the Committee and the affairs of the Club.
- d) Oversee and guide all decisions taken by the Committee.
- e) Oversee the work of all Officers.
- f) In conjunction with the Secretary, prepare and present the annual report.
- g) Liaise with the Secretary on the Agenda for each meeting and approve the minutes before they are circulated.
- h) Be completely familiar with the constitution, Club rules, committee procedures and the SOA rules and regulations.
- i) Liaise with the Treasurer to ensure that funds are spent properly and in the best interests of the Club.
- j) Help to prepare and submit any statutory documents that are required (e.g. VAT, grant aid reports).
- k) If the Chairperson is unable to attend any committee meeting, a written report should be sent to the meeting and an acting Chairperson briefed on the Agenda.

b. Secretary

- a) To be the 'principal administrator' for the Club, dealing with all Club correspondence, distributing to relevant officers for response where required.
- b) To prepare and distribute the Committee meeting Agendas.
- c) Keep the Minutes of all Club Committee meetings and distribute copies.
- d) To carry out or delegate all of the administrative duties thereby enabling the Club and its members to function effectively.
- e) To work alongside the Treasurer to see that all affiliation/registration documents are accurate and are paid on time.

c. Treasurer

- a) Responsible for the Club finances.
- b) Deal efficiently and effectively with all invoices and bills.
- c) Keep up to date records of all the financial transactions.
- d) Ensure that funds are spent properly.
- e) Issue receipts and record all money received.
- f) Attend Committee meetings and present the budget report.
- g) Prepare the end of year accounts.
- h) In agreement with the Committee plan the annual budget.
- i) Monitor the budget throughout the year.

d. Child and Vulnerable Adult Protection Officer

This job description relates to the Club Child and Vulnerable Adult Protection Officer for Loch Eck Orienteers, which is affiliated to the Scottish Orienteering Association (SOA).

- a) Undertake appropriate Child Protection training.
- b) Implement the Club's/SOA's child protection policy and procedures.
- c) Encourage good practice by promoting the child protection policy and procedures.
- d) Monitor and review the child protection policy and procedures to ensure they remain current and fit for purpose.
- e) Regularly report to the Club Committee (could be "nothing to report").
- f) Raise awareness of the Club Child Protection Officer role to parents/carers, adults, and children involved in the Club.
- g) Raise awareness of the Coaches' Code of Conduct to parents/carers, adults and children involved in the Club.
- h) Challenge behaviour which breaches the Coaches' Code of Conduct.
- i) Keep abreast of developments in the field of child protection by liaising with the SOA Child Protection Officer, attending relevant training or events as required.
- j) Organise/signpost appropriate training for all adults working/volunteering with children in the Club.
- k) Be the centre of competence and point of contact within the Club relating to all Child Protection matters, for junior members and adults
- l) Respond appropriately to disclosures or concerns which relate to the well-being of a child.
- m) When required, maintain confidential records of reported cases and action taken.
- n) When required, liaise with the SOA Child Protection Officer and/or statutory agencies and ensure they have access to all necessary information.

This is "Regulated Work" under the terms of the Protection of Vulnerable Groups legislation and therefore requires the post-holder to be a PVG Scheme member.

Declaration

It is hereby certified that this document represents a true and most up to date version of the Constitution of Loch Eck Orienteers.

Signatures

Chairperson: Alan Partridge

Date: 23 August 2017

Secretary: Jan Kersel

Date: 23 August 2017