

LINCOLN ORIENTEERING GROUP CONSTITUTION

1. Name

The club will be called **Lincoln Orienteering Group** and will be affiliated to the British Orienteering Federation and the East Midlands Orienteering Association.

2. Aims and Objectives

The aims and objectives of the Club will be:

- 1 To offer coaching, competitive and recreational opportunities in orienteering.
- 2 To promote the sport of orienteering in Lincolnshire.
- 3 To ensure a duty of care to all members of the Club.
- 4 To provide all its services in a way that is fair to everyone.
- 5 To ensure that all present and future members receive fair and equal treatment.

3. Membership

Membership should consist of officers and members of the Club.

All members will be subject to the regulations of the constitution and by joining the Club will be deemed to accept these regulations and codes of conduct that the Club has adopted.

Members will be enrolled in one of the following categories:

- 1 Adult member
- 2 Junior member
- 3 Family member
- 4 Honorary life member
- 5 Group member

4. Membership Fees

Membership fees will be set annually and determined at the Annual General Meeting.

Fees will be paid by annual subscription.

5. Officers of the Club

The officers of the Club will be:

Senior Officers:

- 1 Chair
- 2 Vice Chair
- 3 Secretary
- 4 Treasurer

Ordinary Officers:

- 5 Juniors' Representative
- 6 Fixtures Secretary
- 7 Membership Secretary
- 8 Publicity Officer
- 9 Up to four Ordinary Members

Officers will be elected annually at the Annual General Meeting.

Senior officers of the Committee may not serve in the same position for more than five consecutive years.

6. Management Committee

The Club will be managed through the Management Committee consisting of the officers list in paragraph 5.

Only these posts will have the right to vote at meetings of the Management Committee.

The Management Committee will be convened by the Secretary of the Club and held no less than six times per year.

The quorum required for business to be agreed at Management Committee meetings will be five officers of which two must be senior officers.

The Management Committee will be responsible for adopting new policies, codes of conduct and rules that affect the organisation of the Club.

The Management Committee will have powers to appoint subcommittees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.

The Management Committee will be responsible for disciplinary hearings of members who infringe The Club's rules, regulations, or constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

7. Finance

All Club monies will be banked in an account held in the name of the Club.

The Club Treasurer will be responsible for the finances of the Club.

The financial year of the Club will end on 31st of August.

An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

Any cheques drawn against Club funds should hold the signatures of the Treasurer and one other Committee Officer.

8. Annual General Meetings

Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. Not less than twenty one clear days notice to be given to all members. Members must advise the Secretary in writing of any business to be moved at the AGM fourteen clear days before the meeting. The Secretary shall give notice of the agenda for the meeting not less than seven days before the meeting.

The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts.

Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM. Nominations from the floor may be accepted at the AGM at the discretion of the Chair.

Elections of officers shall take place at the AGM.

All members of the Club present at an AGM have the right to vote at the meeting as follows:-

- 1 Each individual member shall have one vote.
- 2 A family membership shall have a total of two votes.
- 3 Each group membership shall have one vote.

In the event of equal votes, the Chair shall be entitled to an additional casting vote.

The quorum for AGMs will be 20% of the membership, calculated at a period no greater than seven days before the AGM.

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

9. Discipline and Appeals

All complaints regarding the behaviour of members should be submitted in writing to the Secretary or the Chair.

The Management Committee will meet to hear complaints within fourteen days of a complaint being lodged. The Committee has the power to take appropriate disciplinary action including the termination of membership.

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 seven days of the hearing.

There will be the right of appeal to the Management Committee, following disciplinary action being announced. The appeal shall be made in writing to the Secretary within twenty eight days of the hearing. The committee shall consider the appeal within fourteen days of the Secretary receiving the appeal.

10. Dissolution

A resolution to dissolve the Club can only be passed at an AGM or EGM through a majority vote of the membership.

In the event of dissolution, any assets of the Club that remain will become the property of the East Midlands Orienteering Association, or if no longer in existence the British Orienteering Federation, for disposal as decided by the executive committee of that body.

11. Amendments to the Constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

12. Declaration

Lincoln Orienteering Group hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED:

DATE: 17th December 2006

NAME: Stephen Bones

POSITION: Club Chair

SIGNED:

DATE: 17th December 2006

NAME: Liam Marc Harrington

POSITION: Club Secretary