



CHIGWELL & EPPING FOREST ORIENTEERING CLUB



CONSTITUTION

1. Title and Purpose

The club shall be called Chigwell and Epping Forest Orienteering Club (CHIG). The objects of the club shall be to encourage, promote and co-ordinate the sport of Orienteering within its locality and be open to all members of the community.

2. Management

- a) The affairs of the club shall be conducted by a committee, which shall consist of the officers of the club. The committee shall meet and act as required for the efficient conduct of the club's business, but in any event, not fewer than six times a year. An appropriate officer shall maintain a minute book and record in it the business of all meetings and the names of those present. A quorum shall consist of five or more members, one of whom must be from the Chairman, Secretary or Treasurer. In the absence of the Chairman the chair shall be taken by the Secretary, or in his absence, the Treasurer.
- b) The officers of the club, to be elected annually at the Annual General Meeting, shall consist of the Chairman, Secretary and Treasurer, plus nine other officers whose roles shall be determined at or before the committee meeting which follows the Annual General Meeting. If any vacancy shall occur amongst the officers or the job roles, the committee shall have the power to fill the post until the next Annual General Meeting.
- c) The roles of the officers of the committee shall be determined by the recommendations of the current Development Plan.
- d) The committee shall have the power to appoint such subcommittees as may be deemed necessary.
- e) At least two thirds of the officers of the club shall be full members of the British Orienteering Federation.
- f) Each officer shall have one vote. A member holding more than one office shall have one vote only. The Chairman of each meeting shall have a casting vote if necessary.

3. Membership

- a) Membership fees shall be fixed for the ensuing year at the Annual General Meeting.
- b) There shall be the following classes of membership: Senior, Family, Junior and Group.

4. Finance

- a) The financial year of the club shall run from 1st January each year to 31st December. The accounts of the club shall be drawn up to 31st December each year

and submitted, after independent audit, to the Annual General Meeting that follows the audit.

- b) Cheques drawn on the club account shall be signed by any two of the Chairman, Secretary or Treasurer.

5. Rules and Policies

- a) The club shall abide by the rules of competition currently laid down by the British Orienteering Federation.
- b) The club shall adopt and maintain such policies and guidelines deemed relevant for the good governance of its operations and to protect the interests of individuals and the membership and to support the clubs objectives in its locality.
- c) The officers shall maintain a listing of the policies and guidelines which shall be an appendix to this constitution and published to the membership annually.

6. General Meetings

- a) The club shall hold an Annual General Meeting before the 31st March each year.
- b) An Emergency General Meeting may be called by the committee or on application to the Secretary in writing supported by one third of the total voting membership of the club.
- c) Proxy votes shall be allowed. Anyone wishing to appoint a proxy vote shall do so in writing to the Chairman.
- d) Family membership shall carry two votes.
- e) Group membership shall carry two votes.

7. Notices

- a) Any amendment to the constitution shall be proposed to the Secretary at least one calendar month before the Annual General Meeting or Emergency General Meeting.
- b) The agenda of the Annual General Meeting or of any Emergency General Meeting shall be sent to all members no less than fourteen days before the meeting.
- c) Dates of committee meetings shall be published in the club magazine, when practicable.

8. Alterations to the Constitution.

Alterations to the constitution require a simple majority at the Annual General Meeting or any Emergency General Meeting called under clause six.

9. Dissolution

- a) In the event of the dissolution of the club, the members shall decide at a General Meeting the distribution of the assets of the club, but the assets must not be distributed amongst the members themselves.
- b) In the event of no decision by the members the assets will be transferred to the British Orienteering Federation Limited, or its successor, within 90 days of dissolution.