

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.

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 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.

4.2 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.

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

4.4 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.

4.5 The day-to-day conduct of the club shall 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.

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

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

4.8 The Committee and Working Groups shall be guided by policies determined by the Committee and set out in the 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;
- 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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Policy Statement

Purpose

The purpose of this statement is to provide the officials and Working Groups with clear policy guidelines, set by the Club Committee, so that available resources may be co-ordinated and prioritised to ensure achievement of the club's aims and objectives. This statement should be read in conjunction with the Club Constitution.

Finance

The **Treasurer** will maintain records of all receipts and payments and report on the club's financial status at each committee meeting. The Treasurer will maintain appropriate bank accounts that allow ready access to funds whilst maximising income from interest.

The Committee will appoint suitable officials to sign cheques etc. in line with the requirements of the particular bank.

Fixtures

The Committee will appoint a **Fixtures Secretary** who will represent the club at regional level.

The Fixtures & Mapping WG will maintain a full programme of events and register all events in good time. Each fixture will offer as many courses as the area allows.

Event Organisers will issue advertising for their events at least a month in advance.

The Fixtures and Mapping WG will stage occasional races featuring other orienteering disciplines (including score, relays, night, urban, and bike) and fun events.

Land Access

The Committee will appoint a **Land Access Co-ordinator** who will seek permissions from landowners, tenants and other interested parties in support of the agreed events programme.

Mapping

The Fixtures and Mapping Working Group will co-ordinate the mapping activity in line with proposed events.

The club will offer a low cost mapping service to local schools etc.

Recruitment

The Committee will appoint a **Membership Secretary** who will maintain the membership records and to co-ordinate the club's recruitment activities.

The Committee will seek to expand the active membership through advertising, media reports, and contact with schools and other organisations. Event organisers will ensure that recruitment packs are available at all NATO events.

Juniors/Schools

The Club will maintain close liaison with local schools and local authorities, including the provision of instructors to explain orienteering to schools (staff and pupils) and to other local youth organisations.

The Committee will appoint a **Junior Co-ordinator** who will oversee all junior development work. A junior representative will be appointed or co-opted to the Club Committee.

The Club will have a Junior Squad. To facilitate this, the Committee will appoint a **Junior Team Manager**, a **Head Junior Coach** and an **Assistant Junior Coach** to provide coaching opportunities for juniors. Junior coaches will hold appropriate qualifications.

The Committee will ensure that children and adults will find orienteering a safe environment in which to have fun and to learn and develop. The Club will follow British Orienteering policy statements on Protecting Children and Vulnerable Adults. All members working unaccompanied with juniors will hold current CRB vetting.

Health & Safety

The Committee will ensure that all events adhere to British Orienteering Rules and Guidelines to ensure health and safety at all events.

Permanent Courses

The Committee will appoint a **Permanent Course Co-ordinator** who will liaise with land owners offering permanent courses.

The Club will use permanent courses to increase public awareness of orienteering and thereby boost membership.

The Club will seek to increase the number of permanent courses when appropriate, and will produce new map sets when old stocks are exhausted.

Coaching

The Committee will appoint a **Coaching Co-ordinator** who will work closely with the junior coaches. Coaching activities will be supervised by a qualified coach.

The Club will provide coaching opportunities available to any member wishing to improve their orienteering skills.

Competition

A **Club Captain** (elected at the AGM) will act for the club at Compass Sport Cup and other matches.

The Club will seek to enter relay teams in the appropriate classes at the British, the JK, Scottish Champs and Harvester events. The Club will seek to enter teams for the Peter Palmer Trophy, the Compass Sport Cup and the Yvette Baker Trophy. Entries to these events shall be paid for by the Club.

The Club will sponsor entries to the British Schools Orienteering Championships.

The Club will encourage orienteering talent with a policy of personal coaching and limited financial support for members achieving high standards. The extent of financial support for relays and Compass Sport Cup will be determined by the Club Committee and give weight to costs and distance to the events.

The club will run a Club Championship event based on the classic cross country discipline.

Fund Raising

The club will consider raising additional funds by applying for grants and by seeking other appropriate sponsorship.

Data Protection

The Club holds and processes personal data for the purposes of establishing and maintaining membership and providing services to members and will use such personal data under the terms of British Orienteering's Data Protection notification.

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