

City of Birmingham Orienteering Club

2016 Constitution

1. Name

The name of the organisation shall be City of Birmingham Orienteering Club (COBOC), hereafter referred to as "the club". The club is affiliated to British Orienteering and the West Midlands Orienteering Association. The club and its members adhere to their policies and procedures.

2. Aim

To promote increased participation in orienteering by all sections of the community.

3. Objectives

- To promote a greater awareness of orienteering
- To provide orienteering training and coaching opportunities at all levels
- To encourage use and the development of permanent orienteering courses
- To monitor and advise on the upkeep of permanent orienteering courses
- To organise local events
- To circulate information on opportunities for orienteering, including event details

4. Membership

Membership shall be open to any person, family or group interested in furthering the objects of the club, on payment of an annual fee or offered honorary membership.

The voting rights of members shall be as follows:

- i a Senior member shall hold 1 vote
- ii a Junior member (under 19) shall hold 1 vote
- iii a Group member shall hold 1 vote per group
- iv a Family group member shall hold 2 votes per family.

5. Safeguarding Children & At-risk Adults

1. The Club agrees to adopt the British Orienteering Safeguarding Policy & Procedures.
2. All individuals involved in orienteering through the Club at every level, including participants, Officials, Instructors/Coaches, Administrators, Club Officials or spectators (where it is feasible to manage) agree to abide by the British Orienteering Code of Ethics and Conduct ("Code") and all such individuals participating or being involved in orienteering through the Club in one of the aforementioned roles or in a role which comes within the intended ambit of this paragraph and the British Orienteering Safeguarding Policy & Procedures generally are deemed to have assented to and as such recognise and adhere to the principles and responsibilities embodied in the Code.
3. Each and every constituent member of the Club including without limitation all clubs

and disciplines, shall be responsible for the implementation of the British Orienteering Safeguarding Policy and Procedures in relation to their members.

6. Subscriptions

The subscriptions shall be ratified at the Annual General Meeting (AGM), to include group, family, senior and junior (under 19) rates.

7. Committee

The Committee will consist of a Chairman, Secretary, Treasurer (Honorary Officers) and other members from the membership of the club selected at the Annual General Meeting. Nominations for membership of the Committee can either be made to the Secretary prior to the AGM or can be put forward at the meeting. If a Committee Member holding office retires during their service year, a replacement may be elected as "acting" until the next AGM.

If vacancies occur among the Honorary Officers, the Committee shall have the power to fill these from amongst its members.

The Committee, at its discretion, may also co-opt non-voting members.

Committee meetings shall take place no less than four times a year.

8. Annual General Meetings

The club year shall run from 1st October to 30th September. The AGM of the club shall be held during October and at a place as the Committee shall determine. At least 21 clear days notice shall be given in writing (including by e mail) by the secretary to each club member.

The business of the AGM shall include:

- i The submission and adoption of an inspected income and expenditure account and balance sheet for the previous club financial year.
- ii Election of Honorary Officers in accordance with Clause 7.
- iii Election of the Committee.
- iv Appointment of an auditor.
- v Consideration of any other business of which due notice has been given.
- vi Whenever necessary, consideration of and voting on, proposals to alter this constitution in accordance with Clause 14.

9. Quorum

Not less than 3 members shall form a quorum at meetings of the Committee. One sixth of the total votes available shall form a quorum at General meetings of the club.

10. Voting

Any questions arising at meetings shall be decided by a majority of votes. In the case of equality of votes, the Chairman shall have the casting vote.

11. Minutes

Minutes shall be kept by the Honorary Secretary. Sub committees will record and report their meetings to the Committee.

12. Finance

All monies received by, or on behalf of, the club shall be kept in a separate bank account in the name of the club. There shall be 3 authorised signatories, including the Treasurer and Chairman. In the event of cheques drawn or withdrawals made, any 2 of the 3 signatories to sign, one of whom must be the Treasurer.

13. Dissolution

If the Committee, by a two-thirds majority of those voting, decide that it is necessary to dissolve the club, it shall call a Special General Meeting of members, giving not less than 14 days notice. Following due consideration of the issues a vote on whether or not to dissolve the club will be taken. If a simple majority are in favour the club will be dissolved. In the event of dissolution, the Committee shall, after all debts and liabilities have been paid and assets disposed of, transfer any balance left to some other group who have similar objectives.

14. Alterations to the Constitution

Any proposal to alter this constitution must be delivered in writing to the Secretary of the club not less than 28 days before the date of the special or annual general meeting at which it is first to be considered. Any alterations shall require the approval of both:

- i simple majority of the Committee members present and voting at a Committee meeting.
- ii two-thirds majority of votes available at the special or annual general meeting. If the first meeting called is inquorate, a further meeting will be held giving not less than 14 days notice. If this second meeting is inquorate, a two-thirds majority of votes available at the meeting will be sufficient to make decisions.

Notice of each such meeting must be given in accordance with normal procedure but not less than 14 days prior to the meeting in question and giving the wording of the proposed alteration.

This revised constitution was unanimously agreed by those present at the club Annual General meeting due to be held on 19th October 2016.