

# **CONSTITUTION of the SOUTH CENTRAL ORIENTEERING ASSOCIATION – October 2016**

## **1. TITLE**

The Association shall be called the South Central Orienteering Association (the Association or SCOA).

## **2. STATUS**

The Association is one of the Constituent associations of the British Orienteering Federation (BOF).

## **3. AREA AND RESPONSIBILITIES**

The Association area is Berkshire, Buckinghamshire, Hampshire, the Isle of Wight and Oxfordshire.

- a) The SCOA agrees to adopt the up to date British Orienteering Policies, Procedures, Rules and Regulations as published on the British Orienteering website.
- b) All individuals involved in orienteering through SCOA, in any capacity, are deemed to have assented to and abide by and adhere to the British orienteering Policies, Procedures, Rules and Regulations as published on the British Orienteering website.
- c) Both the SCOA and its members agree to abide by the final outcome of any disciplinary and appeal proceedings.

## **4. PURPOSE**

The purpose of the Association is:

- a) to encourage, promote and control the sport of Orienteering, as defined in the Orienteering Rules and Guidelines, and Council decisions of the BOF;
- b) to co-ordinate the Fixtures and other activities of the clubs operating in the Association's area;
- c) to promote and support the activities of the SCOA Junior Squad;
- d) to facilitate communication, in both directions, between the BOF and its members;
- e) to facilitate the education and training of Mappers, Planners, Controllers, Organisers and Coaches;
- f) to provide the Financial backing to stage major events.

## **5. MANAGEMENT**

The affairs of the Association shall be conducted by an Executive Committee, which shall meet and act as required for the efficient conduct of the Association's affairs, but at any event not less than two times per year.

## **6. EXECUTIVE COMMITTEE MEMBERSHIP**

The Executive Committee shall consist of:

- a) The Officers of the Association who shall be elected annually at the Annual General Meeting. The Officers shall consist of:
  - i. a Chairman and a Treasurer;
  - ii. such other Officers as shall be elected to the following positions: a Vice-Chairman, a Secretary, a Fixtures Secretary, a Junior Squad Officer, a Technical Officer, a Development Officer and a Coaching Officer.
- b) One Representative elected or appointed by each of the member clubs.

Clubs shall notify the name of their representative to the SCOA Secretary, in writing, before the start of the first meeting attended by the representative.

## **7. ELIGIBILITY FOR THE EXECUTIVE COMMITTEE**

All members of the Executive Committee shall be members of the BOF and shall be active in orienteering.

## **8. ASSOCIATION PRESIDENT**

A President may be elected annually at the Annual General Meeting.

## **9. CHAIRMAN'S TERM OF OFFICE**

The Chairman shall not serve for more than three years consecutively.

## **10. NOTICE OF EXECUTIVE COMMITTEE MEETINGS**

At least seven days notice shall be given of all Executive Committee meetings.

## **11. EXECUTIVE COMMITTEE QUORUM**

A quorum of the Executive Committee shall consist of four Executive Committee members.

## **12. VOTING IN THE EXECUTIVE COMMITTEE**

Each Officer of the Association and each Club Representative shall have one vote, except that a person attending the Committee in more than one capacity shall not have more than one vote.

## **13. EXECUTIVE COMMITTEE POWERS**

The Executive Committee shall have the power:-

- a) to fill the post of any Officer of the Association that becomes vacant, until the next General Meeting;
- b) to make other appointments, but if the persons appointed come from outside the Executive Committee they shall not have a vote;
- c) to delegate its responsibility to sub-committees. The chairman of each sub-committee shall be confirmed annually at the Annual General Meeting;

- d) to purchase equipment or services consistent with the development of orienteering;
- e) to fix a levy on all entry fees for events in the region;
- f) to alter the categories of membership of the Association as recommended by the BOF;
- g) to carry out any other task or use the Association's funds in order to achieve the Purpose of the Association;
- h) to claim reasonable costs incurred in the execution of their duties and travel expenses at BOF rates.

#### **14. MINUTES**

An appropriate officer shall keep the minutes and record in them all the business of all the meetings and the names of those present.

#### **15. ASSOCIATION MEMBERSHIP**

A member is a club that has affiliated to the BOF through the Association and paid the appropriate fee.

#### **16. MEMBERSHIP FEES AND EVENT LEVIES**

Association Membership Fees and Event Levies shall be set in advance by the Annual General Meeting or subsequent General Meeting. Membership Fees are due at the time laid down by the BOF

#### **17. REFUSAL OF MEMBERSHIP**

The Association reserves the right to refuse any membership application if, in the Association's opinion, the applicant club's objectives do not promote the sport of orienteering or may bring the sport or the Association into disrepute.

#### **18. DATE OF ANNUAL GENERAL MEETING**

The Annual General Meeting shall be held not later than 30th June each year.

#### **19. EXTRAORDINARY GENERAL MEETING**

An Extraordinary General Meeting (EGM) may be called by the Executive Committee. The Association Secretary must call an EGM within 42 days following an application in writing supported by any three clubs which are entitled to vote at a General Meeting.

#### **20. NOTICE OF GENERAL MEETINGS**

Notice and the agenda of any General Meeting, together with any proposed amendments to the constitution, shall be sent to the Association's members and the Executive Committee at least 14 days before the meeting. Audited financial statements shall be sent to the Association's members with the Agenda of the Annual General Meeting.

#### **21. GENERAL MEETING QUORUM**

A quorum at a General Meeting shall consist of four nominated representatives of the Association's members.

#### **22. VOTING AT GENERAL MEETINGS**

At any General Meeting, each club shall have one vote, to be cast by the nominated representative of the club who must be present at the meeting in order to vote. The appointment of the club representative shall be made on the official Proxy Form distributed with the Agenda of the meeting. A copy of the Proxy Form shall be lodged with the SCOA Secretary prior to the start of the meeting. A person may be appointed as a nominated representative by more than one club, in which case the representative will have as many votes as valid proxy forms held. No Officer of the Association shall be entitled to vote in their capacity as an Officer but, if appointed by a club, they may vote as a nominated representative. Voting shall be allowed only on notified business.

#### **23. THE ACCOUNTS**

The financial year of the Association shall run from 1st January to 31st December each year. The accounts shall be balanced at 31st December each year, submitted to independent audit, and circulated with the agenda for presentation at the next Annual General Meeting.

#### **24. CHEQUE SIGNATORIES**

All cheques drawn against the Association's funds shall be signed by any two of the Treasurer, the Chairman, the Secretary and the Fixtures Secretary. If any of these roles remain unfilled, the committee may appoint other Officers of the Association as authorised signatories.

#### **25. NOTICES**

Member clubs shall notify the SCOA Secretary of the address to be used for all notices required by the constitution. In the absence of the member club's notification, all notices shall be sent to the last club membership address registered with the BOF and notified by the BOF to SCOA.

#### **26. ACCESS TO SCOA MEETINGS**

All persons who are members of a SCOA club, or who have joined the BOF through SCOA, may:

- a) request minutes of Executive Committee Meetings and General Meetings;
- b) attend Executive Committee Meetings and General Meetings as observers, or to question the committee. For the efficient conduct of business, the Chairman of a meeting shall have the power to limit the time allotted for questions.

SCOA may make a charge to recover the cost of producing and distributing minutes under clause 26(a).

## **27. DISSOLUTION**

In the event of the Association being wound up, the assets of the Association, after all claims have been met, shall be transferred unconditionally to the British Orienteering Federation or other relevant body as decided at the General Meeting which winds up the Association.