

CONSTITUTION OF BASINGSTOKE ANDOVER DISTRICT ORIENTEERS

1 TITLE

The title of the Club shall be **Basingstoke Andover District Orienteers**.

2 OBJECTIVE

To encourage and foster the sport of orienteering amongst women and men of all ages.

3 MEMBERSHIP

3.1 Membership of the Club shall be open to any person provided they observe the constitution of the Club.

3.2 The Committee reserves the right to withdraw membership of the Club from any person deemed to be acting contrary to orienteering or to the Club. The reasons must be explained and the member will be given right of reply.

3.3 Members under the age of 19 years on 31 December in the year covered by the membership and husbands and wives may be included under a single family membership.

3.4 Schools and youth organisations may affiliate to the Club.

4 MANAGEMENT

4.1 The affairs of the Club shall be managed by a committee. This shall be a committee of the whole membership until such time as at least 10 members or 30% of the membership (whichever is the greater) shall decide otherwise. In this event, a committee of appropriate size may be formed by those members making the decision. This may be done only once in the life of the Club. Subsequent changes to the committee will be made through the provision for amending the constitution under rule 8.

4.2 The Club shall appoint at least four Officers who shall be the Chairman, Deputy Chairman, Secretary and Treasurer. Other Officers may also be appointed as shall be thought fit at the time by a majority vote of those attending a committee meeting.

4.3 The Officers may serve for one year at a time and, if they wish, may stand for a further year at the Annual General Meeting.

4.4 Committee meetings shall normally be held monthly. A quorum shall be five members. Minutes shall be taken and circulated to all members attending before the next meeting.

5 FINANCE

5.1 The financial year shall start on 1 July.

5.2 The funds of the Club shall be used by the committee to further the aims of the Club.

5.3 Cheques shall be signed by two of the following Officers: the Chairman, Deputy Chairman, Secretary and Treasurer, who may also spend Club funds as approved by the Committee.

5.4 The subscription for Club membership shall be agreed at the Annual General Meeting and shall cover the year starting 1 January when it shall become due. It shall be paid with the BOF subscription, if applicable. Those who have not paid the subscription by 31 March shall be deemed to have resigned from the Club.

5.5 The Treasurer shall prepare annually an account of the Club's income and expenditure as at 30 June and arrange for it to be audited by an auditor appointed by the committee.

6 GENERAL MEETINGS

6.1 There shall be an Annual General Meeting held in October or November of each year. A quorum for the Meeting shall be 20% of the membership or 10 members (whichever is the less). A notice calling the meeting, the agenda, the audited accounts and minutes of the previous Annual General Meeting shall be circulated by the Secretary to reach all members at least 14 days before the meeting. The following business shall be conducted at the Annual General Meeting:

6.1.1 a report on the year's activities;

6.1.2 presentation of the audited accounts;

6.1.3 proposed amendments to the rules (such proposals are to be forwarded to the Secretary by 1 September and included with the notice calling the meeting);

6.1.4 election of the Officers and (if formed under rule 4.a) the committee; and

6.1.5 any other business.

6.2 A majority of members of the Club or 10 members (whichever is the less) may call a Special General Meeting through the Secretary in writing, stating the reasons for doing so. The Secretary shall arrange for such a meeting to be held within two months of receiving the request by notifying the Club at least 14 days in advance.

6.3 Each member attending a General Meeting shall have one vote, each family or group counting as one member for this purpose and for counting for quorum. The Chairman shall have only a casting vote.

7 ELECTION OF OFFICERS AND COMMITTEE

7.1 Members not wishing to stand again for the coming year should inform the Secretary by 21 days before the Annual General Meeting.

7.2 Nominations, duly seconded and with the agreement of the nominee, shall be submitted to the Secretary either before or at the Annual General Meeting.

7.3 Members shall be elected by a simple majority of those attending the Annual General Meeting.

8 AMENDMENT OF THE CONSTITUTION

8.1 The constitution may be amended at a General Meeting following the procedures given under rule 6.

8.2 A majority of two-thirds of the members present shall be required to amend the constitution, the Chairman having the casting vote.

9 DISBANDMENT OF THE CLUB

Should the Club be disbanded for any reason, the accounts shall be audited and the funds and assets handed over to a successor Club or to the local regional body, as may be decided at the time by the committee.

Amended October 1992