

# CONSTITUTION OF THE SOUTH WEST ORIENTEERING ASSOCIATION

## 1. TITLE AND PURPOSE

The Association shall be called the South West Orienteering Association (SWOA). The objects of the Association shall be to encourage, promote and control the sport of orienteering as defined in the rules of the British Orienteering Federation (BOF) in the area of Sport England South West. Adjustments may be made to this area if approved by BOF.

## 2. MANAGEMENT

(a) The affairs of the Association shall be managed by an Executive Committee which shall meet and act for the affiliated specialist Orienteering Club.

(iv) A list of all Officers shall be published in the Association efficient conduct of the Association's business, but in any event not less than twice a year. The Executive Committee shall carry out the decisions of the Annual General Meeting (AGM) or any General Meeting. An appropriate officer shall keep Minutes to record the business of all meetings and the names of those present. A quorum shall consist of not less than four of the elected members of the Committee.

(b) The Executive Committee shall be elected at the AGM and shall consist of:

(i) The Officers: A Chairman (who shall not serve as such for more than three years consecutively); a Treasurer; a Membership Secretary; a Fixtures Secretary; an Administrative Secretary. The roles of Treasurer and Membership Secretary may be combined.

(ii) Up to six elected members.

(iii) In addition there may be one representative from each Newsletter at least once a year, and on the SWOA website.

(c) Each officer, elected member and club representative present at Committee meetings shall have one vote at those meetings. Any one person shall have only one vote.

(d) The Executive Committee shall have the power to:

(i) Appoint additional officers, but if these come from outside the Committee, they shall not have a vote at meetings.

(ii) Appoint representatives to each BOF committee or working group that accepts representatives from regional associations. Each representative shall report back to the SWOA Committee after attending BOF meetings.

(iii) Constitute sub-committees as may be deemed necessary.

(iv) Co-opt up to four extra members, but these members shall not have a vote.

(v) Fill any vacancy that may occur among the officers.

(vi) Organise fixtures, courses and conferences so as to encourage the development of the Sport of Orienteering in the South West. The Association will also organise major fixtures in the South West as requested by BOF and for such events will appoint or confirm a Coordinator or Organiser and Planner(s) and a Controller if one is not appointed by BOF. The Coordinator or Organiser shall report to the Executive Committee on the progress of arrangements for such events.

(vii) The Association shall have the power to fix a levy on entry fees for events that are registered through it. The Executive Committee shall fix the system of calculation and amount of the levy.

(viii) Appoint representatives to outside bodies in order to further the cause of orienteering. These representatives shall report to the Executive Committee.

(ix) Appoint the Editor and approve the format and publication procedure of an Association newsletter.

## 3. PRESIDENTS AND VICE-PRESIDENTS

A President of the South West Orienteering Association may be elected annually at the AGM. Vice-Presidents may also be elected. These positions carry no voting rights.

## 4. MEMBERSHIP

(a) Membership fees for the following year and/or the year subsequent to that year shall be determined at each AGM or at an Extraordinary General Meeting and shall be due on 1st January. Membership categories shall be the same as those used by BOF.

(b) Honorary Life Membership shall be accorded to persons who have given outstanding service to orienteering in the South West and who have been recommended by the Executive Committee and their nomination approved at the AGM.

## 5. VOTING AT GENERAL MEETINGS

Each individual member who will be 18 years old or older on 31st December in the year in which the AGM is held shall have one vote each at a General Meeting. Proxy or postal voting is not permitted.

## 6. FINANCE

(a) The financial year of the Association shall run from 1st August to 31st July the following year. The accounts of the Association shall be balanced at 31st July and submitted, after independent audit, to the AGM that follows the audit.

(b) All cheques written against Association funds shall be signed by any two of the following officers: Treasurer, Chairman and Administrative Secretary. These officers shall be empowered to spend up to £400 on any one item. Any amount over this, except affiliation fees to BOF, shall be referred to the Executive Committee.

(c) The financial arrangements for National Championships and the JK when held in the region shall be as agreed with BOF.

## 7. SAFEGUARDING

### Safeguarding Children & At-risk Adults

(a) The South West Orienteering Association agrees to adopt the British Orienteering Safeguarding Policy & Procedures.

(b) All individuals involved in orienteering through the South West Orienteering Association 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 South West Orienteering Association 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.

(c) Each and every constituent member of the South West Orienteering Association, 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.

## 8. ANNUAL GENERAL MEETING

The Association will hold an AGM not later than 31st October each calendar year, and preferably during the Caddiho Chace weekend in September. Notice of the AGM shall be given on the Association website at least two months before the proposed date. The agenda for the meeting shall be available to members at least three weeks before the meeting.

## 9. EXTRAORDINARY GENERAL MEETING

An Extraordinary General Meeting (EGM) may be called by the Executive Committee, or by an application in writing to the Administrative Secretary which is supported by at least ten of the voting membership of the Association. The administrative

cost of arranging an EGM shall be borne by those who apply for it to be held, unless it be called by the Executive Committee.

#### **10. THE CONSTITUTION**

Copies of the Constitution shall be sent to all Clubs. Copies shall be available from the Administrative Secretary for all members on request.

#### **11. AMENDMENTS TO THE CONSTITUTION**

- (a) Any amendment to the Constitution shall be proposed in writing to the Administrative Secretary at least one calendar month before the AGM or an EGM.
- (b) Alterations to the Constitution require a simple majority at the AGM or at any EGM that may be called under Clause 9.

#### **12. DISSOLUTION**

In the event of the dissolution of the Association, its assets shall be distributed to the constituent clubs in proportion to their membership.

*Compiled by Katy Dyer, SWOA Secretary, with the assistance of the SWOA Committee. Adopted at the SWOA AGM, 1<sup>st</sup> October 2016. This version contains all amendments made up to and including those made at the 2016 AGM when new clause 7 was added, new clause 8 amended and subsequent clauses renumbered.  
This version dated 20 October 2016.*