SWANSEA BAY

ORIENTEERING CLUB



Constitution

ANSEA BAY ORIENTEERING CLUB
CONSTITUTION (Approved 2024)

Title
The name of the Club shall be Swansea Bay Orienteering Club (SBOC).

Context
SBOC is a member of the Welsh Orienteering Association and is part of the British Orienteering Federation.

Purpose
The Club shall encourage, promote and provide a focus for the sport and recreation of Orienteering in South West Wales (from Bridgend to Haverfordwest and north to Llandeilo).

Membership
The Club shall operate a policy of non-discrimination in its membership. The membership shall be based on individuals, and family membership is a combination of individuals.

The Committee can, at its discretion, discipline a member or members by suspension of membership for a period of up to six months after first giving notice for the member to present a defense. This will be done in accordance with British Orienteering Federation Procedures. A member can be expelled only at an Annual General Meeting or Extraordinary General Meeting by a vote of two thirds of the members present.

Subscriptions
The Annual Subscription shall be decided at the Annual General Meeting of the previous year.
The Subscription shall be paid annually and be due on 1st January of each year.

Committee
The general running of the Club shall be conducted by the Committee comprising three **core** members;

- Club Chair
- Club Secretary
- Treasurer
- Safeguarding Officer

A range of other roles may be appointed as required by the committee to cover the effective management of the club and its activities. These include;

- Fixtures Secretary
- Development Officer
- Permissions Officer
- Social Secretary
- Communications officer
- Mapping officer

There will also be some other roles such as Club Captain, Club Coach, Schools development, Webmaster, club night coordinator and Permanent Course Coordinator. These additional officers will be non-voting but will need to be undertaken and members will be encouraged to participate in club business through these roles.

The Committee shall meet a minimum of five times each year. No decisions shall be made by the Committee without a quorum, which shall consist of a minimum of three of core Committee Members.
The Chair or Acting Chair (which can be another member of the elected Committee) will not normally use their vote except in the event of a tie as a casting vote.

Their election of committee members shall take place at the Annual General Meeting by members present. Each Committee Member may serve for two years and elections are to take place by rotation (four one year, 3 the next year).

Minutes and Books
Minutes of all meetings shall be kept and such minutes shall be presented at the next such meeting. Key Committee decisions shall be communicated to the members.

General Meeting
An Annual General Meeting (AGM) shall be held in the first quarter of each year. Extraordinary General Meetings can be called by any group of members consisting of ten or more, notification to be submitted in writing to the Secretary, who shall give written notification to all members of its nature including the setting of a date which shall be not more than 28 days after the date of request.

Proceedings at General Meeting
No business shall be transacted at any General Meeting of the Club unless a quorum of 10 members is present at the time the meeting proceeds to business.

If no quorum is present within half an hour the meeting shall be adjourned to the same day in the next week at the same time and place. If at the adjourned meeting a quorum is not present within half an hour, the members present shall be a quorum. Individual and family members age 18 and over shall be entitled to one vote at General Meetings called.

The AGM's can be held virtually if the situation requires, in which case all papers will be sent out prior to the meeting.

Changes to Constitution
Any changes or additions to the Constitution can only be made by a majority vote at an Annual General Meeting. The Secretary shall give written notice of the proposal(s) to all members not less than ten days prior to the Annual General Meeting. Any proposal must be supported by a seconder.

Finance
The Accounts of the Club shall be kept by the Treasurer who will be responsible for keeping them in good order. All cheques issued by the Club will be signed by two out of Chair, Secretary and Treasurer. The Treasurer shall present an up to date set of audited accounts for the previous year at the Annual General Meeting.

Dissolution
The Club may be dissolved by the consent of three fourths of the members testified by their signatures to an instrument in writing of dissolution. If on the winding up or dissolution of the Club, there remains after the satisfaction of all its debts and liabilities any property whatsoever this shall be given or transferred to the Welsh Orienteering Association or failing them the British Orienteering Federation determined by the members of the Club at or before the time of dissolution.

Policies
The Club shall be concerned to protect the safety and well-being of young and vulnerable persons participating in orienteering activities by adopting the British Orienteering Federation's 'Protection Policy for Young and Vulnerable People'.

The Club shall maintain an anti-drug policy by adopting the British Orienteering Federation's 'Anti-Doping Policy'.

The Club has adopted the Welsh Orienteering Association (WOA) Code of Conduct and all members are expected to adhere to it at all times.

Personal Data shall be managed in accordance with the Club privacy policy to ensure compliance with the General Data Protection Regulations (GDPR).