

Harlequins Orienteering Club Draft Revised Constitution

Formed 1 April 1968.

This revised constitution was unanimously agreed by those present at the HOC Annual General meeting held on 17th day of October 2024.

1. Name

1.1. The club will be called *Harlequins Orienteering Club* ("HOC").

2. Purpose

2.1. To promote and foster the sport of orienteering especially but not exclusively in and around Birmingham, the Black Country and Worcestershire.

3. Affiliation

3.1. HOC shall maintain affiliation to British Orienteering Federation Ltd ("British Orienteering") and to the West Midlands Orienteering Association ("WMOA") for as long as such entities exist.

3.2. All references to British Orienteering and WMOA shall include their successors and/or assigns.

4. Membership

4.1. Membership shall consist of all persons and groups enrolled as members of HOC.

4.2. All members will be subject to the regulations of the constitution and by joining HOC will be deemed to accept these regulations and codes of conduct that HOC has adopted and the policies and rules of British Orienteering and WMOA.

4.3. Members will (upon application) be enrolled in one of the following categories:

4.3.1. senior member for anyone aged 21 or over who is a full member of British Orienteering

4.3.2. junior member for anyone aged 20 or under who is a full member of British Orienteering

4.3.3. group member for any association, club or organization whose activities, nature and aims are not inconsistent with those of HOC

4.3.4. second claim senior/junior member for anyone who is a full member of British Orienteering as a member of a different orienteering club but who wishes to maintain involvement with HOC.

4.3.5. social senior/junior member for those who are not currently a member of British Orienteering

- 4.4. The General Committee shall be empowered to confer Honorary Membership (for life or such shorter period as the General Committee shall stipulate) on members or former members who have brought distinction to the Club and such members shall be enrolled as honorary members without any obligation to pay subscriptions.
- 4.5. All enrolled members (regardless of category) shall have the right to vote at an AGM or EGM.
- 4.6. A group member shall be entitled to one vote exercised by its chair, or such other person as may be nominated for the purposes of voting from time to time. HOC shall be entitled to accept the validity of any such nomination provided it is made in writing on the group member's letterhead and signed by its chair, chief executive or other person who in the reasonable opinion of the HOC Chair has authority to confirm such a nomination.
- 4.7. HOC agrees to maintain personal data on HOC members in such a way as to ensure the privacy of all members, and to ensure the protection of information on juniors. All members of HOC accept that their membership details may be stored in electronic form and may be made available to other members of HOC electronically and on paper.

5. Membership fees

- 5.1. Membership fees (including the amount payable by new members joining part way through the year) will be set annually by the General Committee and approved at the AGM.
- 5.2. Fees will be paid by annual subscription for each calendar year.

6. HOC Honorary Officers

- 6.1. The Honorary officers ("Honorary Officers") of HOC will be the:
- 6.1.1. Chair
 - 6.1.2. Vice Chair
 - 6.1.3. Club Secretary and
 - 6.1.4. Treasurer
- 6.2. The Honorary Officers will be elected annually at the Annual General Meeting.
- 6.3. In the event of the temporary absence or illness of an Honorary Officer the General Committee may nominate another Committee member to perform their role for that period of absence/illness and shall notify the membership accordingly. References to Honorary Officers include temporary officers.

6.4. No person may serve a continuous term of more than four years as Chair unless in the absolute discretion of the General Committee exceptional circumstances arise and additionally unless at least 75% of votes cast approve the appointment.

7. Committee

7.1. The club will be managed through a General Committee consisting of:

7.1.1. the four Honorary Officers

7.1.2. Membership Secretary

7.1.3. Club Captain

7.1.4. Club Welfare Officer

7.1.5. Fixtures Secretary

7.1.6. Mapping Officer

7.1.7. and up to three other persons.

7.2. All committee members will have the right to vote at meetings of the General Committee.

7.3. The committee members will be elected annually at the AGM. Any vacancies arising in between AGMs may be filled by the General Committee but may be challenged at an EGM. Any committee members appointed by the General Committee shall have the right to vote.

7.4. The General Committee will be convened by the Club Secretary and held at least once every three months.

7.5. A minimum of five committee members (including at least two Honorary Officers) must be present at a General Committee meeting to provide a quorum and to enable business to be transacted.

7.6. The General Committee will be responsible for managing the day-to-day affairs of HOC and helping it achieve its purpose and shall maintain an up-to-date plan setting out how it seeks to do so. It shall also maintain (and update as necessary) relevant policies, codes of conduct and rules as it feels are necessary and appropriate.

7.7. The General Committee shall maintain a list of areas available for use for HOC events in and around Birmingham, the Black Country and Worcestershire including South Shropshire, South Staffordshire and North Herefordshire seeking to work in agreement with neighbouring clubs.

7.8. The General Committee has power to appoint sub-committees on such terms as it sees fit but any matter requiring a vote must be decided at General Committee.

7.9. The General Committee (including any sub-committee) has power to invite other persons to attend (but not vote at) any one or more of its meetings as it sees fit.

7.10. Meetings may be held via Zoom, Microsoft Teams or other similar platform subject to such reasonable rules as the General Committee may adopt.

8. Other HOC Posts

8.1. The General Committee shall maintain such other posts as it feels are necessary for the administration and development of HOC as it sees fit:

8.2. If in any year any member wishes to be considered at the AGM for a post, they may notify the Club Secretary at any time during the year of such desire but no later than 21 clear days prior to the AGM (or such later date as the Club Secretary may be willing to accept) to be considered at that AGM. If more than one person wishes to be considered for a post, then there shall be an election for that post at the AGM that year.

8.3. The AGM may appoint an Honorary President and Honorary Vice Presidents on such terms as it sees fit, but such roles shall include no rights or powers under this Constitution.

9. Finance

9.1. The General Funds of HOC shall consist of all funds other than Event Funds. The General Funds shall only be kept in bank or building accounts opened in the name of HOC. No one other than the Honorary Officers may be a signatory on any HOC account

9.2. Subject to the initial and continuing approval of the General Committee funds related to a specific event (Event Funds) may be kept in temporary Bank/Building Society accounts opened in the name of the event. The conduct of such accounts shall be the responsibility of the nominated event organiser (and event treasurer where appropriate) who will be accountable to the General Committee for the management of the funds. The opening of joint accounts with other orienteering clubs shall be subject to similar approval. Members shall declare any financial interests in companies providing services for an event.

9.3. The Treasurer will be primarily responsible for the finances of HOC subject to oversight by the General Committee.

9.4. The financial year of the club will end on 31 July.

9.5. A statement of annual accounts will be presented by the Treasurer at the AGM.

9.6. The General Committee shall appoint a person to review and check the annual accounts. Such appointed person may be a member of HOC but should be wholly independent of the General Committee. A copy of that person's report shall be provided to every HOC member.

9.7. HOC members may pass a resolution at the AGM or at an EGM calling for an independent examination of the accounts by a person appointed by HOC members.

9.8. Any cheques or electronic transfers greater than £250 drawn against club funds must be authorised by the Treasurer and one other Honorary Officer or, in the event of emergency, by any two Honorary Officers. Authorisation may be provided by email or otherwise in writing.

10. Annual general meetings

- 10.1. The HOC Annual General Meeting (“AGM”) should be held each year in the month of October (or in default, as soon as possible thereafter). Notice of the AGM including a draft agenda will be provided by the Secretary to all members at least 28 clear days prior to the AGM. A Final Agenda will be provided to all members at least 14 clear days before the AGM.
- 10.2. Nominations for the Honorary Officers or other members of the General Committee may be submitted to the Club Secretary at any time during the year but at least 21 clear days prior to the AGM or such later date as the Club Secretary may be willing to accept to be considered at that AGM. If the Final Agenda indicates any vacancies, nominations for those vacancies may be made any time before or during the AGM prior to the elections being held.
- 10.3. Any member may propose a motion to be considered at the AGM but the General Committee shall not be obliged to include it in the final agenda unless it has been received at least 21 clear days before the date of the AGM and bears the signatures of at least 5% of the membership.
- 10.4. The normal business of the AGM shall be:
 - 10.4.1. Acceptance of minutes of the previous AGM
 - 10.4.2. Chair’s Report
 - 10.4.3. Secretary’s Report
 - 10.4.4. Membership Secretary’s Report
 - 10.4.5. Treasurer’s Report and presentation of the accounts
 - 10.4.6. Consideration and acceptance of the accounts.
 - 10.4.7. Ratification of Subscription Rates
 - 10.4.8. Election of Honorary Officers, other committee members and post holders.
 - 10.4.9. Appointment of independent examiner if required by members
 - 10.4.10. Any proposed amendments to the Constitution. Alterations to the Constitution may be considered only if the Final Agenda includes the full wording of the proposed amendment(s).
 - 10.4.11. Any other motions raised by the Committee or Membership. Only motions published in the final agenda may be voted upon at the meeting.

10.4.12. Any other business

11. Extraordinary General Meeting

- 11.1. An Extraordinary General Meeting may be called at any time by the General Committee or on application in writing from any member to the Secretary (or any other honorary officer) which is supported by and bears the signatures of at least 10% of the membership of the club.
- 11.2. The application shall state the motion to be considered at the EGM and why the issue has been raised.
- 11.3. Upon actual receipt of a valid application, the Secretary (or other honorary officer) must call an EGM to be held no later than 30 days after receipt of the application.
- 11.4. Members are to be given at least 14 clear days' notice of any EGM together with details of the matters to be discussed. No other business other than that contained in the notification may be brought forward or discussed at an EGM.
- 11.5. An EGM may consider multiple motions if due notice has been given.
- 11.6. Any member who has applied for an EGM to be held may withdraw the application at any time. In such event the General Committee may cancel the EGM or allow it to proceed as they see fit.

12. Procedure for AGMs and EGMS

- 12.1. Notices
 - 12.1.1. Notices may be served by letter or email but not by text message.
 - 12.1.2. Non receipt of notices by any one or more members will not invalidate any business conducted by the meeting but may give rise to a valid complaint by any person so affected.
- 12.2. Voting
 - 12.2.1. Members and their proxies may only vote in person. A member may appoint another member as their proxy by writing to the Secretary. If the member is present at the meeting any proxy instruction will lapse and they must cast their own vote.
 - 12.2.2. Voting will be by show of hands unless any member present objects; in which case a secret ballot will be conducted by a member appointed at the meeting.
- 12.3. Elections

12.3.1. In elections the successful candidate is the one who polls the greatest number of votes. In the event of a tie the election will be recontested between the tying candidates only. If there is again a tie the Chair will be permitted to cast an additional vote to resolve the issue.

12.3.2. If more than four people stand for the positions on the Committee referred to at 7.1.6 above, the successful candidates will be the four who secure the most votes.

12.3.3. Any uncontested roles whether they be Honorary Officers, Committee members or post holders may at the discretion of the Chairman be proposed en-bloc and elected on one show of hands unless at least five members present at the AGM object in which event there will be a secret ballot for each individual uncontested role.

12.4. Motions

12.4.1. A simple majority of yes over no votes will be sufficient for the acceptance of a motion unless otherwise specified in this Constitution.

12.4.2. Any member may propose a motion amending the Constitution subject to satisfying the other requirements for motions set out in this Constitution.

12.5. The quorum for AGMs and EGMs will be at least 5% of the current membership except for a resolution to dissolve the club when at least 25% of the current membership is required.

12.6. If the General Committee resolve to permit it, members may attend an AGM or EGM via Zoom, Microsoft Teams or other similar platform subject to such reasonable rules as the General Committee may adopt for recording the vote of such members but members shall always be permitted to attend in person unless the law prohibits public meetings. Details of any such arrangement and rules should be included in the notice for that meeting.

13. Complaints and disciplinary matters

13.1. The General Committee will be responsible for dealing with any complaints or disciplinary issues that arise in relation to members (which expression includes HOC officers and committee members) and shall maintain a complaints and disciplinary procedure to regulate how it deals with such complaints.

13.2. Complaints regarding the conduct of any member must be submitted in writing to the Secretary.

13.3. The General Committee has the power to take appropriate disciplinary action including the suspension or termination of membership.

- 13.4. The General Committee will adhere to the following principles:
- 13.4.1. It will always seek to provide fair opportunity for any member to respond to any complaint made against them and to be able to appeal against any decision made.
 - 13.4.2. At least two Officers will use all reasonable endeavours to avoid being involved in the process until the appeal stage.
 - 13.4.3. Any appeal will be heard by one or more Officers who have not been involved in the process prior to the appeal stage. If no such person is available, the General Committee shall appoint a suitable senior independent person from another club.

14. Dissolution

- 14.1. At least 56 clear days' notice must be given of any proposed motion to dissolve HOC or to merge it with another club.
- 14.2. Such notice should state to whom the assets of HOC are to be transferred to and can only be to another organisation having similar objectives to British Orienteering.
- 14.3. In the event of dissolution, any assets of HOC shall (in the absence of any direction in the relevant motion passed) be transferred to WMOA or in default to another organisation with similar objectives to those of British Orienteering.