

# East Anglian Orienteering Association

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## CONSTITUTION OF THE EAST ANGLIAN ORIENTEERING ASSOCIATION

### 1. Title and purpose:

The Association shall be called the 'East Anglian Orienteering Association' (abbreviated to EAOA) hereafter referred to as the Association. The objects of the Association shall be to encourage, promote, develop and regulate the sport of Orienteering (as defined in the April 2008 Memorandum and Articles of Association plus Bye Laws of the British Orienteering Federation Ltd (BOF)) in the area of Norfolk, Suffolk, Essex, Cambridgeshire, Bedfordshire and those areas mapped and operated by member Clubs. Adjustments may be made to this area if approved by the British Orienteering Federation.

### 2. Management

a 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 in any event, not less than twice yearly. This committee shall carry out the decisions of the Annual General Meeting (AGM) or any General Meeting. An appropriate officer, normally the Secretary, will take the Minutes, which will record the names of all present and the business of the meetings. A quorum shall consist of not less than one third of the voting members of the committee.

b The Executive Committee shall consist of:

- i a chairman, vice-chairman, secretary and treasurer, who shall be elected annually at the AGM and shall not normally serve in their respective posts for more than three consecutive years.
- ii a fixtures secretary, junior squad manager, representatives to BOF national Committees will be appointed by the committee, either from club representatives or from outside the committee, and invited to attend committee meetings and are entitled to vote.
- iii one representative of each club having an independent affiliation to BOF and EAOA.

c. In addition:

- i Each officer and representative is entitled to vote. If an officer or representative holds more than one post they shall be entitled to one vote only.
- ii Officers and representatives shall not be paid, but may claim the refund of expenditure on Association business.

d. The Executive Committee may:

- i Appoint additional officers, but these shall not have a vote if they come from outside the committee.
- ii Constitute sub-committees as deemed necessary.
- iii Fill any vacancy that may occur amongst the officers.

### 3. **Membership**

Members of the Association are defined as:

- a Individual club member: Person who has joined a club which is affiliated to the BOF and EAOA, that club having paid the club capitation fee laid down by the Association. An individual club member aged over 18 is entitled to vote at General Meetings.
- b Family club member: One or two adults and any number of children under 21 who have joined a club which is affiliated to the BOF and EAOA, that club having paid the club capitation fee laid down by the Association. Each family member over the age of 18 by the end of the calendar year in which the AGM takes place is entitled to vote at General Meetings.
- c Junior member: Any young person under the age of 21 who has joined as an individual member of a club affiliated to the Association. Full-time students who are members of a club affiliated to the Association are classified as junior members. A junior member over the age of 18 by the end of the calendar year in which the AGM takes place is entitled to vote at General Meetings.
- d Honorary Life Membership. This may be granted on approval of the AGM to persons who have given outstanding service to Orienteering and have been recommended by the Executive Committee for such membership. Such membership shall be free of subscription and be entitled to a vote.
- e Where a club is affiliated to more than one BOF region, only those club members living within the East Anglian region and/or wishing to be members of the Association, shall be included in the calculation of the total number of members in that club.

### 4 **Finance**

- a The Association shall be financed by the capitation fees paid by affiliated clubs in accordance with the formula laid down by the Association, event levies and any other suitable means. Capitation fees, membership fees and event levies can only be varied or imposed by the Association in General Meeting.
- b The financial year of the Association shall be the calendar year. An accurate account of the finances of the Association shall be kept by the Treasurer, and shall be available for all reasonable inspection. The accounts shall be balanced at 31<sup>st</sup> December each year and submitted, after independent examination, to the AGM.
- c The independent examiner of the accounts shall be appointed at the AGM.
- d Copies of the independently examined accounts will be provided at the AGM.
- e All cheques written against Association funds shall be signed by two of the authorized signatories, who shall be the Chairman, Secretary and Treasurer of the Association.
- f The capitation fee is payable by each club on 1 January. It shall be calculated by multiplying the total number of that club's family, senior and group membership units at the end of the preceding year (31 December) by the Association's capitation fee per unit, set at the Annual General Meeting in the preceding year.

## 5 **General Meetings**

- a The Association's Annual General Meeting shall be held not later than 30<sup>th</sup> September each year. The business of the AGM shall include reports on the Association's activities during the previous year; and inspection of the Association's accounts; the setting of capitation fees; and the appointment of officers.
- b Notice of the intention to hold an Annual General Meeting shall be posted on the EAOA website at least 14 days prior to the meeting and the Agenda shall accompany this notice. A quorum for the AGM shall be 15 members.
- c An Extraordinary General Meeting may be called by the Executive Committee, or on application to the Secretary in writing, supported by the signatures of at least 20 voting members of the Association. On receipt of such an application, the Secretary shall arrange for the meeting to be held within (28) days and will give members (14) days notice of the meeting and of the business to be conducted. Only the item of business for which the meeting was called can be discussed at an EGM. Minutes are to be taken. A quorum for an EGM shall be 20 members.

## 6 **Procedures**

- a A simple majority of those voting members present (including members appearing by Proxy) shall suffice to pass a resolution at Executive Committee meetings and at General Meetings of the Association, except that two-thirds majority shall be required to pass a resolution at General Meeting amending the constitution.
- b All motions to General Meetings must be proposed and seconded by voting members of the Association.

## 7 **Constitutional amendments**

- a No alteration to these rules shall be made except at a General Meeting of the Association.
- b Any amendment to the constitution shall be proposed and seconded by voting members of the Association in writing to the secretary at least one calendar month before the General Meeting at which it is proposed to introduce the amendment.
- c A written copy of any proposed amendment shall be posted on the EAOA website with the notification of the intention of holding a General Meeting.

## 8 **Proxy voting:**

Any voting member of the Association may appoint any other member to vote as his proxy at a General Meeting of the Society. The appointment must be notified to the Secretary 7 days before the meeting in question.

## 9 **Dissolution**

- a The Association shall be dissolved upon a resolution to that effect being passed by a majority of two-thirds of those members present at a General Meeting.
- b Following this resolution, the officers of the Association shall proceed to realise the property of the Association and then discharge all debts and liabilities.
- c After discharging all debts and liabilities, any remaining assets shall be donated to constituent clubs affiliated to the Association in proportion to the capitation fee for that year.

**Constitution revised May 2011**