

CONSTITUTION

SOUTH EASTERN ORIENTEERING ASSOCIATION

Revised September 2019

1. Title and Objectives

1.1 The Association shall be called the South Eastern Orienteering Association (SEOA). The main purposes of the Association are to provide facilities for and to promote participation in the amateur sport of Orienteering (as defined in the rules of The British Orienteering Federation (BOF)) in the South East area of England. The Association shall be affiliated to BOF.

1.2 Safeguarding Children & At-risk Adults

- SEOA agrees to adopt the up-to-date British Orienteering Policies, Procedures, Rules and Regulations as published on the British Orienteering website.

- All individuals involved in orienteering through SEOA, in any capacity, are deemed to have assented to and abide by and adhere to the British Orienteering Policies, Procedures, Rules and Regulations as published on the British Orienteering website.

- Both SEOA and its members agree to abide by the final outcome of any disciplinary and appeal proceedings.

2. Management

2.1 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 business: meetings shall normally be held every three months. If the business is not complete, and if a majority of members present wish it, the Secretary shall convene a special meeting within 28 days to deal with outstanding business. The Secretary shall maintain a Minute Book and record in it the business of all meetings and the names of those present. A quorum shall consist of not less than seven.

2.2 The Executive Committee shall consist of:-

2.2.1 Officers elected at the Annual General Meeting:

Chairman
Secretary
Treasurer
Fixtures Secretary
Competitions Officer
Junior Training Officer

2.2.2 One representative of each orienteering club which has paid the appropriate affiliation fee to the Association.

2.2.3 All members of the Committee shall have one vote, irrespective of the number of posts held, except that the Chairman shall have a casting vote in the event of a tie.

2.3 The Executive Committee shall have the power to :-

2.3.1 Appoint additional officers, but if these come from outside the Committee they shall not have a vote.

2.3.2 Constitute sub-committees and working parties as may be deemed necessary.

2.3.3 Co-opt up to four extra members, but such members shall not have a vote.

2.3.4 Fill, pending the next Annual General Meeting, any vacancy that may occur amongst the Officers.

3 Club Affiliation

A club which has paid the appropriate affiliation fee to SEOA shall be deemed to be affiliated to SEOA.

4 Membership

Membership of SEOA shall be open to anyone interested in the sport on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. The Executive Committee may refuse membership, or remove it, only for good cause, such as conduct or character likely to bring SEOA or the sport into disrepute. An appeal against a refusal or removal may be made to the members.

4.1 Members of the Association are defined as follows:

4.1.1 Seniors and Juniors who have paid the appropriate membership fee to the Association through a club. Such members shall be as currently defined by BOF.

4.1.2 Honorary Life Membership may be accorded to persons who have given outstanding service to orienteering and who have been nominated by the Executive Committee and approved by the Annual General Meeting.

4.2 Individual membership fees are payable annually on 1st January through a club. For the purpose of assessing fees, age and class of competitor shall be as currently defined by BOF.

5. Voting

5.1 All individual members have the right to vote at General Meetings. A simple majority shall carry a motion. No proxy votes are allowed; postal votes shall be included in any vote directly pertaining to the Constitution. Such votes must be received by the Secretary four clear days before the meeting.

6. Finances

6.1 The financial year of the Association shall run from 1st January to 31st December and submitted, after audit by a person whose appointment has been approved by the Committee, to the Annual General Meeting in the following year.

6.2 All cheques written against the Association's funds shall be signed by any two from the Chairman, Secretary and Treasurer, or by one of these and any other officer appointed by the Committee.

For electronic transfers the Treasurer shall be limited to payments of less than £500 in any one transaction without first getting the written approval of the Chairman.

6.3 All surplus income or profits are to be reinvested in the association. No surpluses or assets will be distributed to members or third parties.

7. Annual General Meeting

The Association shall hold an Annual General Meeting not later than 30th June each year.

8. Extraordinary General Meetings

An Extraordinary General Meeting may be called by the Executive Committee; and shall be called on application in writing to the Secretary supported by ten per cent of the total voting membership of the Association.

9. Notices

9.1 Any amendments to the Constitution shall be proposed in writing to the Secretary at least four weeks before the Annual General Meeting or any Extraordinary General Meeting. Any other proposals shall be notified to the Secretary at least fourteen days in advance of the meeting at which they are to be considered. A simple majority shall carry any such amendment or proposal.

9.2 The Agenda of the Annual General Meeting and of any Extraordinary General Meeting shall be made available to Clubs to distribute to all members not less than fourteen days before the meeting.

10. Dissolution of the Association

Upon dissolution of the Association, any remaining assets shall be given or transferred to another registered Community Amateur Sports Club, a registered charity or British Orienteering, the sport's governing body, for use by them in related community sports.