



BRITISH ARMY ORIENTEERING CLUB

Constitution (January 2007)



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1. Title

The name of the club shall be British Army Orienteering Club (subsequently referred to as BAOC or the Club).

2. Aims

1. To promote and foster the sport of orienteering for all ages and abilities, and to encourage individual, unit, formation and Army-wide participation.
2. To maintain membership links with the South Central Orienteering Association (SCOA) and British Orienteering.
3. To organise annually a suitable variety of orienteering events.
4. To ensure that orienteering events that are organised by the Club follow British Orienteering's 'Orienteering Rules and Guidelines'.

3. Officers

1. A Chairman, Secretary and Treasurer of the Club shall be elected by a majority vote at each Annual General Meeting.
2. The Secretary or assistant shall record minutes of Annual General Meetings, Extraordinary General Meetings and Management Committee Meetings.
3. The Treasurer shall prepare accounts and balance sheets which shall be audited and published at each Annual General Meeting.
4. Cheques drawn on the Club's bank account above £500 shall be signed by any two of the Chairman, Secretary and Treasurer.

4. Management Committee

1. Election of the Management Committee

The Club shall elect a Management Committee at each Annual General Meeting. The Management Committee shall comprise a Chairman, Secretary, Treasurer, Webmaster, Team Captain, Equipment Officer, Newsletter ("Navigator") Editor and up to six other committee members.

2. Functions of the Management Committee

1. To manage the operation of the Club in such a way that the aims of the Club, as described in section 2, are realised. In order to carry out this function, the Management Committee should meet at least twice per year.
2. To co-opt additional committee members as necessary. Co-opted committee members are not eligible to vote at Management Committee meetings.
3. To appoint sub-committees, as necessary, to carry out delegated functions. These functions might include, for example, co-ordination of fixtures and co-ordination of mapping.

4. To appoint individual Club members, as necessary, to carry out delegated tasks. These tasks might include, for example, compilation of club statistics, equipment storage and map storage.
3. **Quorum.** A quorum at a Management Committee meeting shall comprise at least four committee members.

5. General Meetings

1. **Annual General Meeting.** An Annual General Meeting (AGM) of the Club shall be held within three months of the end of the Club's financial year, between 1 October and 31 December. The AGM shall include reports from the Chairman, Secretary and Treasurer, the election of the following year's Management Committee, and the transaction of other business. An Auditor shall be appointed.
2. **Special General Meeting.** A Special General Meeting may be called at any time by the Management Committee or by written application by a quorum (see Section 5.5) of Club members to the Secretary. A Special General Meeting shall be held within six weeks of receipt of such an application.
3. **Notice of Meetings.** At least two weeks notice must be given to all Club members of a General Meeting. All proposals for discussion at a General Meeting shall be seconded and notified to the Secretary in writing at least two days before the meeting. All nominations for Management Committee members shall be notified to the Secretary at least two days before each AGM, nominees having indicated their willingness to stand for the position for which they are nominated. Nominations may be accepted from the floor of the meeting for any Management Committee positions for which nominations have not been received prior to the meeting.
4. **Voting at General Meetings.** All Club members present aged 16 and over have one vote, except that a Group has only one vote. Voting at General Meetings shall be by a show of hands unless a secret ballot is requested by either the Chairman or by one third of those Club members who are eligible to vote. The Chairman shall cast the deciding vote in the event of a tie.
5. **Quorum.** A quorum of the Club shall comprise ten Club members aged 16 and over or one fifth of the membership of the Club aged 16 and over, whichever is least. A Group, if present, shall count as one Club member.

6. Membership

1. Categories of membership (e.g. Club, Full, Senior, Junior, Family, Group) shall be consistent with SCOAs and British Orienteering's policies.
2. Life members of the Club shall be proposed by the Management Committee, and shall be elected by a two-thirds majority vote of those Club members present at an Annual General Meeting.
3. Membership subscriptions shall be determined at the AGM each year and shall become due on 1 January following the AGM. Members who have not renewed their membership within four months of the due date will cease to be members of the Club.
4. An application for membership of the Club may be refused by a majority vote at a meeting of the Club's Management Committee.
5. The Management Committee can expel a Club member from the Club. Prior to expulsion, the Club member shall be given a month's notice of the intended expulsion, and an opportunity to state his/her case before the Management Committee.
6. All members of the Club must accept that their membership details will be stored in electronic form, and may be made available to other Club members electronically and on paper.

7. Changes to the Constitution

This constitution shall not be altered or rescinded without the consent of two-thirds of voting Club members present at an Annual General Meeting or at a Special General Meeting convened as described in Section 5.2. Details of any proposed amendments shall be circulated to all Club members before the meeting.

8. Auditor

The auditor shall be required to audit the accounts of the Club prior to each year's AGM, and shall be given access to the Club's books, accounts, equipment, maps and property.

9. Dissolution of the Club

Any decision to dissolve the Club shall be taken at a General Meeting and must be passed with the consent of two-thirds of voting Club members at the meeting. Any remaining assets shall revert to the Army Orienteering Association.