

London Orienteering Klubb Constitution

This document supercedes all previous versions of a constitution for London Orienteering Klubb.

1. TITLE

The club shall be called "London Orienteering Klubb" (subsequently referred to as the Klubb) for matters related to the administration of the Klubb. For entries to competitive orienteering and related sports at club and individual level the abbreviation "LOK" may be used.

2. OBJECTIVES

The objectives of the Klubb shall be to promote and develop the sport of orienteering for all ages and abilities and encourage competition at all levels, in accordance with the British Orienteering Federation (BOF) Rules and Guidelines in existence at any time.

3. MEMBERSHIP AND SUBSCRIPTIONS

The Klubb shall be an affiliated member of the BOF and of the South East Orienteering Association (SEOA).

Membership of the Klubb shall be open to any individual and any group on payment of an annual subscription. All members of the Klubb will be subject to the regulations of the constitution and by joining the Klubb will be deemed to accept these regulations. All members of the Klubb accept that their membership details may be stored in electronic form and may be made available to other members of the Klubb electronically and/or on paper.

The categories of membership shall be consistent with BOF policies in existence at any time.

Honorary life membership may be accorded by the Annual General Meeting (AGM) to a member who has made an outstanding contribution to the Klubb.

The annual subscription levied by the Klubb will be determined by a resolution passed at a Committee Meeting and shall be due on each 1st January. Where a subscription is more than three (3) months overdue, the member is deemed to have left the Klubb.

4. MANAGEMENT

The affairs of the Klubb shall be managed by a Committee of officers, elected by the AGM and holding honorary positions. The principal offices shall include the following:

Chairman	Membership Secretary
Secretary	Mapping Officer
Treasurer	Equipment Officer
Fixtures Secretary	Klubb Captain

Other positions of office may be created by the Committee as needed for the purposes of managing the Klubb's affairs. All officers shall retire each year but shall be eligible for re-appointment. The Committee may co-opt any eligible member to fill any office falling vacant.

The honorary position of Chairman shall not be held by the same individual for longer than five (5) consecutive years. No person should hold more than two (2) principal offices.

The Committee, which is mandated to take decisions on behalf of the Klubb, shall be responsible for the day to day affairs of the Klubb, proposing and adopting new policies, codes of conduct and rules that affect the organisation of the Klubb in accordance with the Klubb's objectives.

The Committee shall meet at least six (6) times each year. Klubb meetings shall be open to all members of the Klubb and the dates and venues of all Klubb meetings shall be available in advance. A quorum shall consist of four (4) officers, including two (2) principal officers. In the absence of the elected Chairman, the meeting shall elect a temporary chair for that meeting.

Only elected and co-opted officers can vote at Klubb meetings and shall have one vote each (even if two offices are held). The Chairman or temporary chair shall have an additional casting vote.

The Committee shall arrange that a Klubb newsletter and/or magazine is circulated to members and shall appoint an editor who shall determine the contents. However, the editor shall allow the Committee to inform members of topics it has under discussion and of major decisions taken, by means of the Klubb newsletter or magazine.

5. FINANCE

The financial year of the Klubb shall run from 1st September to 31st August. The Klubb accounts shall be audited annually. The Honorary Auditor shall be appointed at the AGM and shall not be a member of the Committee.

The Treasurer shall prepare annual accounts for auditing and a Financial Report for the AGM. The Treasurer should also make interim accounts available to the Committee at each Klubb meeting.

A bank account shall be held in the name of London Orienteering Klubb. Cheques shall be signed by the Treasurer, and may be signed by another authorised signatory (as agreed by the Committee) if deemed necessary. Authorised signatories will be chosen from the Chairman or Secretary.

6. ANNUAL AND EXTRAORDINARY GENERAL MEETINGS

The Klubb shall hold an AGM between 1st September and 30th November each year. All Klubb members shall be given notice of the AGM at least twenty-one (21) days in advance.

The agenda for the AGM shall be:

- a. To approve the minutes of the previous AGM
- b. To receive the Chairman's annual report
- c. To receive the Treasurer's annual report and approve the accounts for the previous financial year
- d. To elect Klubb officers, Auditor and Honorary Life members
- e. To consider any resolutions or amendments to the Constitution
- f. To approve items of policy or principle proposed in advance by the Committee or Klubb members
- g. To consider any other business relating to the well-being and/or development of the Klubb

Nominations, with proposer and seconder, of candidates for election of officers and Honorary Life Members shall be made in writing (or e-mail) to the Secretary prior to the start of the AGM.

Items of business, including amendments to the Constitution, with proposer and seconder, shall be made in writing (or e-mail) to the Secretary fourteen (14) days in advance of the AGM.

An Extraordinary General Meeting (EGM) may be called by the Committee or by a written petition to the Secretary signed by not less than ten (10) Klubb members, outlining the reasons for calling the meeting. All Klubb members shall be given notice of an EGM at least twenty-one (21) days in advance. Only business directly related to the subject of an EGM shall be discussed at the EGM.

A quorum at the AGM or EGM shall be ten (10) Klubb members or 10% of the Klubb membership, whichever is the greater. All members of the Klubb over the age of sixteen (16), including those who are part of a family membership shall be eligible to vote. In the case of group membership, only one vote shall be recorded.

Amendments to the Constitution at an AGM or EGM shall be by the consent of two-thirds of the Klubb membership present. Other decisions at an AGM or EGM shall be by a simple majority of votes.

7. DISSOLUTION

The Klubb may be dissolved by the consent of two-thirds of the Klubb membership at an AGM or EGM.

In the event of dissolution, any monies or assets shall become the property of BOF.

8. COPYRIGHT

Any map produced by member(s) at the Klubb's expense shall become the sole copyright of the Klubb. Articles submitted to the Klubb newsletter and/or magazine shall remain the copyright of their authors.