

# CONSTITUTION OF THE SOUTH WEST ORIENTEERING ASSOCIATION

## 1. TITLE AND PURPOSE

The Association shall be called the South West Orienteering Association (SWOA). The objects of the Association shall be to encourage, promote and control the sport of orienteering as defined in the rules of the British Orienteering Federation (BOF) in the area of Sport England South West. Adjustments may be made to this area if approved by BOF.

## 2. MANAGEMENT

(a) The affairs of the Association shall be managed by an Executive Committee which shall meet and act for the efficient conduct of the Association's business, but in any event not less than twice a year. The Executive Committee shall carry out the decisions of the Annual General Meeting (AGM) or any General Meeting. An appropriate officer shall keep Minutes to record the business of all meetings and the names of those present. A quorum shall consist of not less than four of the elected members of the Committee. Committee and General meetings may be held as virtual meetings, which do not require the physical presence of those attending.

(b) The Executive Committee shall be elected at the AGM and shall consist of:

(i) The Officers: A Chairman; a Treasurer; a Membership Secretary; a Fixtures Secretary; an Administrative Secretary. The roles of Treasurer and Membership Secretary may be combined.

(ii) Up to six elected members.

(iii) Elected officers and committee members must be individual members of SWOA and BOF.

(iv) In addition, there may be one representative from each affiliated specialist Orienteering Club; The representative must be a BOF member and the club must be affiliated to BOF.

(v) A list of all Officers shall be published in the Association Newsletter at least once a year, and on the SWOA website.

(c) Each officer, elected member and club representative present at Committee meetings shall have one vote at those meetings. Any one person shall have only one vote.

(i) Where the SWOS Manager is an elected member of the committee, in the event that s/he is unable to attend a meeting, then the Deputy Manager may attend instead and exercise the associated right to vote.'

(d) The Executive Committee shall have the power to:

(i) Appoint additional officers, but if these come from outside the Committee, they shall not have a vote at meetings.

(ii) Appoint representatives to each BOF committee or working group that accepts representatives from regional associations. Each representative shall report back to the SWOA Committee after attending BOF meetings.

(iii) Constitute sub-committees as may be deemed necessary.

(iv) Co-opt up to four extra members, but these members shall not have a vote.

(v) Fill any vacancy that may occur among the officers.

(vi) Organise fixtures, courses and conferences so as to encourage the development of the Sport of Orienteering in the South West. The Association will also organise major fixtures in the South West as requested by BOF and for such events will appoint or confirm a Coordinator or Organiser and Planner(s) and a Controller if one is not appointed by BOF. The Coordinator or Organiser shall report to the Executive Committee on the progress of arrangements for such events.

(vii) The Association shall have the power to fix a levy on entry fees for events that are registered through it. The Executive Committee shall fix the system of calculation and amount of the levy.

(viii) Appoint representatives to outside bodies in order to further the cause of orienteering. These representatives shall report to the Executive Committee.

(ix) Appoint the Editor and approve the format and publication procedure of an Association newsletter.

## 3. PRESIDENTS AND VICE-PRESIDENTS

A President of the South West Orienteering Association may be elected annually at the AGM. Vice-Presidents may also be elected. These positions carry no voting rights.

## 4. MEMBERSHIP

(a) Membership fees for the following year and/or the year subsequent to that year shall be determined at each AGM or at an Extraordinary General Meeting and shall be due on 1st January. Membership categories shall be the same as those used by BOF.

(b) Honorary Life Membership shall be accorded to persons who have given outstanding service to orienteering in the South West and who have been recommended by the Executive Committee and their nomination approved at the AGM.

## 5. VOTING AT GENERAL MEETINGS

Each individual member who will be 18 years old or older on 31st December in the year in which the AGM is held shall have one vote each at a General Meeting. Proxy or postal voting is not permitted.

## 6. FINANCE

(a) The financial year of the Association shall run from 1st August to 31st July the following year. The accounts of the Association shall be balanced at 31st July and submitted, after independent audit, to the AGM that follows the audit.

(b) Signatories to the SWOA bank accounts are Chairman, Secretary and Treasurer – their authority with the bank allows them to act independently.

SWOA internal governance allows payments of up to £300 to be made by one permitted signatory, payments between £300 - £600 require approval of a second signatory and any amounts above £600 shall be referred to the Executive Committee.

(c) The financial arrangements for National Championships and the JK when held in the region shall be as agreed with BOF.

## 7. BRITISH ORIENTEERING RULES, REGULATIONS AND POLICIES

(a) The South West Orienteering Association agrees to adopt the up to date British Orienteering Policies, Procedures, Rules and Regulations as published on the British Orienteering website.

(b) All individuals involved in orienteering through the South West Orienteering Association 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.

(c) Both the South West Orienteering Association and its members agree to abide by the final outcome of any disciplinary and appeal proceedings.

(d) These clauses replace the clauses published previously and particularly those included in the appendix of O-Safe.

## 8. ANNUAL GENERAL MEETING

The Association will hold an AGM not later than 31st October each calendar year, and preferably during the Caddihoе Chase weekend in September. Notice of the AGM shall be given on the Association website at least two months before the proposed date. The agenda for the meeting shall be available to members at least three weeks before the meeting. A quorum shall consist of not less than four of the elected members of the current Committee

## **9. EXTRAORDINARY GENERAL MEETING**

An Extraordinary General Meeting (EGM) may be called by the Executive Committee, or by an application in writing to the Administrative Secretary which is supported by at least ten of the voting membership of the Association. The administrative cost of arranging an EGM shall be borne by those who apply for it to be held, unless it be called by the Executive Committee.

## **10. THE CONSTITUTION**

Copies of the Constitution shall be sent to all Clubs. Copies shall be available from the Administrative Secretary for all members on request.

## **11. AMENDMENTS TO THE CONSTITUTION**

- (a) Any amendment to the Constitution shall be proposed in writing to the Administrative Secretary at least one calendar month before the AGM or an EGM.
- (b) Alterations to the Constitution require a simple majority at the AGM or at any EGM that may be called under Clause 9.

## **12. DISSOLUTION** In the event of the dissolution of the Association, its assets shall be distributed to the constituent clubs in proportion to their membership.

*Compiled by Katy Dyer, SWOA Secretary, with the assistance of the SWOA Committee. Adopted at the SWOA AGM, 2 September 2017. This version contains all amendments made up to and including those made at the 2025 AGM.*