



Welsh Orienteering Association

Constitution

Revised March 2011

WELSH ORIENTEERING ASSOCIATION

CONSTITUTION

1. Title

- 1.1 The Association shall be called the Welsh Orienteering Association (hereinafter referred to as the Association).

2. Relationship to British Orienteering

- 2.1 The Association shall be a constituent Association of British Orienteering.
- 2.2 The rules of British Orienteering, including those regarding drug control, shall apply to all competitions held in Wales, and to all clubs and organisations affiliated to the Association.
- 2.3 These rules shall be binding on all competitors, team officials and all other persons connected with the organisation of an event or in contact with the competitors. Competitors taking part in competitions to which these rules apply shall be deemed to have accepted them.
- 2.4 Ignorance of these rules, or any other instructions issued by the organiser by way of notice (whether with pre-race information or prominently displayed at the competition), shall not be accepted as a satisfactory explanation for any infringement.
- 2.5 The Association has adopted the British Orienteering policies relating to Child Protection, Equity and Inclusion, Code of Ethics, Privacy, the Environment and Health and Safety. These documents are available on the British Orienteering website.

3. Objectives

- 3.1 The objectives of the Association shall be:
- (a) To encourage, develop and control the sport of orienteering throughout Wales.
 - (b) To promote the annual Welsh Orienteering Championships.
 - (c) To publish news and views, advance notice of fixtures and anything else pertinent to the working of the Association.

4. Membership

- 4.1 Membership of the Association shall be open to individuals, families, clubs and groups actively interested in the sport of orienteering, subject to the following conditions:
- (a) That they comply with the constitution of the Association.
 - (b) Either (i) that they are members of a club which is affiliated to the Association;
Or (ii) that they pay to the Association the prescribed membership fee.
- 4.2 The categories of membership shall be defined as follows:

Individuals - Individual membership shall be open to senior and junior men and women. (**Note:** For the purposes of assessing fees and age classifications, a person's age in a given year shall be taken as their age on 31st December in that year. The terms 'senior' and 'junior' shall refer to persons 21 years or older and under 21 respectively.)

Clubs - Clubs which have paid the prescribed membership fee to the Association in respect of each senior and junior man and woman in membership of the club, and registered with the secretary of the Association the names of three officers of the club, one of whom shall be the secretary, shall be deemed to be affiliated to the Association. (**Note:** A 'club' is an organisation formed for the purpose of active participation in orienteering.)

Honorary Life Members - Honorary life membership shall be accorded to persons who have given outstanding service to orienteering, who have been recommended by the Executive

Committee of the Association and whose nominations have been approved by the Annual General Meeting of the Association.

Families - One adult minimum, two adults maximum.

Non-Specialist Groups - This category of membership shall be open to groups and organisations which cover a number of activities, whose members only take part in orienteering competitions on an occasional basis.

5. Rights and Privileges

5.1 Individual, fully paid up club, and honorary life members shall have the right to:

- (a) attend all General Meetings of the Association and enjoy full speaking and voting rights.
- (b) nominate, second, and stand in any election of the Association.
- (c) propose, second and vote for any motions of the Association.
- (d) compete in any event registered with the Association.
- (e) compete in the Welsh Orienteering Championships subject to nationality or residential status (see WOA Championships Rules).

5.2 Family members shall have the right to:

- (a) attend all General Meetings of the Association and enjoy full speaking rights and one vote per family.
- (b) the privileges at 5.1(b), (c), (d) and (e) above.

5.3 Non-Specialist Groups shall have the right to:

- (a) nominate one member of their organisation who shall enjoy the rights and privileges mentioned at 5.1(a), (b) and (c) above
- (b) enter their members in any event registered with the Association;
- (e) enter their members in the Welsh Orienteering Championships subject to nationality or residential status (see WOA Championships Rules).

6. Membership Fees

6.1 Membership fees are due annually on 1st January.

6.2 The membership fees for the following year shall be determined at the Annual General Meeting.

7. General Meetings

7.1 The General Meeting of the Association shall be the governing body of the Association competent to transact all business.

7.2 An Annual General Meeting shall be held each year.

7.3 Extraordinary General Meetings may be called:

- (a) at the request of the Chairman.
- (b) at the request of the Executive Committee (see clause 19.7 below).
- (c) on an application in writing to the Secretary which is supported by ten per cent of the total voting membership of the Association.

7.4 At the Annual General Meeting the following business shall be transacted:

- (a) receipt and discussion of annual reports from the Officers and Advisors.
- (b) approval of accounts for the previous membership year and the Auditor's report.
- (c) determination of the membership fees for the ensuing year.
- (d) election of Officers.
- (e) election of the Auditor who should not be a member of the Executive Committee, to carry out an annual audit of the Association's financial affairs.

- 7.5 General Meetings shall be convened by the Secretary.
- 7.6 At least 28 days notice of any General Meeting shall be given to all individual, honorary life and family members, and to all affiliated clubs and all non-specialist groups in membership of the Association.
- 7.7 Notice of motions and/or constitutional amendments shall be forwarded to the Secretary at least 21 days before the date of the General Meeting.
- 7.8 Nominations of persons to serve as officers of the Association shall, if made in advance of the Annual General Meeting, be made in writing or by email and include the names of the proposer and seconder and an indication that the candidate is willing to serve if elected.
- 7.9 A copy of the Agenda, including any motions and Constitutional amendments and, in the case of the Annual General Meeting, a copy of the Treasurer's report and financial statement shall be available on the Association website at least 14 days before the date of the meeting.

8. Officers

- 8.1 The Officers of the Association shall be as follows:
- (a) Chairman
 - (b) Secretary
 - (c) Treasurer
 - (d) Fixtures Secretary
 - (e) Information Officer
 - (f) Mapping Officer
 - (g) Coaching Officer
 - (h) Technical Officer
 - (i) Membership Secretary
 - (j) Development Officer
- 8.2 The Officers shall take office on the day following their election, which shall take place at the Annual General Meeting, subject to clause 19.7 below.

9. Chairman

- 9.1 The Chairman shall:
- (a) chair General Meetings of the Association and meetings of the Executive Committee. In the absence of the Chairman one of the officers present shall chair the meeting.
 - (b) represent the Association at meetings with any other organisation.

10. Secretary

- 10.1 The Secretary shall:
- (a) be responsible for maintaining a copy of the current Constitution of the Association.
 - (b) be responsible for maintaining a true record of all meetings of the Association and for calling and publicising such meetings.
 - (c) deal with all the correspondence other than that falling to the other Officers and Advisors.

11. Treasurer

- 11.1 The Treasurer shall:
- (a) be responsible for keeping a record of the financial transactions of the Association.
 - (b) present a report and financial statement for the previous year at the Annual General Meeting.
 - (c) prepare a budget for the forthcoming year for presentation at the Annual General Meeting

- (d) submit recommendations for the membership fees for the ensuing year

12. Fixtures Secretary

12.1 The Fixtures Secretary shall:

- (a) be responsible for co-ordinating orienteering events within Wales and for maintaining liaison with British Orienteering thereon, with a view to the inclusion of Welsh events on the official national fixtures list.
- (b) represent the Association at the British Orienteering Fixtures Group.

13. Information Officer

13.1 The Information Officer shall:

- (a) publicise the affairs of the Association, Welsh orienteering and Welsh orienteering events.

14. Mapping Officer

14.1 The Mapping Officer shall

- (a) be a full or a correspondent member of the British Orienteering Map Group.
- (b) be responsible for the dissemination of advice and instruction on mapping affairs relating to orienteering within the Association

15. Coaching Officer

15.1 The Coaching Officer shall:

- (a) be responsible for providing advice on and co-ordinating all coach education courses.
- (b) facilitate access to any necessary training courses for current and aspiring coaches.
- (c) ensure that all coaches in Wales are aware of British Orienteering, Association and national developments and upgrades in coaching.
- (d) maintain a database of all the Association's coaches.
- (e) produce plans and budgets in consultation with the Treasurer.
- (f) represent the Association at the British Orienteering Coaching Committee.
- (g) remind coaches to register all coaching activities with British Orienteering.
- (h) assist clubs in identifying and supporting suitable potential coaches.
- (i) represent the WOA as the Child Protection Officer to any other organisation.
- (j) ensure all adults who have regular contact with the junior squads through coaching activities have a Criminal Records Bureau check performed.

15.2 The Junior Squad Coach will be responsible for co-ordinating the coaching activities of the junior squad.

15.3 Responsibility for coaching others will lie with the clubs. Clubs should be encouraged to maintain a minimum of two qualified coaches.

16. Technical Officer

16.1 The Technical Officer shall:

- (a) be a Grade A or B Controller.
- (b) represent the Association at the British Orienteering Rules Group.
- (c) be the 'controller of controllers' in Wales in accordance with the requirements of the British Orienteering Rules Group.

- (d) keep the following records of all Association Controllers: name, address, telephone number, email address, record of qualifications, appointment date and upgrading.
- (e) recommend the appointment and upgrading of Controllers in accordance with British Orienteering Appendix C and monitor the Controllers list.
- (f) arrange any necessary training and courses for present Controllers, new Controllers and Planners. This shall include producing plans and budgets in consultation with the Treasurer.
- (g) assist clubs that might be experiencing difficulty in appointing Controllers for Association listed events.
- (h) be responsible for monitoring the technical aspects of orienteering in Wales and recommend policies and actions to the Executive Committee.
- (i) ensure that all Controllers in Wales are aware of British Orienteering and Association Rules, Rule changes and updates.
- (j) act where possible as a referee on disputes that may arise involving the technical aspect of orienteering in Wales.

17. Membership Secretary

17.1 The Membership Secretary shall:

- (a) be responsible for keeping a list of all affiliated to the Association, including such details as name, address, telephone number, email address, British Orienteering class, British Orienteering number and club.
- (b) produce membership lists for the use of fellow Committee members;

18. Development Officer

18.1 The Development Officer shall:

- a) Assist clubs in forming development plans.
- b) Provide guidance on funding available for development initiatives.
- c) Represent the Association at the British Orienteering Development Committee meetings.
- d) Facilitate development workshops/conferences for the Association and its clubs as required

19. Executive Committee

19.1 The Executive Committee shall consist of:

- (a) the Officers as defined in clause 8.1 above.
- (b) one representative from each affiliated orienteering club.
- (c) up to three co-opted members as defined in the Appendix.
- (d) any number of Advisors.

19.2 Between General Meetings the Executive Committee shall be responsible for conducting the business of the Association; minutes of all Executive Committee meetings shall be available to all members of the Association.

19.3 The Executive Committee shall meet at least twice yearly; extra meetings may be convened at the request of the Chairman or by half of the Executive Committee in writing, or by vote at an Executive Committee meeting.

19.4 The quorum of the Executive Committee shall consist of not less than one quarter of the total voting strength of the Committee, including at least three office bearers.

19.5 The Executive Committee shall have the power to appoint members as Advisors for tasks or duties which fall outside the scope of the Officers; these shall have full speaking rights but no voting rights.

19.6 The Executive Committee shall have the power to delegate responsibilities to Sub-Committees to conduct the affairs of the Association.

- 19.7 The Executive Committee shall have the power to fill, pending the next AGM, up to three vacancies in its membership. If more than three vacancies arise between two AGMs, an Extraordinary General Meeting shall be called at which fresh elections shall be held.
- 19.8 The Executive Committee members shall have the rights and responsibilities outlined in the Appendix.

20 Amendments to the Constitution

- 20.1 No amendment may be made to this Constitution unless:
- (a) it appears on the agenda of a General Meeting.
 - (b) it is approved by two-thirds of those present and entitled to vote at such a Meeting.

21. Dissolution of the Association

- 21.1 The Association may be dissolved at any time following the agreement of three-quarters of the members as testified by their signatures to a written instrument of dissolution.

Following the decision to dissolve the Association, the accounts will be audited and any assets remaining, after the satisfaction of all the Association's debts and liabilities, shall be given or transferred to British Orienteering or some other orienteering institution having similar aims and objectives to the Welsh Orienteering Association. This issue shall be determined by the members of the Association at or before the time of dissolution.

Appendix
Executive Committee

1. Officers

- 1.1 Appointed: By majority vote at the AGM. Must seek re-election each year.
- 1.2 Voting: Eligible to vote at all meetings.
- 1.3 Attendance: Expected to attend Executive Committee and General Meetings.
- 1.4 Expenses: May claim 100% travel expenses for all meetings, and incidental administrative expenses.
- 1.5 Reports: should produce a written Annual Report and written or verbal Committee reports.

2. Club Representatives

- 2.1 Appointed: By Club. One representative per affiliated Club.
- 2.2 Voting: As Officer.
- 2.3 Attendance: Expected to attend Executive Committee meetings to represent the Club's interests.
- 2.4 Expenses: May claim 75% travel expenses for Executive Committee meetings.
- 2.5 Reports: Written or verbal to Executive Committee. Must be able to speak on behalf of the Club. Expected to take Association news, views and decisions to the Club and to report Club's news, views and decisions to the Executive Committee.

3. Co-opted Members

- 3.1 Appointed: Co-opted by Executive Committee to fill post left vacant mid-term. Must seek election at next AGM.
- 3.2 Voting: As Officer.
- 3.3 Attendance: As Officer.
- 3.4 Expenses: As Officer.
- 3.5 Reports: As Officer.

4. Advisors

- 4.1 Appointed: By majority vote of Executive Committee for a specific task; retains position until dismissed by majority vote of Executive Committee, resigns, or task completed.
- 4.2 Voting: General Meetings only.
- 4.3 Attendance: May attend any meeting. May be asked by Executive Committee to attend specific meetings.
- 4.4 Expenses: 100% of travel for Executive Committee meetings only; or when asked to attend a specific meeting. Incidental administrative expenses may be claimed.
- 4.5 Reports: Should report to Executive Committee when asked to do so.