

# North East Orienteering Association (NEOA)

## Constitution

### 1. Title, Purpose and Responsibility

The association shall be called the "North East Orienteering Association" hereinafter referred to as the Association.

The purpose of the Association – coordinate the activities of Orienteering Clubs in the North East Region to encourage, promote and control the sport of orienteering. The NE Region is defined as:

- The Metropolitan Authorities which previously comprised the Metropolitan counties of Tyne and Wear and Cleveland
- The counties of Northumberland and Durham
- Those parts of the county of North Yorkshire as agreed between the Association, the Yorkshire and Humberside Orienteering Association and the British Orienteering Federation (hereinafter referred to as just British Orienteering).

The Association is responsible for:

- The co-ordination of orienteering within the Region.
- The representation of Region at National level.
- The representation of the Region on British Orienteering Committees.
- The representation of the sport on Regional Sports Bodies (e.g. Sport North East).
- The regional fixtures list and approval and control of major fixtures held under British Orienteering auspices within the Region.
- The appointment and training of event officials and coaches to the appropriate level.

### 2. Member Clubs

Membership of the Association shall be open to all those orienteering clubs affiliated to British Orienteering and based within the NE region<sup>1</sup>. The Officers of the Association shall extend membership to any new club whenever it is formed. Membership of any closed club, which is not regionally based, shall be at the discretion of the Executive.

### 3. Management

#### 3.1 Executive

The affairs of the Association shall be conducted by an Executive committee (hereinafter referred to as the Executive). The Executive shall consist of the officers listed below:

- Chairperson/Secretary
- Treasurer.
- A representative from each Member Open Club.
- A representative from each Member Closed Clubs.

The first two officers shall be ratified by an Annual Club Delegate Conference. The other officers shall be appointed by their clubs. All members of the Executive shall be full members of British Orienteering.

The Executive shall act and communicate as required for the efficient conduct of Association business. An appropriate officer shall maintain decision records.

The executive shall have the power to

- Delegate its responsibilities to sub-committees as may be deemed necessary.
- Appoint additional Association Representatives and Coordinators as required.
- Grant membership to any new Club upon formation.

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<sup>1</sup> At present this will include the open clubs Cleveland Orienteering Klub (CLOK), Newcastle and Tyneside Orienteers (NATO) and Northern Navigators Orienteering Club(NN) and the closed clubs Durham University Orienteering Club (DUOC) and University of Newcastle Orienteering Club (UNOC).

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### 3.2 Regional Coordinators

Regional Coordinators shall be appointed to undertake specific coordination duties. They shall report to the Executive and Clubs on a regular basis. They will provide information as required for dissemination amongst clubs (for example via Club Newsletters). The appointment of coordinators shall be ratified by an Annual Club Delegate Conference. All coordinators shall be full members of British Orienteering.

The following co-ordinators are to be appointed:

- Events Coordinator.
- Standards Coordinator.
- Coaching Coordinator

#### 3.2.1 Events Coordinator

The Events Coordinator shall be responsible for the coordination of club fixtures and the organisation of regional competitions. He or she shall also be responsible for inserting other events (e.g. courses) in the calendar and the provision to clubs of a regional events list.

#### 3.2.2 Standards Coordinator

The Standards Coordinator shall be responsible for the communication of any changes to technical standards and the appointment and control of event officials. He or she shall also be responsible for the monitoring and reporting of all major events within the region <sup>2</sup>.

#### 3.2.3 Coaching Coordinator

The Coaching Coordinator shall be responsible for the communication of any changes to coaching standards and the appointment and control of coaches. He or she shall exercise control over the activities of the regional Junior Squad.

### 3.3 Regional Representatives

The Executive shall ensure that the Association is represented at British Orienteering Committees and that the Association Representatives are aware of the views of the Clubs and report back to the clubs on any matters of concern. Where the boundaries of the British Orienteering committee fall within the role of an Association Coordinator that person shall be the Association Representative.

The Association Representatives shall communicate to the Executive on a regular basis on the subject and decisions made at British Orienteering committees/working groups.

The appointment of representatives shall be ratified by an Annual Club Delegate Conference. All representatives shall be full members of British Orienteering and be active in orienteering <sup>3</sup>.

### 3.4 Honorary President

An Honorary President may be appointed by the Executive.

## 4. Affiliation

The Association shall be affiliated to British Orienteering as the governing body for the sport of orienteering in Great Britain. The Association shall be affiliated to the English Orienteering Council as the representative body for competitive orienteering in England.

## 5. Membership

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<sup>2</sup> Major Events are defined as any event of Level B or above plus any event hosting a NEOA championship.

<sup>3</sup> As at Nov 2016 the only British Orienteering Committee/Group on which regional representatives sit is the Event Scheduling Group.

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Membership of the Association shall be granted automatically to any individual, family, or group that is a member of those Clubs comprising the Association <sup>4 5</sup>.

### 6. Annual Club Delegate Conference

A Club Delegate Conference shall be held annually in or as close as possible to October. The Executive Officers, Regional Coordinators and Representatives shall report to the Conference on the previous year's activities and provide a guide to future policy.

Each club shall have one vote per 25 or part members (as at the previous December 31st). Attendance at the conference shall be open to all members of the Member Clubs.

### 7. Extraordinary Club Delegate Conference

An Extraordinary Club Delegate Conference can be called by the Executive or on application, in writing, to the Secretary which is supported by two of the member clubs.

### 8. Finance

The financial year of the Association shall run from 1st September to 31st August each year. The accounts of the Association shall be balanced each year and submitted after independent audit to the Member Clubs.

All cheques or online transactions written against the Association funds shall be signed by the Treasurer and either the Chairman or another Officer. The Association shall be funded by a levy on the Open Member Clubs. This shall be proportioned according to the relevant membership figures at 31st July in the previous financial year.

The Association budget and any event levy required by the Executive shall be approved by the Club Delegate Conference.

### 9. Rules of open Competition and Bylaws

The rules of open competition and bylaws shall be in accordance with those laid down by British Orienteering.

Eligibility for entry to such competitions as are organized by the Association shall be granted to British Orienteering members. The information about eligibility shall be taken from British Orienteering database.

### 10. Notices

The Secretary shall provide notice to member clubs of a Club Delegate Conference 30 days beforehand for the annual meeting or 60 days beforehand for an extraordinary meeting. The agenda and papers of the Delegate Conferences shall be made available to all clubs for dissemination to their members.

### 11. Alterations to Constitution

Alterations to the constitution require a simple majority at a Club Delegate Conference.

### 12. Dissolution

If the Executive decides at any time that it is necessary to dissolve the Association it shall call a Club Delegate Conference.

The Executive's decision must be approved by two thirds of the votes at the conference. After such a decision the Executive shall have the power to dispose of all the assets held by, or in the name of the Association.

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<sup>4</sup> Club is defined as a club registered with British Orienteering as having paid the appropriate affiliation fee for the current year.

<sup>5</sup> The term "Individual" is synonymous with British Orienteering membership categories of that names. The terms "Family" and "Group" are as defined by the Clubs (British Orienteering has no such membership categories).

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Any assets remaining after the satisfaction of any proper debts and liabilities shall be transferred to one or more voluntary Associations or Clubs with objects similar to those of the Association.

### 13. Policies

The Association 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 the 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.

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

NEOA Constitution Version 4 (20 November 2016)