

Constitution of Orienteering Ireland

(Amended May 2002)
(Amended December 2004)
(Amended June 2007)
(Amended May 2008)

(Amended May 2009)
(Amended May 2015)
(Amended May 2018)
(Amended May 2021)

1 Title

- 1.1 The Association shall be called Orienteering Ireland, and shall be referred to as the Association in this document.

2 Purpose

- 2.1 The Purpose of the Association is to promote and govern the sport of orienteering in the Republic of Ireland. Any reference to Ireland in the Constitution shall mean the Republic of Ireland unless otherwise stated. Orienteering may take many forms, such as Foot Orienteering, Mountain Bike Orienteering, Ski-Orienteering, and Trail Orienteering. Foot Orienteering is the predominant form practised in Ireland.

3 Vision

- 3.1 "To provide quality orienteering to all participants at all levels."

4 Definitions of Terms

The following definitions and interpretations apply to the Constitution.

- 4.1 The term "IOF" means the International Orienteering Federation, of which the Association is a member federation.
- 4.2 The term "NIOA" means the Northern Ireland Orienteering Association.
- 4.3 The word "shall" will be treated as a command in the Constitution.
- 4.4 An "orienteering club" is an association of persons united in their interest in orienteering and their participation in orienteering activities (although not necessarily exclusively so), for which a written constitution exists, which has been accepted as a valid orienteering club by the Association, and for which the appropriate affiliation fees are paid up to date. For the purpose of this definition the activities of an orienteering club shall include the practice of orienteering, the organisation of orienteering competitions, the production of maps for orienteering, and the proper administration of the club.

- 4.5 A "specialist orienteering club" is an orienteering club that confines itself mainly to the activities of orienteering.
- 4.6 A "non-specialist orienteering club" is an orienteering club that mainly engages in sports and leisure activities other than the activities of orienteering.
- 4.7 A "closed orienteering club" means an orienteering club which restricts membership to individuals belonging to an institution or organisation (school, college, university, firm or Defence Forces unit or formation) and which does not accept outside membership by invitation.
- 4.8 An "open orienteering club" means any orienteering club other than a closed club.
- 4.9 Any reference to an orienteering club includes closed and open, specialist and non-specialist orienteering clubs unless stated otherwise.
- 4.10 A "junior" in a particular year is an individual who has not reached the age of 21 years on the 31st December of that year. A "senior" in a particular year is an individual who is aged 21 years or older on the 31st December of that year.
- 4.11 A "club member" is a registered member of an orienteering club. Categories of club membership include "senior", "junior", "family" and "group". Senior and Junior members of an orienteering club are individual members of the club. Valid members of a family for the purpose of defining family membership of an orienteering club are the parents or guardians of the family and also any children of the family who are juniors. Members of a group for the purpose of defining group membership of an orienteering club are valid members of the group according to the rules that govern membership of the group.
- 4.12 "Membership of Orienteering Ireland". Every member of an affiliated orienteering club is automatically a member of the Association, be they "senior", "junior", "family" or "group" members of the orienteering club. An individual may also become a member of the Association by application to the Honorary Secretary without becoming a member of an affiliated orienteering club.
- 4.13 "Associate membership of Orienteering Ireland". Individuals participating in events run by the Association or its affiliated orienteering clubs, that are not members of the Association, immediately become associate members of the Association. Such membership shall expire on the 31st of December each year.
- 4.14 The terms "AGM" and "EGM" mean "Annual General Meeting" and "Extraordinary General Meeting" respectively.
- 4.15 The term 'written communication' means a communication in writing, delivered directly to the intended recipient(s), by post or electronically via email.

5 *Responsibility*

- 5.1 Orienteering Ireland is fully committed to safeguarding the well-being of its members. Every member of the Association should at all times, show respect and understanding for their rights, safety and welfare, and conduct themselves in a way that reflects the principles of the Association and the guidelines contained in the 'Code of Conduct & Good Practice for Sport for Young People in Irish Orienteering'.

The Association shall be responsible for the:

- 5.2 Representation of Ireland in the International Orienteering Federation.
- 5.3 Selection of teams to represent Ireland at international orienteering events.
- 5.4 Organisation of Irish Championship events in co-operation with the Northern Ireland Orienteering Association.
- 5.5 Development, publication and administration of regulations and guidelines, including those contained in 'Orienteering Ireland Rules of Orienteering', appropriate to the needs of orienteering in Ireland.
- 5.6 Promotion of the sport of orienteering.
- 5.7 Co-ordination of the activities of the Regional Councils.
- 5.8 Compliance with any directives and standards of the International Orienteering Federation.
- 5.9 Compliance with statutory regulations and obligations relating to national governing sports bodies.
- 5.10 Liaison and co-operation with Sport Ireland, the Olympic Council of Ireland, and with other government departments and sports agencies as necessary.
- 5.11 Insurance of the organisers of orienteering events registered in accordance with 'Orienteering Ireland Rules of Orienteering'.
- 5.12 Development, publication and administration of policies and bye-laws as necessary for the proper running of the affairs of the Association.
- 5.13 Development of the sport so that anyone, regardless of physical, social or other conditions, can participate.
- 5.14 Preservation of the environment in which orienteering takes place.
- 5.15 Maintenance of access to orienteering areas.
- 5.16 Maintenance of a register of completed and incomplete orienteering maps.
- 5.17 Prohibition of doping. The anti-doping rules are as currently published by Sport Ireland Anti-Doping.
- 5.18 Development and maintenance of a spirit of co-operation with the NIOA. It is agreed between Orienteering Ireland and the NIOA that both associations will act autonomously but will co-operate and consult on all matters common to the development of the sport. This co-operation shall extend to the staging of major domestic events, coaching schemes, mapping, and the appointment of event officials. Orienteering Ireland, however, shall administer Irish teams that compete in the international competitions to which it receives invitations.

6 *Executive Committee*

- 6.1 The affairs of the Association shall be managed by an Executive Committee.
- 6.2 The Executive Committee of the Association shall consist of the following Executive Officers:
- (i) Chairperson,
 - (ii) Vice-Chairperson,
 - (iii) Honorary Secretary,
 - (iv) Honorary Treasurer,
 - (v) Controller of Technical Standards,
 - (vi) Mapping Registrar,
 - (vii) High Performance Manager,
 - (viii) Junior Affairs Officer,
 - (ix) Education Officer,
 - (x) Development Officer,
 - (xi) Communications Officer,
 - (xii) National Children's Officer.
- 6.3 At each AGM of the Association, the above Executive Officer positions shall all be declared vacant, and insofar as is possible, each vacancy shall be filled at the AGM. If any particular Executive Officer position remains vacant after an AGM, or if any position becomes vacant between AGMs, the vacancy may be filled by co-option by the elected Executive Officers.
- 6.4 Every Executive Officer shall participate in orienteering activities and shall hold membership of the Association as defined in paragraph 4.13.
- 6.5 The Chairperson shall not serve as such for more than three years cumulatively in any rolling five-year period.
- 6.6 The Vice-Chairperson may concurrently be elected, or co-opted, to another Executive Officer position, with the exception of Chairperson, Honorary Secretary or Honorary Treasurer. The Vice-Chairperson may carry out any duties assigned by the Constitution to the Chairperson in the event that the Chairperson is unable to carry out said duties.
- 6.7 The Executive Officers shall be indemnified by the members of the Association against all liabilities properly incurred by the Executive Committee in the management of the affairs of the Association.
- 6.8 The Executive Committee as a whole, or individual Executive Officers as appropriate, shall have the power to delegate specific responsibilities to sub-committees or to individuals, who need not be members of the Executive Committee. The members of sub-committees, or individuals, to which the responsibilities have been delegated shall not have voting rights on the Executive Committee unless they are Executive Officers but may attend Executive Committee meetings at the invitation of the Executive Committee. Where responsibilities are so delegated, periodic reports shall be made to the delegating body.

- 6.9 The Executive Committee shall appoint the following non-executive positions:
- (i) National Designated Liaison (Child-Protection),
 - (ii) Data-Protection Liaison,
 - (iii) Anti-Doping Officer,
 - (iv) Fixtures Officer,
 - (v) Environmental Officer.
- 6.10 All Officers shall abide by and uphold the ‘Orienteering Ireland Code of Ethics, Behaviour & Good Governance’.

7 *Executive Committee - Meetings*

- 7.1 Executive Committee meetings shall, as far as is practicable, be held either at venues convenient to its members or by teleconference.
- 7.2 The quorum of Executive Committee meetings shall be four.
- 7.3 The Chairperson shall, in consultation with the other Executive Officers, call meetings of the Executive Committee as and when appropriate or, if they receive a written communication requesting a meeting signed by at least four Executive Officers, within seven days of receipt of such a petition.
- 7.4 The Chairperson shall, by way of written communication, ordinarily give at least seven days' notice of an Executive Committee meeting and invite the other Executive officers to submit items for the agenda. If all Executive Officers are in agreement, an Executive Committee meeting may be convened at shorter notice.
- 7.5 The Chairperson shall circulate the agreed agenda at least twenty-four hours in advance of an Executive Committee meeting.
- 7.6 Executive Committee meetings shall be chaired by the Chairperson or, in the absence of the Chairperson, by the first Executive Officer, in the order listed in paragraph 6.2, present at the commencement of the meeting.
- 7.7 The Honorary Secretary, or other appropriate person, shall at all Executive Committee Meetings maintain a record of the business of the meeting and the names of those taking part.
- 7.8 Decisions taken at Executive Committee meetings should, as far as is possible, be by consensus. If consensus is not possible, a vote is taken of all Executive Officers taking part. If the vote is tied, the Executive Officer chairing the meeting shall have a casting vote.
- 7.9 In the periods between Executive Committee meetings, the Executive Committee may, by suitable means, communicate as a group to discuss matters and make decisions. In the event of any decision being so taken, the Chairperson shall ensure that every Executive Officer is fully briefed on the matter at hand and has had adequate time to respond. Decisions taken by the Executive Committee in the periods between Executive Committee meetings shall be formalised at the next Executive Committee meeting.

8 *Regions*

- 8.1 The Regions shall be geographical areas, the boundaries of which shall be determined or altered only at a General Meeting of the Association.
- 8.2 The orienteering clubs in each Region may establish a Regional Council to oversee the following functions:
- (i) Determination of fixtures within the Region,
 - (ii) Generation of funds for use at regional level,
 - (iii) Co-ordination of club and regional-level coaching within the Region,
 - (iv) Development of schools and junior orienteering,
 - (v) Development of clubs within the Region,
 - (vi) Public relations and promotion of orienteering,
 - (vii) Maintenance of technical standards,
 - (viii) Fulfilment of administrative responsibilities to the Executive Committee and to orienteering clubs within the Region.
- 8.3 Each Regional Council shall be governed by a written constitution, which shall not conflict with the Constitution of the Association, nor with ‘Orienteering Ireland Rules of Orienteering’, nor with any other regulations or bye-laws enacted by the Executive Committee, and shall hold an AGM every year.
- 8.4 Each Regional Council shall be comprised of representatives of all the orienteering clubs from within the region.
- 8.5 Any decision of a Regional Council may be reviewed by the Executive Committee, and on such a review may be varied or rescinded. The outcome of such a review shall be binding on the Regional Council.

9 *Finance*

- 9.1 The Financial year of the Association shall run from 1st January to 31st December each year. The accounts of the Association shall be balanced at the 31st December each year and submitted, after independent audit, to the Annual General Meeting that follows the audit.
- 9.2 Any two of the designated Officers of the Executive Committee shall sign all cheques written against the Association funds.
- 9.3 The Executive Committee shall have the power to revise annual affiliation fees for clubs. Different fees may be payable according to the following classifications of club – Open, Closed, Specialist, Non-Specialist, (and permutations thereof).
- 9.4 The Executive Committee shall have the power to fix appropriate levies on all entry fees for all orienteering events, or to raise levies from orienteering clubs in some other fashion.

10 Organisation of Orienteering Events

- 10.1 Orienteering events shall be organised in full compliance with the Association's event registration procedures defined in 'Orienteering Ireland Rules of Orienteering'.
- 10.2 The permission of the club to which the competition map and area is registered shall be obtained prior to an event being organised on that area.

11 Annual General Meetings & Extraordinary General Meetings

- 11.1 The Association shall hold an Annual General Meeting on or before 30th June each year.
- 11.2 An Extraordinary General Meeting shall be called by the Executive Committee on receipt of a request in writing from at least three orienteering clubs, or may be called by the Executive Committee on its own motion. The meeting shall be held within ninety days of a request or the passing of a motion.
- 11.3 The quorum for General Meetings shall be fifteen persons having a right to vote as per paragraph 11.4.
- 11.4 The following shall have a right to vote at General Meetings:
- (i) Members of specialist orienteering clubs (other than family and group members) present who are 16 years of age and older;
 - (ii) Members of non-specialist orienteering clubs (other than family and group members) present who are 16 years of age and older, and who regularly partake in the activities of orienteering (as described in paragraph 4.5);
 - (iii) A maximum of two members from any single family present, who are 16 years of age and older, and who hold family membership of a specialist orienteering club;
 - (iv) A maximum of two members from any single family present, who are 16 years of age and older, and who hold family membership of a non-specialist orienteering club, provided they regularly partake in the activities of orienteering (as described in paragraph 4.5).
- 11.5 Group members of orienteering clubs shall not have voting rights at AGMs and EGMs (a group as defined by paragraph 4.12).
- 11.6 Associate members of the Association shall not have voting rights at AGMs and EGMs.
- 11.7 Executive Officer elections, where required, shall be by secret ballot using Single Transferable Vote. In the event of a tie, the drawing of lots shall be used to decide the successful candidate.

12 Notices

- 12.1 At least fifty days' notice shall be given to all orienteering clubs of the date of an Annual General Meeting. An announcement in the printed or electronic media of the Association shall be deemed to be such notice.
- 12.2 At least forty days' notice shall be given to all orienteering clubs of the date of an Extraordinary General Meeting. This announcement shall be made in a separate statement to other matters.
- 12.3 Amendments to the Constitution, pen portraits of election candidates, and proposals which it is desired to put before a General Meeting shall be received in writing by the Honorary Secretary at least thirty days before the date of the meeting.
- 12.4 The Agenda of a General Meeting and any proposed amendments to the Constitution shall be sent to all members at least twenty-one days before the meeting. Pen portraits of candidates for election, as received, shall accompany the Agenda.
- 12.5 The Financial Statement shall be sent to all orienteering clubs at least twenty-one days before an Annual General Meeting.

13 Dispute Resolution Process

- 13.1 All disputes shall be sent in writing to the Chairperson and shall be signed by any two of the Chairperson, Treasurer and Secretary of any affiliated orienteering club. One person cannot sign in both roles. Disputes arising from the rules of orienteering shall be sent within fourteen days of the disputed orienteering event.
- 13.2 If the Chairperson decides that the matter is covered by the rules of orienteering, they shall refer it to the Controller of Technical Standards who shall convene the Technical Sub-Committee. In all other cases the Chairperson shall convene the Executive Committee.
- 13.3 Members of either committee who have any conflict of interest in the dispute or with the parties involved in the dispute must excuse themselves from the discussion and any subsequent votes or decision relating to the dispute.
- 13.4 All decisions issued by the Technical Sub-Committee may be appealed to the Executive Committee within fourteen days from receipt of such decision.

14 Disciplinary Process

- 14.1 Should the conduct of a member or club in any category of membership either in the Association or elsewhere be deemed to be injurious to the good name, character or interest of the Association, the Executive Committee shall, having first made known in writing the nature of the allegations and the evidence to support the allegations to the offending member or club, call upon such member or club to give an explanation in writing within seven days for any such conduct.

- 14.2 If any such member or club, having been called upon, fails to give such an explanation or if the explanation so given shall be deemed to be unsatisfactory, the Executive Committee may suspend such member or club for a definite stated period from the Association or request such a member or club to resign and on resignation the un-expired portion of their annual affiliation fees and any event registration fees for events that have not yet taken place shall be refunded.
- 14.3 Should the member or club fail to resign, that member or club shall be suspended indefinitely. In that event the member or club will not be entitled to a refund of the un-expired portion of their annual affiliation fees. A suspended member or club shall not be permitted to participate in any orienteering-related activity organised by the Association or its members.
- 14.4 Members of the Executive Committee who have any conflict of interest in the disciplinary process or with the parties involved in the disciplinary process must excuse themselves from the discussion and any subsequent votes or decision relating to the disciplinary process.

15 Appeals Process

- 15.1 All disputes arising out of or in connection with the Dispute Resolution Process or the Disciplinary Process shall be referred to Just Sport Ireland for resolution by mediation in accordance with the Just Sport Ireland Mediation Rules. If the dispute remains unresolved at the conclusion of the mediation process, the dispute shall be referred to Just Sport Ireland for final and binding arbitration in accordance with the Just Sport Ireland Arbitration Rules.

16 Amendments to the Constitution

- 16.1 Amendments to the Constitution shall require the approval of a simple majority of those members present at a General Meeting.

17 Dissolution

- 17.1 In the event of a dissolution of the Association, any assets thereof must not be distributed amongst members of the Association in any way whatsoever. The Executive Committee shall stay in office until these assets may have been disposed of in accordance with the Association's purpose (Paragraph 2).