



**DRAFT PROPOSAL
STATUTES OF THE
SOUTH EAST EUROPEAN
ORIENTEERING
ASSOCIATION (SEEOA)**

INTRODUCTION / TASKS:

We invite all national federations to read carefully SEEOA Statutes proposal, and if any proposals for amendments, changes or comments, please take care that reach us until 25th October 2013 at the latest to the e mail: seeowg@gmail.com

And just for reminder, same deadline is for sending your proposals/applications for the SEEOA elections (for the President, Vice Presidents and Council members)!!! See additional information and template application form.

1. NAME, AUTHORITY AND DEFINITION

1.1 Name

The name of the organisation is the South East European Orienteering Association, henceforward SEEOA, registered in Belgrade, Serbia.

1.2 Authority and definition

The SEEOA, is, amongst its members, the supreme authority on all matters relating to international orienteering in the region of South East Europe.

Orienteering is a sport involving non-motorised (with the exception of wheelchairs) navigation with a map. The recognised orienteering disciplines are foot orienteering, ski orienteering, trail orienteering and mountain bike orienteering.

1.3 Statutory institutions

The statutory institutions of the SEEOA are:

The General Assembly

The Council

2. AIMS, TASKS and OBLIGATIONS

2.1 The aims of the SEEOA shall be:

2.1.1 To spread the sport of orienteering and to promote its development in the region of South East Europe.

2.1.2 To create and maintain a event programme for the region of South East Europe.

2.2 The tasks of the SEEOA shall be:

2.2.1 To commission and supervise South East European Championships and other SEEOA events.

2.2.2 To maintain universal rules and guidelines for orienteering events under its auspices and to supervise their proper application.

2.2.3 To act as the final authority in controversies other than those coming within the jurisdiction of the jury of an international orienteering event.

2.2.4 To maintain cordial relations with other national and international sports organisations and to represent the interests of its members and international orienteering in its dealings with such organisations.

2.3 The obligations of the SEEOA are:

2.3.1 To respect and abide by the Olympic Charter.

2.3.2 To respect and abide by the provisions of the World Anti-Doping Code.

2.3.3 To respect and implement the Olympic Movement's Agenda 21 on protection of the environment and sustainable development.

2.3.4 To respect and implement IOF Rules

2.3.5 To respect the autonomy of its members and not intervene in their internal affairs.

2.3.6 To ensure that only countries that can guarantee freedom of participation on an equal basis to all SEEOA members shall be commissioned with the organisation of a Congress, SEEOA event, course or conference held under the auspices of the SEEOA.

3. MEMBERSHIP

3.1 Structure and obligations

3.1.1 The SEEOA is made up of the national orienteering federations and other national organizations with orienteering sport in their programme activities, that have been admitted to membership. Only one legally constituted organisation from any one country, defined as an independent member of the IOC, may be admitted as a member.

3.1.2 Members undertake to abide by these Statutes, Anti-Doping Rules, the Environmental Policy, other Rules and the decisions of the General Assembly and Council. Members undertake to stage national championships.

3.1.4 As soon as an SEEOA General Assembly has decided to admit an organisation to membership, the delegates of the organization are entitled to participate in the General Assembly with all rights and duties, provided the membership fee has been paid.

3.1.5 Members commit themselves to a dope-free sport and agree that the provisions of the World Anti-Doping Code apply to all persons and competitors under the jurisdiction of the SEEOA and its members.

3.2 Application Procedure, Rights and Duties of Members

3.2.1 A national organisation desiring membership shall lodge with the SEEOA a written application together with evidence of recognition by the relevant national authority, and a statement of current membership figures. If the SEEOA Council approves the application, to be final, the Council's decision must be ratified by the next General Assembly.

3.2.2 Rights of Members

To send delegates to and vote at SEEOA General Assemblies.

To make proposals and to express views to the General Assembly and to Council.

- To participate in SEEEOA events in all recognised orienteering disciplines.
- To organise SEEEOA events in all recognised orienteering disciplines.
- To organise and participate in Congresses, courses, seminars and other activities of the SEEEOA.
- To receive all official SEEEOA material.
- To publicise their activities via the SEEEOA.

3.2.3 Duties of Members

Members that are not responsible at the national level for all the orienteering disciplines practised in the country concerned shall:

- maintain constructive relations with the body or bodies responsible at the national level for other orienteering disciplines.
- give their approval, which may not be unreasonably withheld, before the body or bodies responsible for other orienteering disciplines at the national level may apply to organise SEEEOA events, send teams to SEEEOA events or provide members of SEEEOA bodies.
- act as an umbrella organisation for such bodies in relation to the SEEEOA.

3.3 Termination of Membership

3.3.1 Membership shall end one month after the receipt by the SEEEOA of a notice of resignation. The resigning member shall fulfil its financial and other obligations as stipulated in these Statutes by the end of the ongoing calendar year.

3.3.2 If a member fails to meet its financial obligations towards the SEEEOA, despite a warning sent by registered letter, the following SEEEOA General Assembly may decide to expel the member.

3.3.3 The SEEEOA General Assembly may decide to expel a member that fails to meet its Statutory obligations, that violates the SEEEOA Statutes or other rules issued by the SEEEOA. If necessary, the SEEEOA Council may immediately deprive an offending member of its membership rights or impose temporary limitations upon the exercise of its rights.

3.3.4 A member that has been expelled under 3.3.2 or 3.3.3 may only be re-admitted to the SEEEOA when it has complied with its undertakings.

3.4 Designation

Members shall be designated by the IOC's standard three letter abbreviation of the country's name.

4. MEMBERSHIP FEES

4.1 The fee applicable to a member shall be fixed by an IOF Ordinary General Assembly and shall cover the four calendar years following the General Assembly.

4.2 The membership fee for the current year shall be payable to the SEEEOA by March 1st. In exceptional cases, the Council may vary the payment date.

4.3 If a member fails to pay its fee within two months of the due date, despite a warning by registered letter, it shall lose the rights detailed under articles 3.2.2 and 8.8.1.

4.4 A newly admitted member shall pay its first fee before being allowed to exercise the rights of membership.

5. SEAT OF THE SEEEOA

The Council shall determine the seat of the SEEOA.

6. FINANCIAL PERIOD

The financial period of the SEEOA shall be one calendar year.

7. OFFICIAL LANGUAGE

The official language of the SEEOA is English. Additional official language could be a official language in the country seat of SEEOA, but just for the purposes of legal acting necessary for proper work of SEEOA.

8. THE GENERAL ASSEMBLY

The decisive body of the SEEOA is the members in General Assembly. A General Assembly may be either Ordinary or Extraordinary.

8.1 Ordinary General Assembly

The Ordinary General Assembly shall meet once in a 4 year period, preferably between 1st February to 15th March. Written invitations shall be sent out to the members at least four months, and the agenda at least two months, before the beginning of the Ordinary General Assembly.

8.2 Extraordinary General Assembly

The President shall call an Extraordinary General Assembly if it is requested by a two-thirds majority of the Council, or by 40 % of the members entitled to vote. Such a request shall be accompanied by a draft agenda. The Council shall determine the place and date of an Extraordinary General Assembly. It shall be held within three months of the receipt of the request by the President. The invitation and agenda for an Extraordinary General Assembly shall be sent out to the members at the latest one month before the meeting. Only those agenda items included in the invitation shall be dealt with at an Extraordinary General Assembly.

8.3 Representation

Each SEEOA member shall have the right to send two delegates to a General Assembly. Delegates shall be citizens or residents of the country represented.

8.4 Agenda

At least the following items shall be included on the agenda of an Ordinary General Assembly:

8.4.1 Opening of the General Assembly.

8.4.2 Roll call of delegates.

8.4.3 Establishment of the number of voting members present.

8.4.4 Election of a General Assembly presidium.

8.4.5 Election of two persons to check the minutes.

8.4.6 Election of three tellers to count votes and observe elections.

8.4.7 Approval of the agenda, and ruling on the urgency of any items not included.

8.4.8 Decision whether the sessions should be open. If the sessions are open, then in special cases the public may be excluded from specific items on request.

8.4.9 Approval of the minutes of the previous General Assembly.

8.4.10 Report by the Council on the activities of the IOF since the last Ordinary General

Assembly, and approval of same.

8.4.11 Auditors' report, approval of the accounts for the two previous calendar years and discharge of the Council

8.4.12 Applications for membership and decisions regarding expulsions.

8.4.13 Proposals.

8.4.14 Membership fees, budget and activity plan for the four calendar years following the General Assembly.

8.4.15 Appointment of two auditors and one substitute auditor for the current and the following financial period.

8.4.17 Election of the Council.

8.4.18 Announcement of place and approximate dates of the next Ordinary General Assembly.

8.4.19 Any other business.

8.4.20 Closure of the General Assembly

8.5 Proposals

Proposals may be tabled by a member or by Council. Proposals other than a proposal to organise a SEEOC/SEEMOC shall reach the Secretariat in writing at least four months before the General Assembly. Proposals shall be communicated to the members at least two months before the beginning of the General Assembly.

8.6 Urgent business

Proposals or matters of which the SEEOA has not been notified at least four months before the Ordinary General Assembly can only be included in the agenda if they are deemed urgent by the General Assembly. Amendments to the Statutes and the assignment of SEEOA assets shall not be considered as urgent business.

8.7 Procedure at General Assemblies

Delegates, members of Council and the Secretary General have automatic right to speak at the General Assembly. Others present may speak only with the approval of the General Assembly.

8.8 Voting rights

8.8.1 Each member present at the General Assembly and possessing voting rights shall have one vote.

8.8.2 A member that has not paid all its fees may send delegates to the General Assembly, but may not vote.

8.9 Voting

8.9.1 Voting, other than in elections for the SEEOA Council, is open, by roll call or by show of hands using a supplied voting card. When voting by roll call, the members shall be read out in alphabetical order of the standard abbreviations.

8.9.2 A member, present at the General Assembly, may propose that the vote be determined by secret ballot.

8.9.3 Decisions shall be approved by the General Assembly by simple majority of votes expressed, subject to the exceptions mentioned below.

8.9.4 The chairperson of the General Assembly shall, with the exception of the elections for the SEEOA Council, determine the outcome of a tied vote.

8.9.5 A proposal to declare a matter urgent in order to have it included on the agenda shall require a two thirds majority of votes expressed.

8.9.6 An amendment to the Statutes shall require a three quarters majority of votes expressed.

8.10 Elections

8.10.1 The Ordinary General Assembly shall elect the SEEOA Council for a four year term, until the end of the following Ordinary General Assembly. The Council shall consist of:

1. A President
2. Two Vice Presidents
3. Six other members

The President and Vice Presidents are also the President and Vice Presidents of the SEEOA.

The elected Council shall include at least two persons of each gender, nominations permitting.

8.10.2 Not later than six months before the General Assembly, a member having a person on the current Council shall announce, in writing, its intention or not to re-nominate that person. The SEEOA shall send out advice regarding this intention together with the call for nominations for election to the SEEOA Council.

Nominations for the Council are to be received, in writing, not later than four months before the General Assembly.

A member may propose candidates only from its own country.

Should the Statutory requirements not be met, the SEEOA shall call for supplementary nominations not later than 7 days after the date of the deadline for nominations.

Supplementary nominations are to be received, in writing, by the SEEOA not later than three months before the General Assembly. The list of candidates shall be sent out to the members together with the General Assembly agenda.

8.10.3 Voting shall be by secret ballot, unless the General Assembly decides unanimously to the contrary or unless the number of candidates does not exceed the number of places available.

The election of the Council shall be in three stages corresponding to the three levels indicated in 8.10.1. At each stage, voting shall be preceded by announcement of candidates.

8.10.4 The ballot paper shall state the number of names to be chosen for the office in question. To be valid, a completed ballot paper must indicate a name for each available seat. A candidate may only appear once on the completed ballot paper.

Candidates obtaining the greatest number of votes shall be elected. If voting is equal between the candidates for the last seat available, a second ballot shall be taken between the tied candidates. If there is still a tie, lots shall be drawn.

8.10.5 A three quarters majority of votes expressed shall be required for the election of Honorary Members or appointment to the position of Honorary President.

8.11 Minutes

Minutes of the General Assembly shall be compiled, and shall be checked by two witnesses and signed by the Chairperson.

8.12 Decisions

Decisions of the General Assembly, other than those made in accordance with 3.1.4 shall come into force at the end of the General Assembly.

8.13 Procedure

In case of a disagreement about procedure, the Chairperson shall, if the point is not covered in the Statutes, proceed in a manner consistent with standard rules for the conduct of formal meetings.

9. THE COUNCIL

9.1 Meetings

9.1.1 The Council shall lead the SEEOA between General Assemblies. The Council shall meet at least 2 times a year.

9.1.2 The Council may invite others to participate in its meetings.

9.1.3 As a general rule, the SEEOA shall not pay for travel and subsistence of members of the Council or Council appointed bodies for attendance at meetings. The relevant national organisations are expected to assist their representatives.

9.2 Remit

The Council organises its own work in accordance with the Statutes and the decisions of the General Assembly. The work of the Council shall include the following:

9.2.1 To initiate measures to further the aims of the SEEOA and to implement the resolutions of the General Assembly for the development and spread of orienteering according to the activity plans for each election period.

9.2.2 To verify observance of the Statutes and SEEOA Rules.

9.2.3 To confirm and supervise observance of decisions and documentation (e.g. minutes) of the SEEOA.

9.2.4 To form such permanent or temporary commissions or groups as it deems appropriate to assist it in carrying out its work and in fulfilling tasks assigned to it by the General Assembly or specified in an agreed long term plan. The Council is responsible to the General Assembly for the work of all such groups.

9.2.5 To prepare the Statutes, material for Congress and the General Assembly, and other basic documentation of the SEEOA, and to approve SEEOA competition rules for each recognised orienteering discipline and communicate them to members.

9.2.6 To oversee the arrangements of the SEEOA Congress and to prepare the business of the General Assembly.

9.2.7 To admit new members of the SEEOA. Such a decision shall be ratified by the General Assembly.

9.2.8 To determine the seat of the SEEOA and appoint a Secretary General.

9.2.9 To elect a Senior Vice President from among the two Vice Presidents.

9.2.10 To adjudicate in controversies arising during SEEOA approved international events, where the matter does not come within the jurisdiction of the jury of the event.

9.2.11 To establish special financial regulations for the events that it commissions.

9.2.12 To co-operate with those international organisations and institutions contributing to the development and support of orienteering.

9.2.13 To maintain, where appropriate, direct communications with orienteering organisations, at national level, not administered by the member concerned.

9.3 Taking decisions

9.3.1. Notice of a Council meeting, except for a meeting under 9.3.4, shall be sent out at least 4 weeks prior to the meeting by circulating a provisional agenda.

9.3.2 Decisions shall be taken by simple majority.

9.3.3 Five members shall constitute a quorum. The President shall have a casting vote.

9.3.4 The Council may hold a meeting by using recorded electronic communication or other documentary method if all Council members are in agreement. In case of an urgent matter, and with the agreement of three quarters of the members of Council, the President may waive the statutory notice provisions in 9.3.1.

9.4 Objections and appeals

Should a member consider a decision of the SEEOA Council (other than one taken under 9.2.10) to violate its rights or to be contrary to these Statutes, an objection or appeal may be presented to an SEEOA General Assembly.

9.5 Vacancy

If the President is unable to carry out his/her duties, the Senior Vice President shall take over.

10. SECRETARY GENERAL

10.1 The Secretary General is the connecting link between the SEEOA, its members, Council members, Council appointed groups and outside organisations and individuals.

10.2 The Secretary General shall be responsible for the other tasks and functions allocated by Council. He/she shall attend General Assemblies, and shall call and attend the meetings of the Council.

10.3 The detailed duties of the Secretary General shall be specified in a job description approved by the Council.

11. DISPUTES

Any unresolved sports related dispute between members of the SEEOA or between a member and the SEEOA, which the SEEOA Council considers cannot be settled by reference to the Statutes, Regulations or Rules, shall be settled definitively by a Court set up in accordance with the Statutes and Regulations of the Court of Arbitration for Sport in Lausanne, Switzerland.

12. AWARDS OF HONOUR, HONORARY PRESIDENT, HONORARY MEMBERS

12.1 Awards of honour may be made.

12.2 Those persons who have given special service to the SEEOA may be appointed Honorary Members of the SEEOA or to be appointed to the position of Honorary President. Such appointments may be made by the General Assembly on a proposal by the Council.

The Honorary President and Honorary Members may attend General Assemblies but shall not have the right to vote and shall not pay any fees.

13. DISSOLUTION OF THE SEEOA

13.1 A three quarters majority of the SEEOA Council may propose the dissolution of the SEEOA. The dissolution becomes effective on approval of the proposal by a three quarters majority of those voting at the General Assembly, providing that at least three quarters of the members entitled to vote are represented at the General Assembly.

13.2 The disposal of the assets of the SEEOA shall be decided by the General Assembly dissolving the Federation and shall be in keeping with the aims of the SEEOA.

Prepared by SEEOA Congress initiative board
Based on IOF Statutes

08th October 2013.