

# **AVON ATHLETIC ASSOCIATION**

## **CONSTITUTION AND RULES**

### **1. TITLE**

The area covered by the Association (referred to henceforth in this document as ‘the County’) shall consist of the Unitary Authorities of:- South Gloucestershire, Bristol, North Somerset and Bath & North East Somerset.

### **2. OBJECTS AND DUTIES**

The aims and objects of the Association shall be to encourage, promote and develop Athletics within the ‘County’ and to affiliate to England Athletics

- 2a. To affiliate (this includes the payment of the appropriate Annual Affiliation Fee) to England Athletics.
- 2b. To encourage and direct athletic activities in the county and advise on the formation of new clubs and associations in the county.
- 2c. To observe England Athletics’ requirements for Welfare.
- 2d. To invite suitable clubs, associations and managing bodies to become affiliated to the association, and to deal with applications for affiliation which must be accompanied by the affiliation fee.
- 2e. To promote and organise championships and other competitions as may be held within the jurisdiction of the committee.
- 2f. To keep a minutes book of all proceedings and a record of persons attending meetings.
- 2g. To record all county championships results and records and to select teams for inter-counties competitions.
- 2h. To advocate and encourage the development of coaching and officiating in the county.

### **3. MEMBERSHIP**

Admission to membership of the association shall be at the Annual General Meeting or at the discretion of the executive committee, which may elect to be affiliated to or be members of the association any of the following :-

- 3a. Any athletic or recreational club or association having its registered headquarters in the county.

- 3b. Any individual who shall conform to the qualifying rules as laid down within the Rules and Laws of U.K. Athletics for the time being provided the individual shall have been born in the County or the Area now covered by the County, or shall have been resident in the County for a period of not less than nine consecutive calendar months, and in the opinion of the Executive Committee, is one who has rendered such service in the cause of athletics that he shall be admitted to membership of the association. That no individual shall cease to be a member of the Association by reason of losing his or her qualification under birth or residence rule.

#### **4. GOVERNMENT**

- 4a. At the Annual General Meeting, which shall take place in Spring each year, all affiliated clubs and associations shall be entitled to attend and vote (one vote per affiliated club). Elected executive officers will be entitled to one vote. No person shall be eligible to be elected as an officer of the Association, who holds office or is a delegate or representative of any club to any other County Association.
- 4b. At the Annual General Meeting the following officers of the Association shall be elected: -
- Chairperson (the chairperson shall not be expected to serve for more than a maximum of three years),
  - Vice-Chairperson,
  - General Secretary,
  - Treasurer,
  - Track and Field Co-ordinator,
  - Cross Country Co-ordinator,
  - Officials Co-ordinator (whose role is to be in accordance with the England Athletics document "The Role of the Officials Secretary in England". This role can be fulfilled by either one or two persons covering both Track & Field and Endurance officials)
  - Coaching Co-ordinator,
  - Road Running Co-ordinator
  - Welfare Officer.
- 4c. The Executive Committee shall consist of the Officers elected under 4b. plus two delegates from each affiliated club or association and nominated by that club or association. The General Secretary should be notified of the names of each club or association's delegates within 28 days of their election.
- 4d. The Annual General Meeting shall elect three Trustees for a period of 3 years; one of who shall retire each year but shall be eligible for re-election at the Annual General Meeting. The Trustees shall have supervision over all property and finances and shall, at their discretion examine all books. The Trustees shall be custodians of the Association.

- 4e. A sub-committee, with power to co-opt, may be appointed at the Annual General Meeting, or by the Executive committee, to deal with any matter which could more conveniently be dealt with by a sub- committee.
- 4f. The Annual General Meeting, or Executive Committee, may appoint section coordinators from its members to organise particular events promoted by the Association and to act under the general directions of the General Secretary of the Association.
- 4g. Except in so far as the contrary intention is expressed in these rules, the Executive Committee shall have power to deal with all matters relating to the management of the Association (including finance and the election of members to the Association) and to co-opt any person who is member of the Association, or an affiliated club to fill a vacancy on the Executive Committee, or fill any vacancy on the board of Trustees.
- 4h. The Annual General Meeting may elect any person who has given long and meritorious service to the Association and is in their opinion worthy of the honour of Life Membership of the Association. Life Vice-Presidents and Honorary Life Members (see 4i. below) shall have full voting powers at the Annual General Meeting.
- 4i. In addition to the officers mentioned in the rules, the Executive Committee shall recommend a candidate for election as President of the Association. Life Vice-Presidents and Life Members may also be elected at the discretion of the Annual General Meeting.
- 4j. The Chairperson, Vice-Chairperson, General Secretary and Treasurer shall have executive power to deal with all matters, as set out in 4g. above, between Executive Meetings and shall report all actions to such meetings.

## **5. CONDUCT OF MEETINGS**

- 5a. The General Secretary will be required to give at least fourteen days notice in writing of the Annual General Meeting, to the Officers, Life members, the Executive Committee, all affiliated clubs and individual members of the Association, specifying the agenda.
- 5b. Upon receipt by the General Secretary, in writing, of a requisition signed by at least twenty individual members of the Association or members of affiliated clubs, stating the reason for such requisition, he shall within twenty

eight days thereafter, call a Special or Extra-ordinary General Meeting of the Association to deal only with the matters raised by such requisition.

- 5c. Special or Extra-ordinary General Meetings shall be called as may be necessary under the rules of the Association for the time being or as the Executive may think fit. The Executive Committee shall decide the date, time and place of these meetings.
- 5d. Meetings of the Executive Committee shall be held at such times and place and as often as the Chairman and General Secretary may think fit, with at least four meetings a year. The General Secretary shall be required to give seven days notice, in writing, of any such meeting and specify the agenda.
- 5e. A quorum at the Annual General Meeting of the Association shall be ten persons entitled to vote, excluding the chairman and General Secretary.
- 5f. A quorum at an Executive Committee Meeting shall be three persons, excluding the Chairman and the General Secretary.
- 5g. A quorum at a sub-committee shall be at least two persons.
- 5h. At all meetings, except the Annual General Meeting, of the Association each person entitled shall have one vote only, except the chairman, who shall have the casting vote in the case of equality of votes.

## **6. FINANCE**

- 6a. Annual subscriptions shall be; Clubs and Associations £ 30. Clubs and Association's fees must be paid by the last day of April. Failure to do so may render such organisations liable to dis-affiliation.
- 6b. Subscriptions are due and payable on 1st January each year and the financial year shall end on 31st December each year.
- 6c. The Executive Committee shall have the power to suspend from membership or expel any club, association or individual member whose subscription is 3 months overdue, subject to one month notice having been given by the Treasurer to the club, association or individual member concerned by special delivery.
- 6d. No club shall be allowed to compete under the name of the Association or in any Championship or competition organised by the Association, if the subscription for the year has not been paid.

- 6e. The Treasurer shall prepare a financial report every year which shall be audited by the Auditors of the Association and then presented to the Annual General Meeting by the Executive Committee.
- 6f. An 'Independent Examiner of Accounts' shall be appointed at the Annual General Meeting of the Association each year. The duty of this person shall be to undertake an examination of the accounts of the Association for the ensuing financial year.

## **7. DISCIPLINE**

All matters in dispute between any club and/or individuals who are member of the Association and all complaints against any clubs or individuals, being members of the Association and/or individuals who are members of affiliated clubs shall be dealt with as determined by England Athletics.

## **8. COMPETITIONS AND PRIZES**

- 8a. The prizes for the Championships organised by the Association shall be such awards for competitors and teams as may be decided by the Executive Committee.
- 8b. Awards may also be given for specific performances if the Executive Committee think fit.
- 8c. Challenge Cups offered in connection with the Championships organised by the Association shall be held by the winner for one year only. No challenge cup may be won outright.
- 8d. An affiliated club or organisation winning any of the Association trophies or cups shall be responsible for any loss or damage to them and for their safe return at the following year's Championship.
- 8e. All cups, trophies and other prizes shall be presented on the day of the competition, wherever possible.
- 8f. The annual Cross Country and Track and Field Championships should be held, if possible, on the dates recommended for them by UK Athletics.

## **9. DISSOLUTION**

In the event that the Executive Committee considers that the Association is no longer able to achieve its Objectives, it shall summon a Special General Meeting of the Association to explain the situation and obtain the agreement of the affiliated clubs 'that there is no alternative to dissolution'. Following that decision it becomes the responsibility of the Trustees to ensure that all of the Association's liabilities are settled and for them also to

decide on the fair disposal of the Association's remaining assets. Assets will be distributed proportionally according to the membership of each current Affiliated club registered at the time before the date of this Meeting.

In the event that the Association's assets fail to cover the liabilities then the Trustees shall decide how those liabilities are to be met using the guidance set out in section 10 of this Constitution & Rules.

## **10. INSUFFICIENCY OF ASSETS**

In the event that the liabilities of the Association exceed its assets, the Trustees shall be requested to administrate all matters. The Trustees will immediately ensure that every reasonable effort is made to obtain grant aid or financial support at this time. However ultimately each club affiliated to the Association, at this time, shall be liable to pay to the Association a percentage of any remaining shortfall. The percentage shall be calculated according to the membership of each current affiliated club registered at a time most recently before the date of this event.

## **11. RULES**

- 11a. No rule may be altered, added to or deleted except at the Annual General Meeting or a Special General Meeting called for that purpose.
- 11b. Any amendment to the rules to be proposed at a General Meeting must be made in writing to the Honorary General secretary of the Association at least 28 days before the date of the meeting
- 11c. Particulars of the proposed amendments must be included in the agenda for the meeting and circulated to all secretaries of affiliated clubs and associations at least 14 days prior to the meeting.
- 11d. Items for inclusion on the agenda of the Annual General Meeting must be sent to the Honorary General Secretary of the Association 28 days before the meeting

**NOTE:** All references in the Constitution and Rules to matters "in writing" shall be taken to include submission by e-mail".

**This version of the Constitution was accepted by AGM of 18th March 2013, and includes updates accepted at the AGM of 23rd March 2015. There is a revised Constitution under development which will be presented to the AGM in the Spring of 2018**