

AVON ATHLETIC ASSOCIATION

CONSTITUTION 2018

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'. These shall include, but not be confined to, the following:

- 2a. To affiliate to England Athletics or any successor body, and to any other Association from time to time as the Association sees fit
- 2b. To encourage athletic activities in the county and advise on the formation of new clubs and associations in the county.
- 2c. To observe UKA's requirements for Welfare and Disciplinary Procedures.
- 2d. To invite suitable clubs, associations and managing bodies to become affiliated to the association, and to deal with applications for affiliation.
- 2e. To promote and organize County Championships for Track & Field and Cross-Country and other competitions as may be required.
- 2f. To record all county championships results and records and to select teams for Inter-Counties competitions.
- 2g. To advocate and encourage the development of coaching and officiating in the County.

3. MEMBER ORGANISATIONS

The Member Organisations of the Association shall be:

- 3a. Any Clubs or Associations who were members of the Association on January 1st 2018 and have maintained their membership since then.
- 3b. Any athletic or recreational club or association subsequently admitted to the Association by the Annual General Meeting or at the discretion of the Management Committee, and who have maintained their membership since then.

4. GOVERNANCE

- 4a. The Association shall hold an Annual General Meeting, which should be held in the Spring.
- 4b. At the Annual General Meeting there shall be elections for the following posts as Officers of the Association:

President
Chairperson
General Secretary,
Treasurer,
Track and Field Co-ordinator,
Cross Country Co-ordinator,
Road Running Co-ordinator,
Track and Field Officials Co-ordinator (whose role is to be in accordance with the England Athletics document "The Role of the Officials Secretary in England").
Endurance Officials Co-ordinator (whose role is to be in accordance with the England Athletics document "The Role of the Officials Secretary in England").
Coaching Co-ordinator,
Welfare Officer,
Webmaster.

- 4c.** The Annual General Meeting shall elect three Trustees for a period of 3 years; one of whom shall retire in rotation each year but shall be eligible for re-election at the Annual General Meeting. The Trustees shall be the Owners in Trust of all property and funds of the Association, and may, at their discretion, examine the financial records of the Association.
- 4d.** The Annual General Meeting may elect Life Vice Presidents (for long and distinguished service as Chairman / Chairperson , Secretary or Treasurer of the Association) and Honorary Life Members (for long and distinguished service to the Association in other capacities).
- 4e.** The Management Committee of the Association shall consist of:
- 4e.1** The Officers as described in section 4b. of the constitution
 - 4e.2** Two delegates from each Member Organisation appointed and authorised by that Member Organisation to speak and vote on their behalf
 - 4e.3** The Life Vice Presidents and Honorary Life Members as described in section 4d. of the Constitution.
 - 4e.4** Co-opted members as described in section 4f. of the Constitution.
- 4f.** The Management Committee may co-opt individuals onto the Management Committee: such co-options will remain in force until the end of the next Annual General Meeting but will be renewable. The number of co-opted members may not exceed one third of the number of Member Organisations.
- 4g.** A sub-committee, with power to co-opt, may be appointed at the Annual General Meeting, or by the Management committee, to deal with any matter which could more conveniently be dealt with by a sub-committee.
- 4h.** The Management Committee shall each year nominate a candidate for the office of President of the Association. The Management Committee shall have power to fill any vacancy among the Officers or Trustees until the next Annual General Meeting.
- 4i.** The Executive Officers (Chairperson, General Secretary and Treasurer) shall have executive power to deal with all matters between Management Committee 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 members of the Management Committee as defined in Section 4e of the Constitution and to each of the Member Organisations.
- 5b.** Upon receipt by the General Secretary, in writing, of a requisition signed by five Member Organisations, stating the reason for such requisition, or following a request by the Management Committee, he/she shall within twenty eight days thereafter, call an Extra-Ordinary General Meeting of the Association to deal only with the matters raised on the Agenda.
- 5c.** Meetings of the Management Committee shall be held at such times and place and as often as the Chairperson 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.
- 5d.** A quorum at the Annual General Meeting of the Association shall be six persons entitled to vote, of whom at least one must be the President, Chairperson, General Secretary, Treasurer, or a Trustee of the Association at the commencement of the meeting.
- 5e.** A quorum at a Management Committee Meeting shall be four persons, of whom at least one must be the President, Chairperson, General Secretary, Treasurer, or a Trustee of the Association at the commencement of the meeting.
- 5f.** At all meetings of the Association each person present and entitled to vote shall be entitled to one vote only, except that in the case of equality of votes the Chair of the meeting shall have a second and deciding vote. No proxy votes shall be permitted.
- 5g.** Minutes of the business transacted at General or Management Committee meetings shall be recorded and transmitted in a timely fashion to:
- ... the member Clubs and Associations
 - ... the Officers and Trustees
 - ... those Honorary Members and Life Vice-Presidents who wish to receive such records
 - ... any others who wish to receive such records (at the Officers' discretion)
- and shall be uploaded onto a suitable publically-accessible website.

6. FINANCE

- 6a.** Annual subscriptions shall be; Clubs and Associations £ 30. Clubs' and Associations' fees must be paid by the last day of April. Failure to do so may render such organisations liable to suspension or dis-affiliation. The Management Committee shall have the power to reduce, accept delayed payment of, or waive the Affiliation fee if it sees fit.
- 6b.** Subscriptions are due and payable on 1st January each year and the financial year shall end on 31st December each year.
- 6c.** No Club or Association shall be eligible to receive any team award in any Championships promoted or jointly promoted by the Association unless they are in good financial standing with the Association.

- 6d.** The Treasurer shall prepare a financial report every year which shall be presented to the Annual General Meeting by the Management Committee. An 'Independent Examiner of Accounts' shall be appointed at the Annual General Meeting of the Association. The duty of this person shall be to undertake an examination of the Accounts of the Association for the ensuing financial year.

7. COMPETITIONS AND PRIZES

The prizes for the Championships organised by the Association shall be such awards for competitors and teams as may be decided by the Management Committee.

8. DISSOLUTION

8a If any of the following situations exist:

- 8a.1** that no quorate General Meeting of the Association has been held for eighteen full calendar months
- 8a.2** that no quorate Management Committee meeting has been held for fifteen full calendar months
- 8a.3** that the Management Committee or the Trustees consider that the financial liabilities of the Association cannot be met from the assets of the Association

then the Trustees of the Association shall have the power to instruct the Officers of the Association to convene within thirty days an Extra-Ordinary General Meeting of the Association, with a quorum of three, with the single Resolution "That The Avon Athletic Association Be Wound Up and the Trustees shall be responsible for the handling of the Assets and Liabilities of the Association". For this Resolution to carry it must receive the positive votes of at least two-thirds of those in attendance and casting a definite vote.

8b If the above Resolution is not carried then the Trustees shall instruct the Officers of the Association to call within sixty days an Extra-Ordinary General Meeting, at which all posts except those of Trustee shall be subject to re-election.

8c Any Extra-Ordinary General Meeting convened under the provisions of paragraph 8a shall not be considered to be a "quorate General Meeting", and the Trustees shall retain the power specified in paragraph 8a to instruct the Officers to call further Extra-Ordinary General Meetings until matters are resolved to the Trustees' satisfaction.

8d If the above Resolution is carried, then the Trustees shall:

- 8d.1** settle in a timely fashion any outstanding financial obligations as far as Association funds allow;
- 8d.2** inform the National Governing Body that the Association has been wound up .

8e Any surplus assets remaining after the discharge of the debts or liabilities of the Association shall be applied or transferred in any of the following ways by the Trustees in accordance with the Resolution:

- 8e.1** directly for the Objects of the Association;
- 8e.2** to any institution(s) or body/bodies for purposes falling within the Objects of the Association;
- 8e.3** to any Institution(s) or body/bodies for purposes similar to the Objects of the Association.

8f In no circumstances shall surplus assets of the Association following dissolution under the provisions of paragraph 8a be paid to or distributed among Affiliated Club Members of the Association.

8g If the Trustees are unable to apply or transfer the surplus assets in accordance with Clause 8e above then they may consult with the National Governing Body or any other Professional Advisory Body to agree how the surplus assets should be applied or transferred.

9. RULES

9a No rule may be altered, added to or deleted except at the Annual General Meeting or an Extra-Ordinary General Meeting called for that purpose.

9b Any amendment to the rules to be proposed at a General Meeting must be made in writing to the General Secretary of the Association at least 28 days before the date of the meeting.

9c 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.

9d Items for inclusion on the agenda of the Annual General Meeting must be sent to the General Secretary of the Association 28 days before the meeting.

10. NOTIFICATION

All references in the Constitution and Rules to matters “in writing” shall be taken to include submission by e-mail”.

11. VERSION OF CONSTITUTION

This version of the Constitution was accepted by the Annual General Meeting of the Association on 26th March 2018, and supersedes all previous Constitutions.

(Minor typo and layout issues corrected 28.07.2018)