

# **SUFFOLK COUNTY ATHLETIC ASSOCIATION CONSTITUTION**

## **1. TITLE:**

The name of the Association shall be the 'Suffolk County Athletic Association'. The Association shall be composed of clubs, associations and individuals interested in the development of athletics in the County of Suffolk.

## **2. DEFINITION:**

a) Suffolk County Athletics Association will be referred to as the County

## **3. ASSOCIATION COLOURS:**

The Association colours shall be maroon and pink.

## **4. OBJECTS:**

The objects of the Association shall be:

- a) To bring the advantage of, encourage. Develop and direct athletics in the County.
- b) To encourage competitions and such others as the Executive Committee may decide.
- c) To assist and encourage the formation of Athletic Clubs in the County.
- d) To affiliate to England Athletics and South of England Athletic Association.
- e) To endeavour to secure the observance of the UKA Rules of competition at all athletic events in the County.

## **5. MEMBERSHIP:**

Membership of the Association will be open in accordance with rules 5a and 5b below regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. The Association may elect to membership, at its discretion any of the following:

- a) Upon recommendation from the Executive Committee:
  - i) Life Vice Presidents – for long, meritorious and exceptionally valuable services to the Association.
  - ii) Life Members – for outstanding contribution to athletics
- b) Through its Executive Committee:
  - i) Any club or Association having its headquarters in the County, which is eligible for membership of the National Governing Body.
  - ii) Any unit of H.M.Services stationed in the County.
  - iii) Any Education establishments in the County.
  - iv) Individual Members.

Those elected in (i), (ii) and (iii) above will be known as affiliated members. All such applications for membership will be considered by the Executive Committee at their first meeting after receipt of the said application.

## **6. SUBSCRIPTIONS:**

The Executive Committee shall propose the rates of subscription for the ensuing year to be approved at the AGM. Subscriptions are payable annually for the Associations' financial year or on application. The Committee shall have power to expel any Club or Member whose subscription is six months in arrears, providing a month's notice in writing shall have been sent to such Club or Member by a registered or recorded delivery letter or Electronic Mail, addressed to the last known address, informing the Club or Member of the proposed action of the Committee.

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## **7. COUNTY BADGES AND VESTS:**

- a) County Badges and Vests should be available to Life Vice Presidents, Life Members and Individual Members.
- b) County Badges to be awarded to all Athletes who have represented the County on two occasions.
- c) The Executive Committee may permit any person to purchase a Badge.
- d) County vests shall be County Colours as defined in (3).

## **8. MANAGEMENT:**

- a) The Management of the County shall be vested in an Executive Committee who shall have one vote each and shall consist of:
  - i) A President who will be elected at the Annual General Meeting from the Life Vice Presidents of the Association and who will not normally serve more than three consecutive years in any one term of presidency.
  - ii) The Life Vice-Presidents of the Association.
  - iii) Chairman.
  - iv) Honorary Secretary.
  - v) Honorary Treasurer.
  - vi) Secretary for Track & Field, Road Running, Cross Country, Race Walking, Sportshall , Coaching, Endurance Official, T & F Official, Trophy and Minutes.
  - vii) No more than six additional general committee members.

Any one person elected may fill more than one position from the above list. Listed officers in positions (iii) through to (vii) above will be elected by the vote of those entitled to vote at the Annual General Meeting [see rule 10c].
- b) Representatives on the Executive Committee will be sought from Suffolk Schools and other local and national athletic bodies as deemed necessary by the Executive Committee.
- c) Team managers for Track & Field, Road Running and Cross Country to be appointed at the Annual General Meeting each year.
- d) The Executive Committee shall have the power to fill any vacancy that may occur in the listed officers in item 8a of the rules above or to co-opt any such person it considers will be of assistance to the Executive Committee. Such persons will be entitled to vote.
- e) The Executive Committee shall meet on a minimum of 4 occasions a year or when necessary.
- f) Five members of the Executive Committee shall form a quorum from which at least one must be of the positions (i) to (v) above.
- g) Minutes from Executive Committee meetings shall be made available to its management executive committee and on the County Website.

## **9. SUB-COMMITTEES:**

- a) The Executive Committee may appoint Sub-Committees and appoint members as deemed necessary that are to be approved at an Executive Committee meeting and recorded in the County minutes.
- b) Sub-Committees will not have the power to authorise expenditure on behalf of the County except when power is specifically delegated by the Executive Committee.
- c) Sub-Committees are required to report to the committee at each Executive Meeting held.

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## **10. GENERAL MEETINGS:**

- a) The Annual General Meeting shall be held not later than the last day of November and must be the subject of at least 14 days notice to all Members of the Association (see Rule 5). Seven shall form a quorum.
- b) A Special General Meeting shall be called when decided upon by an Annual General Meeting, or by the Executive Committee, or when requisitioned in writing by not less than six Members of the Association (see Rule 5), who must inform the Honorary Secretary of the purpose of the meeting. The Honorary Secretary shall be required to convene such a meeting to be held not more than 28 days after the receipt of a requisition. The Honorary Secretary must give 14 days notice of all Special General Meetings and all resolutions must be related to items which have to be included on the Agenda which will be included with the notice.
- c) The management team, whilst in office, individual members and official delegates of affiliated members will be entitled to vote at Annual General Meetings and at Special General Meetings. Affiliated members from rule 5b (i) to (iii) above will be allowed two delegates, each entitled to vote.

## **11. FINANCE:**

- a) The Association shall be deemed as non-profit making and as such any surplus income or gains shall be reinvested into the Association. Surpluses or assets cannot be distributed to its membership or to third parties.
- b) The Executive Committee shall control the finance of the Association and the Honorary Treasurer shall present a statement of Income & Expenditure and a Balance Sheet to the Annual General Meeting together with an inventory of association assets. The financial year shall be from 1<sup>st</sup> November to 31<sup>st</sup> October.
- c) One or more Honorary Auditors shall be appointed at the Annual General Meeting. The Honorary Auditor shall audit the annual financial statements and shall certify the same before it is printed.

## **12. CHAMPIONSHIP EVENTS:**

- a) The Association shall, at its discretion, promote Championships events for men and women in the UKA age groups, in any or all of the officially recognised cross country, road, track, field, walking and tug of war events.
- b) All County Championship events will adopt the UKA Rules.
- c) The UKA Rules for qualification to a County Championship events will have the following amendments:-
  - i) To permit participation of senior men and senior women in Home Office Institutions after six month's residence in the County.
  - ii) To relax residential qualifications in the instance of all age groups other than senior men and senior women.
  - iii) To limit Team Championships to Affiliated Members (See Rule 5b).
- d) County championship events will normally be staged at specifically organised championship meetings. Applications from promoting bodies to stage individual events will be considered by the Executive Committee and should be forwarded to the Honorary Secretary.
- e) At all meetings where a County Championship is staged the relevant discipline Secretary shall be responsible for the appointment of the Championship officials. The Referee(s) shall be responsible to the Association for the proper conduct of the Championship and shall make a report in writing to the Executive Committee.

## **13. COUNTY STANDARDS AND AWARDS:**

- a) The winner of a Championship shall be termed 'The Suffolk Champion'.
- b) In all events the winner, second and third placed competitors shall receive an Association Medal (Gold, Silver or Bronze) and the winner will be awarded to hold for one year the event Trophy (if any).
- c) In Team Championships the first, second and third placed Teams will be awarded Association Medals (Gold, Silver or Bronze). The First Team will hold for one year the Team Trophy (if any).
- d) Winners of Trophies shall sign the agreed condition form, which states the receipt and Insurance details, and be responsible for its safe keeping while in their possession.

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## **14. DISCIPLINE AND APPEALS**

- a) All complaints regarding the behavior of members should be submitted in writing to the Honorary Secretary within 6 weeks of occurrence. A Disciplinary Committee will meet to hear complaints within ten days of a complaint being lodged. Whether the attendance of the member against whom action is being taken is required will be decided by the committee and notified to the member at least three days prior to the disciplinary meeting. At such meeting the member shall be allowed to offer an explanation for conduct verbally or in writing.
- b) The Disciplinary Committee will comprise of the Chairman, Honorary Secretary, Honorary Treasurer, the event Secretary, and any other appointment the Executive Committee deem necessary. The Honorary Secretary will take minutes of any disciplinary meeting which will be held by the Association and will be made available to the member upon appeal.
- c) The Committee has the power to take appropriate disciplinary action. In any case where disciplinary action is brought forth, the member will receive at least (but not limited to) one of the following outcomes:
  - i) An initial warning (which expires after 6 months);
  - ii) A second warning (which expires after 12 months);
  - iii) A final written warning (no expiration); or
  - iv) Suspension from the Association (for a fixed period to be set by the committee);
  - v) Expulsion from the Association.
- d) The outcome of a disciplinary hearing will be notified to the those who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing. There will be the right of appeal to the Executive Committee following disciplinary action being announced in writing to the Honorary Secretary. The Executive Committee should consider the appeal within 21 days.

## **15. DISOLUTION:**

If at any General Meeting a resolution for the dissolution of the Association shall be passed by a majority of the membership present, and such resolution shall at a Special General Meeting held not less than one month thereafter, at which not less than one-half of the membership shall be present, be confirmed by a resolution passed by a majority of two-thirds of the membership voting thereon, the Executive Committee shall thereupon or at such future date as shall be specified in such resolution proceed to realise the property of the Association and after the discharge of all liabilities shall apply the net assets to an approved athletics purpose and upon the completion of such the Association shall be dissolved. Every effort should be made to return Trophies to the Donator.

## **16. ALTERATION TO RULES:**

No alteration shall be made to these Rules except at an Annual General Meeting or at a Special General Meeting convened for that purpose.