

**CONSTITUTION OF THE LEICESTERSHIRE AND RUTLAND ATHLETIC ASSOCIATION**  
**(Including all amendments up to and including March 2017)**

1. **NAME:**

The association shall be called 'The Leicestershire and Rutland Athletic Association' hereinafter referred to as 'The Association'

2. **OBJECTS:**

The objects of the Association shall be:

- (a) To foster and encourage Athletics within the geographical area of the Association and to provide an advisory, consultative and co-ordinating service to further these purposes.
- (b) To organise as far as possible, annual competitions for the Trophies open to the County of Leicestershire and Rutland.
- (c) To promote County Championships in accordance with UK Athletics "Rules for Competition" for the County of Leicestershire and Rutland and other such competitions as the Committee shall decide.
- (d) To obtain the assistance of Local Authorities and other appropriate organisations in the provision of facilities for the promotion of Athletics.
- (e) To ensure the observance of the UK Athletics "Rules for Competition" at all registered Athletic competitions within the area of the Association.

3. **MEMBERSHIP:**

The Association shall consist of a President, Vice-Presidents, Clubs, Associations, Societies, Promoting Bodies, Schools and Youth Organisations. The President and Vice-Presidents shall only be elected at the Annual General Meeting or a Special General meeting of the Association. Clubs, Associations, Societies, Promoting Bodies, Schools and Youth Organisations may be elected to membership at any meeting of the General Committee.

4. **AFFILIATION:**

Affiliation Fees shall be paid annually to the Association, the fee to be determined by the General Committee meeting in February. Any Club, Association, Society, Promoting Body, School or Youth Organisation that has not paid its fee by the last day in April shall be deemed to have forfeited membership of the Association. Its representative(s) shall therefore be ineligible to attend and vote at the Committee meetings.

5. **OFFICERS:**

The Officers of the Association shall be the President, the immediate Past President, the President Elect, the Chair, the Honorary Secretary and the Honorary Treasurer. These Officers shall be known as the Executive Committee.

6. **EXECUTIVE COMMITTEE:**

The day to day management of the Association shall be undertaken by the Executive Committee of the Association, aided and assisted where necessary by the members of the General Committee.

7. **ELECTIONS:**

The Officers, Vice-Presidents, Competition Secretaries, Delegates, Honorary Auditors and the Honorary Legal Adviser shall be elected at the Annual General Meeting. Nominations for Officers shall be made in writing, duly proposed and seconded, and must be delivered to the Honorary Secretary at least 14 days prior to the Annual General Meeting. Nominations for Vice-Presidents shall be submitted to the Honorary Secretary for consideration by the Officers and General Meeting not less than 14 days prior to the Annual General Meeting. All other nominations shall be made in writing or verbally at the Annual General Meeting.

8. **ANNUAL GENERAL MEETING:**

- (i) The Annual General Meeting of the Association shall be held between the 1<sup>st</sup> and 31<sup>st</sup> March each year and the Honorary Secretary shall inform members of the Association at least ONE calendar month prior to the meeting of the chosen date, time and venue.
- (ii) Any amendments to the Constitution of the Association and any Notices of Motion that are to be placed on the Agenda must be received at least 14 days before the due date of the meeting. Each Amendment must be made in writing to the Honorary Secretary and must be accompanied by the name of the Club, Association, Society, Promoting Body, School and Youth Organisation of the proposer and seconder. Any amendment shall be subject to the approval of at least two-thirds of the members present as shown by a vote. All other business not involving a change in the Constitution shall be decided by a simple majority vote with the Chair having a casting vote.
- (iii) The Honorary Secretary shall circulate the Annual General Meeting Agenda 7 days in advance of the meeting and the Agenda shall be as follows:
1. Apologies
  2. Minutes of the last Annual General Meeting
  3. Matters arising
  4. To receive the Annual Report of the Honorary Secretary (to be in writing and circulated prior to the commencement of the meeting).
  5. To receive the Annual Report of the Honorary Treasurer (to be in writing and circulated prior to the commencement of the meeting).
  6. To elect the Officers and other Officials:
    - a. President.
    - b. President Elect.
    - c. Chair.
    - d. Honorary Secretary.
    - e. Honorary Treasurer.
    - f. Vice-Presidents
    - g. Website Administrator
    - h. Competition Secretaries
      - 1) Track and Field
      - 2) Cross-Country
      - 3) Technical Officials
      - 4) ~~Permit Secretary~~ (no longer needed)And Team Managers
      - 5) U.K. Counties Athletic Union (Road)
      - 6) U.K. Counties Athletic Union (Cross-Country)
      - 7) U.K. Counties Athletic Union (Track and Field)
      - 8) Sportshall Athletics
      - 9) Junior Inter Counties (Track and Field)
      - 10) Race Walking
      - 11) Fell Running
    - i. Honorary Auditor (Examiner of Accounts)
    - j. Honorary Legal Adviser.
  7. To approve affiliation to the following bodies:
    - (i) England Athletics
    - (ii) U.K. Counties Athletic Union.
    - (iii) Race Walking Association.
    - (iv) Leicestershire Playing Fields Association
  8. To elect delegates to the bodies as listed in item 7
  9. To elect delegates to other bodies
    - a) Leicestershire and Rutland Playing Fields Association (LRPFA) – AGM only
    - ~~b) Leicester Athletics Development Group (no longer in existence)~~
    - c) Race Walking Association – AGM only
    - d) Leicestershire Running and Athletics Network
  10. General Committee - to note that the General Committee shall consist of those members of the Association listed in Rule 9 below
  11. To consider amendments to the constitution.
  12. To consider tabled Notices of Motion
  13. To confirm the dates and venues (if available) of the General Committee for the forthcoming year.

14. Consideration of Honoraria

9. **GENERAL COMMITTEE:**

(i) The General Committee shall consist of:

(a) The Officers as defined in Rule 5

(b) Not more than three representatives of each affiliated bona fide Athletic Club (a bona fide Athletic Club is a Club whose members are first claim members of that Club, duly elected at a properly convened meeting of the Committee of the Club and who have signed a membership form approved by England Athletics) and one representative only from each affiliated Association, Society, Promoting Body, School or Youth Organisation;

(c) The Competition Secretaries and Team Managers.

(d) The Vice-Presidents.

(ii) The General Committee shall meet not less than four times a year at a venue and time determined by the members of the Association.

(iii) The business of the General Committee shall be determined by an Agenda previously circulated at least 7 days prior to the meeting by the Honorary Secretary or his/her nominee to Officers of the Association, the Honorary Secretaries of all affiliated Clubs, Associations, Societies, Promoting Body, School and Youth Organisation, the Assistant Secretaries and the Vice-Presidents.

(iv) At the first meeting of the General Committee following the Annual General Meeting the formulation of such sub-committees as are deemed necessary by the Executive Committee shall take place, together with a definition of each sub-committee's terms of reference.

(v) Each person present and entitled to vote at a General Committee Meeting shall have not more than one vote to cast in the event of a resolution or motion being tabled. In the event of a tied vote the Chair shall vote for a continuation of the 'status quo'.

(vi) The quorum for a meeting of the General Committee shall be eight, consisting of not less than three Officers and five bona fide Club, Association, Society, Promoting Body, School or Youth Organisation Representatives, Competition Secretaries and Vice-Presidents.

10. **MEETINGS OTHER THAN GENERAL COMMITTEE MEETINGS:**

(i) The Honorary Secretary shall give at least 14 days notice by written Agenda of the Annual General Meeting or of any Special Meeting to the Officers, Vice-Presidents, and to each Honorary Secretary of affiliated Clubs, Associations, Society, Promoting Bodies, Schools and Youth Organisations.

(ii) Special General Meetings of the Association must be called by the Honorary Secretary upon receipt of a request for such a meeting signed by Representatives of at least FIVE affiliated Clubs, Associations, Societies, promoting Bodies, Schools or Youth Organisations, or at least THREE Vice-Presidents or Officers of the Association. The meeting shall take place within 21 days of the receipt of such a request.

(iii) The Special Meetings shall be chaired by the Chair or the President or the immediate Past President, but if none of them is available the Executive Committee shall decide who will chair the meeting.

11. **BUSINESS OF THE ASSOCIATION:**

The duties and powers of the Association shall be as follows:

(a) To invite suitable Clubs, Associations, Societies, Promoting Bodies, Schools and Youth Organisations in the County of Leicester and Rutland to become affiliated to the County Association, and to deal with applications for affiliation, which must be accompanied by the Affiliation Fee. Clubs, Associations, Societies, Promoting Bodies, Schools and Youth Organisations affiliated to the County Association must obtain certificates of registration for open athletic competitions promoted by them, unless they are affiliated to UK Athletics. Before a Club, Association, Society, Promoting Body, School and Youth Organisation can be affiliated to the County Association it must incorporate in its Rules that its membership is restricted to amateur athletes who are under the jurisdiction of the International Association of Athletics Federation (IAAF) and who are eligible to compete under the rules laid down by UK Athletics.

(b) To promote County Championships.

(c) To secure, as far as possible the registration of athletic competitions to be held in the County by Clubs, Associations, Societies, Promoting Bodies, Schools and Youth Organisations which are not affiliated to England Athletics.

(d) To receive applications for registration of athletic competitions in the County, and if approved, to recommend them for registration to England Athletics.

- (e) To supervise, as far as possible, athletic meetings and competitions in the County, to watch the interest of Competitors, and to secure the observance of UK Athletics "Rules of Competition", or other bodies as may be appropriate.
- (f) To inquire into and report upon applications for affiliations to England Athletics by Clubs, Associations, Societies, Promoting Bodies, Schools and Youth Organisations within the geographical area of Leicestershire and Rutland.
- (g) To keep minutes of all proceedings and a record of the members attending the meetings.
- (h) To furnish England Athletics or other body as appropriate with a copy of all the minutes or other suitable written summary of the proceedings.

## **12 FINANCES OF THE ASSOCIATION:**

- (i) The Honorary Treasurer of the Association shall be responsible for the Association's funds, which shall be kept in an account in the name of the Association.
- (ii) The Executive Committee of the Association shall authorise any expenditure on behalf of the Association.
- (iii) The Honorary Treasurer shall present an interim report on the "financial affairs" of the Association when asked to do so at a General Committee meeting and shall ensure that an Independently Examined Financial Statement is presented with the report to the Annual General Meeting.
- (iv) All cheques paid on behalf of the Association shall be signed by any two of the following Officers - the Chair, the Honorary Treasurer and the Honorary Secretary.
- (v) All assets of the Association shall be accounted for by the Honorary Treasurer at the Annual General Meeting.

## **13 ASSETS OF THE ASSOCIATION:**

The assets of the Association shall be vested in three Trustees, namely the Chair, The Honorary Treasurer and the Honorary Secretary, any two of whom may act as signatories for such assets on behalf of the Association.

## **14 CODE OF CONDUCT**

The County shall draw up a Code of Discipline. This Code shall be widely circulated to affiliated Clubs and Associations, together with other interested parties, and shall operate in such a way as to integrate with similar codes of UK Athletics/British Athletics and England Athletics in accordance with the rules of these two bodies.

The Code shall cover:

- (i) Breaches and non-observance of the Laws and Regulations of the UKAthletics/British Athletics, England Athletics and other governing bodies of the sport, including the County itself, which may be reported to, or come to the notice of, the County.
- (ii) Cases of alleged misbehaviour or unfair practice.
- (iii) Charges against Clubs, Associations, Societies, Promoting Bodies, Schools and Youth Organisations holding athletic meetings, and complaints by competitors.
- (iv) Matters specifically referred by England Athletics to the County for investigation, and appeals from decisions of a disciplinary nature made by Clubs and Associations within the geographical area of Leicestershire and Rutland.

Note: Any allegation involving doping, drug taking or the use of illegal stimulants shall not be subject to the procedures of this code but shall immediately be referred by the County in writing under confidential cover to UKA/ British Athletics who will deal with the matter. A copy of the letter notifying UK Athletics shall be sent under confidential cover to England Athletics.

## **15 CHILD PROTECTION AND EQUALITY POLICIES**

The Leicestershire and Rutland Athletic Association recognises the UKA/ British Athletics policies on Child Protection and Equity which are binding on the activities of the Association and all its members.

## **16 INTERPRETATION**

The Executive Committee shall decide any question as to the interpretation of all matters contained within the Constitution and deal with all matters not provided for therein.

*Note: The Constitution includes all changes up to and including the March 2017 AGM (and all updates to organisation names and affiliations).*