

# **ESSEX COUNTY ATHLETIC ASSOCIATION CONSTITUTION LAWS**

## **1) Title**

The Association shall be called the "Essex County Athletic Association" (hereinafter called the Association). The term Essex County shall mean the County of Essex within the boundaries existing prior to the London Government Act. 1963.

## **2) Object**

The object of the Association is to encourage, organise and manage athletics in the County of Essex and in the furtherance of that object to exercise such duties and powers as may be laid upon the Association by the Laws of England Athletics (hereinafter called EA).

## **3) Membership**

The Association shall consist of:

a) Any club or association as defined in the Rules of the EA situated or having headquarters in Essex provided it is eligible for affiliation of the EA.

b) Honorary members at the discretion of the Executive Committee.

## **4) Life Membership**

Life Membership of the Association may be conferred upon any person for outstanding service to the Association. Election to Life Membership may take place only at the Annual General Meeting of the Association and only those nominations previously approved by the Executive Committee may be considered for election.

## **5) Life Vice - Presidents**

The Association may appoint any person Life Vice - President of the Association. Election to Life Vice - President may take place only at the Annual General Meeting of the Association and only those nominations previously approved by the Executive Committee may be considered for election.

## **6) Affiliation and Subscriptions**

a) All Clubs and Associations referred to in the Foregoing Rule 3) and any other suitable managed bodied of athletics in Essex shall be invited to affiliate to the Association. The subscription fee shall be determined from time to time by the Executive Committee.

b) All subscriptions are due and payable on election and at the beginning (1<sup>st</sup> October) of each subsequent Association year.

c) The Executive Committee shall have the power to suspend or cancel the affiliation of any club, association or managing body whose subscription is overdue, subject to one month's notice having been given by recorded delivery.

d) No club or association shall be entitled to compete in any team competition promoted by the Association unless the current subscription has been paid.

## **7) Management**

a) The management of the Association shall be vested in the Executive Committee consisting of:

i) The officers of the Association, that is to say; The President, the President Elect, the Chairman, The Honorary Secretary, the Honorary Treasurer, all of whom shall be elected at the Annual General Meeting.

ii) Life Vice - Presidents and / or Life Members not exceeding six members to be elected from the list of Life Vice - Presidents and Life Members at the Annual General Meeting.

iii) Twenty members representing athletics to be elected by the Clubs at the Annual General Meeting.

iv) One representing the Essex County Schools Athletic Association.

b) Nominations of candidates for election to any to any of the positions referred to in Clauses i - iv, of this rule shall be invited from all affiliated clubs, associations and managing bodies, and shall be made in writing to the Honorary Secretary 21 days before the Annual General Meeting. Candidates may be nominated in more than one section of clause a). Candidates must give their consent to nomination.

### **8) General Meeting**

a) The Association year shall end on 30<sup>th</sup> September each year and an Annual General Meeting of those clubs, association and managing bodies affiliated to the Association shall be held within the ensuing three months.

b) A special General Meeting of the Association may be called by the Executive Committee and shall be within 35 days of the receipt by the Honorary Secretary of a written request signed by the secretaries of not less than six affiliated clubs, associations or managing bodies, stating the reason for which such a special meeting is to be called. No business other than that for which the meeting was called may be brought forward or discussed at a special meeting.

c) The Honorary Secretary shall give at least twenty - eight days notice of any general meeting to the officers, the secretary of each affiliated club, associations or managing body and each Honorary Member. Such notice shall state the time and place of the meeting and the business to be transacted.

d) Each affiliated club, association or managing body shall be entitled to send two representatives to a general meeting, each of whom shall be entitled to one vote. No proxy votes will be allowed. Past Presidents, Life Vice - Presidents and Life Members are entitled to vote at general meetings. Individual members may attend general meetings but may not vote. Voting shall be by a simple majority and in the event of a tie the Chairman shall have the casting vote.

### **9) Functions of the Executive Committee**

a) The Executive Committee shall meet a minimum of eight times a year, nine to form a quorum.

b) Special meetings may be summoned by the Chairman and shall be summoned by the Honorary Secretary within 21 days of the receipt of a written requisition signed by not less than five members of the Executive Committee.

c) The Honorary Secretary shall give at least seven days notice of a meeting.

d) Minutes of a proceeding meeting shall be drawn up and submitted for confirmation at the next ensuing meeting.

e) The Executive Committee shall exercise all powers of the Association except those specifically reserved for a general meeting of the Association. They shall conduct the business of the Association and draw up rules to govern the championships and other competitions promoted by the Association.

f) i) The Executive Committee shall have power to form committees, which may include persons who are not members of the Executive Committee, provided that a majority of the members of the committee (excluding ex - officio members) are members of the Executive Committee. The officers of the Association shall be ex - officio members of all committees. The Executive Committee shall have the power to delegate any of their powers and function to a committee formed under this clause, subject to any conditions they may wish to impose.

ii) Special Committees, which may be formed for purposes and objects may best be pursued in co-operation with other bodies, organisations and individuals. The membership terms of reference and organisation of Special Committees shall be determined case by case by the Executive Committee.

g) The Executive Committee shall have powers to fill any vacancy in its membership that may occur during the year.

h) The Executive Committee may co-opt additional members without voting powers.

#### **10) Finance**

a) An income and expenditure account and balance sheet made up to 30<sup>th</sup> September each year shall be prepared by the Honorary Treasurer, duly audited and presented to the Annual General meeting and circulated to all members.

#### **11) Auditors**

a) Two Honorary Auditors shall be appointed at the Annual General meeting to audit the accounts of the association for the ensuing year.

#### **12) Property of the Association**

a) The property of the Association shall be vested in three trustees elected annually at the Annual General Meeting and they shall hold it as trustees for the Association.

b) All County trophies shall remain the absolute property of the Association. They shall be adequately insured and the winner of each trophy shall guarantee the safe custody of the trophy and its return when requested by the Association.

#### **13) Rules of the Association**

a) No alteration to the Rules of the Association may be made except at an Annual General Meeting or a Special General Meeting convened for the purposes in accordance with the foregoing Rule 8b).

b) Notice of any proposed alterations to the Rules to be considered at an Annual General Meeting with full details of the proposed alterations, must be submitted to the Honorary Secretary, in writing, not later than the first day in October preceding the Annual General Meeting at which such alterations are proposed; and the Honorary Secretary shall circulate a copy of such proposal to all entitled to receive notice of the meeting not later than twenty - eight days before the meeting.

#### **14) Interpretation of the Rules**

a) In case of difficulty in the interpretation of these Rules or in any cases not covered by the Rules the Executive Committee shall determine such interpretation or make such decisions as it considers necessary, but steps shall be taken as soon as possible and in any case not later than the next Annual General Meeting to clarify any Rule in dispute or to make any addition to the Rules to cover matters not already so covered by the Rules.

Revised Constitution agreed at the December 2010 Annual General Meeting.

P. Sketchley - Honorary Secretary