

# CONSTITUTION OF NORTHERN ATHLETICS

## 1.0 TITLE

The Organisation shall be 'Northern Athletics', hereinafter referred to as the 'Organisation'.

## 2.0 TERRITORY

2.1 The territory of the Organisation, herein referred to as the 'Territory' shall comprise the geographic counties of Cheshire, Cleveland, Cumbria, Derbyshire, Durham, Greater Manchester, Humberside, Isle of Man, Lancashire, Lincolnshire, Merseyside, Northumberland, North Yorkshire, South Yorkshire, Tyne & Wear and West Yorkshire as defined at 1<sup>st</sup> May 1992.

2.2 These sixteen counties may amalgamate for Inter County competitive purposes subject to the approval of the Executive Board.

## 3.0 PURPOSES

3.1 The purposes of the Organisation shall be:

- a) to encourage and promote athletics in the Territory;
- b) to represent the Organisation on all appropriate bodies;
- c) to select and manage representative teams;
- d) to promote, organise and encourage the holding of athletic competitions, meetings, championships and events;
- e) to adopt the UKA Rules of Competition;
- f) to assist the Governing Bodies of Athletics in the performance of their objects, powers and duties;
- g) to make suitable arrangements with sponsors.

3.2 These purposes may only be amended at an Open Meeting at which not less than 75% of the vote of the Clubs at that meeting approves the amendment.

3.3 The remaining terms of this Constitution may only be amended at an Open Meeting at which not less than 50% of the votes of the Clubs at that meeting approve the amendment.

## 4.0 MEMBERSHIP

4.1 The Organisation shall consist of such athletic clubs, affiliated to England Athletics, and whose headquarters lie within the Territory.

4.2 The Executive Board shall have the right to refuse membership in its absolute discretion.

4.3 The Executive Board may set out rules for membership and shall have the right to amend them from time to time.

## **5.0 OPEN MEETINGS**

5.1 The description 'Open' indicates that the meeting is extended to member clubs, individual members of member clubs and representatives of clubs, but it is not otherwise open to members of the public. The Chairman of the meeting shall have the right to refuse entry to any person who is not a member or the authorised representative of a member.

### **5.2 Annual Open Meeting**

The Annual Open Meeting of the Organisation shall be held within nine months after the end of the financial year, at such a time and place as the Executive Board shall determine. The Executive Board shall notify the Secretary of each Club of the proposed time and place of the meeting at least 42 days in advance, requiring that nominations and other items of business for the meeting be notified at least 28 days before the meeting is due to take place.

The Executive Board shall, at least 14 days before the meeting, notify the Secretary of each Club of the business to be transacted at that meeting, which shall only include the following:

- i) to receive and, if agreed, adopt the reports of the Executive Board, the Competition Groups and the Treasurer, and to adopt the Financial Statement;
- ii) to elect the Officers of the Organisation, namely Chairman, President and Treasurer;
- iii) to elect the Executive Board;
- iv) to appoint the Organisation's Auditors;
- v) to transact such other business which under the Constitution of the Organisation should be conducted at the Annual Open Meeting and which has been notified in writing to the Organisation at least 28 days prior to the meeting.

All nominations for the above elections must be submitted in writing in advance. Any vacancies shall, if so determined by the meeting, be filled by the Executive Board.

Members of the Executive Board shall commence their period of office at the end of the Annual Open Meeting at which they are elected and serve until the conclusion of the following Annual Open Meeting.

The Chairman of the meeting shall be the current Northern Athletics Chairman or in his/her absence the President of the Organisation.

### **5.3 Special Open Meeting**

A Special Open Meeting shall be called and held within 28 days,

- i) At the instruction of the Officers
- ii) At the instruction of the Executive Board
- iii) On receipt of a written request from 25 Clubs in membership, stating the business that it is proposed to put before the meeting.

The Executive Board shall notify the Secretary of each Club at least 14 days prior to the meeting stating the time and place of the meeting and the business to be transacted at the meeting. No other business may be brought forward or discussed at that meeting.

The Chairman of the meeting shall be the current Northern Athletics Chairman or in his/her absence the President of the Organisation.

#### 5.4 **Quorum**

No business shall be conducted at an Open Meeting unless representatives of at least five Clubs are present.

#### 5.5 **Voting at Open Meetings**

All Clubs have the right to vote. Each Club shall have one vote on each resolution. In addition the current members of the Executive Board shall be entitled to vote as a Club representative. The current President of Northern Athletics and all former Presidents present at the meeting shall also be entitled to vote. In the event of an equality of votes, the Chairman of the meeting shall have a second or casting vote.

Votes may be cast only by those eligible and present at the meeting and only by a show of hands unless otherwise directed by the Chairman of the meeting. Club representatives may only vote on behalf of one club at any one meeting being a club of which he/she is a member.

### 6.0 **OFFICERS**

6.1 There shall be three Officers of the Organisation, namely President, Chairman and Treasurer.

6.2 The Officers shall be elected annually at the Annual Open Meeting, take office at the end of that meeting and serve until the conclusion of the following Annual Open Meeting.

6.3 The Officers may be nominated by the Executive Board or not less than 5 Clubs.

6.4 A nomination shall be invalid if the person nominated is not, at the time, a current member of a member of the Organisation or has at the time of the nomination, been suspended by their Club or by England Athletics or by UK Athletics from any position held by the person and whose suspension has not then terminated.

6.5 An Officer may attend and vote at any meeting of the Organisation.

### 7.0 **MANAGEMENT OF THE ORGANISATION**

7.1 The Management of the Organisation shall be vested in the Executive Board consisting of the Officers of the Organisation and two representatives from each of the disciplines of Cross Country, Road Running and Track & Field, together with the Secretariat. The Secretariat will be non-voting.

7.2 The Executive Board may co-opt additional members to achieve the appropriate balance of skills and experience required for efficient operation of the business of the Organisation.

7.3 The quorum for meetings of the Board shall be four voting members one of whom must be the President, Chairman or the Treasurer. The Chairman of the meeting shall be the Chairman or in his/her absence the President.

## **8.0 POWERS and DUTIES OF THE EXECUTIVE BOARD**

The Executive Board shall be required and entitled:

- a) to manage the day-to-day running of the Organisation.
- b) to maintain records and minutes of meetings relating to its activities.
- c) to recommend Annual Budgets and agree same with the Northern Athletics Trustees.
- d) to maintain a record of all financial transactions.
- e) to act as a discussion forum for athletics related matters and, where appropriate, determine policy for the Organisation and make suitable recommendations to national governing bodies.
- f) to maintain a Membership list.
- g) to call an Annual Open Meeting.
- h) to call a Special Open Meeting.
- i) to present a report of the Organisation's activities in the year preceding the Annual Open Meeting.
- j) to consider financial reports of the Organisation's accounts.
- k) to present and consider a financial statement of the Organisation's audited accounts as at the end of the previous financial year.
- l) to delegate the administration of any part of its business to its administrative staff, herein referred to as the 'Secretariat', as it considers appropriate.
- m) to establish members of Competition Groups, namely Cross Country, Road Running and Track & Field, and to delegate to those groups the organisation and promotion of the Annual Territorial Championships in those three disciplines and other Competitions as agreed by the Executive Board.
- n) to appoint an Honorary Legal advisor should it consider it appropriate.
- o) to co-opt additional members as deemed necessary.
- p) to ensure that all voting members of the Executive Board are current members of clubs.
- q) to invite all Past Presidents and Life Vice Presidents of the former North of England Athletic Association and all Past Presidents of Northern Athletics, to promotions of the Organisation.
- r) In addition the Executive Board shall supervise the Secretariat.

## **9.0 DISCLOSURE OF INTERESTS**

- 9.1 Each member of the Executive Board and the Secretariat shall disclose to the Executive Board any interest (whether direct or indirect) which he/she may have in any contract or proposed contract being considered by the Executive Board, and shall refrain from voting upon such business. A member of the Executive Board may make a general declaration that he/she is a member of a particular organisation and so to be regarded as interested in any transaction involving that organisation.
- 9.2 No member of the Executive Board shall take any loan from the Organisation.
- 9.3 No member of the Executive Board shall use any information he/she gains as a member of the Executive Board for personal gain.

## **10.0 FINANCE**

10.1 The Financial Year of the Organisation shall be from 1<sup>st</sup> April to 31<sup>st</sup> March of the following year.

### **10.2 Subscriptions**

Each member Club will be required to pay an annual affiliation fee, under a scheme and in accordance with a scale set by the Executive Board from time to time.

The Annual fee of each member Club shall be payable in advance on the first day of October in each year. No Club representatives shall be allowed to attend or vote at an Open meeting if the member Club's affiliation fee is unpaid. All member Clubs whose fee is unpaid on the first day of December in each year shall be liable to be struck off the roll of membership at the discretion of the Executive Board.

### **10.3 Financial Management**

The Finances of the Organisation shall be managed by the Treasurer who shall report and be answerable to the Executive Board.

An Annual Budget for the Organisation shall be agreed in advance by the Northern Athletics Trustees and shall not be exceeded without the prior consent of the Trustees.

### **10.4 Northern Athletics Trustees**

- a) In the event of dissolution, and then only after its debts and liabilities have been met, all funds and properties of Northern Athletics shall be vested in the Northern Athletics Trustees who shall apply these in accordance with the Purposes of Northern Athletics following consultation with the Executive Board.
- b) The trustees shall agree the Annual Budget of the Organisation in accordance with the Purposes of the Organisation, following consultation with the Executive Board.
- c) There shall at all times be not less than five or more than seven Trustees, none of whom shall be a current member of the Executive Board.
- d) The Trustees shall be co-ordinated by the Treasurer of Northern Athletics and shall meet at least once in each calendar year.
- e) Each Trustee shall retire and be eligible for re-election as follows:

After 5 years from their original appointment by the North of England Athletic Association, three Trustees shall retire and along with any other nominees received by the Executive Board be eligible to be considered for election.

In the following year (year 6), a further two Trustees shall retire and, along with any other nominees received by the Executive board, be eligible to be considered for election.

In the following year (year 7), the remaining two Trustees shall retire and, along with any other nominees received by the Executive Board, be eligible to be considered for election.

Following the above cycle, Trustees shall retire on the fifth anniversary of their appointment but shall, along with any other nominees received by the Executive Board, be eligible to be considered for election.

Any Trustee can only serve a maximum of two 5 year periods, which need not necessarily be consecutive.

A club may, at any time, submit to the Executive Board, the name of a person they wish to be considered for appointment as a Trustee, and the Executive Board shall include the nomination in the list of nominees for the next available trustee vacancy.

- f) No decisions shall be taken unless at least 50% of the current Trustees are present.
- g) A Trustee shall retire automatically if:
  - i) he becomes bankrupt or makes formal arrangement or composition with his creditors generally; or
  - ii) he is, or maybe suffering from a mental disorder and either he is admitted to hospital for treatment for such disorder or a court order is made relating to his disorder; or
  - iii) he is absent without the permission of the remaining Trustees for three consecutive meetings and the remaining Trustees resolve that he should retire.
- h) The Trustees shall approve or send back for further review the Annual Budget submitted for its approval by the Executive Board.
- i) All funds and properties of Northern Athletics shall be applied in accordance with the Purposes of the Organisation.

10.5 **Representatives – Travelling Expenses**

Representatives of the Organisation may claim reimbursement of travelling expenses, at rates determined by the Executive Board, when attending meetings.

## APPENDIX

### DISCIPLINARY PROCEDURE

The Organisation adopts the UKA Code of Discipline and shall take account of legislative changes including Human Rights principles.

### EQUAL OPPORTUNITIES POLICY

The Organisation recognises that discrimination may occur in the Organisation at all levels. It will work to ensure that no discrimination will take place against any individual or group on any grounds. It is aware that the sport relies on participants and volunteers in order to be able to offer an enjoyable and successful activity. The Organisation will do all in its power to recruit appropriate participants and volunteers from all sections of the community, and encourage them to achieve a status based on their abilities and ambitions.

### ACTION STATEMENT

The Organisation is opposed to all forms of discrimination, whether on grounds of race, gender, sexuality or disability and is committed to ensure that athletics is equally available to all people in all forms of activity and at all levels.

The Organisation will attempt to ensure that individuals do not suffer through ignorance of their rights and responsibilities, or of the services and opportunities available, or through an inability to express their needs effectively.

The Organisation is an equal opportunities employer.