

# **CAMBRIDGESHIRE ATHLETIC ASSOCIATION**

## **CONSTITUTION**

### **1. TITLE:**

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

### **2. HEADQUARTERS:**

For correspondence the headquarters of the Association shall be deemed to be the address of the Honorary Secretary.

### **3. ASSOCIATION COLOURS:**

The Association colours shall be light (Cambridge) blue.

### **4. OBJECTS:**

The objects of the Association shall be:

- a. To encourage, develop and direct athletics in the County of Cambridgeshire as empowered by the rules of UK Athletics.
- b. To promote County Championships and encourage inter-county competitions and such others as the Executive Committee may decide.
- c. To assist and encourage the formation of Athletic and Running Clubs in the County.
- d. To bring the advantages of Athletic Sport prominently before the County and Local Authorities.
- e. To affiliate to England Athletics, the South of England Athletic Association, the Counties Athletic Union and the Eastern Athletic Association, and to endeavour to secure the observance of UKA rules at all athletic competitions in the County.

### **5. MEMBERSHIP:**

Members of the Association must be also affiliated to National bodies. 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 athletic achievement.
  - iii. **Vice Presidents.**

Members as at i and ii above will have the appointment confirmed at an Annual General Meeting whilst members at iii will be elected annually.

- b. Through the Executive Committee:
  - i. Any Club or Association having its Headquarters in the County, which is eligible for membership of England Athletics.
  - ii. Any unit of HM Forces stationed in the County.
  - iii. Any School, College or Business House in the County. Additionally, Schools may be affiliated under a bulk affiliation by the County Schools Athletic Association. Those elected under i, ii, and iii above will be known as affiliated bodies.

## **6. AFFILIATION FEES**

The Executive Committee shall fix the rates of affiliation fees for the ensuing year. Fees are payable on application and for each subsequent year on 1 January. The Executive Committee shall have the power to expel any Club/Association whose subscription is three months in arrears, providing a month's notice in writing shall have been sent to such Club/Association or Member by a registered or recorded delivery letter, addressed to the last known address, informing the Club/Association or Member of the proposed action of the Committee.

## **7. COUNTY COLOURS**

The award of County Colours to athletes will be on the basis of qualification, ie number of appearances, but additionally the Awards Committee, which comprises the General Secretary and Team Managers, can make recommendations in respect of outstanding performances. Awards to Officers of the Association and to Officials will be based on services to the County. All awards will be subject to ratification by the Executive Committee. Six appearances or appearances in three different calendar years, for County representative teams will warrant the award of County Colours.

## **8. MANAGEMENT.**

**a.** The Management of the association shall be vested in an Executive Committee who shall each have one vote and consist of:

i. A President who will be elected at the Annual General Meeting.  
ii A Chairman, Vice Chairman, General Secretary, Treasurer, Track and Field Championship Secretary, Cross Country Championship Secretary, Coaching Secretary, Officials Secretary, Trophies Secretary, Road Running Permit Secretary, Sports Hall Co-ordinator, Road Race League Co-ordinator, Women's Team Manager, Men's Team Manager(s) and Statistician all of whom are to be elected at the Annual General Meeting. Additionally, there will be up to four (4) Club representatives nominated by and elected by the affiliated Clubs.

iii. A representative from Cambridgeshire Schools Athletic Association.  
Persons nominated for election to the positions listed in i and ii will be elected by the vote of all entitled to vote at the Annual General Meeting (see Rule 11).

**b.** The Executive Committee shall have the power to fill any vacancy which may occur in the listed Officers in 8a (i) and 8a (ii) or co-opt any persons it considers will be of assistance to the Committee. Such persons will be entitled to vote.

**c.** Delegates to other bodies will be appointed by the Executive Committee.

**d.** A Press Officer may be appointed by the Executive Committee who may attend all meetings of the Executive Committee but will not be entitled to vote unless already a member of the Executive Committee in his/her own right.

**e.** The Executive Committee shall meet whenever necessary. Six members shall form a quorum, one of whom shall be the Chairman, General Secretary or Treasurer.

**9. MINUTES** Minutes shall be prepared for all meetings and distributed to Committee members and Affiliated Clubs (as appropriate). A copy of all Minutes shall be maintained by the General Secretary.

## **10 SUB COMMITTEES**

a. The Executive Committee may appoint Sub-committees to enable the efficient transaction of the business of the Committee. The size of each sub-committee will be at the discretion of the Executive Committee and the membership may include persons who are not Executive Committee members.

b. Sub-committees will not have power to authorise expenditure of Association funds except where such power is specifically delegated by the Executive Committee.

c. Sub-committees may be appointed to cover any sphere of activity but will normally include: Awards, Cross Country, Track and Field, Road Running, Coaching, Standards, Development, Finance and Officials.

## **11 GENERAL MEETINGS**

a. General Committee Meetings will be held twice each year to which all affiliated Clubs will be invited to attend. The purpose of such meetings, in addition to the normal business of the Association, will be to receive reports of the Association's business and to discuss any matters requested by affiliated Clubs.

b. The Annual General Meeting shall be held (normally) not later than the last day of December. All members of the Association (as defined in Rule 5) shall be given at least 14 days notice of the Annual General Meeting. Ten members shall form a quorum. The business of the meeting shall be:

- To receive and consider the Annual Report(s)
- To receive and consider an audited financial statement for the year
- To elect the Officers and Members of the Executive Committee
- To appoint honorary auditor(s)
- To appoint Life Vice Presidents and Life Members
- To elect Vice Presidents
- To transact such other business as specified in the notice convening the meeting.

c. A Special General Meeting shall be called when decided on by the Annual General Meeting, or by the Executive Committee, or when requested in writing by no less than six (6) Members of the Association (as defined in Rule 5), who must inform the General Secretary of the purpose of the meeting. The Secretary shall be required to convene such a meeting to be held not more than 28 days after receipt of the request. The General Secretary must give 14 days notice of all Special General Meetings and all resolutions must be related to items which are included in the Agenda which shall be included with the notice of the meeting.

d. The Management team, whilst in office, and official delegates to affiliated bodies will be entitled to vote at General Committee Meetings, Annual General Meetings and Special General Meetings. Elected members will be entitled to one vote each and Affiliated bodies will be allowed two delegates entitled to vote. There will be no restriction on additional (non-voting) delegates.

## **12 FINANCE**

The Executive shall control the finance of the Association and any expenditure in excess of £100 shall need the approval of the Executive Committee. The Honorary Treasurer shall present a financial statement, duly audited, to the Annual General Meeting. The financial year shall be from 1<sup>st</sup> November to 31<sup>st</sup> October.

## **13 AUDITOR**

One or more Honorary Auditors shall be appointed at the Annual General Meeting.

## **14 PROPERTIES**

The properties of the association shall be vested in three (3) Trustees, to be elected by the Executive Committee, and they shall hold all properties for the Association.

## **15 CHAMPIONSHIP EVENTS**

The Association shall, at its discretion, promote Championships for Men and Women in all UKA age groups in any or all of the officially recognised Cross Country, Road, Track and Field, and Race Walking events.

## **16 APPLICATIONS TO STAGE CHAMPIONSHIPS**

The majority of County Championship Events will normally be staged at specifically organised Championship Meetings promoted by the County Association. Applications from promoting bodies to stage individual events will, however, be considered by the Executive Committee. Such requests should be forwarded to the General Secretary for consideration by the Committee.

## **17 OFFICIALS**

At all meetings where a County Championship is staged the Officials 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 Championships and shall make a written report to the Championship Secretary within fourteen (14) days.

## **18 AWARDS**

**TRACK AND FIELD:** In Track and Field Championship events the winner shall receive an Association Medal and hold for one year the Trophy (if any) relative to the event, proper security being given. The second and third placed competitors shall receive an Association Medal. Trophies shall also be awarded to the Team scoring the most points in each Age Group as defined by UKA rules (points shall be scored in finals only – 6 points for 1<sup>st</sup> down to 1 point for 6<sup>th</sup>, this is irrespective of the number of competitors). Competitors may score for one team only. A Schools Trophy shall be awarded to the School scoring the most points across all relevant age groups.

Trophies shall be awarded at the Annual General Meeting in recognition of what the Association believes to be the best performance in each Age Group at the Track and Field Championships. Additionally, awards shall be made in respect of outstanding performance throughout the year at Under 17 and Over 17 ages both male and female. A further award shall be made for the best Junior Field performance.

**CROSS COUNTRY:** Awards shall be made at the annual Cross Country Championships – the winner of each Age Group competed shall receive an Association Medal and hold for one year the Trophy (if any) relative to the event, proper security being given. The second and third placed competitors shall receive Association Medals. Medals shall be awarded to 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> teams in each event (the composition of teams to be designated in the Championship prospectus).

**ROAD RACING:** In nominated Road Races at 5km, 10km, 5 mile, 10 mile and Half Marathon Association Medals shall be awarded in the following categories: Senior Men and Senior Women 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup>. An award shall be made to 1<sup>st</sup> place only in the following Masters age groups Men 40, 50, 60, 70+, Women 35, 45, 55, 65+.

At the Annual General Meeting an award shall be made in respect of the best Road and Cross Country Performance.

## **19 ELIGIBILITY AND COUNTY QUALIFICATION**

Eligibility to compete shall be as defined in the UK Athletics 'Rules of Competition'.

County Qualification shall be as defined in the above rules – Rule 9, as further extended as follows:

- a. to permit the participation of Senior Men and Senior Women in Home Office Installations located within the County after six months residence.
- b. to relax residential qualifications in all age groups other than Senior Men and Senior Women, except for those Seniors in residence at Colleges and University.
- c. to limit Team Championships to affiliated Clubs.

## **20 DISCIPLINE**

Any member found guilty of misconduct may be cautioned once or expelled from the Association by the majority decision of the Executive Committee. Any member so expelled will have the right to appeal to England Athletics under the procedures set down by that organisation.

## **21 AGE GROUPS**

Age Groups are as defined in the UK Athletics 'Rules for Competition'.

## **22 ALTERATION TO CONSTITUTION**

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

## **23 DISSOLUTION**

In the event of the affairs of the Association having to be wound up a Special General Meeting shall be called in accordance with these rules to deal with any matters outstanding and the disposal of any assets.