

JERSEY ATHLETICS ASSOCIATION

Affiliated to England Athletics

CONSTITUTION

1. NAME

The Association shall be called;-
"Jersey Athletics Association"

2. OBJECTS

2.1 The Objects of the Association shall be;-

- a) To promote and encourage Athletics within Jersey.
- b) To stimulate public opinion and those in Governmental Departments in favour of providing proper accommodation and facilities for Athletics.
- c) To select Athletic teams to represent the Island of Jersey.
- d) To employ an Athletic Development Officer providing there are appropriate financial resources in place to do so.
- e) To co-ordinate the education of coaches and officials in Jersey
- f) To identify and attract sources of funding to ensure the development of Athletics in Jersey
- g) To support whenever possible the member clubs with provision of advice and equipment for Athletics related activities

3. COMPOSITION & MEMBERSHIP

3.1 The Association shall consist of;-

- a) Clubs, Private Associations and similar bodies within the Island whose activities include the development or promotion of any of the recognised Athletics disciplines,
- b) the Jersey Schools Athletics Association and
- c) other organisations which are affiliated to a UK Athletics Association and which promotes members to take part in Athletics competitions

Each of the above shall be called 'members' for the purposes of reference within this Constitution.

3.2 The total membership of the Association shall not normally be limited in numbers. If however, the Committee considers that there is a good reason to impose any limit from time to time then the Committee shall put forward appropriate proposals for consideration at a General Meeting of the Association. The officers and delegates shall have the right to impose (and remove) from time to time any limits on total membership of the Association.

3.3 Any Club who joins the Association must submit a signed application to the Secretary. Election to membership shall be at the discretion of the Committee or other person(s) authorised by the Committee. The Committee or such authorised person(s) shall not be required to give reasons for the refusal of any application for membership.

4. LAWS

4.1 The Laws and Orders of England Athletics I.A.A.F. and resolutions adopted by England Athletics together with the Constitution adopted by the Association shall be binding on the Association.

5. AFFILIATION

5.1 The Association shall be affiliated to England Athletics, the Jersey Sports Council, the Commonwealth Games Association of Jersey, the Island Games Association of Jersey and Jeux des Isles Association of Jersey and any other Body approved by the Committee.

5.2 Where necessary, delegates to these Associations shall be appointed at the first Committee Meeting after the A.G.M.

6. OFFICERS

6.1 The following persons shall be elected as Officers at the Annual General Meeting;-

President,

Vice-President,

Hon. General Secretary and

Hon. Treasurer

6.2 The Officers of the Association shall be proposed, seconded and elected by ballot at the Annual General Meeting each year and shall remain in office until their successors are elected at the next Annual General Meeting. Any vacancy occurring by resignation or otherwise may be filled by the Committee. Retiring Officers of the Committee shall be eligible for re-election.

7 COMMITTEE COMPOSITION

7.1 The Committee, each of whom shall be over the age of 18, shall consist of;-

i) The Officers of the Association, of which no more than 2 in total can be members of an individual member of this Association and

ii) Two delegates from each of the members as set out in 3.1

8. COMMITTEE MEETINGS

8.1 Committee meetings shall be held not less than quarterly (save where the Committee itself shall by a simple majority resolve not to meet), and the quorum of that meeting shall be 6 persons (to include not less than 3 Officers, including the President or Vice-President). The

President and Secretary shall have the discretion to call further meetings of the Committee if they consider it to be in the interests of the Association. The Secretary shall give all the members of the Committee not less than 7 days written notice of a meeting. Decisions of the Committee shall be made by a simple majority (and in the event of equality of votes the President (or the acting President of that meeting) shall have a casting vote. The Secretary, or on his/her absence, a member of the Committee shall take minutes.

8.2 In the event that a quorum is not present within thirty minutes of the published starting time, a meeting shall stand adjourned to the time and date falling seven days after the date of the meeting, or such other date and time as may be determined by the President. If a quorum is not present at the time of adjourned meeting then those Committee persons present may act for the purpose of calling a Special General Committee of the members, to which the provision as to minimum notice contained 8.1 shall not apply.

8.3 In addition to the Officers so elected, the Committee may co-opt further Officers, who shall serve until the next Annual General Meeting. Co-opted Officers shall not be entitled to vote at the meeting of the Committee and shall not be counted in establishing whether a quorum is present.

8.4 The Committee may from time to time appoint from among their number such sub-committees as they may consider necessary (and to remove (in which or in part) or vary the terms of reference of such sub-committees) and may delegate to them such of the powers and duties of the Committee as the Committee may determine. All sub-committees shall periodically report their proceedings to the Committee and shall conduct their business in accordance with the directions of the Committee.

8.5 The Committee shall be responsible for the management of the Association and shall have the sole right of appointing and determining the terms and conditions of service of employees of the Association. The Committee shall have the power to enter into contracts for the purpose of the Association on behalf of all the members of the Association. The Committee shall be responsible for ensuring that the Accounts of the Association for each financial year be examined by an independent examiner appointed by the members in General Meeting.

8.6 Special Committee Meetings shall be called at the request of three Committee members (including delegates).

8.7 Except with the consent of the majority of those present no business other than that on the Agenda may be discussed. Such business must reach the Hon. General Secretary not later than the two days prior to the meeting.

8.8 The members of the Committee shall be indemnified by the members of the Association against all liabilities properly incurred by them in the management of the affairs of the Association.

9. COMMITTEES DUTIES 12.1

The Committee shall have the following powers and duties;-

- a) To enforce the observance of the laws, rules, and conditions of England Athletics and the I.A.A.F. and the Association.
- b) To exercise control over the finances of the Association and to prepare an audited report and balance sheet of each year's activities for submission to the AGM. The financial year shall end on 31 December.
- c) To fill any vacancy occurring amongst the Officers between AGMs provided that such decision is approved in a meeting by simple majority.
- d) To appoint other sub-committees, as deemed necessary, and determine their terms of reference.

10 ANNUAL GENERAL MEETING

10.1 The Annual General Meeting of the Association shall be held each year on a date falling within the period 1st. March ('The Opening date') and 31 May ('Closing date'). The date of the Annual General Meeting shall be fixed by the Committee.

10.2 The purpose of the Annual General Meeting is to transact the following business;

10.2.1 To receive the President's report of the activities of the Association during the previous year.

10.2.2 To receive and consider the accounts of the Association for the previous year and the report on the accounts of the independent examiner and the Treasurer's report as to the financial position of the Association.

10.2.3 To remove and elect the independent examiner (who must not be a member of the Committee or a member of the family of a member of the Committee) or confirm that he/she remain in office.

10.2.4 To elect Officers and other members of the Committee;

10.2.5 To decide on any resolution, which may be duly submitted in accordance with Rule 10.3 below.

10.3 Nominations for election of members to any office or for membership of the Committee shall be in writing by the proposer and seconder to the Secretary not later than 28 days before the A.G.M. specified above. The nominee shall be required to indicate in writing on the nomination form his willingness to stand for election. Notice of any resolution proposed to be moved at the Annual General Meeting shall be given in writing to the Secretary not less than 28 days before the A.G.M.

11. SPECIAL GENERAL MEETING

11.1. A Special General Meeting may be called at any time by the Committee. A Special General Meeting shall be called by the Secretary within 28 days of receipt by him/her of a requisition in writing signed by not less than 2 affiliated members as defined in 3.1.

12. PROCEDURE AT THE ANNUAL AND SPECIAL GENERAL MEETINGS

12.1 The Secretary shall personally be responsible for the handing out or sending to each Officer and each member at their last known address written notice of the date, time and place of the General Meeting together with the resolutions to be proposed thereat at least 14 days before the meeting and in the case of the Annual General Meeting a list of the nominees for the Committee posts and a copy of the examined accounts. The Notice of the meeting shall in addition wherever possible be displayed on the Association Notice Board where one exists.

12.2 The quorum for the Annual and Special General Meetings shall be 6 persons (including at least the President or the Vice-President) entitled to attend and vote at the meeting.

12.3 The President, or the Vice-President, shall take the chair. Each Officer and each delegate present shall have one vote and resolutions shall be passed by a simple majority. For the procedures for submitting resolutions to be considered at a General Meeting members reference is made to Rule 10.3. In the event of an equality of votes the President shall have a casting or additional vote.

12.4 The Secretary, or in his/her absence a member of the Committee, shall take minutes at the Annual and Special General Meetings.

12.5 The President shall at all General Meetings have unlimited authority upon every question of order and shall be, for the purpose of the meeting, the sole interpreter of the Rules of the Association.

12.6 Representation at General Meetings, whereby each person shall have one vote, shall be as follows;

12.6.1 Officers- -one vote for each person

12.6.2 Members –three delegates -each with one vote.

13. FINANCE

13.1 All moneys payable to the Association shall be received by the Treasurer and deposited in a bank account in the name of the Association. No sum above £50 shall be drawn from that account except by cheque signed by two of the signatories who shall be officers. Any moneys not required for immediate use may be invested as the Committee in its discretion think fit.

13.2 The income and property of the Association shall be applied only in furtherance of the objects of the Association and no part thereof shall be paid by way of bonus, dividend or profit to any members of the Association.

13.3 The annual subscription shall be determined at the Annual General Meeting for the

following calendar year and shall be due on 1st January each year.

13.4 Any member whose subscription is unpaid by the date falling 120 days after the due date of payment may be suspended by the Committee from some or all Association activities from a date to be determined by the Committee and until such payment is made.

13.5 The Committee shall have power to authorise the payment of remuneration and expenses to any officer or employee of the Association and to any other person or persons for services rendered to the Association.

13.6 The financial transactions of the Association shall be recorded by the Treasurer in such manner as the Committee think fit.

13.7 The financial year of the Association shall be the period commencing on 1 January and ending on 31 December. Any change to the financial year shall require the approval of members in a General Meeting.

13.8 No officer shall be held liable for bona fide debts incurred on behalf of the Association in the execution of his office or in relation to his duties, unless he acts without authority.

14. BORROWING

14.1 The Committee may borrow money on behalf of the Association for the purposes of the Association from time to time at their own discretion for the general upkeep of the Association or with the prior approval of a General Meeting for any other expenditure, additions or improvements.

14.2 When so borrowing, the Committee shall have the power to raise in any way sum or sums of money and to raise and secure the repayment of any sums or sums of money in such manner or on such terms and conditions as it thinks fit, and in particular, by mortgage of or charge upon or by issue of debentures charged upon all or any part of the property of the Association.

14.3 The Committee shall have no power to pledge the personal liability of any member of the members of the Association for the repayment of any sums borrowed.

15 RESIGNATION

15.1 A member, as defined in clause 3, wishing to resign membership of the Association must give to the Secretary written notice of its resignation. A member's resignation shall only take effect when this has been complied with.

15.2 Notwithstanding the provisions of Rule 15.1 above, a member whose subscription is more than 6 months in arrears shall be deemed to have resigned. Where the membership of a member shall be terminated in this way it shall be informed in writing that it is no longer a member by notice handed to a representative from that member or sent by post to its last known address.

16. EXPULSION AND OTHER DISCIPLINARY ACTION

16.1 The Committee shall have power to expel a member, as defined in clause 3, when, in its

opinion, it would not be in the interests of the Association for it to remain a member.

16.2 The Association shall adopt and comply with the Guidelines of England Athletics (Guidelines) for handling internal Disputes as the same way may be revised from time to time.

A copy of such Guidelines may be obtained from England Athletics.

16.3 A member may not be expelled or (subject to Rule 16.4 below) be made the subject of any other penalty unless the panel hearing the complaint shall be a three quarters majority vote in favour of the expulsion of or other penalty imposed upon the member.

16.4 The Officers of the Association (or any person to whom the Committee shall delegate this power) may temporarily suspend or exclude a member from particular Association activities, when, in their opinion, such action is in the interests of the Association. Where such action is taken the complaint will thereafter be dealt with in accordance with the Guidelines.

17. AMENDMENT TO THE CONSTITUTION

17.1 The Rules may be altered by resolution at an Annual or Special General Meeting provided that the resolution is carried by a majority of at least two-thirds members present and entitled to vote at the General Meeting.

17.2 Such number of delegates as represent one-tenth in number of the members entitled to attend and vote at a General Meeting shall be entitled to put any proposal for consideration at any General Meeting provided the proposal in writing shall have been handed or posted to the Secretary of the Association so as to be received not later than 14 February in the case of the Annual General Meeting or in the case of a Special General Meeting 14 days before the date of the meeting and thereafter the Secretary shall supply a copy of the proposal or resolution to the members in the manner provided in 12.1.

18. DISSOLUTION

18.1 A resolution to dissolve the Association shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of those present and entitled to vote.

18.2 The dissolution shall take effect from the date of the resolution and the members of the Committee shall be responsible for the winding-up of the assets and liabilities of the Association.

18.3 Any property remaining after the discharge of the debts and liabilities of the Association shall be given to a charity or charities or other non profit making organisation having objects similar to those of the Association for the furtherance of such objects nominated by the last Committee.

19. ACKNOWLEDGEMENT

19.1 The members acknowledge that these Rules constitute a legally binding contract to regulate the relationship of the members with each other and the Association.

20. INTERPRETATION

20.1 Any matter of interpretation of this Constitution, which may arise, or any contingency of any nature not specifically covered by these Rules, shall be resolved by the majority decision of the Committee.

November 2008.