



July 24th 2016

SUSSEX COUNTY ATHLETICS ASSOCIATION

1. TITLE

The Association shall be called the Sussex County Athletics Association, but for promotional and publicity purposes shall be known as “Sussex Athletics”. The Association shall be composed of clubs and associations and their members, President, Life members, Vice Presidents, Officers and Associate Members interested in the development of athletics in the administrative counties of East Sussex and West Sussex and the Unitary Authority of Brighton and Hove City.

2. OBJECTIVES OF THE ASSOCIATION

The Objectives of the Association are principally, but not limited to, the following:

- i To encourage, advise and assist the development and promotion of athletic sport within the county
- ii To hold county championships and other competitions from time to time either alone or jointly with any affiliated clubs and associations as the Executive Committee may decide
- iii To assist and advise in the formation and management of athletics clubs in the county
- iv To ensure the observance of UK Athletics rules at all athletics competitions in the county that are promoted by clubs affiliated to the County Association
- v To ensure the adoption and application of the “Welfare, Equity and Inclusiveness” policies of the national governing body for athletics insofar as they apply to the County Association
- vi To promote the development and delivery of coaching and officiating within the county
- vii To promote links with schools athletics within the county
- viii To pursue all opportunities for sponsorship and any other financial support
- ix To work with other bodies in the promotion of the sport

3. MEMBERSHIP

Membership is available to :

- i Any club or association having headquarters in the county of Sussex (as defined in section 1) and being affiliated to the national governing body and their individual members
- ii Any club in neighbouring counties wishing to compete as a team in Sussex Championships, it being understood that all members of any such team must have Sussex eligibility.
- iii Life members as appointed at an Annual General Meeting

4. MANAGEMENT

The management of the Association shall be vested in an Executive Committee to be elected annually at an Annual General Meeting of the Association. This Executive Committee shall be comprised as follows:

President, Hon Treasurer and 10 general committee members to be nominated by the outgoing Executive Committee and/or by clubs affiliated to the Association all to be elected by the members present at an Annual General Meeting, together with a nominated representative of the Sussex Schools Athletics Association. The Executive Committee shall appoint a Chair from within its number.

In the event of a vote being required to determine the Committee as described above it shall be determined by a simple majority of the members present and eligible to vote, the Chair of the meeting holding a casting vote if it should be required

The Executive Committee shall have power to co-opt additional members for specified periods of time and/or to undertake specific responsibilities.

The general secretarial duties required of and by the Executive Committee shall be undertaken by an Administrator who shall be appointed by the Executive Committee annually, or as required, and may be a remunerated post. This post shall be non-voting.

The Executive Committee shall have the power to delegate areas of responsibility to committees, panels or other designated groups to facilitate the promotion and development of the sport of athletics within the county. Such committees, panels or groups shall report to the Executive Committee as and when required. The terms of reference of such committees and panels shall be set by the Executive Committee.

The Executive Committee shall meet a minimum of 4 times per year.

A quorum at Executive Committee meetings shall be 6 members present.

The Executive Committee shall have the power to appoint vice-presidents, to fill any vacancies among officers that may arise during the year and to deal appropriately with any matters not specifically provided for in these rules.

Minutes of the Executive Committee meetings shall be sent to its members at least seven days prior to the next meeting and shall be posted on the Association website.

5. ANNUAL GENERAL MEETING

The Annual General Meeting of the Association shall be held in the month of October to:

Receive and approve the annual account and report of the Treasurer and the report of the Executive Committee.

Elect the officers, Life Members, Trustees, Inspector of the Accounts and the Executive Committee for the ensuing year

Consider any motions that may have been presented to the Administrator in accordance with the following paragraph.

Motions to be addressed and discussed at the Annual General Meeting must be presented, duly seconded, to the Administrator one month prior to the Meeting and be included within the notification of the meeting which in turn must be made no later than two weeks prior to the nominated date of the Meeting

The following are deemed eligible to attend General Meetings of the Association:

President, Life Members, Vice Presidents, Hon Treasurer, members of the Executive Committee and its appointed committees, panels or groups, two delegates from each affiliated club and a representative of the Sussex Schools Athletics Association. In each case this is subject to any appropriate affiliation fee having been paid.

The following are deemed eligible to vote at both an Annual General Meeting and an Extraordinary General Meeting if present at the said meeting: President, Life Members, Vice Presidents, Hon Treasurer, members of the Executive Committee, two delegates from each member club and a delegate from the Sussex Schools Athletics Association.

Nominations for office shall be approved by eligible members present and in the event of an election being required for any of the positions stated it shall be determined by a simple majority of those present and eligible to vote.

Should a vote be required on any proposed motion it shall be determined by a simple majority of those attending and eligible to vote. In the event of a tied vote the Chair of the meeting shall have a casting vote.

In all matters requiring an election or other approval and/or adoption a quorum for the Annual General Meeting shall be 10, provided that a minimum of 3 affiliated clubs are represented.

6. SUBSCRIPTIONS

The annual affiliation fee to be paid by clubs and associations shall be determined by the Annual General Meeting and shall be on a sliding scale based on club membership.

The Executive Committee shall have the power to suspend from membership or expel any club or association whose subscription is three months overdue, subject to one months notice by recorded delivery letter.

7. ACCOUNTING YEAR

The financial accounting year for the Association shall be from 1st April each year until the following 31st March and the Account for the accounting year shall be presented to the immediately following Annual General Meeting.

8. FINANCIAL INSPECTION

An inspector shall be appointed at the Annual General Meeting to inspect and report on the accounts to be presented to the next AGM.

9. PROPERTIES OF THE ASSOCIATION

The properties of the Association shall be vested in and overseen by three Trustees to be appointed at the Annual General Meeting.

10. EXTRAORDINARY MEETINGS

An Extraordinary General Meeting, or other special meeting, shall be called on the instruction of the Executive Committee within 28 days of the receipt by the Administrator of a written requisition tendered by a minimum of five affiliated clubs. Such requisition shall state the matter it is proposed to bring forward for discussion and consideration and no other business shall be discussed at such meeting. The Administrator shall notify all members entitled to attend such a meeting giving at least seven days notice.

A quorum for such a meeting shall be 15 members of the Association eligible to vote

Any proposal considered at an Extraordinary General Meeting shall be adopted if passed by at least two thirds of the members present and eligible to vote.

11. DISSOLUTION

The Association may be dissolved at an Extraordinary Meeting upon the affirmative vote of three-quarters of those present and entitled to vote. In the event of a decision to dissolve being reached, the assets of the Association shall be transferred to such other organisation(s) as may exist or be formed for the benefit of athletics in Sussex. In the event of there being no such body the assets of the Association shall be realised by the Executive Committee and after provision for the discharge of all debts shall be transferred to the governing body for athletics in England

12. RULES

No addition or alteration to these rules may be made except at an Annual General Meeting of the Association or an Extraordinary Meeting convened for that purpose.

The Administrator of the Association must receive in writing at least one month prior to the Annual General Meeting notice of any proposed alterations or additions. Notice of any such proposed alteration or addition must be stated in the notification convening the meeting.