

Kent County Athletic Association Constitution and Rules

1. Title

The name of the Association shall be "Kent County Athletic Association".

2. Definition

(a) The words "Kent County" will be referred to hereinafter, as the "County" shall be taken, broadly speaking as the geographical County of Kent prior to the formation of The Greater London Council. The precise boundary will be as agreed by The Kent County Athletic Association and England Athletics. The boundaries are shown as an appendix to this document.

(b) The Kent County Athletic Association shall be referred hereinafter as the "Association".

(c) The word "Council" refers to the Management body of the Kent County Association as elected at the Annual General Meeting.

3. Objects

(a) The encouragement, development, promotion and control of athletics throughout the County in accordance with the rules of both England and UK Athletics.

(b) to organise annual County Championships and other competitions as may be decided.

(c) To promote and assist in the organisation and staging of Inter County Competitions and select representative teams ..

4. Membership

Association membership shall be open to:

(a) Any club or association meeting the criteria laid down by England Athletics, UK Athletics and the Association, on payment of the annual fee

b) Presidents and Past Presidents of the Association.

5. Officers of the Association

(a) The Officers of the Association are the Chairman, Secretary and Treasurer.

6. President of the Association

(a) The President shall be elected for one year and shall not be available for immediate re-election.

(b) Subject to the approval of the Council the President shall nominate a successor to the President Elect for consideration and approval at the Annual General Meeting

7. Annual General Meeting

(a) The Financial Year will end on the 30th September. An Annual General Meeting shall be held within two months. Written notice shall be given by the Secretary to all members at least sixty days before the meeting with a request for nominees to sit on the Council and Sub-committees. An agenda, including details of properly proposed nominations, shall be circulated by the Secretary to all members not less than fourteen days before the meeting.

(b) The business of the meeting shall be to:-

(i) Receive and approve the minutes of the previous Annual General not already approved.

(ii) Receive the Secretary's annual report.

Receive and approve the Accounts, Balance Sheets and the Financial Examiners report.

(iii) Present the President and President elect.

(iv) Elect Honorary Life Members as proposed by the Council.

(v) Elect Chairman, Secretary and Treasurer as nominated by members.

(vi) Elect Secretaries for Sub-committees as nominated by the Council.

(vii) Elect others to serve on the Council as outlined in rule 10(a)(iv).

(viii) To appoint Financial Examiners as proposed by the Council.

(ix) Elect working Sub-committees as nominated by members.

(x) Consider any properly constituted proposals as shown in the agenda.

8. Extraordinary General Meetings

(a) An Extraordinary General Meeting of the Association shall be either called by the Council or within forty nine days of receipt by the Secretary of a written request from three or four members of the Association. Such a request shall state the reason for calling the meeting. In the case of a Club or Association the Secretary of the club must sign on behalf of that body.

(b) No business other than that for which the meeting was called may be discussed.

(c) The Secretary shall be given written notice, including the proposals, to all members not less than thirty five days before the meeting.

9. Procedure at General Meetings

- (a) Each affiliated club and Association shall be entitled to be represented by two of their current members, each with one vote, at all General Meetings. Each representative may only vote on behalf of one Club or Association and only cast one vote on each motion or proposition.
- (b) The President, President Elect, Past Presidents, and Officers of the Association shall be entitled to one vote provided such a person is not a nominated representative of a club or Association.
- (c) At the discretion of the Chairman of the meeting any other person may attend and speak but shall not be entitled to vote.
- (d) No business shall be transacted unless a quorum is present at least one of whom shall be an Officer of the Association. The quorum for all purposes shall be ten persons. Voting shall be by simple majority, of those present, in the event of no majority the Chairman shall have the casting vote.

10. Management of the Association

- (a) The Management of the Association shall be vested in the Council as detailed in rule 7 and shall consist of the following.
 - (i) The Officers of the Association
 - (ii) The Past Presidents of the Association
 - (iii) The Secretary of each sub-committee or in absentia a representative from each of the sub-committees specified in rule 11 and other formal sub-committees and of the trustees.
 - (iv) A maximum of nine other members not already on the Council.
 - (v) The Minutes Secretary
- (b) The Council shall meet quarterly with seven members to form a quorum. (c) At the first meeting of the Council after the Annual General Meeting the Council shall appoint an Executive Committee to manage day to day matters and make recommendations to the Council. The meeting shall also appoint a Vice Chairman.
- (d) The Executive Committee shall consist of the Officers of the Association and four serving members from the Council. The four members shall be nominated and seconded by members of the Council and election will be by majority vote. The members of the Executive Committee shall also attend Council meetings.
- (e) The Executive Council shall have the power to fund any items up to a maximum as agreed by the Council.
- (f) The Executive Committee shall meet eleven times a year, including the four quarterly Council meetings, and four members shall constitute a quorum.
- (g) Both the Council and Executive Committee shall ensure proper minutes are kept.
- (h) The Council shall have the power to co-opt additional members with or without voting rights.
- (i) Except for matters herein reserved specifically for members in a General Meeting all powers of the Association express or implied shall be exercised by the Council.

11. Sub-Committees

- (a) The Officers of the Association shall be ex officio members of all SubCommittees.
- (b) The Council may delegate powers to the sub-committees to allow each to take action as is felt appropriate for the efficient execution of the Associations business. The Council should receive notice of any proposed action. If this is not feasible then the Council will receive a report at the earliest opportunity. If action is required without prior Council knowledge then the Chairman, or if unavailable, the Vice Chairman shall be advised in advance.
- (c) Each sub-committee shall furnish a proposed budget requirement for the year following the Annual General Meeting.
- (d) The Secretary of each sub-committee shall ensure that properly constituted and minuted meetings are held at least once a year and that a report or nothing to report, is furnished to the Council on agreed dates, other than those sub-committees operating as working groups.
- (e) Membership of sub-committees shall be as widely distributed as possible with nominations sought annually from member clubs and associations. The Council shall ensure that each sub-committee has sufficient members to be effective. Any sub-committee may have members who are not members of the Council.
- (f) The standing sub-committees shall be:
 - Cross Country: Responsible for all matters relating to County organised Cross Country events and when appropriate hosting inter county events.

Track and Field: Responsible for all matters relating to County organised Track and Field events and when appropriate hosting Inter County events.

Road Running: Responsible for all matters relating to County organised Road Running events and when appropriate hosting inter county events.

Walking: Responsible for all matters relating to County organised Walking events and when appropriate hosting Inter County events.

Sportshall: Responsible for all matters relating to County organised Sportshall events and when appropriate hosting Inter County events.

Team Selection: Responsible for the selection, notification, transporting and management of County Teams for inter county events.

Officials: Responsible for maintaining a list of officials and ensuring training, and promotion opportunities for County Officials. To allocate officials for County events and when required Inter County events.

Coaching To liaise with England and UK Athletics Coaching \groups to ensure full involvement of the County. To be responsible for the promotion of the objects of the Association.

Medals and Trophies: To have Medals and Trophies available for appropriate presentation as advised by the relevant sub-committees.

Press and Publicity: To publicise the activities of the Association as advised by the relevant sub-committees. To ensure that a County Fixture list is maintained and publicised.

(9) The Council may form further sub-committees for specific purposes.

12. Rules of Competition

- (a) All competitions shall be held in accordance with the laws and rules of UK, England Athletics and other Governing Bodies. The Council may determine local rules.
- (b) All individuals competing in County Championships and all selections to Represent the County shall be "County Qualified" as defined by England and UK Athletics or appropriate Governing Bodies.
- (c) All team County Championships shall consist of "County Qualified" individuals.
All teams affiliated to the Association or an affiliated association or a service unit are eligible to compete.
- (d) Fees for competitions and closing dates for entry shall be determined by the Council.
- (e) All other local rules shall be included as an appendix and be included on Entry forms and in programmes.

13. Annual Affiliation Fee

- (a) The affiliation fee shall be an amount determined by a General Meeting of the Association.
- (b) No representative of a club or association whose fees are in arrears shall be entitled to vote at any General Meeting of the Association.
- (c) The Council shall have the power to suspend or expel from the Association any member whose affiliation fee is in arrears. Providing one months notice in writing of the intention to do so shall have been sent by the Secretary, using recorded delivery, to the last known address of that member or in the case of a club, association or other body the secretary of that body.
- (d) Affiliation fees shall become due with the proposal to affiliate to the Association and thereafter on the 1st January. The Council may reduce the fee when special circumstances arise.
- (e) Resignation from the Association shall be in writing to the Secretary. Any member not having sent such notice on or before the end of the financial year shall be liable for the ensuing annual subscription as applicable.

14.Examination of the Accounts

- (a) There shall be an examination of the Associations accounts at the end of each financial year, for presentation at the Annual General Meeting. Two examiners shall be appointed at the Annual General Meeting.

15.Property of the Association

- (a) All trophies of the Association are its absolute property. The awarding of them and the terms thereof shall be a matter for the discretion of the Council. (b) The Association may own such equipment as the Council decides and may be held by individuals on behalf of the Council. A register of such items shall be kept.

16.Alteration to the Rules

- (a) No rule shall be altered nor new rule passed except when two thirds of the persons attending and entitled to vote at an Annual or Extraordinary General meeting vote in favour of the action.

17. Trustees

- (a) The property and financial affairs of the Association shall be entrusted in four Trustees who shall hold the same for the Association under a Trust Deed.
- (b) The Council shall have the power of appointing and removing Trustees.
- (c) If at a General Meeting a resolution for the dissolution of the Association is Passed that General Meeting shall further resolve a direction to the Trustees As to the disposal of the property and money

of the Association.

18. Interpretation

- (a) The Council shall be responsible for any matter not directly covered by this Constitution and Rules and have the power to take appropriate action.
- (b) The Secretary shall send a copy of these rules to every new member and subsequently any amendments. Every member shall be deemed to have received these rules and be bound by them.