

# MERSEYSIDE COUNTY ATHLETIC ASSOCIATION CONSTITUTION

## **1 Title**

The Association shall be named the Merseyside County Athletic Association, referred to as the Association in this constitution.

## **2 Objects**

The Association shall

- (a) Endeavour to further the interests of athletics within the geographic county boundary of Merseyside.
- (b) Organise an annual programme of individual and team championships

## **3 Affiliation**

The Association shall be affiliated to England Athletics (EA)

## **4 Membership**

- (a) A club or association listed on England Athletics website as being affiliated to England Athletics and operating within the Merseyside area shall have automatic membership of the Association and is referred to as a Member Club or a Member Association in this constitution. (15/04/19)
- (b) Members of a club affiliated to EA whose headquarters are outside the area defined by Rule 2, who have valid county qualifications, may enter County championships organised by the Association as individuals or a team.

## **5 Officers and Management**

- (a) The Officers of the Association shall consist of the following:
  - (i) A President who shall be invited to hold office for up to three years by the Executive Committee
  - (ii) A number of Life Vice-Presidents who shall be nominated by the Executive Committee and elected at a General Meeting
  - (iii) Up to six Elective Vice-Presidents who shall be elected at the Annual General Meeting
  - (iv) A Chairman, Vice-Chairman, Secretary and Treasurer, all of whom shall be elected at the Annual General Meeting.
- (b) Management of the Association shall be vested in an Executive Committee consisting of the Officers listed under 5(a) (iii) and 5 (a) (iv) together with fifteen committee members who shall be nominated by Member Clubs and who shall be elected at the Annual General Meeting.

## **6 Executive Committee**

- (a) The duties of the Executive Committee shall be to:
  - (i) Nominate and invite a President
  - (ii) Nominate Life Vice-Presidents for election at the AGM
  - (iii) Appoint an Officials Secretary, Track & Field Secretary, Cross Country Secretary, Road Running Secretary, Permit Secretary, together with appropriate Standing Committees. The Chairman, Vice-Chairman, Secretary and Treasurer shall be ex-officio members of all standing committees.
  - (iv) Elect an Emergency Committee to include the Executive Officers 5(a) (iv) and up to three others.
  - (v) Determine the annual programme of individual and team championships, seek sponsorship and decide on dates and venues or allocate events as appropriate.
  - (vi) Arrange participation in, and when necessary, promote representative matches and appoint Team Managers and selection subcommittees as required.
  - (vii) Convene an Annual General Meeting of the Association.
  - (viii) Present a Report to the Annual General Meeting of the Association.
- (b) The Executive Committee shall meet at least six times a year. The agenda and minutes for meetings should be sent seven days before the meeting. The quorum for such meetings shall be seven (30/4/14) members.
- (c) The Secretary shall be responsible for the maintenance of minutes and other records relating to the work, decisions and activities of the Committee. These shall be made available to authorised club representatives on request.
- (d) The Executive Committee shall have the right to fill vacancies.
- (e) The Executive Committee shall have the power to co-opt in order to carry out its business. Co-opted

members shall not have the right to vote

## **7 Finance**

- (a) The Treasurer shall be responsible for the maintenance of financial records which shall be the subject of regular report to the Executive Committee and be summarised for annual presentation to Member Clubs.
- (b) The Financial Year shall end on 31st March.
- (c) The financial records shall be checked and verified by an independent person not connected with any member of the Executive Committee for that year. (15/04/19)

## **8 General Meetings**

- (a) An Annual General Meeting shall be held in April.
- (b) The Honorary Secretary shall notify the secretary of each Member Club/Association of the proposed time and venue of the AGM at least 42 days in advance.
- (c) Any proposals and all nominations for Officers 5(a) (iii) and (iv) must be made in writing to the Secretary of the Association at least 28 days before the date of the meeting. Nominations for other positions on the Executive Committee may be accepted at the meeting. No other business may be brought forward at the meeting.
- (d) All submitted nominations and proposals must be on the agenda for the meeting, which must be circulated to the secretaries of each Member Club and Member Association at least 10 days prior to a general meeting.
- (e) Each Member Club/Association shall be entitled to four/one voting representatives at a General Meeting. An Officer of the Association may only vote as a club representative.
- (f) All voting, by simple majority of those casting a vote, shall be by show of hands but a ballot may be demanded; only individuals present may cast a vote and on the basis of one person, one vote.
- (g) The Chairman shall have the casting vote in the event of a tie.
- (h) An Extraordinary General Meeting may be called and held within 28 days (i) at the instruction of the Officers (ii) at the instruction of the Executive Committee or (iii) on the written request of ten Member Clubs or 25% of Member Clubs (whichever is least) giving written notice of the proposed business. No other business may be brought forward at this meeting.
- (i) For a General Meeting to be quorate, representatives of at least five (30/4/14) Member Clubs must be present.

## **9 Constitution.**

- (a) The constitution of the Association must be consistent with UKA and EA laws.
- (b) The constitution may only be amended at the Annual General Meeting or a Extraordinary General Meeting called for that purpose. Such an amendment shall require a two-thirds majority of those present and voting to be carried.

## **10 Dissolution.**

- (i) Any proposal for dissolution must be circulated to Member Clubs and Associations at least 28 days before a General Meeting convened to discuss it. Such a proposal shall require a two-thirds majority of those present and voting.
- (ii) In the event of dissolution, any surplus funds and assets after the Association's liabilities have been discharged shall be used to the benefit of athletics on Merseyside as deemed appropriate by the Member Clubs.

## **11 Contingencies**

Any proper business not provided for in these Laws shall be dealt with by the Executive Committee.

April 25th 2008

*Last updated 17<sup>th</sup> April 2019*