

Surrey County Athletic Association - Constitution & Rules

Founded November 1990 incorporating SCAAA (1920) and SCWAAA (1932)

Date last amended: AGM - Friday 22 March 2024



1. Name & Address

Surrey County Athletic Association, “The Association”. The address will be that of the Honorary Secretary.

2. Objects

The objects of the Association are to promote participation in the sport of athletics in the ancient and geographical County of Surrey¹ for both general health and well-being and sporting excellence, by:

- a) Assisting the formation and management of athletics clubs and associations,
- b) Organising County Championships and other competitions for affiliated clubs or individuals with County qualifications² covering all disciplines within the sport for all ages, male and female, including disability events.
- c) Helping to ensure that UKA Rules (and where appropriate WMA or Para Athletics Rules) are observed at events promoted by the Association and member clubs.
- d) To promote the development of coaching and officiating.
- e) Working closely with Surrey Schools Athletic Association.
- f) Promoting or supporting inter-county and other competitions. Managing teams to represent the County.
- g) Affiliating to England Athletics (EA) and other associations deemed appropriate. Adopting and applying England Athletics’ Policies on Welfare, Safeguarding and Inclusiveness; also the EA Disciplinary Policy³ as it applies to both Athletes and Volunteers.

3. County colours

The colours are Old Gold and Black. The 1934 Coat of Arms of Surrey County Council is the emblem of the Association.

4. Structure & Membership

- a) The Association is the creation of its member clubs. The members will appoint a Management Committee (“the Committee”) at General Meetings to manage its affairs. The Committee will provide a progress report to the members at least once every year at an AGM.

¹ For this purpose the County is defined as the current administrative County of Surrey together with those parts of Greater London that were within the County on 20 March 1889. Parts of Surrey were subsumed into London CC on 21 March 1889 and more parts into the GLC in April 1965. The areas within Greater London now considered to be part of the County are postcodes SE1, SE5, SE11, SE15, SE16, SE17, SE19, SE21, SE22, SE24, SE25, SE27, SW2, SW4, SW8, SW9, SW11, SW12, SW13, SW14, SW15, SW16, SW17, SW18, SW19, & SW20 plus those parts without a London Postcode within the London Boroughs of Croydon, Kingston, Merton, Sutton and the Part of Richmond situated on the Surrey side of the river Thames.

² County qualification – UKA Rules will apply [at January 2021 this is Rule G2 S4(1)]. Qualification may be acquired: a) by birth; b) by 9 months continuous bona fide residence in the County; c) by 9 months service in HM Forces stationed in the County.

³ <https://england-athletics-prod-assets-bucket.s3.amazonaws.com/2019/02/England-Athletics-National-Disciplinary-Procedures-2018-Amended-13.02.2019.pdf>

- b) Eligibility for Membership:
 - i. Any athletic club, association or sports club that is interested in supporting the Association and taking part in its activities can apply for membership. This will include clubs or associations located in Surrey (as defined) or clubs in neighbouring Counties who have Surrey qualified athletes.
 - ii. Applicants must apply in writing (email is acceptable) to the Affiliations Secretary including a copy of their own constitution. Applications are considered by the Committee whose decision is final.

- c) Termination of Membership
 Membership terminates if:
 - i. The member sends a notice of resignation to the Honorary Secretary (affiliation fees are not repayable); or
 - ii. Any sum of money owed by the member is not paid within 6 months of the due date. (Notwithstanding, a member club can neither vote at the AGM nor enter any team in an Association event if fees are outstanding); or
 - iii. The Committee, whose decision will be binding, decides that it is in the best interests of the Association if the member is removed from Membership.
 - iv. In cases ii and iii the Member will be given 28 days' notice of the intention to terminate.

- d) Subscriptions
 - i. The Committee will set the annual Membership subscription payable on election and then by the first day of February every year.

5. Management

- a) General Meetings
 - i. The Committee shall organise an AGM at intervals of not more than 15 months, usually in March. Members shall have 42 days notice of the date of the meeting, The notice will invite nominations to positions on the Management Committee. Members will receive the Agenda, including any resolutions at least 14 days before.
 - ii. Members may submit to the Hon Secretary, in writing, motions for the AGM. Such motions must arrive no later than 28 days before the meeting.
 - iii. Extra General Meetings (EGM) of the members, called either by members or by the Committee, can be held at any time.
 - iv. The Committee must organise an EGM if they receive a request signed by at least 8 members. The request must state the issues to be addressed and no other business will be discussed. The meeting must be held within 28 days and members given at least 14 days' notice of the meeting and the Agenda.

- b) Conduct of General Meetings and Quorum
 - i. The person elected as Chairman of the Association will Chair the meeting.
 - ii. If he/she is unavailable within 15 minutes of the start of the meeting those present may choose another Member of the Committee to act as Chair.
 - iii. If another person is elected as Chairman of the Association during the meeting, he/she will immediately take the Chair.
 - iv. The meeting cannot take place unless and until a quorum of 12 members and Officers is present.

- v. If an AGM is not quorate within 15 mins it should be rescheduled at the earliest opportunity giving 7 days notice of the rescheduled meeting. If that meeting is not quorate, the member or members present will be deemed to constitute a quorum.
 - vi. If a meeting called at the request of members as in 5(a) iv above – is not quorate after 15 minutes the meeting is closed.
 - vii. Only Members entitled to vote can propose or second motions. Any person in attendance may be allowed to speak at the discretion of the Chairman.
- c) Voting at General Meetings
- i. Every Member Club or Association has one vote. If more than one person from the same member attends one must be nominated as the voting delegate.
 - ii. Officers of the Association will each have one vote at General meetings except no one can vote for an appointment for which he or she is a candidate. Once officer appointments have been made the voting rights transfer immediately to the elected candidates.
 - iii. The Chair will have a casting vote in the case of a tie.
 - iv. Votes will normally be taken on a show of hands. A secret ballot may be held if the Chair or at least 10% of votes present deem it necessary for any resolution.
 - v. Proxy votes are not accepted.
 - vi. Election of officers and most other resolutions will be decided by a simple majority.
 - vii. Special Resolutions to amend the Constitution or Dissolve the Association require a greater majority. See Rules 12 and 13.
- d) Business of the AGM
- i. Receive and consider the annual report from the Committee,
 - ii. Receive and consider the audited financial statement for the previous year.
 - iii. Elect Officers of the Association and Members of the Management Committee,
 - iv. Elect a President for the Association
 - v. Elect an Honorary Auditor to provide independent oversight of the financial statement
 - vi. Elect an Honorary Legal Advisor to the Association
 - vii. Transact any other business identified in the notice of the meeting.
- e) Election of Officers and Members of the Management Committee (“The Committee”)
- i. All proposals for Officers and other positions on The Committee should be notified to the Honorary Secretary more than 14 days before the AGM. The Candidates will be named on the Agenda of the meeting.
 - ii. Officers, Chairs of sub-Committees and the CoffSec may be proposed by The Committee. Candidates may also be proposed by Members of the Association.
 - iii. The three additional Members of The Committee will be proposed by Members.
 - iv. Any proposal for any position should be accompanied by a short CV outlining the credentials of the Candidate. This is not essential where a person is standing for re-election.
 - v. If Nominations are received in advance for all positions on The Committee, including at least three to represent Member Clubs, no further nominations will be accepted from the floor at the AGM.
 - vi. If there are insufficient nominations for any position nominations will be accepted, for that position only, from Members attending the AGM.
 - vii. If there are more Nominations than required for any position a vote will be taken.

6. Officers and Members of the Management Committee

- a) The Officers of the Association will be:
- i. Chair
 - ii. Vice Chair
 - iii. Hon Secretary
 - iv. Hon Treasurer

The AGM will also elect to be Members of The Committee:

- v. Chair of the Competitions sub-Committee
 - vi. Chair of the Development sub-Committee
 - vii. The County Officials Secretary
 - viii. The County Communications Secretary & Webmaster
 - ix. Plus three additional persons to represent Member Clubs
- b) Term: All Members of The Committee will serve for a term of 3 years. At every AGM one third shall stand down according to length of service. They may apply for immediate re-election and there is no limit to the number of terms that can be served.
- c) If a Member of the Committee steps down during the course of the year the Committee may co-opt another person to act in their stead. That person must apply for election by the Members at the next AGM.
- d) The Committee may request any Member of The Committee to step down in the event of:
- i. Long term illness; or
 - ii. Serial failure to attend meetings; or
 - iii. Misconduct.
- The Member will be replaced following the procedure in 6c).
- e) The Committee must never have fewer than 4 members. If the number of Members falls below 4 the remaining members may meet only to co-opt additional Members.

7. Positions of Honour

- a) **PRESIDENT** At every AGM The Committee will propose, and members will elect, a President of the Association. The Presidency is an honour for distinguished service to athletics in the County. The President will have a largely ceremonial role, for example to present medals and awards. The appointment is for one year. The President is not automatically a Member of The Committee. But may choose to stand for election as one of the Members and, if elected, is entitled to hold both positions concurrently.
- b) A list of all Past Presidents from 1990 will be maintained on the SCAA website.
- c) **ROLL OF HONOUR:** The website will also include a Roll of Honour in two parts. The first will list those who have given distinguished service to athletics in the County in an administrative capacity or as a technical official. The second will include those Surrey athletes who have achieved athletic excellence. The Committee will publish more specific criteria.
- d) Any member may nominate a person for inclusion in the Roll of Honour at any time of the year. Nominations will be considered by The Committee whose decision is final. Anyone who is accepted will be listed as soon as possible. Additions to the Roll of Honour in the previous 12 months will be reported to the annual awards meeting.
- e) Previous Vice Presidents and Life members will be added to the Roll of Honour.

8. The Management Committee (The Committee)

- a) The members appoint The Committee to manage the affairs of the Association. Through The Committee the Association has power to do anything which is calculated to further its objects.
- b) The Committee will put in place suitable financial controls to ensure that the Association can deliver its objectives whilst remaining a going concern. It will operate on a not-for-profit basis.
- c) The responsibility of every Member of The Committee is to perform their function, to the best of their ability, to further the aims of the Association.
- d) The following criteria will apply to anyone who stands for election to The Committee:
 - i. Must be at least 18 years at the time of election.
 - ii. May be a representative of a member club or association. In which case their candidacy should be supported by a note from the management committee of the member to confirm that the person can represent them.
 - iii. May be an individual who is not a member of an affiliated club or association but who can demonstrate skills that will contribute to the aims of the Association.
- e) The Members of The Committee will agree how meetings are called and the notice needed. It will normally meet 4 times per year. Every meeting will have a formal agenda; draft Minutes will be produced and agreed at the next meeting. Once agreed, minutes will be uploaded to the SCAA website.
- f) A quorum will be 4 Members which must include at least 2 Officers. Meetings may be held online or individual members may join a meeting electronically and will be assumed to be present and part of the quorum.
- g) Any decisions will ideally be made by consensus. Should a vote be needed, it will be taken by a show of hands and decided by simple majority. In the event of equality, the Chairman shall have a second, casting vote.
- h) Proxy votes. Any member unable to attend may lodge a proxy vote with the Chairman of the meeting on any point to be resolved. Proxies must be communicated to the meeting Chair by mail, email or text to arrive at least 12 hours before the meeting or by telephone at least one hour before the meeting.

9. Sub Committees and appointments

- a) The Committee may delegate any of its powers or functions to sub-committees. The Terms of Reference of every sub-committee will be documented and approved by The Committee. They will include the limits of authority delegated to the sub-committee.
- b) Any sub-committee must consist of at least 2 people. Every sub-committee must include at least one Member of The Committee as part of its standing membership and any Officer of the Association may attend as a member of that sub-committee.
- c) Rules 8f) through 8h) will also apply to the conduct of meetings of sub-committees except the quorum will be 2.
- d) Actions of sub-committees will be reported to the next meeting of The Committee either in writing or in person.

- e) The following lists current sub-committees and a brief summary of their role:
- i. **Finance** –To advise The Committee of the financial implications of any new proposals and to make other financial decisions as delegated by The Committee.
 - ii. **Coaching and Development** – To co-ordinate coach education and athlete development through strategic planned activities.
 - iii. **Competitions** – to promote County Championship events, and where necessary intercounty competitions.
 - iv. **Officials** – To develop a network of technical officials and to support county events with suitable appointments.
 - v. **Management of Teams** – To select County teams and manage them during competitions including chaperoning and welfare as necessary.
 - vi. **Communications Officer**
- f) **Appointments:** The Committee shall also appoint suitable individuals to perform any other tasks within the Association that it deems necessary. This may include, team managers, welfare officer(s), etc.

10. GDPR and the use of electronic communications.

The Association will comply with requirements of GDPR by following a documented Policy. It will also document a procedure outlining the criteria for acceptable use of electronic communications to and from the Association.

11. Financial Accounting

The accounting year will be the calendar year. An Honorary “Auditor” will review the year end accounts before they are presented to the AGM. The Committee may order an audit at any time.

The funds of the Association shall be vested in the Honorary Treasurer who shall apply and deal with Association monies in such manner as The Committee shall direct.

The funds of the Association shall be deposited in an account or accounts at a bank, building society, or similar.

12. Amendments to this constitution

No part of this Constitution can be amended except by the vote of two-thirds of those present and entitled to vote at a General Meeting.

13. Voluntary dissolution

The Association may be dissolved at a General Meeting by a vote of 75% of those present and entitled to vote. In the event of a decision to dissolve, the assets of the Association shall be transferred to any such other organisation formed with similar objectives for the benefit of athletics in Surrey. If no such body exists, and after the discharge of all debts, the assets will be transferred for the benefit of the sport as The Committee sees fit.

22 March 2024