



BERKSHIRE ATHLETICS

CONSTITUTION

1. Title

The County Athletic Association for Berkshire shall be called 'Berkshire Athletics' (BA).

2. Definition

In this constitution, the term 'Berkshire' shall mean the administrative area covered by the Royal County of Berkshire, as at 1st October 1997, encompassing the Unitary Authority areas of Bracknell Forest, Reading, Slough, West Berkshire, Windsor & Maidenhead and Wokingham.

3. Objectives

The objectives of BA shall include:

- i. To encourage, promote and direct athletics within the County.
- ii. To arrange Championships and other competitions, either separately or in association with others, as the General Committee may from time to time decide, covering events for all age-groups.
- iii. To encourage and promote the formation of athletic clubs and kindred organisations within the County.
- iv. To advocate, encourage and assist local authorities, business organisations, schools and other appropriate organisations to organise suitable athletic competition.
- v. To ensure the observation of the UKA rules of competition at all its events.
- vi. To select and manage representative teams for inter-county and other relevant athletic competition.
- vii. To promote, facilitate, encourage and assist in the recruitment, training and development of qualified officials.

4. Membership

- i. Any athletic club, association or other body of persons involved in athletics and eligible for EA affiliation, whose headquarters are situated within Berkshire.
- ii. Any person not otherwise a member of a constituent club or organisation, with an active, bona-fide involvement in athletics may seek membership as an Associate.

Such members shall have no voting rights save in the capacity of a member of the General Committee.

- iii. Life Vice-Presidents.
- iv. Elected members of the General Committee.

5. Management of the Association

- i. The Officers shall normally be:
 - (a) Chairman
 - (b) Vice-Chairman
 - (c) General Secretary
 - (d) Treasurer
- ii. The day to day management and general direction of the Association shall be through the General Committee, which shall comprise:
 - (a) President
 - (b) Life Vice-Presidents
 - (c) The Officers
 - (d) Five Sectional Secretaries (responsible for the Track & Field Championships, Cross-Country, Road Running, Officials and Sports Hall events).
 - (e) Seven Ordinary members elected at the AGM
 - (f) A representative of Berkshire Schools' Athletic Association.
 - (g) Any co-opted member appointed for a specific role and purpose.
- iii. A quorum shall comprise nine members.
- iv. Any Ordinary member who fails to attend three consecutive General Committee meetings without reasonable cause shall be deemed to have resigned and their place may be filled by a co-option until the next AGM.
- v. The General Committee shall meet at least four times per calendar year and shall have the authority to frame such rules and apply such procedures that ensure a continuation of good practice. It shall appoint Working Groups, as appropriate, to advise, initiate and organise those activities necessary to comply with the objectives of BA.
- vi. The General Committee shall exercise financial control, presenting audited accounts to the AGM and taking all action to maintain solvency.
- vii. In the event of the need for a decision to be made in an emergency, the Chairman or, if he is unavailable, the Vice-Chairman, in consultation with the other Officers, shall have the power to make that decision on behalf of the General Committee. Any such decisions shall be reported to the next available meeting of the General Committee.

6. Annual General Meeting

- i. The AGM of the Association will be held in either November or December of each year. The date shall be determined by the General Committee and notified to the membership at least six weeks beforehand.
 - ii. The meeting shall:-
 - (a) Receive reports from the Officers and Section Secretaries of the General Committee.
 - (b) Receive Accounts and Auditor's Report for the past year.
 - (c) Elect Officers, Sectional Secretaries and Ordinary members to the General Committee, together with a President and, if so minded, Life Vice-Presidents.
 - (d) Appoint an Auditor.
 - (e) Transact such business as specified in the definitive notice of the meeting.
 - iii. Nominations and notices of resolution from members must be received by the General Secretary, in writing, not less than 21 days before the date notified for the meeting. All such communications must be on official headed notepaper and signed by either Chairman or Secretary of the member organisation.
 - iv. All nominations and resolutions shall be circulated with the definitive agenda for the AGM not less than 14 days before the date of the meeting.
 - v. Decisions shall be by a single majority of votes cast at the meeting. Members shall be allowed voting representatives at the meeting in accordance with their first-claim membership and as follows:

1 – 100	One representative
101 – 200	Two representatives
201 – 300	Three representatives
301 – 400	Four representatives
Over 400	Five representatives
- Officers shall have one vote. Associates shall have no voting rights.
- vi. A quorum shall consist of 12 members or representatives.

7. Extraordinary General Meeting

- i. An EGM may be called:-
 - (a) By the General Committee or
 - (b) Within 21 days of receipt by the General Secretary of a written requisition signed for and behalf of at least three affiliated members stating the specific business to be brought before the meeting and accompanied by a reasoned statement.
- ii. The General Secretary shall circulate notice of an EGM not less than 21 days before the date of the meeting, specifying date, time, place and the specific business to be transacted.

- iii. No business may be transacted at the EGM other than as specified on the notice of meeting.
- iv. Voting procedure shall be that applying to the AGM.

8. Consultation

- i. Meetings of all members and associates may be convened by the General Committee for the purposes of consultation and communication.
- ii. Notice of such meetings shall be circulated not less than 21 days before the date of meeting stating date, time, place and giving a general indication of the topic(s) to be discussed.
- iii. No votes shall be taken at such meetings. Where decisions are deemed necessary the matter may be referred to an EGM by the General Committee.

9. Affiliation Fees

- i. Affiliation Fees are due and payable on election and on 1st October for the ensuing year.
- ii. Fees shall be in accordance with the scale determined by the General Committee. They shall be agreed at the AGM.

10. General

- i. This constitution may not be altered or amended save by a specific resolution at the AGM. Notice of any proposals or requests for amendment shall be forwarded to the General Secretary with a reasoned statement not less than 21 days before the date of the meeting.
- ii. Disciplinary matters shall follow EA Disciplinary and Grievance Procedures.

Constitution last amended: 23 November 2009.