



# **UK COUNTIES ATHLETIC UNION**

## **CONSTITUTION RULES**

**Issue 4  
August 2015**

# UK COUNTIES ATHLETIC UNION

## CONSTITUTION RULES

1. The name of the Federation (hereafter called “the Union”) is the **UK COUNTIES ATHLETIC UNION**.
2. **Objects**
  - 2.1 The object for which the Union is established is “to encourage, develop and promote Inter County Competition in the various disciplines administered by UK Athletics Limited, in association with and under the direction of the said UK Athletics.
  - 2.2 In furtherance of the above objects the Union shall have the following powers:
    - (a) To take and accept any gift of money, property or other assets whether subject to any special trust or not for the objects of the Union.
    - (b) To raise funds and organise appeals and invite and receive contributions from any person or persons whatsoever by way of subscription, donation, and otherwise.
    - (c) To draw, make, accept, endorse, discount, execute and issue promissory notes, bills, cheques and other instruments and to operate bank accounts.
    - (d) To invest moneys of the Union not immediately required for its purposes in or upon such investments or securities as thought fit subject nevertheless to such conditions (if any) and such consents (if any) as may for the time being be imposed or required by law and subject also as hereinafter provided.
    - (e) To make any donations in cash or assets or support or aid to any or for any trusts, Affiliated County, District or Regional Association which are for the benefits of Athletics in the United Kingdom or any part thereof.
    - (f) To do all such other lawful things as will further the attainment of the objects of the Union as set forth in this constitution.
3. **Management of the Union**
  - 3.1 Management of the Union shall be vested in a Management Council consisting of Officers of the Union; President, Chairman, Vice Chairman, Secretary, Treasurer, Officials Secretary, Cross Country Secretary, Track & Field Secretary and eight other delegates all of whom shall be elected at an Annual General Meeting.
  - 3.2 The income and property of the Union shall be applied solely towards the promotion of its objects as set forth in this constitution.
  - 3.2 Three Trustees shall be appointed to hold the property of the Union on behalf of the Management Council. The Trustees shall be ex officio Members of the Management Council.
4. **Membership**
  - 4.1 Membership of the Union shall consist of:
    - (a) English County Associations or Bodies.
    - (b) East, North and West Regional Districts of Scotland.
    - (c) Counties or Regions of Wales.
    - (d) Northern Ireland.

- 4.2 A register of all affiliated County Associations and Bodies will be maintained by the Secretary and such register shall include:
- (a) The names and addresses of its affiliated County Associations and Bodies.
  - (b) A record of the subscription payable by such Affiliated County Associations
  - (c) A record of the votes to which such Affiliated County Associations and Bodies are entitled at General Meetings of the Union.
- 4.3 Any Affiliated County Association or Body may resign at any time by notice in writing to the Secretary.
- 4.4 Any Affiliated County Association or Body shall be deemed to have resigned upon (and only upon) Notice in writing being given of its resignation from its respective National, Regional or separate Association.
- 4.5 Any person elected or appointed to the Management Council shall, unless entitled to be a member in some other capacity, be deemed to have resigned upon vacating the position to which he / she was elected or appointed.
- 4.6 Any Affiliated County Association or Body whose subscription is more than three years in arrears and which has not earlier been expelled from the Union shall be deemed to have resigned from the Union.

## **5. General Meetings.**

- 5.1 Save as otherwise provided in these Rules, all members of the Union shall be entitled to attend, speak and vote at General meetings.
- 5.2 No Affiliated County Association or Body shall be allowed to speak or vote at a General Meeting if such Affiliated County Association or Body is more than three months in arrears in payment of its annual subscription at the date of the meeting.
- 5.3 An Affiliated county Association or Body shall be represented at the meeting by a bona fide member or members of such County Association or body. Only one such representative may cast the vote or votes to which the Affiliated County Association or Body is entitled. The appointment of a representative shall require no formality beyond a decision of such Member or its management committee and a letter of accreditation.
- 5.4 If present the President of the Union shall (unless he declines to do so) take the Chair at any General Meeting. In his absence the Chair shall be taken by the Chairman of the Union or, in the Chairman's absence, by a member of the Management Council chosen by the members and who is willing to do so.
- 5.5 Voting at General Meetings shall be by a show of hands, unless a poll is directed by the Chairman of the meeting or is demanded by not less than 10 Members present and entitled to vote. No poll shall be demanded on the election of a Chairman of the meeting or on any question of an adjournment. A poll shall be taken at such time and place and in such manner as the Chairman of the meeting shall direct.
- 5.6 Where a poll is taken at a General Meeting, the Chairman of the meeting shall (subject to the power of the meeting to select others) appoint two fit and proper persons to act as scrutineers, one of whom shall be selected from those supporting the resolution and one from those opposing it or both of whom shall be independent of the Union and its members.
- 5.7 The demand for a poll shall not prevent the continuance of a meeting for the transaction of any Business other than the question on which the poll has been demanded.

- 5.8 In the event of there being equality of votes the Chairman of the meeting shall have a second casting vote.
- 5.9 No business shall be transacted at a General Meeting unless a quorum is present when the meeting proceeds to business. The quorum shall be 10 Affiliated County Associations or Bodies present by representative. If within 60 minutes of the time appointed for the start of the meeting there shall not be a quorum present the Chairman of the meeting shall:
- (a) If it is an Annual General Meeting adjourn the meeting for 28 days to a suitable venue at which time the quorum shall be two Affiliated County Associations or Bodies present and entitled to vote by representative.
  - (b) If it is an Extraordinary General Meeting abandon the Meeting.

## **6. Notice of General Meetings**

- 6.1 Notices of General Meetings shall be in writing and shall be sent to the Registered Address of each Member, or to their registered e-mail address.
- 6.2 Any accidental omission to give notice of a General Meeting to or non receipt by a person entitled to receive such notice shall not invalidate the Meeting or any resolutions passed at the Meeting.
- 6.3 In addition to any other persons entitled to notice of a General Meeting, notice shall be given to the Union's Auditors.

## **7. The Annual General Meeting**

- 7.1 The Annual General Meeting of the Union shall be held annually at such time and place as the Management Council shall determine, but shall not be more than fifteen months from the previous Annual General Meeting.
- 7.2 The Secretary shall send to all Affiliated County Associations and Bodies preliminary notice of the date and place of the Annual General Meeting at least 70 days before the date of the meeting. Such preliminary notice shall include the names of sitting Management Council for the purposes of nomination for election to the Management Council.
- 7.3 Nominations from Affiliated County Associations and Bodies for elected Officers, Members of Management Council, delegates to relevant committees and like bodies and resolutions for inclusion on the agenda of the Annual General Meeting shall be sent in writing to the Secretary not less than 49 days before the date of the meeting.
- 7.4 The Secretary shall send to all Affiliated County Associations and Bodies a final notice including nominations for Officers, Management Council, delegates to other relevant bodies and any resolutions, together with the agenda for the meeting, not less than 28 days before the date of the meeting.
- 7.5 The Annual General Meeting shall transact the following business:  
To receive the Annual Report.  
To receive the Annual Accounts.  
To elect the Honorary Officers.  
To elect 8 members of the Management Council.  
To elect three Trustees.  
To appoint the Auditors.  
To transact any other business notice of which has been given on the notice convening the meeting.

## **8. Extraordinary General Meeting**

- 8.1 An Extraordinary General Meeting of the Union shall be called either in the case of an Extraordinary General Meeting called by the Management Council when determined by the Management Council or in other cases within 21 days of the receipt by the Secretary of a written requisition signed by a duly authorised officer of not less than 10 affiliated County Associations or Bodies requiring an Extraordinary General Meeting to be held and specifying the business to be transacted at that meeting. Such requisition may be on more than one piece of paper provided that all such papers contain substantially the same request.
- 8.2 The Secretary shall send out not less than 28 days before the date of the Meeting notice of an Extraordinary General Meeting to all members specifying the date and place of the Meeting and the business to be transacted at that Meeting.
- 8.3 No business shall be conducted at an Extraordinary General Meeting beyond that specified in the notice calling the Meeting.

## **9 Resolutions for General Meetings**

- 9.1 Any Member entitled to speak and vote at a General meeting may propose a resolution for approval at such Meeting provided:  
  
Notice of it is given in accordance with the provisions in the Rules for Annual General Meetings and Extraordinary General Meetings respectively; and It has been submitted by the Management Council; or If not the subject of an Extraordinary General Meeting convened at the requisition of Members it has been proposed in writing by not less than 10 Affiliated County Associations, District or Regional Bodies.
- 9.2 A proposed resolution must be in writing, but may be on one or more than piece of paper. The Secretary shall if requested by any member indicate whether any proposed resolution is in an acceptable form for the purpose hereof.
- 9.3 Resolutions for approval at a General Meeting shall appear in the case of the Annual General Meeting on the final notice and in the case of an Extraordinary General Meeting on the notice convening the meeting.
- 9.4 At a General Meeting amendments submitted on the day shall only be allowed to correct a grammatical or typographical error or to avoid ambiguity in any resolution.

## **10 Votes of Members**

- 10.1 Subject to the provisions of these Rules, Affiliated County Associations and Bodies shall be entitled to vote as follows:  
  
County Associations, Regions and Regional District Associations or Bodies administering both Men's and Women's Athletics – 2 votes. Northern Ireland – 2 votes.
- 10.2 President, Past Presidents, Vice Presidents and Officers of the Union shall each have one vote. The Chairman of the meeting will in the case of equality of votes exercise a casting vote.
- 10.3 The person representing an Affiliated County Association or Body at a General Meeting may cast the total number of votes to which the Affiliated Country Association or Body is entitled.

## **11 Officers**

- 11.1 The Officers of the Union shall be elected annually by the Members at the Annual General Meeting upon nomination of:
- (a) The Management Council by a resolution passed by two thirds majority; or
  - (b) Not less than 5 Affiliated County Associations or Bodies.
- 11.2 The President of the Union shall not hold that office for more than six consecutive years. The President at the expiry of his tenure may, by a resolution of the majority of members present at an Annual General Meeting, be appointed to the position of Past President. Such position shall not be subject of re election at subsequent General meetings.
- 11.3 The Chairman and the Vice Chairman of the Union shall not hold office for more than four consecutive years.
- 11.4 If there shall be a single candidate for a post such candidate shall be elected unopposed.
- 11.5 If there shall be more than one candidate for a post the candidate who secures the largest number of votes shall be declared elected and in the event of a tie the person to be elected shall be determined by drawing lots.
- 11.6 Officers shall serve until the conclusion of the following Annual General Meeting.

## **12 Composition of the Management Council**

- 12.1 The Management Council shall consist of :

President of the Union.  
Chairman of the Union.  
Vice Chairman of the Union  
Secretary of the Union.  
Treasurer of the Union.  
Officials Secretary.  
Cross Country Secretary  
Track & field Secretary  
8 Affiliated County Association or Body representatives.

All of whom shall have been elected at an Annual General Meeting of the Union in accordance with Rule 7.

- 12.2 Notification in writing to the Secretary from the Secretary of an Affiliated County Association or Body represented on the Management Council shall suffice as accreditation in respect of a Council Representative elected or appointed by such body or any alternate there for or as notice of the revocation of any such appointment. An Affiliated County Association or Body representative who has been appointed to the Management Council shall continue until the next Annual General Meeting notwithstanding such revocation of his / her appointment or the appointment of a successor.
- 12.3 In the event of a vacancy occurring amongst its elected representatives, the Management Council may appoint a substitute who shall represent such body until the appointment or election for such Management Council Representative is due and made.

### **13 Voting by Management Council Members**

- 13.1 The Officers and Management Council Members shall have one vote each. The Chairman may in the case of an equality of votes exercise a casting vote.
- 13.2 All Management Council members entitled to vote shall be empowered to cast their votes as they see fit.

### **14 Powers of the Management Council**

- 14.1 Subject always to the provisions of these Rules, the administration, direction and Management of the Affairs of the Union shall be vested in the Management Council.
- 14.2 Without prejudice to the general powers and duties conferred upon the Management Council by paragraph 14.1 of this Rule, the Management Council shall have the following powers:
- (a) To make, repeal and amend all such Rules as the Management Council shall consider necessary for the management and well being of the Union. All Rules made by the Management Council under this Rule must be made available to Members and shall remain in force until repealed by the Management Council or set aside by ordinary resolution of a General Meeting of the Union.
  - (b) To encourage, develop, promote and organise Inter County Competition in the various disciplines governed by UK Athletics Limited.
  - (c) To ensure compliance with National and International Rules of Anti-Doping Control.
  - (d) To determine fixture dates in co-operation with the National, Regional or separate Associations and UK Athletics Limited and its relevant appointed bodies.
  - (e) To catalogue the Union's records and performances.
  - (f) To liaise and cooperate with any body, person or persons so designated by Management Council in furtherance of the national development of Athletics.
  - (g) To negotiate, enter into, discharge, rescind or vary, broadcasting, marketing, sponsorship and other contracts on behalf of the Union and execute and do all such acts, deeds and things in the name of and on behalf of the Union as it may deem necessary.
  - (h) To establish such committees as it shall from time to time think fit and to delegate to them such functions as it shall from time to time determine. In establishing a Committee the Management Council shall appoint the Chairman and Secretary to such committee and its members.
  - (i) To make and give receipts, releases and other discharges for any amounts payable to the Union and for claims and demands on it.
  - (j) To invest, place on deposit and deal with any of the monies of the Union not immediately required upon any investments or securities which the Union thinks fit.
  - (k) To issue, sign, draw, endorse, negotiate, transfer and assign all cheques, bills, drafts, promissory notes, securities and instruments, negotiable and non negotiable, and generally to operate the Union's banking accounts.
  - (l) To appoint such officers or agents as thought fit and to determine their powers and duties and to fix their fees (if any) and to dismiss any of them as the occasion may require.
  - (m) To appoint representatives to any relevant appointed body of UK Athletics Limited and any relevant committee and like body.
  - (n) To institute, conduct, defend, compound or abandon any legal proceedings by or against the Union, its officers or agents or otherwise concerning the affairs of the Union and also to compound and allow time for payment or satisfaction of any debts due and of any claims or demands by or against the Union.
  - (o) To co-opt any person to membership of the Management Council whom it considers may assist the Union. Such co-opted membership shall convey no voting power.
  - (p) To fill any vacancy amongst the Officers that may occur between Annual General

Meetings and that any such person so appointed shall retire at the next Annual General Meeting but may stand for election thereat.

- (q) To delegate to such person or persons as from time to time thought fit any functions (being less than the total functions of the Union) that it shall determine upon such terms and subject to such directions as it shall from time to time decide, provided that in doing so the Management Council shall at all times retain management of the Union and control of such person or person's activities for which the Management Council shall be responsible.
- (r) To pay all the costs and expenses of and incidental to any aforesaid matters and things.
- (s) To require a subscription to be paid by each Affiliated County Association and Body as determined by the management Council.
- (t) To exercise all such powers under this Rule jointly with any other person or body.

14.3 The Management council shall be responsible for ensuring compliance with the Rules by those responsible therefor.

## **15 Powers of the Management Council**

15.1 The Management Council shall meet at least three times each year unless it shall otherwise determine by a resolution passed by two thirds majority.

15.2 Not less than 14 days notice of all meetings shall be given to all members of the Management Council entitled to attend thereat. Such notice shall be sent to their respective addresses as registered with the Secretary.

15.3 The Chairman of the Union and the Secretary of the Union may call an emergency meeting at any time on not less than 7 clear days notice.

15.4 Meetings of the Cross Country Committee and the Track & Field Committee shall be conducted in accordance with articles of Rule 5.

## **16 Amendments to Rules**

16.1 These Rules may be amended by special resolution at any General Meeting.

16.2 Resolutions amending these rules may be proposed:

- (a) By a resolution passed by two thirds majority of the Management Council: or
- (b) By a minimum of 10 Affiliated County Associations or Bodies acting together for the purpose.

## **17 Indemnity**

Subject to the provisions of the Rules, every Officer, member of the management Council and agent of the Union shall be indemnified by the Union and it shall be the duty of the Management Council out of the funds of the Union to pay all costs, losses and expenses which any such Officer, member of the Management Council or agent, may incur or for which he / she may become liable by reason of any contract entered into or act or thing done by him / her in good faith as such Officer, member of the Management Council or agent in accordance with the instructions of the Management Council or General Meeting of the Union or otherwise in the discharge of his / her duties and the Management Council may give to any Officer, member of the Management Council or agent of the Union who has incurred or may be about to incur any liability at the request of or for the benefit of the Union such security by way of indemnity as may seem expedient.

## **18 Minutes and Records**

- 18.1 The Secretary shall cause to be kept proper minutes of the proceedings of the General Meetings of the Union, the Management Council and all Committees (including subcommittees).
- 18.2 The minutes of meetings of the General Meetings may be inspected at all reasonable times by any member.
- 18.3 The minutes of meetings of the Management Council, Committees and such subcommittee may be inspected at any reasonable time by members of Management Council.
- 18.4 Provided the management Council shall have so resolved, the minutes of any meetings of the Management Council, Committees and any subcommittee may be inspected at any reasonable time by any member.
- 18.5 Any member entitled to inspect the minutes shall be entitled to a copy thereof at cost.
- 18.6 The Secretary shall cause to be kept properly and available for inspection by any member of the Management Council at any reasonable time free of charge in addition to any books required by statute the following:
  - (a) The register of Members showing the name and the Registered Address of each Affiliated County Association or Body;
  - (b) The register of the names and addresses of the Union's Officers, Vice Presidents, Trustees and Auditors.

## **19 Accounting Provisions**

- 19.1 The Management Council shall cause accounting records of the Union to be kept in a proper and professional manner.
- 19.2 Accounting records shall be kept by the Union's elected Treasurer and shall always be open to the inspection of the Management Council members.
- 19.3 The Management Council shall from time to time determine whether and to what extent and at what times and places and under what conditions or regulations the accounts and books of the Union or any of them shall be open to the inspection of Members of the Union other than persons entitled to inspect them pursuant to paragraph 19.2 of the Rule and no such Member shall have any right of inspecting any account or book or document of the Union except as required by law or authorised by the Management Council or by the Union in General meeting.
- 19.4 At the general meeting in every year the Treasurer shall lay before the Union a proper income and expenditure account made up to date not more than seven months before such meeting, together with a proper balance sheet made up as at the same date. Every such balance sheet shall be accompanied by proper reports of the Treasurer and the Auditors, and copies of such account, balance sheet, reports and any other document required by law to be annexed or attached thereto or to accompany the same shall not less than 28 days before the date of the meeting, be sent to the Auditors and to all other persons entitled to receive notices of General meetings in the manner in which notices are hereinafter directed to be served.
- 19.5 Once a year in every year the accounts of the Union shall be examined and the correctness of the income and expenditure account and balance sheet ascertained by one or more of the Union's Auditors.

## 20 Standing Orders

- 20.1 The Management Council shall have the power to make, repeal and amend all such Standing Orders as the Management Council shall consider necessary for the conduct of Annual and Extraordinary General meetings of the Union. All such Standing Orders may by the Management Council under this Rule must be available to Members on request to the Secretary at all times and shall remain in force until repealed by the Management Council or set aside by ordinary resolution of a General Meeting of the Union.
- (a) The proposer of a motion shall be allowed to speak for 5 minutes to put the motion.
  - (b) Each succeeding speaker shall be allowed 3 minutes.
  - (c) A motion or amendment must be seconded immediately after the mover's speech. If there is no seconder the proposal falls.
  - (d) All amendments to any proposition or motion shall be submitted in writing to the Honorary Secretary.
  - (e) If any motion on the Agenda is not moved when it is called by the Chairman, it shall be considered as dropped and may not be carried forward.
  - (f) No speaker may speak more than once on any motion, or the first amendment except in the following circumstances:
    - (i) The proposer shall have the right to reply before the motion, or the first amendment, but this speech in reply concludes the discussion.
    - (ii) A speaker who considers he / she has been misunderstood shall be allowed, at the discretion of the Chairman, to make an explanation.
    - (iii) A person who has already spoken may raise a point of order.
  - (g) A motion or amendment may be withdrawn only by its proposer and with the consent of the meeting.
  - (h) The following motions of order shall have priority and be taken without discussion:
    - (i) That the question be put.
    - (ii) That the debate be adjourned.
    - (iii) That the meeting proceed to next business.
    - (iv) That the meeting be adjourned.
  - (i) The Chairman may at his / her discretion, refuse to accept any of the above motions of order.
  - (j) The ruling of the Chairman on a point of order shall be final.
  - (k) When the Chairman rises, all persons present shall take their seats and be silent.
  - (l) Rule 10.2 provides for the Chairman to have a casting vote but if, in the case of a tied
  - (m) vote, the Chairman does not exercise that right, the proposition is lost.
  - (n) Any of these Standing Orders may be suspended with the consent of two thirds of those present at the meeting and eligible to vote in accordance with Rule 10.
  - (o) If a challenge to the ruling of the Chairman is carried, on the issue to which the challenge relates, the Chairman shall vacate the Chair in favour of the Vice Chairman, the President of the Union or a person acceptable to the majority of those present at the meeting and eligible to vote in accordance with Rule 10.