

**Lancashire  
Athletic  
Association**

**Founded 6<sup>th</sup> August 1992**

**CONSTITUTION**

**As at 1<sup>st</sup> September 2012**

**Revised 2012 2007 2005 1999 1997 (2) 1996 1995 1993 1992**



## **1.0 Title**

- 1.1 This Association shall be called the Lancashire Athletic Association, hereinafter referred to as the 'Association'.

## **2.0 Definition of Lancashire Athletic Association**

- 2.1 The Association is a County Association of the Clubs with Headquarters in the geographical County of Lancashire for the purpose of local administration, unless amalgamation is agreed as at 9.1 below.

## **3.0 Objects**

- 3.1 The objects of the Association shall be:-
  - 3.1.1 To encourage promote and assist in developing athletics within the County.
  - 3.1.2 To represent the Association on all appropriate bodies and to affiliate to such bodies, as maybe necessary, to achieve the objects of the Association.
  - 3.1.3 To select and manage representative teams.
  - 3.1.4 To promote, organise and encourage the holding of athletic competitions, meetings, championships and events and to adopt the UKA. Rules of Competition.
  - 3.1.5 To make suitable arrangements with sponsors.

## **4.0 Membership**

- 4.1 All clubs and organisations affiliated to England Athletics with Headquarters within the County of Lancashire shall have automatic membership of the Association.
- 4.2 A Club affiliated to England Athletics but whose Headquarters are outside the boundary of the Association may apply for membership of the Association. Such membership shall be for competition purposes only and there shall be an administration charge of £20.00 payable annually, for such membership.

## **5.0 Voting**

- 5.1 Affiliated Clubs shall have voting rights of 2 votes per Club at General meetings
  - 5.1.1 In the event of an equality of votes the Chairperson shall have a casting vote.
- 5.2 Votes may be cast only by persons present at the meeting and no person may have more than one vote.
- 5.3 Voting at General meetings shall be by a show of hands unless otherwise requested.
- 5.4 All matters shall be decided by a simple majority.

## **6.0 Annual General Meeting**

- 6.1 An Annual General meeting of the Association shall be held each year in September at such time and place as the General Committee shall determine, to:
  - 6.1.1 Receive reports from the:
    - Chairman
    - Finance Officer
    - Secretary
    - Championship Secretary(s)
    - Officials Secretary
    - Permit Secretary
    - Team Managers
  - 6.1.2. Elect the Officers and Committee of the Association for the local administration of the sport for the ensuing year.
  - 6.1.3 Elect the Auditor(s) of the Association.
  - 6.1.4 Conduct other appropriate business
- 6.2 The Secretary shall notify the Secretary of each Affiliated Club of the proposed time and place of the meeting at least 56 days in advance, requiring the nominations and other items of business for the meeting, be notified at least 28 days before the meeting is due to take place.
- 6.3 The Secretary shall, at least 14 days before the meeting, notify the Secretary of each Affiliated Club of the business to be transacted at the meeting.

## **7.0 Extraordinary General Meeting**

- 7.1 An Extraordinary General Meeting shall be called and held within 28 days at the instigation of the Officers or Committee referred to above, or on receipt of a written request from 10 Clubs in full membership or 25% of members Clubs, whichever is least.
- 7.2 The Honorary Secretary shall notify the Secretary of each Affiliated Club at least 14 days prior to the meeting stating the time and place of the meeting and the business to be transacted at that meeting. No further business may be brought forward or discussed at that meeting.

## **8.0 Management**

- 8.1 All voting members of the General Committee shall be current Members of Affiliated L.A.A. Clubs.
- 8.2 The General Committee shall include:-
  - 8.2.1 The Officers of the Association:

President – to be figure head of the Association, responsible for the procedural and awards etiquette at Championships and to chair the election of Officers at the Annual General Meeting. Position to be held up to a maximum of 3 years.

Vice-President(s)  
Chairperson  
Vice-chairperson  
Finance Officer  
Secretary
  - 8.2.2 Championship Secretaries:-  
Combined, Cross-Country, Fell, Road, Track & Field, Road.
  - 8.2.3 Team Manager(s)
  - 8.2.4 Officials Secretary
  - 8.2.5 Four General Committee members to be elected
- 8.3 Any nomination for an officer or other official of the L.A.A. General Committee shall also be automatically regarded as a nomination as a member of the L.A.A. General Committee.

- 8.4 The Association may appoint such sub-committees and additional officers as may be required for the conduct of specific activities or the management of athletics disciplines throughout its area. It may not make such appointments to deal with geographical parts of the County.
- 8.5 The day to day business of the Association shall be dealt with by a Management Committee comprising:-
- 8.5.1 The Officers of the Association and
- 8.5.2 One other member of the General Committee elected at the Annual General Meeting
- 8.6 A General Committee meeting must comprise of a quorum of 5.

## **9.0 Amalgamation**

- 9.1 For purpose of administration, the Association may amalgamate with one or more County Association(s).

## **10.0 Powers & Duties**

- 10.1 The Association shall possess such duties and powers as necessary to achieve the objects of the Association
- 10.2 Support the development of athletics and make such recommendations to England Athletics as may be necessary
- 10.3 Encourage the recruitment and training of Officials.
- 10.4 Support the development of Awards and Standard Schemes.

## **11.0 Association Badge**

- 11.1 The Association shall adopt the badge of the 'ARMS OF  
LANCASHIRE'

## **12.0 Association Colours**

- 12.1 The colours of the Association shall be a white vest with red side panels, a red Tudor Rose on the front and the 'LANCS' in red lettering on the back.

## **13.0 Association Trophies**

- 13.1 All trophies belonging to the Association shall be Challenge Trophies and as such shall remain the property of the Association.

#### **14.0 Finance**

- 14.1 The Association shall hold funds for the promotion, development and administration of the sport within the County.
- 14.2 The Financial Year of the Association is from 1<sup>st</sup> May to 30<sup>th</sup> April.
- 14.3 Monies of the Association shall be deposited in a bank or other investment approved by the General Committee, in the name of the Association.
- 14.4 On dissolution of the Association all monies and assets of the Association shall be disposed of in a manner decided by the General Committee.
- 14.5 The accounts of the Association shall be annually examined by a professionally qualified accountant, within four months after the end of the financial year, and a Financial Statement produced. In addition, if required by the General Committee, at any other time.

#### **15.0 Disciplinary Procedures**

- 15.1 The Association shall use the disciplinary procedure adopted by England Athletics.

#### **16.0 Maintenance of Records**

- 16.1 The Association Secretary shall be responsible for the maintenance of minutes and other records relating to work, decisions and activities of the Association. These shall be made available to appointed Club representatives on request and shall be summarised in an annual report to member Clubs and to all Association General Committee members.

#### **17.0 Changes of Constitution**

- 17.1 This Constitution cannot be changed, amended or altered in any way Except at a General Meeting of the Association and this shall be done by a simple majority.
- 17.2 If the UKA, England Athletics. Rules or Constitution change and this affects the Constitution of the Association, the Constitution shall be changed automatically.