

# National Junior Athletic League

## LEAGUE CONSTITUTION

Revised and authorised at the 2008 AGM of the League

### 1. NAME

The name of the organisation shall be the National Junior Athletic League (hereinafter referred to as "the League"). A sponsor's name may also be incorporated in the title, should this be a condition of sponsorship and/or be deemed in the interests of the League.

### 2. OBJECTS

The objects of the league shall be:

- 2.1 To provide inter-club athletic competition for member clubs.
- 2.2 Generally to foster and promote athletics in the United Kingdom for male and female competitors who are under 20 years of age as at midnight on the 31<sup>st</sup> December in the year of competition.
- 2.3 To liaise with other athletic leagues and the administrators of athletics for the general benefit of the sport.

### 3. MEMBERSHIP

- 3.1 Membership of the league shall be open to any athletic club, with the exception of school clubs, which are currently affiliated to the appropriate National Governing Body.
- 3.2 New applications for membership shall be considered in order of receipt and acceptance shall be subject to vacancies in the current or any planned revised league competition structure
- 3.3 Applications from former members shall not be considered until any outstanding debts to the League have been paid.
- 3.4 Membership of the League shall cease either upon receipt by the Secretary of a formal written resignation or by expulsion.
- 3.5 Each member club shall be supplied with a copy of the Constitution and Competition Rules, which shall be published or updated annually, prior to the commencement of track and field competition.
- 3.6 Every member club should make known to the League a nominated club contact and a useable email address. The League should be notified of any change to the club contact.
- 3.7 All formal member club correspondence, to the League, must be on official club notepaper and signed by 2 senior club officials.

### 4. MEMBERSHIP FEE

- 4.1 Each member club shall pay an annual affiliation fee, the amount of which for the ensuing year shall be decided at the Annual General Meeting (AGM) of the League and which shall become due at that time.
- 4.2 The Secretary shall notify any club whose fees remain unpaid by 1st February in writing and if these remain unpaid on March 1<sup>st</sup> the club will be excluded from the League for that season..

### 5. MANAGEMENT

- 5.1 The management of the League shall be vested in a Management Committee, comprising the following:
  - (1) Officers;
    - (a) Chairman;
    - (b) Treasurer;
    - (c) General Secretary;
    - (d) Fixtures Secretary;
  - (2) Representatives: A maximum of six representatives, two from each of the Northern, Midland and Southern regions.
- 5.2 Each Officer and Representative of the Management Committee shall have a vote at meetings of the Committee. In the event of equality of voting the Chairman shall have a casting vote.
- 5.3 A quorum shall comprise fifty per cent of the voting members of the Committee, at least two of which must be officers.
- 5.4 The Management Committee may co-opt any person to assist at meetings of the Committee or in the running of the League. Any such person shall be non-voting.
- 5.5 All Officers and Representatives shall be elected annually at an AGM of the League and will be expected to attend a minimum of 2 committee meetings a year, the AGM, their Regional Promotion match and the National Final.
- 5.6 Any Officer vacancy that may arise on the Management Committee between AGMs similarly shall be filled by election, by and from the members of the Committee. Any consequential or other casual vacancy may be filled by co-option, if necessary.
- 5.7 Responsibilities of the Management Committee.
  - (1) The Management Committee shall be responsible for:
    - (a) Conducting the affairs of the League;

- (b) Calling Annual and Extraordinary General Meetings of the League.
- (2) The Management Committee shall be empowered, at its discretion, to:
  - (a) Submit nominations for the offices of Chairman, Treasurer, General Secretary and Fixtures Secretary, for Honoured Membership of the League (whenever deemed appropriate) and Auditors.
  - (b) Make proposals for alterations of the Constitution and Competition Rules.
  - (c) Recommend the disciplining or exclusion from further membership any club considered to be contravening the Objects of the League or who is seen to be knowingly violating or ignoring the League Constitution or Competition Rules.

## **6 FINANCE**

### 6.1 Management of League Funds.

- (1) The financial year of the League shall run from 1<sup>st</sup> October to the following 30<sup>th</sup> September.
- (2) All funds received and/or administered by the League shall be applied towards the furtherance of the Objects stated in Rule 2 above. In the event of dissolution of the League any funds or other assets held should, so far as it may be possible to ensure, be devoted to objects similar to those of the League.
- (3) The Management Committee shall cause accounts to be kept of all monies received and expended by the League and annually shall present audited accounts to an Annual General Meeting.
- (4) All cheques issued in the name of the League shall require the signature of two nominated / authorised persons. Normally, these shall be any two from the Chairman, Treasurer and General Secretary.

6.2 All claims made to the League for the reimbursement of track hire etc. must be made to the Treasurer by 30<sup>th</sup> September in the year of competition. This does not apply to the National Final or Promotion matches. Copies of receipts must be attached to the claim form.

### 6.3 Auditors

Independent Auditors may not be serving members of the Management or any other Committee of the League. The Management Committee shall fill any vacancy for Auditors that may occur.

## **7. ANNUAL GENERAL MEETINGS**

7.1 An Annual General Meeting shall be held following the end of the League's financial year, at such time and place as may be determined by the Management Committee. Such meetings shall normally take place in November.

7.2 An Extraordinary General Meeting (EGM) may be convened at any time by:

- (1) Resolution of the Management Committee;
- (2) The Secretary, at the written request of not less than six member clubs, who shall state the nature of the business to be discussed at the Meeting.

## **8. NOTICE OF ANNUAL GENERAL MEETINGS**

8.1 Notice of an Annual General Meeting shall be given in writing to every member club, addressed to the last known address of the club secretary or nominated club contact, not less than eight weeks before the date of such meeting. The notice of the AGM shall:

- (1) Give the date, time and place of the meeting;
- (2) Call for nominations for Elected Officers and independent Auditors.
- (3) Call for proposed changes to the Constitution, Competition Rules and any other items.
- (4) State the closing date (28 days prior to the meeting) for receipt by the Secretary of nominations and propositions.

8.2 The Agenda for the AGM shall be sent to clubs no later than 14 days prior to the meeting.

8.3. Notice of an Extraordinary General Meeting shall be given in writing to every member club, as for an AGM, not less than 14 days before the date of such a meeting. The notice shall give: -

- (1) The date, time and place of the meeting which shall be not later than 42 days after receipt by the Secretary of the valid request to convene it.
- (2) The business to be conducted at the meeting, which shall be confined to the specific item(s) requested.

*NOTE: Non-receipt of a Calling Notice by a club shall not invalidate the proceedings of any General Meeting*

## **9. ATTENDANCE AT GENERAL MEETINGS**

- 9.1 Each member club shall be entitled to send one "speaking" representatives to a General Meeting.
- 9.2 Management Committee members shall be entitled to attend Annual General Meetings, with speaking rights, independent of their clubs' representation.
- 9.3 A quorum for an Annual General Meeting shall be representation of not less than ten per cent of member clubs.

## **10. PROCEEDINGS AT GENERAL MEETINGS**

### 10.1 Annual General Meetings.

The business of the Annual General Meeting shall be to:

- (1) Receive and adopt the report of the Management Committee; receive and adopt the Treasurer's report; decide upon the club membership fee for the ensuing year.
- (2) Consider any proposed alterations to the Constitution or Competition Rules.
- (3) Elect the Chairman, Treasurer, General Secretary, Fixtures Secretary and Regional Representatives, all to serve for the ensuing year. They shall hold office from the conclusion of the AGM at which they are appointed until the conclusion of the next AGM. They shall be eligible for re-election and there shall be no limitation on the length of time that they may hold office.

**NOTE** No nominations shall be accepted from the floor of the Meeting unless the Secretary, in response to the Calling Notice, has received insufficient nominations.

### 10.2 Apart from amendments to listed proposals, no item shall be discussed which does not appear in the formal agenda.

### 10.3 Other General Meetings.

The business of any other General Meeting shall be confined to the item(s) of which notice has been given to member clubs.

## **11 VOTING RIGHTS**

- 11.1 Each member club represented shall be entitled to one vote.
- 11.2 There shall be no proxy votes.
- 11.3 At any meeting of the Management Committee, each member present shall have one vote.
- 11.4 Amendments to the Constitution, Competition Rules or any other resolutions shall be decided by a simple majority of the votes cast.
- 11.5 In the event of votes of an equal number being cast, both for and against any resolution at the AGM, EGM or Management Committee meeting, then the Chairman of the meeting shall have a casting vote, which may or may not be used at the Chairman's discretion.

## **12 DEMOCRACY**

- 12.1 The general principle to be followed by the League will be one of democracy on all matters affecting its members.