

CIVIL SERVICE ATHLETIC ASSOCIATION

CONSTITUTION

1 TITLE

The name of the association shall be “Civil Service Athletic Association”, hereinafter referred to as “The Association”.

2 RESPONSIBILITY

The Association shall be responsible for the co-ordination, within bodies affiliated to the Civil Service Sports Council, of athletics as defined by, and in accordance with the Laws and Rules of the Governing Body of Athletics in the UK.

3 OBJECTS

The objects of the Association shall be to encourage, promote and develop amateur athletics and as ancillary thereto:-

- i) To promote national championships open to members of Civil Service Departments and other bodies affiliated to the Civil Service Sports Council, who are members of the Civil Service Sports Council.
- ii) To promote and encourage “Representative” athletic matches against other national organisations and bodies approved by the Civil Service Sports Council. In such matches, all CSAA team members must be members of the CSSC.
- iii) To advise the Civil Service Sports Council and its constituent bodies on all aspects of athletics, in the interests of competitors, and to the end of improving the management of departmental athletic meetings.
- iv) To arrange, organise or join in any meetings, course or other activity calculated to further the objects of the Association.

4 AFFILIATIONS

The Association may affiliate to national associations controlling athletics in the United Kingdom and to any other body whose activities would directly further the objects of the Association.

5 PRESIDENT

The Association shall appoint a President who will hold office for at least three years. The appointment shall be subject to the approval of an Annual General meeting.

6 MANAGEMENT

- i) Officers: The officers of the Association shall be Chairman, Honorary General Secretary, Honorary Fixtures Secretary and Honorary Treasurer.
- ii) Committee: The Management of the Association shall be vested in a General Committee consisting of the officers of the Association and twelve other members elected at an Annual General Meeting. If less than twelve members are elected the General Committee shall have power to complete the number. The General Committee shall have power to co-opt, and to fill

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any vacancy occurring during the year, and appoint assistant Secretaries for specific responsibilities as they think fit.

The General Committee shall meet at least three times between Annual General Meetings. No business shall be conducted by the General Committee unless a Quorum of six is present.

- iii) Minutes and Books of Accounts: Minutes of all meetings of the General Committee shall be kept and held by the Honorary Secretary or an Assistant appointed by the Committee, and all Books of Account shall be kept and held by the Honorary Treasurer. All such books shall remain the property of the Association.
- iv) Sub-Committee: The General Committee shall have power to appoint Sub-Committees and to delegate to them such power as may be necessary; the Sub-Committees shall have power to co-opt additional members. The officers shall be ex-officio members of all sub-committees. A report of the proceedings of any sub-committee meeting shall be submitted to the General Committee, who will confirm any decisions reached by the Sub-Committee.
- v) The officers and the members (either elected or co-opted) of the General Committee, or of any Sub-Committee, shall be members of the CSSC.

7 FINANCE

- i) The funds of the Association shall be deposited in a bank in the name of "Civil Service Athletic Association".
- ii) Cheques drawn on the Association's banking account shall be signed by one of the following officers:- Chairman, Honorary General Secretary and Honorary Treasurer. Normally the Honorary Treasurer will sign.
- iii) No liability in excess of hundred pounds may be incurred without the consent of the General Committee.
- iv) The Financial Year shall be from 1st January to 31st December.
- v) As soon after the end of the Financial year as possible the accounts of the Association for the previous year shall be prepared by the Honorary Treasurer and submitted to the Auditors.

8 ANNUAL GENERAL MEETINGS

An Annual General Meeting shall be held once in every year during the month of January. Notice of such an Annual General Meeting shall be given to the Civil Service Sports Council at least three months and publicised in the general athletics press at least 2 months before the meeting.

The business of the Meeting shall normally be:

- i) To consider the report of the General Committee for the past year.
- ii) To consider the accounts and the Auditor's report for the past year.

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- iii) To elect for the ensuing year officers and members of Committee as detailed in paragraph 6(ii) above, and an Auditor.
- iv) To consider nominations made by the retiring General Committee for appointments to President and Life-Vice President.
- v) To consider such other business as specified in the notice convening the meeting.

In addition, any departmental or fringe body sports association affiliated to the Civil Service Sports Council, or any individual member of the Civil Service Sports Council may submit a special motion for consideration by the Annual General Meeting. All such motions, including proposals for changes in the rules, must be in writing and received by the Honorary General Secretary not later than 1st December. Those special propositions shall be included on the agenda and circulated by the Honorary General Secretary to all departmental and fringe bodies affiliated to the Civil Service Sports Council, and to members of the retiring General Committee, at least 21 days prior to the meeting.

9 SPECIAL GENERAL MEETING

The General Committee may convene a Special General Meeting whenever it thinks fit and shall do so whenever six departmental or fringe bodies affiliated to the CSSC, or at least 20 persons who are members of the CSSC, have jointly or severally forwarded their signed request to the Honorary General Secretary, stating the object of the meeting. Within 14 days of the receipt of the request the officer shall decide the date, time and place of the meeting and notify the signatories of the request for the meeting. If the officers fail to do, the bodies requesting the meeting may themselves convene the meeting.

The Special General Meeting shall be held within two months of the date of receipt of the request, and the date, time and place of the meeting shall be published via CSSC, and by means of circulars. The purpose of the Special General Meeting must be stated in the notice convening the meeting, and only those matters will be discussed.

10 GENERAL MEETINGS

- i) The proceedings of a general meeting shall be valid even if a member has not received notice of the meeting.
- ii) The quorum for Annual General Meetings shall be 6 persons and for a Special General Meeting shall be 20 persons entitled to vote.
- iii) The Chairman for general meetings shall be the President; if he is absent, the meeting shall elect a Chairman. If the President arrives during a meeting he shall occupy the chair at the conclusion of the item being discussed.
- iv) Any person entitled to attend may speak, but an amendment to a motion must be proposed and seconded by a person entitled to vote.

11 ATTENDANCE AND VOTING AT GENERAL MEETINGS

Each departmental or fringe bodies sports association and area association affiliated to the Civil Service Sports Council shall be entitled to send one representative to general meetings with power to vote. The President, Past Presidents, Life-Vice Presidents, retiring officers of

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the Association and members of the retiring General Committee shall be entitled to attend general meetings and each shall be entitled to one vote. Individual members of the Civil Service Sports Council except as provided for above shall be entitled to attend General Meetings but without power to vote, as shall be the General Secretary of the CSSC or his nominee.

12 CHALLENGE CUPS AND TROPHIES

All cups and trophies offered in conjunction with the Civil Service Sports Council Championships shall be perpetual trophies, and shall be insured by the Association. The recipient of a cup or trophy will sign a receipt and an undertaking to keep the cup or trophy in good condition and safe custody, in a book kept for the purpose and shall be given a copy of the undertaking.

13 INTERPRETATION OF CONSTITUTION

The interpretation of the rules of the Association shall be determined by the Chairman of any general meeting, or of any general Committee Meeting.

14 ALTERATIONS TO CONSTITUTION

These rules shall not be amended in any way except at a general meeting. Amendments shall require at least two-thirds of the votes cast being in their favour, and shall be subject to the approval (beforehand, whenever possible) of the CSSC.

15 DISSOLUTION

In the event of dissolution of the Association, all monies, accounts and assets, without exception, shall be vested in the CSSC Ltd.