

NOTTINGHAMSHIRE AMATEUR ATHLETIC ASSOCIATION

CONSTITUTION OF THE ASSOCIATION

1 NAME

- 1.1 **The Association** shall be called 'The NOTTINGHAMSHIRE AMATEUR ATHLETIC ASSOCIATION'.

2 TERMINOLOGIES

- 2.1 The athletic disciplines are Track and Field Athletics, Cross Country Running, Road Running, Race Walking, Fell, Hill & Mountain Running, Trail Running.
- 2.2 In this Constitution the following words have the meanings set beside them: -
- 2.2.1 'Shall' and 'will' for instructions to be obeyed.
- 2.2.2 'Is' and 'are' for statements of fact.
- 2.2.3 'May' and 'might' for situations where guidance is given.

3 OBJECTIVES OF THE ASSOCIATION

- 3.1 The objectives of the Association are the **encouragement, promotion and effective management** of amateur athletics in the County.
- 3.2 These objectives are achieved by: -
- 3.2.1 Encouraging and assisting in the formation of clubs, leagues and associations.
- 3.2.2 Promoting annual Track and Field Athletics, Cross Country Running, Road Running, Race Walking, Fell, Hill & Mountain Running, Trail Running Championships where possible for all relevant age groups.
- 3.2.3 Managing and assisting in the promotion of competitions as the Association may decide.
- 3.2.4 The observation of United Kingdom Athletics (UKA) Articles of Association and Rules of Competition.
- 3.2.5 Undertaking responsibility for coaching and development as decided by the Association
- 3.2.6 Fulfilling responsibilities laid down by the UKA and England Athletics.

4 MEMBERSHIP OF THE ASSOCIATION

- 4.1 The following organisations are eligible for membership of the Association: -
- 4.1.1 Any Club, School, League or other association interested in amateur athletics whose headquarters are situated within or geographically associated with the County and whose rules conform to the requirements of UKA.
- 4.1.2 Any individual person who is an amateur as defined by the UKA rules and has County qualifications in accordance with those rules.

5 ELECTION OF ORGANISATIONS AND INDIVIDUALS

- 5.1 Eligible organisations or individuals wishing to become members of the Association shall, unless otherwise determined by the General Committee, make application in writing.
- 5.2 Applications for membership shall be considered by the Executive Committee and confirmed by the General Committee. Membership commences upon payment of an appropriate annual fee, if applicable - See para 12.
- 5.3 Acceptance for membership shall be by a simple majority of those on the general committee present and entitled to vote.

6 MANAGEMENT OF THE ASSOCIATION

6.1 The management of the Association shall be vested in a General Committee supported by Sub-Committees:

6.2 General Committee

Membership of the General Committee shall consist of: -

6.2.1 The Executive Officers. They are:

- President,
- President Elect,
- Immediate Past President,
- Chair,
- Hon Secretary,
- Hon Treasurer and
- Safeguarding Officer.

6.2.2 Sub-Committee officers:

- Chairs,
- Secretaries and
- Team Managers.

6.2.3 Life Vice Presidents, Vice Presidents and Past Presidents.

6.2.4 Delegates from member organisations:

- organisations covering 2 or more disciplines: 3 delegates
- organisations covering 1 discipline only: 1 delegate
- individuals not belonging to a member organisation and by written application to the secretary

6.3 General Committee Meetings

6.3.1 The General Committee shall meet at least three times a year in addition to the AGM.

6.3.2 Minutes of the previous meetings and agenda for the next meeting shall be sent to all members at least 14 days prior to the forthcoming meeting.

6.3.3 Nine (9) members shall form a quorum.

6.4 Sub-committees

6.4.1 Sub-committees shall be responsible to the General Committee for specific activities. The Association's Executive Officers can choose to be members of all sub-committees.

6.4.2 Executive.

This sub-committee shall consist of (refer to 6.2), plus, all Life Vice-Presidents (see 11.1). Five (5) members shall form a quorum.

6.4.3 Finance

This sub-committee shall consist of the Association's Hon Treasurer, Chair, Hon Secretary, and a representative from each sub-committee plus other members as set out in 6.4.4. Five members shall form a quorum.

6.4.4 Other sub-committees

The remaining sub-committees shall each consist of a Chairman, Secretary and at least three other persons plus Team Managers where appropriate. Members may be co-opted by each sub-committee.

6.4.5 Other sub-committees: -

- Track and Field
- Cross Country
- Road Running
- Coaching and Development
- Officials
- Fell & Trail Running
- NAN (Network)

6.4.6 Additional sub-committees as the General Committee may consider appropriate.

6.5 Vacancies

6.5.1 In the event of a vacancy occurring among its officers and or sub-committees, the General Committee may appoint a substitute who shall serve until the following AGM.

7 ELECTION OF THE EXECUTIVE OFFICERS OF THE ASSOCIATION

7.1 These shall consist of: See 6.2.1.

7.2 President.

7.2.1 The President will be confirmed in the role at the Annual General Meeting having been the immediate previous President Elect.

7.2.2 The President will serve for a term of two consecutive years.

7.2.3 The President shall not serve a term of office longer than two successive years but is eligible for re-election four years after leaving office.

7.2.4 The President will serve for a further two-year term on The Executive as Immediate Past President.

7.3 President Elect.

7.3.1 The President Elect will be elected bi-annually and hold office for two consecutive years. The position will be confirmed annually at the Annual General Meeting.

7.3.2 At the end of two years continuous office the President Elect will assume the role of President.

7.4 Other Executive Officers

A Chair, Hon Secretary, Hon Treasurer and a Safeguarding Officer will be elected annually at the Annual General Meeting.

7.5 Nominations

7.5.1 Nominations will be sought bi-annually for the election of President Elect.

7.5.2 Nominations will be sought annually for Chair, Hon Secretary, Hon Treasurer and Safeguarding Officer.

- 7.5.3 Nominations must be formally proposed and seconded by any two individuals from member organisations or individual members.

8 ANNUAL GENERAL MEETING

8.1 Frequency

An Annual General Meeting shall be held each year in the month of March. A notice giving the agenda, date, place and time shall be sent to all member organisations and individual members at least 28 days prior to the meeting.

8.2 Propositions

- 8.2.1 Only propositions received by the Hon Secretary at least 14 days before the date of the AGM shall be included on the agenda.
- 8.2.2 Propositions must be submitted and seconded by any two individuals, from member organisations or individual members.

8.3 Nominations

- 8.3.1 Only nominations for positions of, President Elect, Chair, Secretary, Treasurer, Safeguarding Officer, Vice-Presidents and County Awards received by the Secretary at least 14 days before the date of the AGM shall be voted upon.
- 8.3.2 Nominations must be proposed and seconded by any two individuals, from member organisations or individual members.
- 8.3.3 Nominations for membership of Sub-committees will be accepted before or at the AGM.

8.4 Elections.

- 8.4.1 The President and President Elect will be confirmed at the Annual General Meeting as set out in 7.2 and 7.3.
- 8.4.2 Chair, Secretary, Treasurer, Safeguarding Officer, plus Chairs, Secretaries and Members of Sub-Committees shall be elected annually or confirmed at the AGM.

8.5 Quorum

A quorum shall be nine (9) members. Any member organisations, or individuals accepted as a member of the Association as set out in Rule 5 shall be eligible to attend an Annual General Meeting.

8.6 Agenda of the AGM

- 8.6.1 To receive the annual reports from the Association's Chair, Hon Secretary, and each sub-committee's Chair or Secretary.
- 8.6.2 To receive the annual financial accounts, balance sheet and the Hon Treasurer's report on the past year together with recommendations for the forthcoming year.
- 8.6.3 To agree any changes to the annual fees.
- 8.6.4 To elect the Executive Officers.
- 8.6.5 To elect sub-committee Chairs, Secretaries and members.
- 8.6.6 To confirm an Auditor. See sub-para 13.1
- 8.6.7 To elect delegates to UKA and other Associations.
- 8.6.8 To make awards.
- 8.6.9 To consider any proposals under Rules 8.2 and 14.

9 EXTRAORDINARY GENERAL MEETING

- 9.1 An Extraordinary General Meeting (EGM) of the Association may be called on the instruction of the General Committee, or within 28 days of the receipt by the Hon Secretary of a written request signed by a minimum of three member organisations, or six individuals from at least two member organisations or individual members of the Association.
- 9.2 Such requests shall state the subject that is proposed to be brought forward at the EGM.
- 9.3 The Hon Secretary shall notify in writing all members of such business at least 14 days before the EGM. No other business shall be transacted at such EGM.
- 9.4 A quorum shall be nine (9) members. Any member of organisations or individuals accepted as a member of the Association as set out in Rule 5 shall be eligible to attend an EGM.

10 VOTING AT AGM's & EGM's

- 10.1 All member organisations eligible to attend the meeting are entitled to two votes. Proxy votes are not accepted. Individual athletes are not eligible to vote even if members via the England Athletics "unattached" policy.
- 10.2 Proposals shall be carried by a single majority of those present and entitled to vote.
- 10.3 The Chair of the meeting shall have a casting vote.

11 HONOURS AND AWARDS

11.1 Life Vice-Presidents

A Life Vice-Presidency is the highest award the Association can confer and is given for outstanding active service over a number of years to athletics within the County. It is limited to ten persons at any one time. Life Vice-Presidents are automatically members of The Executive (should they choose to attend).

11.2 Vice-Presidents

This honour is awarded to persons for their support to the Association.

11.3 County Badges

County Badges are awarded for services to athletics within the County.

11.4 Athletes of the Year

Awards may be made to athletes as and when the occasion merits.

12 ANNUAL FEES

- 12.1 All annual fees decided at the AGM shall become payable on 1st April of that year.
- 12.2 Any member organisation or individual member whose annual fee remains unpaid on 1st July following the AGM may be suspended from the Association.
- 12.3 Until all of the suspended Organisation or Individual's liabilities to the Association are discharged it shall not be entitled to send delegates to the General Committee or Sub-Committees nor participate in events or competitions organised by the Association.

13 AUDIT

- 13.1 There shall be an annual audit of the Association's accounts at the end of the financial year, which shall be 31st December.

14 AMENDMENTS TO THE CONSTITUTION

- 14.1 This Constitution shall not be altered nor amended except at an AGM or EGM convened, as set out in Rules 8 and 9.

15 DISSOLUTION OF THE ASSOCIATION

- 15.1 To dissolve the Association a majority of two thirds or more, of the annual fee-paying members present and entitled to vote at an AGM or EGM shall be required for the resolution to be passed.
- 15.2 On dissolution the General Committee shall arrange that, after discharging all debts and liabilities, the remaining assets shall not be paid or distributed amongst the Members but shall be given or transferred to some other voluntary organisation having similar objectives to the Association.

16 BANKING

- 16.1 The Association will maintain bank accounts, managed as appropriate by the Treasurer.

Revised 2026. Agreed by AGM: 4th March 2026

Signed on behalf of the Notts AAA:

Michelle Vallance, Secretary

Dated: 6th March 2026
