**London Schools’ Athletic Association Constitution**

**1. NAME**

The name of the Association is London Schools’ Athletic Association ('the Charity').

**2. ADMINISTRATION**

Subject to the matters set out below the Charity and its property shall be administered and managed in accordance with this constitution by the members of the Executive Committee, constituted by clause7 of this constitution ('the Executive Committee').

**3. OBJECTS**

The Charity's objects ('the objects') are the advancement of physical fitness and development, through the

medium of organised athletics, amongst children attending schools and colleges of further education within the

boroughs of Inner London, and as ancillary thereto:

1. the arrangement of borough, inter-borough, inter-school and inter-county track & field and cross-country competitions;

2. participation in inter-county track & field and cross-country competitions and in all championships

organised by the English Schools Athletic Association;

3. the arrangement of, or participation in, suitable athletics coaching courses.

**4. POWERS**

In furtherance of the objects but not otherwise the Executive Committee may exercise the following powers:

1. power to raise funds and to invite and receive contributions provided that in raising funds the Executive Committee shall not undertake any substantial trading activities and shall conform to any relevant requirements of the law;

2. power to co-operate with other charities, voluntary bodies and statutory authorities operating in

furtherance of the objects or of similar charitable purposes and to exchange information and advice with them;

3. power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects;

4. power to do all such other lawful things as are necessary for the achievement of the objects.

**5. MEMBERSHIP AND AFFILIATION**

1. Membership of the Charity shall be open to any Inner London school or college of further education

attended by full-time scholars which has paid the annual affiliation fee (any such body being called in this constitution a 'member organisation'); at meetings of the Charity the representative of a member organisation must be a member of the staff of that member organisation.

2. In addition Vice-Presidents and all members of the Executive Committee of the Charity are members of the Charity.

3. Every member shall have one vote.

4. In exceptional circumstances an athlete from an eligible school or college of further education which is not a member organisation may apply for individual affiliation, without rights of membership.

5. The annual affiliation fee shall be paid by member organisations either via the borough or directly to the Charity. Such fees for the school year shall be paid not later than April 30th.

6. The affiliation fees shall be determined at a general meeting of the Charity.

**6. HONORARY OFFICERS**

At the annual general meeting of the Charity the following honorary officers shall be elected: President,

Chairperson (if the post of Vice Chairperson has been vacant), Vice-Chairperson (who shall become

Chairperson the following year), Secretary, Treasurer, Assistant Secretary, Cross-Country Championships Organiser, Track & Field Championships Organiser, Combined Events Championships Organiser, ESAA Cross-Country Team Manager (Boys), ESAA Cross-Country Team Manager (Girls), ESAA Track & Field Team Manager, ESAA Track & Field Team Administrator, Combined Events & Race Walking Secretary/Team Manager, Officials Secretary.

They shall hold office from the conclusion of that meeting.

**7. EXECUTIVE COMMITTEE**

1. The Executive Committee shall consist of the honorary officers, immediate past Chairperson and two representatives of the member organisations of each Inner London borough.

2. The Executive Committee may in addition appoint co-opted members but so that

no-one may be appointed as a co-opted member if, as a result, more than one third of the members of

the Executive Committee would be co-opted members.

3. All the members of the Executive Committee shall retire from office together at the end of the annual general meeting next after the date on which they came into office but they may be re-elected or reappointed.

4. The proceedings of the Executive Committee shall not be invalidated by any vacancy among their

number or by any failure to appoint or any defect in the appointment or qualification of a member.

5. Nobody shall be appointed as a member of the Executive Committee who is aged under 18 or who

would if appointed be disqualified under the provisions of the following clause.

6. No person shall be entitled to act as a member of the Executive Committee whether on a first or on any subsequent entry into office until they have made a declaration of acceptance and of willingness to act in the trusts of the Charity.

7. The Executive Committee shall have the power to act for the Charity in an emergency.

**8. DETERMINATION OF MEMBERSHIP OF EXECUTIVE COMMITTEE**

A member of the Executive Committee shall cease to hold office if he or she:

1. is disqualified from acting as a member of the Executive Committee by virtue of their Disclosure and Barring Service certificate having been withdrawn.

2. becomes incapable by reason of mental disorder, illness or injury of managing and administering his

or her own affairs;

3. is absent without the permission of the Executive Committee from three consecutive meetings

and the Executive Committee resolve that his or her office be vacated; or

4. notifies to the Executive Committee a wish to resign (but only if at least three members of the

Executive Committee will remain in office when the notice of resignation is to take effect).

**9. EXECUTIVE COMMITTEE MEMBERS NOT TO BE PERSONALLY INTERESTED**

No member of the Executive Committee shall acquire any interest in property belonging to the Charity

(otherwise than as a trustee for the Charity) or receive remuneration or be interested (otherwise than as a

member of the Executive Committee) in any contract entered into by Executive Committee.

**10. MEETINGS AND PROCEEDINGS OF THE EXECUTIVE COMMITTEE**

1. The Executive Committee shall hold one ordinary meetings each term. A special meeting may be called at any time by the chairperson or by any two members of the Executive Committee upon not less than 4 days' notice being given to the other members of the Executive Committee of the matters to be discussed but if the matters include an appointment of a co-opted member then not less than 21 days' notice must be given.

2. The chairperson shall chair meetings of the Executive Committee. If the chairperson is absent from

any meeting the Vice-Chairperson, if present and a member of the Executive Committee, will act as

chairperson; otherwise the members of the Executive Committee present shall choose one of their

number to be chairperson of the meeting before any other business is transacted.

3. There shall be a quorum when at least three members of the Executive Committee are present at a meeting.

4. Every matter shall be determined by a majority of votes of the members of the Executive Committee

present and voting on the question but in the case of equality of votes the chairperson of the meeting

shall have a second or casting vote.

5. The Executive Committee shall keep minutes of the proceedings at meetings of the Executive Committee and any sub-committee.

6. The Executive Committee may from time to time make and alter rules for the conduct of their

business, the summoning and conduct of their meetings and the custody of document so no rule may be made which is inconsistent with this constitution.

7. The Executive Committee may appoint one or more sub-committees consisting of three or more

members of the Executive Committee for the purpose of making any inquiry or supervising or

performing any function or duty which in the opinion of the Executive Committee would be more

conveniently undertaken or carried out by a sub-committee: provided that all acts and proceedings of

any such sub-committees shall be fully and promptly reported to the Executive Committee.

8. The Executive Committee shall have the right to prevent or withdraw athletes from competing at

events entered or organised by the Charity.

9.All charges to competitors and expenditure other than petty cash must first be approved by the Executive Committee.

**11. RECEIPTS AND EXPENDITURE**

1. The funds of the Charity, including all donations contributions and bequests, shall be paid into an

account operated by the Executive Committee in the name of the Charity at such bank or building

society as the Executive Committee shall from time to time decide. All cheques drawn on the account must be signed by at least two members of the Executive Committee.

2. Access to the on-line accounts will be restricted to a maximum of four people, one of whom must be the Treasurer.

3. The funds belonging to the Charity shall be applied only in furthering the objects.

**12. ACCOUNTS**

The Executive Committee shall comply with their obligations under the Charities Act 2011 (or any statutory re-enactment or modification of that Act) with regard to:

1. the keeping of accounting records for the Charity;

2. the preparation of annual statements of account for the Charity and

3. the transmission of the statements of account of the Charity to the Commissioners.

**13. ANNUAL REPORT**

The Executive Committee shall comply with their obligations under the Charities Act 2011 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual report and its transmission to

the Commissioners.

**14. ANNUAL RETURN**

The Executive Committee shall comply with their obligations under the Charities Act 2011 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual return and its transmission to

the Commissioners.

**15. ANNUAL GENERAL MEETING**

1. There shall be an annual general meeting of the Charity which shall be held in the month of November in each year or as soon as practicable thereafter.

2. Every annual general meeting shall be called by the Executive Committee. The secretary shall give at least 21 days' notice of the annual general meeting to all the members of the Charity. All the members of the Charity shall be entitled to attend and vote at the meeting.

3. If the chairperson and vice-chairperson are not present the persons present shall appoint a chairperson of the meeting before any other business is transacted.

4. Nominations for election to the Executive Committee must be made by members of the Charity in

writing and must be in the hands of the secretary at least 14 days before the annual general meeting.

Should nominations exceed vacancies election shall be by ballot.

5. Business shall be transacted in the following order:

a. Minutes

b. Adoption of Standing Orders.

c. Adoption of the report and accounts of the Charity for the preceding year, which must be

presented by the Executive Committee.

d. Alterations to Constitution.

e. Approval of affiliation fees.

f. Election of honorary officers, executive committee, honorary auditor and (if thought

appropriate) new vice-presidents.

g. Correspondence.

h. Other business of which notice in writing has been given.

6. Notice of proposed alterations to the constitution and notice of other business must be sent in writing

to the secretary by October 10th.

7. Notice of proposed other business must be sent in writing to the secretary by at least 14 days before the annual general meeting.

**16. SPECIAL GENERAL MEETINGS**

The Executive Committee may call a special general meeting of the Charity at any time. If at least ten members

request such a meeting in writing stating the business to be considered the secretary shall call such a meeting.

At least 21 days' notice must be given. The notice must state the business to be discussed

**17. PROCEDURE AT GENERAL MEETINGS**

1. The secretary or other person specially appointed by the Executive Committee shall keep a full record of proceedings at every general meeting of the Charity.

2. There shall be a quorum when at least ten members of the Charity are present at any general meeting.

**18. NOTICES**

Any notice required to be served on any member of the Charity shall be in writing and shall be served by the

secretary or the Executive Committee on any member either personally or by sending it through the post in a

prepaid letter addressed to such member at his or her last known address in the United Kingdom, and any letter

so sent shall be deemed to have been received within 10 days of posting.

**19. ALTERATIONS TO THE CONSTITUTION**

1. Subject to the following provisions of this clause the Constitution may be altered by a resolution passed by not less than two-thirds of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed.

2. No amendment may be made to clauses:

 1 (NAME),

 3 (OBJECTS),

 9 (EXECUTIVE COMMITTEE MEMBERS NOT TO BE PERSONALLY INTERESTED),

 20 (DISSOLUTION) or this clause without the prior consent in writing of the Commissioners.

3. No amendment may be made which would have the effect of making the Charity cease to be a charity at law.

4. The Executive Committee should promptly send to the Commissioners a copy of any amendment made under this clause.

**20. DISSOLUTION**

If the Executive Committee decides that it is necessary or advisable to dissolve the Charity it shall call a

meeting of all members of the Charity, of which not less than 21 days' notice (stating the terms of the

resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present

and voting the Executive Committee shall have the power to realise any assets held by or on behalf of the

Charity. Any assets remaining after the satisfaction of any debts and liabilities shall be given or transferred to

such other charitable institution or institutions having objects similar to the objects of the Charity as the

members of the Charity may determine or failing that shall be applied for some other charitable purpose. A

copy of the statement of accounts, or account and statement, for the final accounting period of the Charity must

be sent to the Commissioners.

**Footnote**

The current constitution was adopted at the Annual General Meeting held on 23rd November 1994, amended at the Annual General Meeting held on 6th December 1995. Turned into an electric copy on 7th October 2008. This amended version was adopted at the Annual General Meeting held on 9th November 2015.