

BRITISH MASTERS ATHLETIC FEDERATION

 <p>British Masters Athletic Federation</p>	<p>Affiliated to: World Masters Athletics, European Masters Athletics and UK Athletics</p> <p>President: Arthur Kimber Chair: Walter Hill Honorary Secretary: Bridget Cushen Honorary Treasurer: David Oxland FCA CTA</p> <p>Website: bmaf.org.uk</p>
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CONSTITUTION

1. Name

The name of the Federation is the British Masters Athletic Federation (hereinafter referred to as the Federation).

2. Structure

- a) The Federation is constituted by a number of athletic Associations and Clubs who own and are responsible for the affairs of the Federation.
- b) The Federation is an unincorporated organisation and is not a legal entity. As such it does not have any legal liability.
- c) The Constituent Associations and Clubs are affiliates to the Federation and are the only members of the Federation. The Constituent Associations and Clubs have individual members. The Executive maintains, either itself or via an appointed service company, a National Register of masters athletes who are members of Associations and Clubs affiliated to the Federation. It is not possible for an individual Masters athlete to become a direct member of the Federation.
- d) The Constituent Associations and Clubs shall appoint a Council that will oversee policy matters and the operation of the Federation.
- e) The Federation shall appoint an Executive who shall be responsible for achieving its Purposes, all operational and administrative matters and make recommendations to the Council on matters outside of the Purposes.
- f) The Officers of the Executive shall be elected by the members of the constituent Associations and Clubs at an AGM
- g) The Executive may use the services of a third party specialist organisation to carry out much of its duties for efficiency and to manage risk

3. Purposes

- a) To promote athletics as an appropriate sport for men and women of not less than 35 years of age (hereinafter referred to as Masters) in the United Kingdom of Great Britain and Northern Ireland, encourage them to join a club or association affiliated to the Federation and participate in Masters events.
- b) To organise, liaise with governing bodies to whom the Federation is affiliated, regulate and administer athletics for Masters on behalf of the Constituent Associations and Clubs. To liaise with the Constituent Associations and Clubs in all discussions with the Home Country governing bodies.
- c) To co-ordinate and support the work of the Constituent Associations and Clubs and disseminate information.

- d) To be responsible for National Masters Championships, and other competitions conducted in accordance with the Federation's Rules of Competition.
- e) To ratify and register National Masters five-year age group records. Check, approve and submit for ratification European and World Masters five-year age group records.
- f) To determine annual BMAF best Masters awards and submit nominations for annual European and World Masters best Masters awards.
- g) To facilitate and approve participation of members of Constituent Associations and Clubs who qualify to represent Great Britain and Northern Ireland in International Masters Championships, where the Federation appoints or nominates Officers and ancillary personnel.
- h) To select and nominate team managers to European Masters Athletics and World Masters Athletics for appointment at International Masters Championships
- i) To facilitate, appoint, or approve when necessary, delegates to governing body assemblies and conferences, seminars and training or similar meetings.
- j) To tender or join a tender for International Masters Championships provided that the finances of such a championship are secure and the risks of any potential financial loss to the Federation is acceptable or can be mitigated by any means such as insurance or covered by an agreement with a third party such as a governing body, central or local government, sponsor, a company, trust or other such organisation established to organise the championship or an arrangement with a private individual(s).
- k) To organise and/or participate in International Masters Competitions against other nations.
- l) To select age group representative teams of members of Constituent Associations and Clubs who qualify to represent Great Britain and Northern Ireland in International Masters competitions against other nations.
- m) To communicate with Constituent Associations and Clubs, and their members as quickly as possible the most up to date EMA/WMA information received that might affect them.

4. Affiliations to governing bodies

- a) The Federation shall affiliate to UK Athletics, European Masters Athletics and World Masters Athletics or such bodies that might replace them.
- b) The Federation shall abide by the rules and by-laws of the governing bodies to which it is affiliated unless they are contravened by the Federation's Constitution, Rules or By-laws.

5. Constituent Associations and Clubs

- a) The following self-governing Associations and Clubs shall be affiliated to the Federation and shall be responsible for the conduct of Masters Athletics in their own areas, subject to the general regulations of the Federation:

- Eastern Masters Athletics Club
- Isle of Man Veteran Athletes' Club
- Midland Masters Athletic Club
- Northern Ireland Masters Athletics Association
- Northern Masters Athletic Club
- Scottish Veteran Harriers Club
- Southern Counties Veterans Athletic Club
- South West Veterans Athletic Club
- Veterans Athletic Club
- North East Masters Athletics Association
- Welsh Masters Athletics Ltd

- b) Additional constituent organisations shall be permitted to form and affiliate to the Federation, where it is established to the satisfaction of the Council that such formation satisfies a need and furthers the aims of the

Federation.

- c) All Constituent Associations and Clubs shall operate on direct membership of individual athletes, shall allocate a membership number to each member and shall provide the Federation with such membership information as it shall require, including confirmation that adequate proof of date of birth and Nationality has been seen by the appropriate official of the Constituent Association or Club.

6. Council

- a) The Council shall consist of representatives nominated by each of the constituent Associations and Clubs. The Chair, Vice Chair, and Honorary Secretary of the Executive and the Chair of the England Athletics Masters Association shall be ex-officio members and shall not have a vote, unless they are entitled to vote as a nominated representative of a Constituent Association or Club.
- b) All Council members shall be members of Constituent Associations and Clubs of the Federation
- c) The Council shall elect a Chair of the Council for the next 12 months following the Federation's AGM . However, if at any time, the Council is unable to elect a Chair, the Vice Chair of the Federation shall be appointed until such time as the Council's elected chair is able to take responsibility.
- d) Each constituent body shall nominate the person who will represent them at the next Council meeting on a meeting by meeting basis. All notifications from Executive Officers shall be sent to the Constituent Association and Clubs' Secretary.
- e) The Council shall oversee policy matters and the Federation's operation. It shall hold the Executive to account and may request Executive Officers or other individuals to either attend Council meetings or provide whatever information is deemed necessary for it to carry out its responsibilities.
- f) The Council shall be consulted on the development of the Federation's strategy and any major strategic decisions which affect Masters Athletics. It shall act as a 'sounding board' for the Executive and provide advisory opinions as and when appropriate.
- g) The Council shall have the power to appoint committees to investigate particular problems or organise specific events. The Council shall also have the power to authorise the Executive to establish such incorporated organisations as deemed appropriate to organise and administer the work of the Executive including IT, events and finance. The incorporated organisation may include a company limited by shares, a company limited by guarantee, charity, trust or other such body that is or may become an incorporated organisation.
- h) The Council shall meet as often as may be required to meet its purpose and at least once a year face to face. Meetings shall normally be held electronically unless a face to face meeting is considered essential. Council delegates who are unable to attend any face to face meeting for whatever reason may join virtually or by telephone.
- i) A quorum shall consist of not less than five Council members.
- j) In any tied vote at a Council meeting, the Chair or Acting Chair shall have a casting vote.
- k) A Minutes Secretary shall maintain a Minutes Book and record therein all business and the names of those present.

7. Annual General Meeting

- a) The Federation shall hold an Annual General Meeting (AGM) by the 30th November following the end of the Financial Year.
- b) The AGM may be held as a face to face meeting or electronically or a combination of both.
- c) All members of Constituent Associations and Clubs shall be permitted to attend the AGM and to vote.

- d) Members joining the meeting electronically shall notify the Honorary Secretary 2 days before the meeting if they wish to vote
- e) The Chair or Acting Chair shall have a casting vote.
- f) Amendments to the Constitution shall require a two-thirds majority of those present at an AGM and those registered electronically as a voting attendee.
- g) All other business shall be decided by a simple majority.
- h) A vote shall be recognised by a show of hands of those attending in person and an electronic indication by those attending electronically.
- i) At least 60 days notice of the date of an AGM shall be given to Constituent Associations and Clubs. Notification may be given in writing or electronically. An announcement in one of the official publications or the web site of the Federation shall be deemed to be such notice.
- j) Business and proposals which it is desired to put before an AGM and nominations for the election of Officers of the Federation, may be submitted by the Council, the Executive or the Committee of any constituent Association or Club and shall be received in writing or electronically by the Honorary Secretary at least 30 days before the date of the meeting.
- k) Where no written nominations for the election of Officers have been received, the Chair has the right to accept nominations from the floor of that meeting or from those connected electronically.
- l) The Agenda for the AGM and Extraordinary General Meetings shall be sent in writing or electronically to all constituent Associations and Clubs at least 21 days before the meeting.

8. Extraordinary General Meeting

- a) An Extraordinary General Meeting shall be called by the Executive on application in writing either as hard copy or electronically by the Council, or the Executive Committee of at least three Constituent Associations or Clubs or may be called by the Executive on its own motion.
- b) The meeting shall be held within 30 days of a request or the passing of a motion and shall only discuss the business for which it was called.
- c) The meeting, which may be held face to face or electronically or a combination of both, shall be conducted in the same manner and rules as an AGM as outlined in 7 above.

9. Officers

- a) The Officers of the Federation shall be elected at the AGM and shall consist of the following:

Chair
 Vice Chair
 Honorary Secretary
 Honorary Treasurer
 Track & Field Secretary
 Cross Country Running Secretary
 Road Running Secretary
 Race Walking Secretary
 Head of Marketing & Communications
 IT Manager

The following are non-elected Officers of the Federation but appointed by the virtue of their positions in other organisations:

Chair, England Athletics Masters Association

All the Officers above constitute the Executive.

- b) All Officers shall be members of Constituent Associations or Clubs of the Federation.
- c) Officers shall serve until the next AGM and shall be eligible for re-election.
- d) If the post of any Officer becomes vacant, the Executive shall have the power to appoint a person to act until the next AGM.
- e) The Executive is responsible for carrying out the Purposes of the Federation, and setting strategy after consultation with the Council
- f) The Executive is accountable to the Council and shall be transparent in all reports to the Council.
- g) The Executive shall have the power to appoint Officers of the Executive with particular responsibilities, such Officers may include Trophy Officer, Tours Officer, Sales Officer, Championship Liaison Officer and such other as the Executive may from time to time decide. The Executive shall prepare terms of reference for all appointed Officers.
- h) The Executive shall maintain itself, or via an appointed service company, a National Register of Masters athletes who are members of Associations and Clubs affiliated to the Federation.
- i) The Executive shall do everything possible to ensure any data that either it, or it delegates to a third party, is collected, stored, processed, maintained, cleansed, retained and used only in accordance with current and future UK data protection legislation.
- j) The Executive shall meet at least four times in each financial year and additional meetings may be called on the request of at least five members.
- k) A quorum shall consist of not less than five members.
- l) At an Executive meeting, if a member holds one or more positions, they shall be entitled to only one vote unless there is a tied vote. If there is still a tied vote, the Chair or Acting Chair shall have a casting vote.
- m) A Minutes Secretary shall be appointed and shall maintain Minutes and records of all business and the names of those present.

10. President and Vice President

- a) A President, nominated by the Council, shall be ratified annually at the AGM.
- b) The President may attend Council or Executive meetings but shall not be entitled to vote

11. Life Vice President

Each Constituent Association or Club may nominate individuals for the honour of Vice President each year using such form as may be required demonstrating their service to the Federation. A Vice President shall have a five year term of office unless they resigns earlier. The AGM shall consider any nominations received and elect individuals to be Vice Presidents. At no time shall the number of Vice Presidents exceed 10.

12. Finance

- a) The Financial Year of the Federation shall run from 1st June to 31st May each year. The Accounts of the Federation shall prepared at 31st May each year and submitted to the Annual General Meeting that follows the financial year end.
- b) All cheques drawn on Federation Funds shall be signed by any two of the nominated signatories.
- c) The Honorary Treasurer is permitted to make on-line payments up to a maximum of £5,000 subject to receiving approval of the relevant invoices or expense claims from an appropriate Officer of the Federation. Payments in excess of £5,000 should first be approved by the Chair or Honorary Secretary of the Federation.
- d) Best endeavours will be used to ensure that the Honorary Treasurer has appropriate professional qualifications.
- e) The Honorary Treasurer will be required to submit the annual Accounts for independent examination if so required by the Council or by resolution at an Annual General Meeting.

13. Subscriptions

The annual affiliation fees of Constituent Associations and Clubs shall be determined for the following year at each AGM or at an EGM and shall be due on 1st June in the year following the AGM.

14. Distributions/Dissolution

- a) The Federation is a non-profit making organisation. All profit and surpluses will be used to maintain or improve the Federation's facilities.
- b) No distribution shall be made to either the Constituent Associations and Clubs (as listed in clause 5) or the members of those Constituent Associations and Clubs, except as in c) below:
- c) In the event of a dissolution of the Federation any assets remaining, once all debts have been paid, shall be distributed to the Constituent Associations and Clubs in proportion to the value of the affiliation fees invoiced and paid by those bodies during the prior seven year period.

15. Rules of Competition, By-Laws and Policies

- a) The Executive shall have the power to determine, publish and enforce such Rules of Competition, By-Laws and Policies as are considered beneficial to the affairs of the Federation.
 - b) The Federation shall adopt the latest Rules of Competition, By-laws and Policies of UK Athletics and World Masters Athletics together with Federation Supplementary Rules of Competition, By-laws and Policies as deemed necessary to tailor the requirements of UKA Athletics and World Masters Athletics so that they meet the specific requirements of the Federation in the organisation and conduct of events and its general affairs. Policies shall include Masters Athletes Code of Conduct when competing in Federation events, Disciplinary Procedures, Complaints Procedure, Whistle Blowing, Transgender Policy, Safeguarding and Health and Safety.
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