



# **CONSTITUTION**

## **GAUTENG NORTH MASTERS ATHLETICS**

**DECEMBER 2016**

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## **CONSTITUTION**

### **Article 1: Definition and terms**

Definitions and terms used in the constitution--

- a. CONSTITUTION – The constitution of Gauteng North Masters Athletics
- b. ATHLETICS – Includes all aspects of athletics i.e. Track and Field, Cross Country, Road Running/Walking, Coaching, Officials Administrators and Management
- c. GNMA –Gauteng North Masters Athletics
- d. SAMA – South Africa Masters Athletics
- e. WMA – World Masters Athletics
- f. AGN – Athletics Gauteng North
- g. ASA – Athletics South Africa
- h. IAAF – The International Association of Athletics Federations
- i. AGM - Annual General Meeting as per Art. 8 of the constitution
- j. SGM – Special General Meeting as per Art. 8 of the constitution
- k. MANAGEMENT COMMITTEE – The Management Committee of GNMA as per Art. 14 of the constitution
- l. AD HOC COMMITTEE – Committees compiled for a specific purpose i.e. compiling the annual program. The committee ends with the completion of the task

### **Article 2: Name and Legal entity**

1. The name of the Province is GAUTENG NORTH MASTERS ATHLETICS (hereinafter refer to as “GNMA”).
2. GNMA is a legal entity and can in its own name perform all activities normally carried out by a legal entity.
3. GNMA may own assets in its own name.
4. GNMA is without any profit motive and all funds received will be reinvested in its members.

### **Article 3: Area of Jurisdiction**

GNMA falls under the area jurisdiction of AGN and its members takes part in competitions under the rules of ASA/IAAF.

### **Article 4: Head Office**

1. The head office of GNMA will be in PRETORIA/TSHWANE.
2. Moving of the head office can only take place with approval of two thirds of the members of GNMA present at an AGM or SGM, after proper notice has been given in this regard.

### **Article 5: Membership**

1. Membership of GNMA will be obtained by:
  - a. Application by use of the prescribed form

- b. Payment of member fees
- c. Providing a copy of his/her identification document (ID)
- d. Acceptance as member by the Management Committee of GNMA.
2. Membership is subject to the rules of GNMA and SAMA.
3. Membership automatically expires if membership fees are not paid by the end of January of each calendar year.
4. Honorary membership could be granted to members or non-members that have provided an exceptional service to GNMA as recognition for his/her contribution. A written proposal must be submitted to the AGM for approval.

#### **Article 6: Objectives**

1. The objectives of GNMA are to:
  - a. promote athletics in all its facets
  - b. protect the rights of members
  - c. raise funds to present high-quality athletic meetings.

#### **Article 7: Structure**

1. Control of GNMA is structured as follows:
  - a. The Annual General Meeting
  - b. The Management Committee.
2. Ad hoc committees may be constituted to perform a specific task as identified by the Management Committee. Any GNMA member or non-GNMA member may be co-opted for this purpose.

#### **Article 8: Annual General Meeting (AGM) and Special General Meeting (SGM)**

1. The AGM forms the highest authority of GNMA and will be held annually, not later than the end of November.
2. An SGM of GNMA may be constituted as per:
  - a. a Management Committee decision, or
  - b. A request in writing, signed by at least seven paid up members of GNMA, stating clearly what the objective of the meeting is. The Management Committee will arrange for an SGM within thirty days after such a request has been received.

#### **Article 9: Notice of Annual General Meeting:**

1. The AGM will be constituted by written notification from the Management Committee, indicating the date, time and venue of the meeting. Such notice will be sent to members at least four weeks before the meeting. The notice will also request for nominations for various management positions to be selected and motions to be submitted.
2. All nominations and motions must be submitted in writing to the Secretary at least two weeks before the meeting.
3. The notice of the AGM will include the agenda and the minutes of the previous AGM as well as SGM (if applicable).

#### **Article 10: Voting at meetings**

1. Each paid up member has one vote.
2. Each honorary member has one vote.

#### **Article 11: Quorum at meetings**

1. At the AGM and SGM at least 20% of paid up members will constitute a quorum. Should a quorum not be achieved, the meeting will be postponed for 20 minutes after which the members present will constitute a quorum.
2. The quorum of a Management Committee meeting must consist of the Chairperson or Vice-Chairperson as well as three other members.

#### **Article 12: Procedures at meetings**

1. At the AGM the Chairperson, and if he/she is not available, the Vice-Chairperson of GNMA will chair the meeting. If both are absent the meeting will select a chairperson from the members present.
2. The agenda of the meeting will follow the sequence below:
  - a. Establish if there is a quorum and constitute the meeting
  - b. Confirm the notice of the meeting
  - c. Obtain approval for the minutes of the previous AGM and SGM (if applicable)
  - d. Submission, discussion and approval of the Annual Chairperson's Report
  - e. Submission and approval of the Financial Statements
  - f. The discussion and approval of motions submitted
  - g. The election of the new Management Committee of GNMA.
3. The agenda of the SGM will follow the sequence below:
  - a. Confirm the notice of the meeting
  - b. Discussion of matters submitted.
4. No proposal or amendment on the agenda of the AGM or SGM could be withdrawn without the permission of the meeting. If the original person making the proposal is not present, any member at the meeting will have the right to take his/her position and will for that purpose have the same rights as the original person to promote and motivate the proposal.

#### **Article 13: Voting procedures at meetings**

1. All decisions to be voted on will be made by the raising of hands except if requested by two or more members, or if the Chairperson takes such a decision, the voting will be by ballot papers. In the case of a tie in votes, the Chairperson will have the decisive vote.
2. Voting powers can be transferred to another fully paid up member attending the meeting by means of a letter of notification to the committee.
3. The election of Management Committee will be by ballot papers and according to the following conditions:

- a. Nominations must be in writing, properly seconded and accepted by the nominee in writing
- b. The position for which the candidate is nominated must be indicated
- c. If there is no nomination for a specific position, the person holding the position at present maybe automatically re-elected.

**Article 14: Management Committee**

1. The Management Committee will manage all the activities of GNMA.
2. The Management Committee will consist of:
  - a. A Chairperson
  - b. A Vice Chairperson
  - c. A Secretary/Treasurer
  - d. A PRO
  - e. A Statistician
  - f. Four additional members
  - g. Co-opted members for specific tasks.
3. The Management Committee is selected by paid up and honorary members of GNMA.
4. The Management Committee may fill any positions that become vacant during the year by the co-opting.

**Article 15: Meeting of the Management Committee**

1. The Management Committee will meet at least six times during a twelve-month period.
2. The Secretary will ensure that proper notice of the meeting is given to all parties involved.
3. The quorum prescribed in Article 11.2 must be adhered to.
4. Voting will be by the raising of hands except if two members request voting by ballot paper.
5. In the case of a tie of vote, the Chairperson will have the decisive vote.
6. Minutes/Confirmatory notes will be kept of all meetings.

**Article 16: Powers and duties of the Management Committee**

Apart from any powers and duties granted to the Management Committee in this constitution, the Management Committee may perform the following additional powers, responsibilities and decisions to:

- a. fill any Management Committee vacancy by co-opting individuals;
- b. arrange for the AGM/SGM
- c. submit to the AGM the Financial Report and Annual Chairperson Report
- d. arrange a GNMA athletic championship or any other meetings on behalf of GNMA
- e. keep record of performances of members
- f. co-opt additional members for specific tasks
- g. perform disciplinary investigations and submit recommendations to SAMA for approval
- h. open bank accounts and manage all financial aspects of GNMA

- i. decide on and make payments on behalf of GNMA
- j. select the provincial team for participation in a national championships
- k. award provincial colours to members when conform to prescribed standards
- l. maintain sound financial management and control.

#### **Article 17: Forfeiture of Position**

If a member of the Management Committee fails to attend three successive Management Committee meetings without a valid reason, he/she will forfeit their position automatically. The Management Committee will take action to fill the position as soon as possible by means of co-opting an individual capable of fulfilling the role. The member that lost his/her position can, however, appeal to the Management Committee to reconsider its position by motivating his/her actions. This, however, must be done within two weeks after the third meeting that he/she failed to attend.

#### **Article 18: Disciplinary action against members**

1. Complaints received by the Management Committee of any misbehavior of any member or action(s) that could bring the sport (athletics) in disrepute, must be investigated and if founded applicable action be taken.
2. The member involved will be informed of such action within 30 days.
3. The Disciplinary Committee will consist out of the Chairperson, the Vice Chairperson and a nominated member, known for his/her knowledge and skills. The Management Committee will identify the nominated member.
4. The finding of the enquiry will be conveyed to the member within 14 days.

#### **Article 19: Membership fees and registration of athletes**

1. The Management Committee will determine the annual membership fees. Differentiated fees, depending on specific circumstances, may be considered by the Management Committee.
2. All members participating as athletes must be licensed as per ASA rules.

#### **Article 20: Rules for Athletic meetings**

1. All athletic meetings held by GNMA will be under the rules of GNMA, SAMA, AGN, ASA and IAAF.

#### **Article 21: Limitation of sport on Sundays / Religious holidays**

1. No athletic meetings held by GNMA may take place on Sundays or religious holidays.

#### **Article 22: Termination of GNMA**

1. GNMA will be terminated when:
  - a. the members take an autonomous decision to terminate GNMA at an AGM/SGM;

- b. GNMA cannot financially survive; or
  - c. there are no members remaining in GNMA
2. Upon termination all the assets of GNMA will be transferred to SAMA.

**Article 23: Changing the constitution of GNMA**

1. Changes to the constitution of GNMA can only take place if sanctioned by a two-thirds majority at an AGM, after proper notice has been given.
2. The notice must clearly indicate which article of the constitution will be changed and what will be included (new) and what will be excluded (old).
3. Any approved changes to the constitution become effective immediately.
4. Any addendums to the constitution reflect operational aspects and as such do not form an integral part of the constitution and could be adjusted by the Management Committee, should the need arises.

This constitution is approved on the AGM/SGM of GAUTENG NORTH MASTERS ATHLETICS at PRETORIA/TSHWANE.