

**1. Name:**

The organization shall be known as the Fiji Primary Schools' Athletics Association, hereinafter referred to as The Association.

**2. Aim:**

The Association has been set up to co-ordinate, administer and promote all Track and Field activities otherwise known as athletics in Fiji. It shall be the governing body and controlling authority of primary schools athletics held nationally and internationally.

**3. Objects:**

**(a)** To encourage, promote, develop and foster Athletics in the primary schools of Fiji.

**(b)** The accounts shall be audited and ready for presenting at the Annual General Meeting.

**(c)** To organize and administer interschool athletics competition in particular the National Championships.

**(d)** To negotiate and acquire sponsorship to facilitate and enhance the activities of the Association.

**(e)** To organize clinics for coaches and technical officials.

**(f)** Be affiliated to the governing body for the sport of athletics in Fiji – Athletics Fiji.

**4. Membership:**

**(a) District Associations:**

All District Associations automatically become members.

**(b)** Any person who supports the aim and objectives of the Association may apply in writing for associate membership.

**(c) Group and Organisations:**

Associate membership shall be extended to organizations that support the aim and objects of the Association. Condition for application shall be as specified in Article 4(b).

**5. Fees:**

All fees and contribution levied by the association shall be determined by the Council at the Annual General meeting.

**6. Officers:**

The following Officers shall be selected at the Annual General meeting, by simple majority vote.

(a) President

(b) Four (4) Vice Presidents- (one from each Division : East, North, Central and West)

(c) Honorary Secretary

(d) Honorary Assistant Secretary

(e) Honorary Treasurer

Election for the Officers of the Association shall take place once every two (2) years. However, all will be eligible for re-election if nominated.

**7. Executive Committee:**

The members of the Executive Committee shall be all the officers in Article 6.

**8. Powers of the Executive Committee:**

(a) It shall be responsible for the administration of the affairs of the Association.

(b) It shall have the power to make such decisions and regulations as it thinks fit and in accordance with the aim and objects of the Association.

(c) It shall have control over the property of the Association.

(d) It shall lay down rules and regulations of the association. It may alter and amend such rules and regulations, when required.

(e) The Committee shall have the power to:

- i) set up sub-Committees from time to time to be responsible for specific activities of the Association. Such Sub-committees shall be bound by the mandate and procedures prescribed by the committee.
- ii) re-organise the format of competition at all levels.

- iii) appoint Officials for the National and International Championships.
- iv) negotiate and enter a contract for Sponsorship(s).
- v) enter into promotional activities for the Association at International level.
- vi) discipline any member for breach of the rules and regulations of the Association to disrepute.
- vii) co-opt outsiders for specific and special reasons when necessary.

**9. Patron:**

A patron for the subsequent year shall be appointed at the Annual General Meeting. The Executive shall be authorized to approach the appointee for his/her response.

**10. Meetings:**

**(a) Annual General meeting:**

The AGM shall be held before May on a day decided by the Executive Committee.

The Agenda will be as follows-

- i. Welcome
- ii. Apologies
- iii. Confirmation of the Minutes of the last AGM. Matters arising from minutes.
- iv. Annual Report from the President
- v. Report from the Divisions
- vi. Financial Report from the Treasurer
- vii. Motions
- viii. Election of Office Bearers
- ix. General Business
- x. Closing Prayer

**(b) Special General Meeting:**

- i) The SGM shall be convened by the Secretary upon the written request of 50% of the District Membership.
- ii) The President may call a SGM if he sees fit to do so.
- iii) The Executive Committee may also call a SGM if it sees fit to do so.

**(c) The Council:**

The AGM and the SGM shall be referred to as the Council of Association. The Council shall be the supreme seat of authority of the Association. It shall have power to over-rule the Executive Committee.

In the absence of the AGM and the SGM, the power of the Council will be vested upon the Executive Committee.

**(d) Notice:**

The Secretary shall give fourteen (14) clear days' notice of intention to hold the Council, by letter to all members.

In this notice, details of the business to be discussed shall be outlined.

**(e) Motions:**

All Motions will be discussed in the Council, only if after receiving a motion in writing from a member and seconded by two (2) District Members (Article 4(a), will the secretary circulate it to all members **twenty (20) clear days** before the Meeting of the Council.

This procedure applies to changes in the Constitution.

NO other Motion will be received at the Meeting of the Council, but they may be mentioned for the Executive Committee's attention.

**11. Chairman**

The President shall preside at all meetings of the AGM, SGM, and Executive Committee. In his absence, one of the vice Presidents shall be elected in the normal manner to the chair.

**12 Quorum:**

- a. At the meeting of the council the quorum shall be at least four (4) of the district members.
- b. At the Executive Meetings the Quorum shall be at least 50% of the Members.

**13 Voting:**

All the Meetings of the Council-

- a. All Committee Members shall be entitled to one vote each.
- b. District Associations: one vote each.
- c. All those entitled to vote but have genuine reasons for not attending may record their votes by mail.

**14. Finance:**

- (a) The Financial year of the Association shall be from 1<sup>st</sup> January to the 31<sup>st</sup>December of the same year.

- (b) The accounts shall be audited and ready for presenting at the Annual General Meeting.
- (c) All monies received by the treasurer shall be banked. The signatories shall be the President, Treasurer and the Secretary. All shall reside in the same city, town or village.
- (d) Trusteeship of the sponsorship money shall be vested upon the President and the Treasurer until the end of the FMF Foods Limited contract.
- (e) The trustees shall be empowered to release sponsorship money in accordance with the wishes of the donor.
- (f) The tenure of the trusteeship shall be irrevocable until the end of the sponsorship by the FMF Foods Limited.

**15. Trophies:**

- (a) The Association shall be responsible for the procurement and custody of all National Championship trophies.
- (b) It shall be responsible for engraving these trophies.
- (c) The treasurer shall be directly responsible for the safe custody of all trophies.

**16. Constitution Change:**

The constitution except article 14 (c) as specified may be amended, revised, extended, curtailed or suspended in any matter, by a motion properly put and carried by the votes of not less than two thirds of those present and entitled to vote in a meeting of the council.