



Constitution and Competition Regulations

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London Universities and Colleges Athletics

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LUCA Constitution

Regulations governing the structure and function of LUCA

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1 Definitions

The terms given below donate the following:

- 1 LUCA: London Universities and Colleges Athletics
- 2 LCL: London Colleges League. The Cross Country league for London universities and higher education colleges and the University of Reading.
3. LCAS: London Colleges Athletics Series. The athletics series for London universities and higher education colleges and the University of Reading.
4. Council: The supreme and legislative body of LUCA
5. Executive committee: The executive body of LUCA
6. Board of Trustees: The governing body of LUCA
7. Member: an athletics club belonging to a higher education establishment that has been admitted into membership of LUCA by the executive.
8. LCLOC: London Colleges League Organising Committee
9. LCASOC: London Colleges Athletics Series Organising Committee

2 Name

The London Universities and Colleges Athletics (LUCA) is a not for profit association operating in accordance to United Kingdom law.

3 Objectives

The objectives of LUCA are:

- a) To improve the sport of athletics and promote it within the higher education sector in London in light of its unifying, educational, cultural and health values.
- B) To organise its own competitions in London and strive to cover all disciplines of athletics

4 Equal opportunities statement

Discrimination of any kind against a private person or group of people on account of race, skin colour, ethnicity, national or social origin, gender, language, religion, political opinion, or any other opinion, wealth, birth or any other status, sexual orientation or any other reason is strictly prohibited and punishable by suspension from competition in LUCA events.

5 Promoting friendly relations

1. LUCA shall promote friendly relations
 - a) Between universities/colleges, clubs, officials, coaches and athletes.
 - b) In the community between charitable causes and community clubs

6 Athletes and rules of athletics

1. LUCA shall adhere to the rules set out by the United Kingdom Athletics (UKA) and encourage (but not require) the registration of athletes with their home athletics organisation.

7 Admission, suspension and expulsion

1. The executive shall decide whether to admit a member. The council shall decide to suspend or expel a member.

8 Admission

1. Any club which is responsible for providing athletics provision in any of its forms at its London based higher education establishment may become a member of LUCA.
2. Membership is not dependent on the club being an affiliate with EA but LUCA shall promote affiliation.
3. Admission is dependent upon provision of the clubs constitution
4. Admission is dependent upon the club providing proof of equal opportunities policies

9 Members' rights

1. Members have the following rights

- a) To hold a maximum of two seats on the council;
- b) To draw up proposals for inclusion in the agenda of the council;
- c) To nominate candidates for LUCA presidency;
- d) To take part in competitions organised by LUCA;
- e) To take part in LUCA club development programmes;
- f) To exercise al other rights arising from this constitution and other official documents.

10 Member's obligations

1. Members have the following obligations:

- a) To comply with the regulations, directives and decisions of LUCA at events and matches hosted by LUCA
- b) To ensure that their own members (athletes, coaches and volunteers) comply with the regulations, directives and decisions of LUCA at events and matches hosted by LUCA
- c) To respect the rules of UKA

2. Violation of the above-mention obligations by any member may lead to sanctions provided for in this constitution.

11 Suspension

1. The council is responsible for suspending a member. The executive committee may, however, suspend a member that seriously violates its obligations with immediate effect. The suspension shall last until the next council meeting, unless the executive committee has lifted it in the meantime.

2. A suspension shall be confirmed a council meeting by a three-quarter majority of the members present and eligible to vote.

3. A suspended member shall lose its membership rights.

4. Members who do not participate in at least five LIUCA competitions over a period of two consecutive years shall be suspended from voting at the council until they have fulfilled their obligations in this respect.

12 **Expulsion**

1. The council may expel a member:

a) If it seriously violates the rules, regulations or decision of LUCA

2. The presence of an absolute majority (more than 50%) of the members eligible to vote at the council is necessary for an expulsion to be valid, and for the motion for the expulsion must be adopted by a three quarter majority of votes cast.

13 **Resignation**

1. A member may resign from LUCA with effect from the end of the academic year. Notice of resignation must reach the executive committee no later than two months before the end of the academic year.

14 **Independence of members**

1. Each member shall manage its affairs independently and with no undue influence from LUCA or any other third party with the exception of the sports department and student union of the member's higher education institution.

15 **Status of the leagues**

1. LUCA has the responsibility of organising at minimum two leagues;

a) The 'London Colleges League' (LCL)

b) The London Colleges Athletics Series (LCAS)

2. Both leagues are subordinate to and subject to the rules and regulations of LUCA

16 Election to the Board of Trustees

1. The council may bestow the title of trustee upon any individual or former individual of the executive committee or council for meritorious service to athletics.

17 Bodies

1. The council is the supreme and legislative body
2. The executive committee is the executive body and administrative body
3. The board of trustees is the governing body
3. Organising, standing and ad-hoc committees shall advise and assist the executive committee in fulfilling its duties. Their primary duties are defined in this constitution

18 Council

1. A council meeting may be an ordinary or extraordinary council.
2. The ordinary council shall be held three times every academic year. The executive committee shall fix and place the date. The members shall be notified by email at least two months in advance. The formal invitation shall contain the agenda, the President's report and financial statements.
3. The executive committee may convene an extraordinary council meeting at any time.
4. The executive committee shall convene an extraordinary council meeting if one-fifth of the members make such a request via email. The request shall specify the items for the agenda. The extraordinary council meeting shall be held within one month of receipt of the request.

19 Votes, delegates and observers

1. Each member has one vote in the council and is represented by its delegates. Absent members can vote by proxy or by email to the secretary.

2. Delegates must belong to the member club that they represent or the sports department/student union from the higher education establishment the club is from.
3. Members may send up to two delegates but can only vote once
4. During their term of office, members of the executive committee may also be appointed delegates for their clubs.
5. The President shall conduct the council business in compliance with the orders of the council

20 **Candidates for the office of LUCA President and for the executive committee**

1. Only members may propose candidatures for the office of LUCA president. A candidature for the office of LUCA president shall only be valid if supported by a total of at least two members. A candidate for the office of LUCA President shall have played an active role in athletics (e.g, as an athlete, coach, official etc) for at least two years before being proposed as a candidate. There are no further restrictions on candidacy and a candidate does not have to be a current student.
2. The executive committee is comprised of the President, the secretary and the chief financial officer.

21 **The council agenda**

The council agenda shall include the following mandatory items;

Approval of the agenda

An address by the President

Appointment of a member to take minutes

Suspension of expulsion of a member (if applicable)

Approval of minutes of the preceding council

Activity report

Financial statement

Votes on proposals for adopting and amending the constitution

Election of the executive committee (if applicable)

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Adoption of and amendments to the constitution

1. The council is responsible for adoption and amending the constitution
2. Any proposals for amendment to the constitution must be submitted in writing with a brief explanation to the secretary.
3. For a vote on an amendment to the constitution to be valid, an absolute majority (more than 50%) of the members eligible to vote must be present
4. A proposal to adopt or amend the constitution shall be adopted if approved by three-quarters of the members present and eligible to vote.

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Elections and other decisions

1. Elections shall be conducted by secret ballot
2. Any other decision that requires a vote shall be reached by a show of hands. If a show of hands does not result in a clear majority in favour of a motion, the vote shall be taken by calling the roll, members being called in English alphabetical order.
3. For the election of the President and executive committee, two-thirds of the votes of the members present and eligible to vote are necessary in the first ballot. In the second and an other requisite ballot, a simple majority (more than 50%) of the valid votes cast is sufficient. If there are more than two candidates for the office of President, whoever obtains the lowest number of votes is eliminated as from the second ballot until only two candidates are left.
4. Unless otherwise stipulated in the constitution, a simple majority (more than 50%) of the valid votes cast is sufficient for elections, votes and other decisions to be valid.

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Composition, election of the President and the executive

committee

1. The executive committee shall consist of 3 members;

One President, elected by the council,

One secretary, elected by the council

One chief financial officer, elected by the council

25 Powers of the executive committee

1. The executive committee shall pass decisions on all cases that do not come within the sphere of responsibility of the council or are not reserved for other bodies by law or under this constitution (including the organising committees)
2. The president shall convene the executive committee meetings
3. The president shall compile the addenda. Each member of the executive committee is entitled to propose items for inclusion in the agenda.
4. The executive committee may decide to set up ad-hoc committees if necessary at any time.
5. The executive committee shall decide the place and dates of the final LUCA competitions.

26 President

1. The president represents LUCA legally.
2. He/she is primarily responsible for:
 - a) Implementing the decisions passed by the council and the executive committee
 - b) Supervising the work of the executive committee and organising committees.
 - c) Relations between LCUA and its members, university/college bodies, London Athletics, England Athletics and all other organisations.
3. The president shall preside over the council, the executive committee and those committees of which he/she has been appointed chairman.
4. The President shall have an ordinary vote on the executive committee and whenever votes are equal, shall have a vesting vote.
5. If the President is absent or unavailable, the longest-serving council member delegate available shall deputise.

27 Organising Committees and Standing Committees

1. The organising committees are;
 - The LCL organising committee (LCLOC)
 - The LCAS organising committee (LCASOC)

2. The chairman of each organising committee shall be members of the executive committee without exception
3. The composition, specific duties and powers of the individual committees shall be stipulated in the **LUCA competition regulations**
4. Each chairman and committee shall conduct business in compliance with the **LUCA competition regulations**
5. Each committee may, if necessary, set up a sub-committee to settle urgent matters.
6. Each committee may propose amendments to its regulations to the executive committee.

27 Powers of the board of trustees

1. The main purpose of the board of trustees is to act as expert advisors to the executive and standing committees.
2. Members of the executive committee sit on the board of trustees
3. The board of trustees shall have a chairman, elected by a simple majority of the board
4. The board is responsible for the overall governance of LUCA

28 Responsibilities of members of the board of trustees

1. Trustees are expected to:
 - a) Always act in the best interests of LUCA– they must not let their personal interests, views or prejudices affect their conduct as a trustee.
 - b) Act reasonably and responsibly in all matters relating to LUCA – act with as much care as if dealing with your ones own affairs, taking advice if needed.
 - c) Only use your LUCA’s income and property for the purposes set out in its governing document.
 - d) Make decisions in line with good practice and the rules set by this document and other official LUCA documents, including excluding any trustee who has a conflict of interest from discussions or decision-making on the matter.

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Application of Assets on dissolution

1. Upon dissolution of the organisation any remaining assets shall be given or transferred to a registered CASC, a registered charity or the athletics governing body for use by them in related community sports.

LUCA Competition Regulations

1 Mandatory Competitions

1. LUCA shall be responsible for organising at minimum two leagues;

The London Colleges League (LCL; XC)

The London Colleges Athletics Series (LCAS; athletics)

2. Full descriptions of these leagues are covered below and in their respective **league organising agreement**.

2 Provisions for the University of London Athletics Competitions

1. Where desired and funded by the University of London Athletics Club, LUCA shall make provisions for the University of London XC championship and the University of London Athletics Championship. These two events shall be nested within LUCA events.

2. Any and all additional costs incurred by organising events exclusively for the members of the University of London shall be covered in whole by the University of London Athletics Club, the University of London College clubs or other external sources. It is strictly prohibited for LUCA to cover the costs of any event which excludes any LUCA member from competing.

3 Rules of competition and permitting

1. All LUCA events shall abide by the UKA rules of competition.

2. All LUCA events shall receive necessary permits from UKA.

3. All LUCA events shall reach the necessary criteria for inclusion on the Power of 10.

4 London Colleges Athletics Series (LCAS)

1. The London Colleges Athletics Series (LCAS) is the name of LUCA's track and field competition.
2. LCAS is comprised of (at minimum) two athletics meets, held during each academic year.
3. LCAS is open to members of LUCA
4. Guests will be permitted to compete in LCAS but will not score points
5. LCAS will be organised by the London Colleges Athletics Series Organising Committee (LCAS) in accordance to the **LCAS organising agreement**.

5 London Colleges Athletics Series Organising Committee (LCASOC)

1. The London Colleges Athletics Series Organising Committee shall organise the London Colleges Athletics Series (LCAS) in compliance with the provisions of the regulations applicable to this competition set by United Kingdom Athletics, England Athletics and the **LCAS organising agreement**.

6 London Colleges League (LCL)

1. The London Colleges League (LCL) is the name of LUCA's cross country competition
2. LCL is comprised of (at minimum) five races, held during the academic year.
3. LCL is open to members of LUCA
4. Guests will be permitted to compete in LCL but will not score points
5. LCL will be organised by the London Colleges League Organising Committee (LCLOC) in accordance to the **LCL organising agreement**.

5 London Colleges League Organising Committee (LCLOC)

1. The London Colleges League Organising Committee shall organise the London Colleges League (LCL) in compliance with the provisions of the regulations applicable to this competition set by United Kingdom Athletics, England Athletics and the **LCL organising agreement**.