**CONSTITION OF SOUTH EAST POWERLIFTING**

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| Date | Amendment | Approved by |
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1. DEFINITION
	1. Name
* SOUTH EAST POWERLIFTING hereinafter called “SEP” is an organisation representing the counties of Kent, Surrey & Sussex under the guidance of the English Powerlifting Association (EPA) and British Powerlifting (BP).
	1. Objectives
* To further the development of Powerlifting within Kent, Surrey & Sussex, under the guidance of the English Powerlifting Association (EPA) and British Powerlifting (BP).
* To affiliate to or otherwise be recognised by the EPA and BP.
* Promote, support and encourage drug free Powerlifting.
1. GENERAL PROVISIONS
* The SEP is recognised by British Powerlifting and the English Powerlifting Association.
* All political and religious discussions or demonstrations are forbidden within the SEP.
* No distinction is made between individuals for reasons of race, colour, gender, religion, politics, abilities or disabilities.
1. MEMBERSHIP
* Membership is open to all bona fide members of British Powerlifting, who are resident in Kent, Surrey & Sussex.
1. SEP BODIES

The SEP is composed of the following bodies:

* Annual General Meeting
* Executive
* Committees
1. ANNUAL GENERAL MEETING

5.1. General Provisions

* The Annual General Meeting (AGM) is the overall governing body of the SEP.
* The AGM shall be held once a year and notification given to all those entitled to attend at least one calendar month in advance.
* Each current bona fide members of British Powerlifting, who are resident in Kent, Surrey & Sussex, is allowed to attend the AGM and each member has equal power, with one vote per member.

5.2. Powers

The Annual General Meeting has the power:

* To amend the Constitution and By-Laws by a simple majority of votes cast.
* To impose and enforce penalties for any violation of the Constitution or By Laws.
* By a simple majority of votes cast of members present, to remove any suspension or remit any penalty previously imposed on any person or organisation, being members of the SEP.
* To remove from office by means of a simple majority of votes cast, any person who through neglect of duty or misconduct has brought the SEP into disrepute or in any way impaired its function or development.
* To establish dues of the SEP.
* To control the income, expenditure and property of the SEP. In particular, it shall examine the balance sheet presented by the Treasurer and approve a budget for the period up to the next Annual General Meeting.
* To institute, locate, conduct and manage powerlifting with the SEP division.
* To explain, define and interpret any provision of the Constitution.
* To consider and accept proposed changes to the Constitution and By-Laws every year.
* To elect the executive officers of the SEP. Elect executive officers to fill any casual vacancies, which may occur between AGMs.
	1. Extraordinary General meetings.

Extraordinary General Meetings of SEP may be scheduled at the request of the Chairman or at the written request of half of the members of the SEP. Specific matters can be considered at a special meeting.

* 1. Not less than thirty (30) days notice must be given of any special or annual meeting of the SEP. The General Secretary will e-mail a notice and agenda to all named; a notice sent to the last address known to the General Secretary complies with this requirement.
1. EXECUTIVE OF THE SEP

6.1 Executive

The Executive shall comprise the President, Chairman, General Secretary, Treasurer. There shall be at least a quorum of four members. In the event of an impasse (stalemate), the Chairman shall have a casting vote.

1. Powers of the Executive
* It shall be the governing body of the SEP between Annual General Meetings.
* To maintain running control of the expenditure of the SEP, in accordance with the budget approved by the Annual General Meeting.
* It shall prepare a budget for the forthcoming year for presentation to the Annual General Meeting.
* Vacancies. In the event of the death, resignation or in case of inattention to duty by recommendation of the Disciplinary Committee, the various offices are to be filled as follows:
* Chairman: The Vice Chairman will be designated by the Executive to succeed the Chairman until the next Annual General Meeting. At this Annual General Meeting, the Chairman successor shall be elected.
* Vice-Chairman: The Executive shall appoint a successor to serve until the next Annual General Meeting.
* General Secretary and Treasurer: The Executive shall appoint a successor to serve until the next Annual General Meeting.
* To appoint the non-executive officers specified in 8.1 hereunder. The Executive shall also have the power to remove non-executive officers from office.

8 NON-EXECUTIVE OFFICERS

8.1 Titles

The titles of the non-executive officers of the SEP shall include Assistant Treasurer, Web Master, Records Officer, Drug Control Officer, Equipment Officer, EPA & BP Representative, Media officer & Merchandising Officer.

8.2 Appointment and Rights

The Executive shall appoint non-executive officers. By invitation of the Chairman they may attend meetings of the Executive but without vote and with voice only on matters relating to their respective offices.

9 COMMITTEES, COMMISSION, PANEL

9.1 General Provisions

* Each committee shall consist of a chairman elected by the Annual General Meeting and a maximum of six (6) members from who shall be appointed by the Executive in consultation with the Committee Chairman.

BYLAWS OF SOUTH EAST POWERLIFTING

Terminology

Unless specifically stated otherwise, the terms "Annual General Meeting", "Chairman" "Technical Committee" and such like shall mean the "SEP Annual General Meeting", "SEP Chairman" etc. Unless specifically stated otherwise, the terms "him", "his" and "Chairman" shall refer to persons of either sex.

1. DUTIES OF THE EXECUTIVE

1.1 President

* President shall act as the figurehead of the Division, but shall have no Executive duties.

1.2 Chairman

* Order and preside over all SEP meetings and Annual General Meeting.
* Has the right to exercise all the duties pertaining to his office in accordance with the Constitution.
* Is an ex officio member of all committees.
* Provide leadership in the long-term and day-to-day activities of the SEP.
* Has delegating responsibility for completion of tasks, and making necessary contact with outside agencies to conduct SEP business.

1.3. General Secretary

* To make proper arrangements for keeping the records of the SEP and the Annual General Meeting.
* Issue all official notices of all SEP meetings.
* Keep record of competitions held under the SEP.
* To serve as Secretary of the Annual General Meeting and at any special meetings or hearings of the SEP.
* In association with the Chairman, manage/organise the SEP calendar for the following Calendar year.
* Delegate any of the aforementioned duties to an "assistant secretary" appointed by the Executive or to such assistants as may be provided by the SEP By-Laws.

1.4. Treasurer

* Receive all monies due to the SEP and deposit it to accounts in the name of the SEP.
* Pay all bills approved by authorised officers or by the Annual General Meeting provided it is within the authorised budget.
* If requested, hand over for audit or other purposes, all monies, accounts, books, papers, vouchers and records pertaining to his office.
* To be responsible for presenting a balance sheet to the Annual General Meeting.
* To be responsible for collecting all fees due to the SEP.
* To be responsible for issuing invoices and collecting any penalties.

2. DUTIES OF THE NON-EXECUTIVE OFFICERS

2.1. Records Officer

* Shall certify all SEP records and maintain an up to date register of all records in all categories.

2.2. Technical Officer

* Liaise between SEP and EPA/BP on technical matters.
* Answer queries regarding IPF Technical Rules.
* The Technical Officer, or a nominated substitute, shall act as Technical Officer at SEP competitions ensuring all technical arrangements have been made and to make decisions on technical matters.
* The Technical Officer, or a nominated substitute shall provide Referee Courses and nominate Divisional referees for National Status.

2.3. Drug Control Officer

* To work with the SEP executive officers in the organising of drug testing at SEP competitions.
* To liaise with all related agencies and the BP DCO.
* Maintaining a register of tested athletes, in association with the BP DCO.

2.4. Web Master

* Maintains the SEP website in a professional manner with separate pages allocated where appropriate including, but not restricted to:
* News
* Officers contact details.
* Calendar of events.
* Competition results.

2.5. Media Officer

* To manage all aspects of social media
* SEP Facebook Group.
* SEP Facebook Page.
* SEP YouTube Account.
* SEP Instagram Account.
* Photographers at SEP competitions.

2.5. Merchandising Officer

* Shall be responsible for the procurement of SEP branded goods for sale to members and expanding the range of goods as required.
* Shall keep records of all merchandising purchases and sales and shall provide to the treasurer, all profits shall go to the SEP.

2.6. Equipment Officer

* To maintain an up to date register of all assets held by SEP.
* As required, to arrange the repair or calibration of any assets held by the SEP.
* As required, to arrange the sale of assets held by the SEP or purchase of assets for the SEP.

**APPENDIX A - STANDING ORDERS**

1. Order of Business

An agenda shall be prepared by the General Secretary and circulated to all members at least 30 days prior to the SEP Annual General Meeting. All items on the agenda shall take precedence over all other business. Members desirous of introducing any other business for the consideration of the meeting may only do so after the business on the agenda has been completed.

2. Minutes

The minutes of the previous meeting, having been circulated, shall be taken as read. No motion or discussion shall be permitted. The only exception to this rule will be in regard to the accuracy of the

minutes. After confirming the accuracy of the minutes, the Chairman shall sign them, and the delegates at the Annual General Meeting shall be at liberty to ask questions with regard to matters arising from the minutes. Such questions shall be permitted for purposes of information only, and no debate on the policy outlined in the minutes shall take place. No correction or alteration to the minutes will be accepted unless written notification had been received and acknowledged by the General Secretary within four months of the date of circulation of the minutes to member.

3. Chairman's Ruling

The ruling of the Chairman on any question under the Standing Orders or on any point of order or explanation shall be final. If there is a difference of opinion on a point of substance, a vote shall be taken and a two-thirds majority required to the ruling.

4. Speeches

No member shall speak for more than five minutes at any one time.

5. Motions and Amendments

The first proposition on any particular subject shall be known as the original motion. All succeeding

propositions in that subject shall be called amendments. Every amendment must be proposed and

seconded by members actually present at the meet before they can be discussed. It is permissible for a member to make a speech first and conclude with a motion. When an amendment is moved to an original motion, no further amendment can be discussed until the first amendment is disposed of. Notice of any further amendment must be given before the first amendment is put to the vote.

6. Substantive Motions

If an amendment is carried, it displaces the original motion and itself becomes the substantive motion; whereupon any further amendment relating to any portion of the substantive motion moved, provided that it is consistent with the business and not been covered by an amendment or notion which has been previously rejected. After the vote on each succeeding amendment has been taken, the surviving proposition shall be put to the vote as the main question. If carried, it shall then become a resolution of the meeting.

7. Voting

Except when the chairman at his absolute discretion, authorises a vote to be by secret ballot the voting shall be by show of hands or coloured cards, if these are available. On particularly sensitive matters, such as a vote, which is concerned with members, or prospective members who are present at the meeting, such persons may be asked to leave the room before voting takes place.

8. Matters of Procedure

At meetings, all matters of procedure which are not covered under these standing orders shall be decided by the Chairman of the meeting.

9. Privileged Immunity of the Annual General Meeting

Anything said In the SEP Annual General Meeting, committees or subsequent documentation is without prejudice and may not be used in litigation.

APPENDIX B – CONSTITUTION & BY-LAW AMENDMENTS

Proposals to amend the SEP Constitution, By-Laws, and/or Appendices, hereinafter referred to as rule(s), shall be set out as follows:

1. Clear identification of the exact rule(s) or portion thereof concerned

2. Action to be taken:

a. Deletion, or

b. Addition, or

c. Amendment, delete ... and insert (or replace with)...

3. Text involved:

a. Exact identification of the text to be deleted. Note: Paragraphs and sections may be referred to by numbers sentences and words should be quoted in full.

b. The text of the addition or insertion, accompanied in the former case by the

proposed rule No. or location.

4. Optional:

A brief statement of the reasons(s) for the proposal: This will form part of the formal proposal but is merely for the guidance of The Annual General Meeting. It shall appear on a new line separate from the proposal proper and headed 'Reasons(s)'.

Note:

Any proposal, which would cause the rules to become contradictory, shall be ruled out of order. That is, it is the responsibility of the proposer to ensure that the amendments in his proposal are comprehensively framed and all the rules, which would be affected, have been consistently dealt with by the proposal.

Renumbering: It may be desirable to renumber a rule or rules to bring then into a more logical order. In such cases the proposal shall clearly indicate by number if available, which rules are to be renumbered and their intended new location, with new numbers(s) if available.