

# **CONSTITUTION OF THE SOUTH WEST FEDERATION OF CROQUET CLUBS**

**(As updated at the 2019 AGM)**

## **1. NAME**

The Federation shall be called "The South West Federation of Croquet Clubs" and shall be run under the auspices of the Croquet Association.

## **2. AREA OF INFLUENCE**

The Area of Influence of the Federation shall be Gloucestershire, Somerset, Wiltshire, Dorset, Devon, Cornwall, Worcestershire and South Wales, or current equivalent administration boundaries, though the Membership is not restricted to that Area.

## **3. AIMS**

The Aims of the Federation shall be to provide, within the Area, a forum/focus for croquet clubs and to promote the game of Croquet.

## **4. ACTIVITIES**

In consultation with Member Clubs, and liaising as necessary or expedient with the CA:

- organising competitions and other events;
- providing development assistance to Member Clubs;
- providing accessible means of sharing information with members;
- promoting croquet within the Area.

## **5. MEMBERSHIP**

### **a. Full Membership**

Each croquet club (or croquet section of larger clubs) within the Area is eligible for Full Membership of the Federation providing it is a Member Club of the CA.

Full Member Clubs are entitled to:

- appoint two voting delegates to General Meetings;
- enter competitions organised by the SWF;
- attend training / information events organised by the SWF;
- receive developmental support from the SWF;
- claim any Bursaries or awards that may be available from the SWF;
- receive all electronic communications from the SWF;
- receive hard copies of documents produced in that form by the SWF (the number of such documents supplied to each Full Member Club will be determined by the SWF Committee).

b. Affiliate Membership

Clubs situated in the Area that are newly established or not members of the CA are eligible for Affiliate Membership of the Federation.

Affiliate Member Clubs are entitled to:

- observer status at General Meetings;
- attend training / information events organised by the SWF, subject to availability of places and payment of any fee charged;
- receive basic developmental support from the SWF, subject to availability of Development Officer/s and payment of any fee charged;
- receive all electronic communications from the SWF.

**6. ANNUAL SUBSCRIPTIONS**

- a. The rates of Subscription for all classes of Membership shall be determined by the Annual General Meeting.
- b. These rates of Subscription shall take effect immediately. Subscriptions are due on 1 January, payable within 30 days.
- c. Member Clubs wishing to resign from the Federation must inform the Secretary not later than the Annual General Meeting.

**7. GENERAL MEETINGS**

- a. The Annual General Meeting shall be held in or about November of each year to pass the accounts, elect Officers and Committee, appoint an independent examiner, and transact general business.
- b. A Proposal for inclusion in the Agenda of the Annual General Meeting may be proposed either by the Committee or by a Member Club (duly authorised by its Secretary or delegate), and must reach the Secretary in writing or by electronic communication not later than 30 September.
- c. Proposals to the AGM will not be tabled if they were considered at the previous AGM unless the SWF Committee is convinced that circumstances have changed significantly to merit further debate.
- d. A Special General Meeting may be called either by the Committee or by a petition signed by the Secretaries of at least half of the Full Member Clubs.
- e. At least four weeks' notice of any General Meeting shall be given. At a General Meeting, one third of the Delegates and Committee entitled to attend shall form a quorum.
- f. The Committee shall have the duty to arrange the Annual General Meeting, and any Special General Meeting on receipt of the requisite petition.
- g. A Proposal to a General Meeting may be passed by a simple majority of those present and entitled to vote. [This does not apply to Proposals to amend the Constitution: see Rule 12.]

**8. EXECUTIVE COMMITTEE**

- a. The Committee shall consist of a Chair, Secretary, Treasurer, League Secretary, Coaching Officer, Handicapping Officer, Development Officers, Youth Officer, Communications Officer, and such other positions as may from time to time be determined by the Committee.

- b. Up to nine persons shall be elected annually.
- c. Additional members, to bring the total to a maximum of 12 Committee Members, may be co-opted by the Committee. Such co-opted members shall hold office until the next General Meeting.
- d. Each candidate for election must be a member of a SWF Full Member Club, and must be proposed and seconded by officials of such a club.
- e. The Committee may also, at any time, appoint others to carry out, or lead on, specific tasks, but such persons will not become Committee Members.
- f. Nominations for membership of the Committee must reach the Secretary in writing or by electronic communication not later than 30 September.
- g. Upon election, each Member of the Committee shall hold office until the next Annual General Meeting unless replaced at a prior Special General Meeting; however, the Chair may not be elected on more than three consecutive occasions.
- h. Members of the Committee shall each have their own vote at a General Meeting and, if required, the Chair shall have an additional casting vote.
- i. The Committee shall meet at least twice each year, the time and place to be fixed by themselves. A quorum shall comprise three Members, and must include the Chair or the Secretary.

## **9. POWERS AND DUTIES OF THE COMMITTEE**

- a. The Committee shall have full powers to deal with the affairs of the Federation as it sees fit, subject to any Resolutions passed at a General Meeting.
- b. The Committee shall be responsible for carrying out the Activities of the Federation.

## **10. DISSOLUTION**

If at any General Meeting a Resolution for the dissolution of the Federation shall be voted for by more than half of those present and entitled to vote then, after the discharge of all liabilities, the remaining assets shall be transferred to the Croquet Association.

## **11. MATTERS NOT PROVIDED FOR**

Any matters not provided for by this Constitution shall be decided by the Committee, whose decision shall remain in force until set aside by an adverse vote at a General Meeting.

## **12. AMENDMENTS TO THE CONSTITUTION**

No provision of this Constitution shall be amended, save by a Resolution voted for by at least two thirds of those present and entitled to vote at a General Meeting.