

Constitution of the South West Federation of Croquet Clubs As amended at the AGM 2020

1. Name

The Federation shall be named The South West Federation of Croquet Clubs (SWF) and shall be run under the auspices of the Croquet Association.

2. Area of Influence

The Area of Influence (the Area) of the SWF shall be Gloucestershire, Somerset, Wiltshire, Dorset, Devon, Cornwall, Worcestershire and South Wales, or current equivalent administration boundaries.

3. Object

The Object of the SWF shall be to provide, within the Area, a forum and focus for croquet clubs and to promote the sport of Croquet.

4. Activities

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

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

5. Membership

a. Full-Member Clubs

Each croquet club (or croquet section of multi-sports clubs) within the Area is eligible for Full-Membership of the SWF providing it is a Member of the CA.

Those outside the Area are also eligible, each at The Committee's discretion.

Full-Member Clubs are entitled to:

- enter competitions organised by the SWF
- attend training, informational and other events organised by the SWF
- receive developmental support from the SWF
- claim any Bursaries or awards that may be available from the SWF
- submit Proposals to General Meetings (7b)
- propose candidates for election to The Committee (8g)
- attend and vote at General Meetings (7)
- 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 Committee)

b. Affiliate-Member Clubs

Clubs situated in the Area that are newly established or not members of the CA are eligible to be an Affiliate-Member Club of the SWF.

Affiliate-Member Clubs are entitled to:

- attend training, informational and other 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
- attend General Meetings at which they may speak but not vote
- 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. Any Member Clubs wishing to resign from the SWF 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 but not later than 1st December to approve the examined accounts, elect The Committee including direct election to the posts specified in 8a, appoint an independent examiner, and transact general business.
- b. A Proposal for inclusion in the Agenda of the Annual General Meeting may be submitted by either The Committee or by a Full-Member Club and must be sent to the SWF Secretary in writing or by electronic means, to arrive at least six weeks before the date of the AGM.
- c. Proposals to the AGM will not be tabled if The Committee decides that the matter was resolved at the previous AGM – unless it decides that circumstances have changed sufficiently 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 The Committee entitled to vote 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 for Dissolution or to amend the Constitution – see Rules 10 and 12).
- h. Each Full-Member Club may have two votes, cast by their authorised Delegates, who must be members of a Full-Member Club.
- i. If a Club has only one Delegate at a General Meeting, that Delegate may cast both votes for the Club.
- j. A Committee member may act as a Delegate for a club only if they are a member of it.
- k. Each Committee member shall have their own vote at a General Meeting in addition to any club Delegate votes they carry.
- l. No person may cast the votes of more than two clubs. No person may cast more than 4 votes.
- m. If votes are tied, the proposal will be declared as not having a majority and will not be carried.

8 The Committee

- a. The Committee shall consist of up to 12 persons to be elected annually comprising Chair, Secretary, Treasurer, League Secretary, Development Officer (candidates to be directly elected to these positions) and up to 7 other people.
- b. Nominations for election must be sent to the Secretary in writing or by electronic communication to arrive no later than six weeks before the date of the AGM.
- c. Each candidate for election must be a member of a Full-Member Club and must be proposed by two officers of any Full-Member Club.
- d. 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.
- e. The Committee will decide the allocation of roles and responsibilities other than those directly elected. These will usually include Coaching, Handicapping and Safeguarding; and other positions (e.g. Communications, Youth) as may from time to time be determined by The Committee.
- f. The Committee may co-opt additional members, to bring its total to a maximum of 12, or may fill any vacant office. Such co-opted members shall hold office until the next Annual

General Meeting unless replaced at a prior Special General Meeting and will have full voting rights on The Committee.

- g. The Committee may appoint others to carry out, or lead on, specific tasks. They will report to The Committee but will not be Committee members.
- h. The Committee shall meet at least twice each year, the time and place to be fixed by themselves. Such meetings may be held electronically or in person. A quorum shall comprise five members, and must include the Chair or the Secretary.
- i. The Committee may invite any person, whose presence they judge to be beneficial to the SWF, to attend all or part of a Committee meeting, at which they may speak but not vote.

9. Powers and Duties of The Committee

- a. The Committee shall have powers to deal with the affairs of the SWF as it sees fit, subject to any Resolutions passed at a General Meeting.
- b. The Committee shall be responsible for ensuring the activities of the SWF are carried out.

10. Dissolution

If at any General Meeting a Resolution for the dissolution of the SWF shall be voted for by at least two-thirds of those present and entitled to vote then, after the discharge of all liabilities, the remaining assets shall be transferred to the Croquet Association.

If such a meeting is inquorate, a new General Meeting with the same business shall be scheduled with due notice given at which no quorum will be necessary.

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.