

# **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 1<sup>st</sup> 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.

### **Notes to the SWF Constitution**

This document explains some of the terms used in the Constitution and the rationale behind some of the conditions.

- It does not form part of the Constitution.
- It will be reviewed each time Constitutional changes are agreed or more frequently as determined by The Committee.

The numbers refer to those used in the Constitution.

#### **1 Federation**

The Croquet Association's Constitution defines Federation as:

“An organisation of Croquet clubs situated in, or adjacent to, a region of the Home Area, which aims to further the objects of The Association in its region, in particular by supporting, representing and coordinating the activities of its clubs.”

#### **1 Auspices**

If something is done under the auspices of a particular person or organisation, it is done with their support and approval,

#### **2 Area of influence**

The geographical area in which we are Constitutionally allowed to operate. The area is defined by the CA.

### **5a Member of the CA**

The Croquet Association's Constitution states:

“Any Federation shall be eligible for admission [*to the CA*] as a Member Federation, providing that a majority of its members are Member Clubs of The Association situated in its region and its region does not overlap that of another Member Federation.”

In October 2019, Ian Vincent, Secretary of the Croquet Association, explained:

“Whether or not they [*CA Affiliate Member Clubs*] can be members of a Federation and/or play in its leagues is up to the Federation itself. When the issue was last looked at, Federations varied in their views on this issue, to the extent that the CA did not feel able to enforce a policy, though its preference was that Federations should encourage or require clubs to be Full rather than Affiliate members.”

At that stage The SWF Committee decided to accept both types of CA membership as entitling clubs to be Full-Member Clubs of the SWF.

### **5a Clubs outside the area**

Clubs outside the Area as defined in the constitution may be admitted as Full-Member clubs at the discretion of The Committee.

In effect we anticipate such clubs would only join to enable them to play in SWF League. Proximity to the Area will therefore be the main criteria to be considered.

### **7e Quorum / (inquorate)**

The minimum number of members that must be present at any of its meetings to make the proceedings of that meeting valid.

### **7h Two votes per club**

The reason for allocating two votes to each club rather than e.g. to relate votes to individual club membership, was to avoid a few large clubs dominating the voting and potentially skewing the perspective.

### **7h Authorised delegate**

If a Full-Member Club is unable to appoint a delegate from their own membership, they may appoint a Delegate from another Full-Member Club providing that an officer from each Club confirms to the SWF Secretary their agreement to this.

Each club may decide for themselves whether they direct their delegate/s to vote in a particular way or whether they have the discretion to make their own decision at the meeting.

### **8c Officer – of a Full-Member Club**

A person who is a member of that Club's managing committee.

**8f Co-opt**

To appoint to membership of a committee or other body by invitation of the existing members.