

Constitution of the South West Federation of Croquet Clubs
As amended at the AGM 2025

1) Name

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

2) Area of Influence

- a) 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

- a) 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

- a) In consultation with all Member Clubs, and liaising as necessary or expedient with Croquet England:
 - i) organising competitions and other events
 - ii) providing development assistance to its Member Clubs
 - iii) providing accessible means of sharing information with its Member Clubs
 - iv) promoting croquet within the Area

5) Membership

- a) Each croquet club (or croquet section of multi-sports clubs) within the Area is eligible for Full-Membership of the SWF providing it is an Associate of Croquet England.
- b) Those outside the Area are also eligible, each at The Committee's discretion.
- c) Member Clubs are entitled to:
 - i) enter competitions organised by the SWF
 - ii) attend training, informational and other events organised by the SWF
 - iii) receive developmental support from the SWF
 - iv) claim any Bursaries or awards that may be available from the SWF
 - v) submit Proposals to General Meetings (7b)
 - vi) propose candidates for election to The Committee (8c)
 - vii) attend and vote at General Meetings (7)
 - viii) receive all electronic communications from the SWF
 - ix) 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)

6) Annual Subscriptions

- i) The rates of Subscription shall be determined by the Annual General Meeting.
- ii) These rates of Subscription shall take effect immediately. Subscriptions are due on 1 January, payable within 30 days.

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 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 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 carried by a simple majority of the votes cast; where the votes for and against are tied, the Proposal shall be declared as not having a majority and will not be carried. (This does not apply to Proposals for Dissolution or to amend the Constitution – see Rules 10 and 12).
- h) Each 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

- a) Where a Resolution, at any General Meeting, for the dissolution of the SWF succeeds with at least two thirds of the total votes cast being in favour of the motion, the assets remaining to the Federation after the discharge of all its liabilities, shall be transferred to Croquet England.
- b) 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

- a) 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

- a) No provision of this Constitution shall be amended, save by a Resolution at any General Meeting, to that effect succeeding, with at least two thirds of the total votes cast being in favour of the motion.

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 SWF is an Affiliate of Croquet England – it is not a member and is not entitled to vote.

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 Croquet England

5b Clubs outside the area

Clubs outside the Area as defined in the constitution may be admitted as 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 Member Club is unable to appoint a delegate from their own membership, they may appoint a Delegate from another 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.

7j A Committee member may act as a Delegate for a club only if they are a member of it.

i.e. A SWF Committee member

8c Officer – of a 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.