

# CONSTITUTION OF THE SOUTHERN CROQUET FEDERATION

1. **NAME** The name shall be the Southern Croquet Federation (SCF).
2. **REGION OF INFLUENCE** The Region of Influence of the SCF shall be the counties of Oxfordshire, Berkshire, Buckinghamshire, Hampshire and the Isle of Wight, or such area as may from time to time be agreed with Croquet England (CqE).
3. **OBJECTS** The objects of the SCF are to promote and facilitate the game of croquet by supporting croquet clubs and organisations within the Region and to organise tournaments and competitions in which the membership may participate. It aims to support the objects of CqE.
4. **MEMBERSHIP** Membership of the SCF is open to any croquet club that completes an application form and pays the appropriate subscription, subject to the agreement of the Committee. There are two classes of membership: Full and Affiliate.
  - a) Full Member Clubs must also be Full Members of CqE and may enter teams in any competition organized by the SCF and their members may serve on the Committee.
  - b) Affiliate Member Clubs must also be Full or Affiliate Members of CqE and may not enter teams in SCF competitions nor may their members serve on the Committee.
5. **SUBSCRIPTIONS** Subscriptions are due on 1 January each year. The rates of subscription for full membership shall be determined at the Annual General Meeting. A Member Club that has not paid the subscription by the due date may at the discretion of the Committee be deemed to have resigned. Affiliate Clubs will pay no subscription.
6. **MEETINGS** General and Committee meetings are not limited to a meeting of persons all of whom, or any of whom, are present in the same place, and any reference to a "place" where a meeting is held, or is to be held, includes reference to more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers.
7. **GENERAL MEETINGS** The Annual General Meeting (AGM) shall be held between 1 November and 31 December each year. The business of the AGM shall be to:
  - a) Agree the minutes of the previous AGM and any other General Meetings.
  - b) Receive the certified accounts.
  - c) Receive reports from Committee members.
  - d) Elect a person independent of the Committee to certify the accounts.
  - e) Elect the members of the SCF Committee. Nomination of candidates shall be made in writing or electronically to the Secretary at least 14 days in advance of the AGM date. Nominations can only be made by representatives of Full Member Clubs and must be seconded by another representative of a Full Member Club or a member of the Committee. In the absence of nominations for a vacant post prior to the meeting

nominations may be taken from the floor. All nominations shall have the consent of the nominee.

f) Determine the SCF subscription rates.

g) Transact such other business received in writing or electronically by the Secretary from Member Clubs 14 days prior to the meeting and included on the agenda, notice of which will be communicated as before not later than seven days before the meeting.

A quorum for the AGM shall be four members of the Committee plus four Member Clubs.

A Special General Meeting may be called by the Committee or by a petition signed by representatives duly authorised to do so by Full Member Clubs. At least half the number of such Clubs must be represented. The petition will contain details of any Resolution to be put to the General Meeting. The Committee will arrange such a meeting as soon as practicable.

8. NOTICE Notice of the date of a General Meeting shall be given to all Member Clubs by letter or electronically to the secretary of each Member Club as notified to the SCF Secretary. Notice for an AGM will be at least 21 days; notice for a Special General Meeting will be at least 28 days and the business to be considered at the meeting is to be specified in the notice convening the meeting.–
9. CONDUCT OF MEETINGS At a General Meeting, Full Member Clubs shall each have one vote. The Chairman shall, in addition, be entitled to a casting vote if the numbers of votes cast for and against a resolution are equal. If a Member Club is unable to send a representative to a General Meeting it may register its vote by post (or electronically) by sending it to the Secretary so as to reach him beforehand.
10. COMMITTEE The duty of the Committee is to organise the activities of the SCF and to control the affairs of the SCF on behalf of the Member Clubs. The Committee shall consist of the Chairman, the Secretary, the Treasurer, the Association League Manager, the Development Officer, the Golf Croquet League Manager, the Coaching Officer, the Association Handicapping Officer, the Golf Handicapping Officer, the Tournaments Officer, the Webmaster of the Federation website, the Southern Constituency member of the CqE Board of Trustees and one other person, who shall be a member of a Member Club. The Committee members, other than the Southern Constituency member of the CqE Board of Trustees, shall be elected annually at the AGM, but no person shall be eligible to be elected to any office until one year has elapsed if he/she has previously held that office for four years continuously. If at the end of four years there are no nominations for replacement, such members are eligible for re-election, if willing, at subsequent AGMs.
  - a) The Chairman or nominated representative from the Committee shall preside over the General Meetings and Committee Meetings.
  - b) The Secretary shall keep full and correct minutes of all General Meetings and Committee meetings. A copy of draft minutes of a General Meeting will be sent to each Member Club and all Committee members within a month of the Meeting. The Secretary shall also be responsible, after consulting the Chairman, for the conduct of the day-to-day business of the SCF.
  - c) The Treasurer shall keep the accounts and transact the financial business of the SCF, and present to the AGM annual accounts made up to 31 October for the preceding 12 months.

d) The Committee may co-opt additional members, or members to replace resigned or expelled members, as it deems fit, to serve until the next AGM.

e) Four members shall form a quorum at Committee meetings.

f) It is the duty of the Committee exercised through the Treasurer to keep accurate accounts of the finances of the SCF. These should be available for reasonable inspection by representatives of Member Clubs and should be certified before every AGM. All accounts opened by the Treasurer shall be in the name of the SCF. The Treasurer and Chairman shall be authorised by the Committee to make withdrawals or sign cheques.

g) The Committee shall have full powers to deal with the affairs of the SCF as it thinks fit, subject to any resolutions passed at a General Meeting.

h) Decisions shall be made on the basis of a simple majority vote, and in the case of equal votes the Chairman shall be entitled to an additional casting vote.

i) In the event of what the Committee considers to be a serious issue within a Full or Affiliate Member Club the Committee shall provide a dispute resolution service to that club when requested.

j) The Committee shall meet at least once a year.

11. **EXPULSION** The Committee may expel any member it considers unfit to carry out his/her duties.

12. **DISSOLUTION** If, at a General Meeting, a resolution for the dissolution of the SCF be passed, the Secretary shall immediately convene a Special General Meeting of the SCF to be held not less than one month thereafter to discuss and vote on the resolution. If at that Special General Meeting the resolution is carried by at least half the representatives of the Member Clubs present and voting, the Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the SCF and discharge all debts and liabilities of the SCF; the remaining assets shall be transferred to CqE..

13. **AMENDMENTS TO THE CONSTITUTION** Any proposed alteration to the Constitution may only be considered at a General Meeting convened with the required notice which includes the text of any proposed alteration. Such amendments shall be carried if more than two thirds of the votes are cast in favour.

*Amended at the AGM on the 19<sup>th</sup> November 2019*

*Amended at the AGM on the 23<sup>rd</sup> November 2021*

*Amended at the AGM on the 16<sup>th</sup> November 2023*