

**CROQUET NORTH The Federation of Croquet Clubs in the North-East of England CONSTITUTION  
(revised and approved 15 March 2014)**

**1. NAME**

The Federation shall be called “Croquet North” and shall be run under the auspices of the Croquet Association.

**2. AREA OF INFLUENCE**

The area of influence of the Federation shall be Durham and Northumberland including Tyne, Wear and Tees areas, but clubs outside that area may apply for membership

**3. OBJECTIVE**

The objective of the Federation is to support the objectives of the Croquet Association and to promote the games of Association Croquet and Golf Croquet in the North-East of England by providing a forum and focus for its member clubs.

**4. ACTIVITIES**

The activities of the Federation shall include:

1. assisting in the formation and development of croquet clubs
2. publicising the games of Association Croquet and Golf Croquet in the area
3. organising tournaments and leagues both for individuals and club teams
4. circulating a yearly newsletter, issuing a list of member clubs including names and addresses of officials, and producing a league and tournament fixture list
5. liaising with other federations

**5. MEMBERSHIP**

Membership of the Federation shall be open to all croquet clubs in the North-East of England which are affiliated to the Croquet Association. Application for membership accompanied by the appropriate subscription shall be made to the Honorary Secretary. Member clubs shall be entitled to send TWO voting delegates, and as many observers as desired, to any General Meeting of the Federation. A person who is a member of more than one affiliated club may be a delegate from one only of such clubs.

**6. ANNUAL GENERAL MEETING**

1. The Annual General Meeting shall be held before the end of March of each year in order that reports may be received, accounts approved, officers, an executive committee, and a person independent of the committee qualified to verify the accounts elected, and any general business transacted. The Federation Representative on the Croquet Association Council shall be elected, when required by the Croquet Association, at the Annual General Meeting, such

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election to take effect at the next Annual General Meeting of the Croquet Association. The Representative shall normally serve a term of three years and is entitled to stand for re-election.

2. A written resolution for an item to be included on the Agenda for the Annual General Meeting may be proposed by the Executive Committee, or by any member club duly signed by that club's Chairman and Secretary. It must reach the Honorary Secretary not later than 1 February for inclusion in the next Annual General Meeting. The Annual General Meeting may vote to accept under "Any Other Business" discussion of any topic on a simple majority of those present and entitled to vote.
3. At least three weeks' notice of the Annual General Meeting shall be given in writing to the Secretaries of all member clubs.
4. At least ONE QUARTER of delegates and committee members entitled to attend shall form a quorum, provided that at least ONE HALF of the member clubs are represented.

**7. SPECIAL GENERAL MEETINGS**

1. A Special General Meeting may be called by the Executive Committee, or following receipt by the Honorary Secretary of a petition signed by the Chairman and Secretary of each of at least ONE THIRD of the member clubs.
2. Any resolution for inclusion on the Agenda of a Special General Meeting shall accompany the request for such a Meeting. No business other than the Resolutions tabled will be transacted.
3. At least three weeks' notice of the Special General Meeting shall be given in writing to the Secretaries of all member clubs.
4. At least ONE QUARTER of delegates and committee members entitled to attend shall form a quorum, provided that at least ONE HALF of the member clubs are represented.

**8. APPOINTMENT OF PROXIES**

Any person who is entitled to attend and vote at an Annual General or Special Meeting may appoint a proxy in writing or by electronic communication, by giving notice to the Secretary, in the form of the following paragraph, at least 24 hours before the meeting. A person who has appointed a proxy is not entitled to attend or vote at the meeting for which the proxy has been appointed, and may only appoint proxy for one meeting at time.

Form of Appointment

I ~~(name)~~—of ~~(address)~~—being a person entitled to vote at the Annual/Special General Meeting of Croquet North to be held on—(date and time)—hereby appoint ~~(name)~~—of ~~(address)~~—as my proxy to vote in my name and on my behalf at the meeting and at any adjournment thereof. ~~(date and name of person requesting proxy)~~--.

## **9 EXECUTIVE COMMITTEE**

1. The Executive Committee shall be elected or appointed annually at the Annual General Meeting, and shall consist of
  - a. the Officers of the Federation, comprising of elected
    - i. Chairman
    - ii. Honorary Secretary
    - iii. Honorary Treasurer
  - b. one appointed ordinary member from each fully paid-up affiliated club
  - c. the elected Association Croquet league and tournament manager
  - d. the elected Golf Croquet league and tournament manager.

The Executive Committee shall appoint Regional Officials as required by the Federation. These will include Coaching Officer and Development Officer, Appointed Officials shall be co-opted onto the Executive Committee with full voting rights, and they shall represent the Federation on the relevant CA Standing Committees. The Regional Representative on the CA Council shall be co-opted onto the Executive Committee with full voting rights.

All elected, appointed and co-opted members of the Executive Committee shall be entitled to attend any General Meeting with full voting rights. .

2. Written nominations of candidates for election as Officer or election/appointment of Committee member should be forwarded to the Honorary Secretary at least seven days before the Annual General Meeting, with the names of proposer and seconder in the case of nominees for elected positions. Written nominations for election as Regional Representative to the CA Council should be forwarded to the Honorary Secretary at least seven days before the Annual General Meeting preceding the expiry of the current term of office, with signature of proposer and seconder. The Annual General Meeting may vote to accept additional nominations from the floor, on a simple majority of those present and entitled to vote.
3. Any vacancy occurring on the Executive Committee, or need for additional membership, shall be filled by co-option. Any vacancy occurring as Regional Representative on CA Council shall be filled by nomination by the Executive Committee, such replacement to take effect until the next Annual General Meeting, at which the normal process will take place to elect a Representative to take effect until the expiry of the normal term of office.
4. The Executive Committee shall meet as frequently as deemed necessary, with a minimum of two meetings per year.
5. FIVE members, one of whom shall be the Chairman or the Honorary Secretary, shall constitute a quorum.

## **10. POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE**

1. The Executive Committee shall have full powers to deal with the affairs of the Federation, subject to any Resolution passed at a General Meeting.
2. The Executive Committee shall be responsible for organising the activities of the Federation.
3. The Chairman shall chair meetings of the Federation and the Executive Committee, and shall have only a casting vote.
4. The Honorary Secretary shall keep full and correct minutes of all General Meetings and Executive Committee Meetings. Copies of minutes and agenda for General Meetings shall be issued to member clubs via the Secretary of each club. Any Agenda shall include details of any Resolutions submitted to the General Meeting.
5. The Honorary Treasurer shall keep accounts, shall transact all the financial business of the Federation, and shall present to the Annual General Meeting an Income and Expenditure Account and Balance Sheet made up to the preceding 31 December, and verified by the elected qualified person.
6. The Association Croquet and Golf Croquet League and Tournament Managers shall be responsible for all League and Individual competitions in their respective games that have been agreed to be run under the auspices of the Federation. Each Manager shall present an account of respective competition activities to Executive Committee Meetings and the Annual General Meeting of the Federation.

## **11. ANNUAL SUBSCRIPTIONS**

The rate of subscription shall be set at the Annual General Meeting for application for the forthcoming season. The subscription shall become due for payment on 1 April following the Annual General Meeting at which it was set.

A club wishing to resign from the Federation shall inform the Honorary Secretary in writing at least seven days before the Annual General Meeting, otherwise the club remains liable for the full subscription for that year.

## **12. TRUSTEES**

The property of the Federation shall be vested in not fewer than two and not more than four Trustees who shall be appointed at a General Meeting of the Federation, and the property shall be dealt with by them as the Federation shall from time to time determine (of which entry in the Minutes shall be conclusive evidence). The Trustees shall hold office until death or resignation or removal by the Federation. Where it is necessary to appoint a new Trustee or Trustees, a General Meeting of the Federation shall nominate the person or persons to be appointed. For the purpose of giving effect to such nomination, the Honorary Secretary is hereby nominated as the person to appoint new Trustees of the Federation within the meaning of the Trustees Act 1925, and he shall by deed duly appoint the persons so nominated by the Federation.

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**6. DISSOLUTION OF THE FEDERATION**

If, at any General Meeting, a resolution for the dissolution of the Federation shall be passed by MORE THAN HALF of the total possible number of voting delegates, then, after the discharge of all liabilities, the remaining assets shall be transferred to the Croquet Association.

**7. AMENDMENTS TO THE CONSTITUTION**

Proposed amendments to the Constitution shall be submitted in writing to the Honorary Secretary as for any other Resolution submitted to a General Meeting. Amendments will be considered at the Annual General Meeting or at a Special General Meeting, as the first item of new business. Approval for any change requires a two-thirds majority of those present and entitled to vote.

THIS VERSION PREPARED 10<sup>th</sup> FEB 2014-----DW MILLENER

As agreed at a Special General Meeting on 14 March 1992 and amended at the Annual General Meetings on 6 March 1994, 12 March 1995, 1 March 2008 and 15 March 2014