

North West Federation of Croquet Clubs – Constitution

1 Name

The Federation shall be called “The North West Federation of Croquet Clubs”.

2 Area of Influence

The area of influence of the Federation shall be North Wales, Isle of Man, the counties and metropolitan counties of Cheshire, Greater Manchester, Lancashire, Merseyside and Cumbria. Unitary authorities shall be considered as part of the county within which they are situated.

3 Aims

The aims of the Federation shall be to promote and develop the game of croquet and co-ordinate the activities of croquet clubs in its area, especially in the organisation of leagues, tournaments and other events and by assisting existing clubs in all appropriate ways. The Federation shall be the body responsible for the administration and resolution of all disciplinary matters brought to its attention. The Federation shall be run under the auspices of Croquet England (“CqE”) and shall be responsible to that body.

4 Membership

- 4.1 Every croquet club or croquet section of a larger club in the Area of Influence, that is affiliated to Croquet England, shall be eligible for full membership of the Federation. Membership shall be by application to the Secretary of the Federation, payment of the current subscription and ratification, by majority vote at the next General Meeting, that the applicant club be admitted as a member. Full member clubs may participate in the Leagues and Tournaments, play in the Festival, & participate in the administration of the Federation.
- 4.2 Any croquet club or croquet section of a larger club in the Area of Influence, that is not affiliated to Croquet England, shall be eligible for associate membership of the Federation. Membership shall be by application to the Secretary of the Federation, payment of the current subscription and ratification, by majority vote at the next General Meeting, that the applicant club be admitted as a member. Associate member clubs may receive development & coaching support from the Federation, but may not participate in the Leagues and Tournaments, play in the Festival, or participate in the administration of the Federation. They may attend Federation meetings as observers only.

5 Membership Fees

The membership fees for each year shall be determined by the Annual General Meeting. The membership fee will become due at the Annual General Meeting. Any club failing to pay within one calendar month of this meeting shall no longer be deemed a Federation member.

6**General Meetings**

- a) **The Annual General Meeting shall be held in the Autumn, no earlier than October, to elect officers, approve the accounts, appoint an independent examiner, fix the membership fees and conduct business for which notice has been given. Other business may be conducted at the discretion of the Chairman.**
- b) **A further General Meeting shall be held in the Spring to conduct business for which notice has been given. Other business may be conducted at the discretion of the Chairman.**
- c) **A Special General Meeting may be called by the Committee, or at the written request of at least three member clubs. On receipt of such a request by the Federation Secretary, the committee must arrange the meeting within two months. A Special General Meeting may not conduct any business, save for that for which it has been convened.**
- d) **At least 21 days' notice of General Meetings and the business to be conducted at them shall be given to all member clubs, this may be provided electronically. Notice of motions must be given to the Secretary at least 28 days before the meeting at which they are to be considered.**
- e) **All club members of this Federation's clubs shall be entitled to attend General Meetings. Each full member club shall be entitled to send one representative to the meetings, who together with the Officers and Executive Officers may speak and vote. Other interested persons may attend and speak but not vote. Six members entitled to vote shall form a quorum.**
- f) **Motions (except for those covered in paragraphs 10 and 11 below), shall be carried by a simple majority of the votes cast by those present and entitled to vote. In the case of a tie the Chairman shall have an additional casting vote.**
- g) **Nominations for election as Officers shall be made in writing or by email to the Secretary at least 14 days before the Annual General Meeting, proposed and seconded by any club member with the consent of the person nominated. If there is more than one candidate for any post a ballot shall be held, otherwise the persons nominated shall be declared elected. If any post remains unfilled, nominations, duly proposed and seconded, shall be accepted from the meeting and a ballot held if necessary.**
- h) **If the Chairman is unable to attend a General Meeting, those members present at the General Meeting shall elect a Chairman for that meeting who shall have an additional casting vote in the event of any tied vote.**

7**Officers**

- a) **The Executive Officers of the Federation shall be the Chairman, Secretary and Treasurer. All posts are held until the next Annual General Meeting.**
- b) **Should the Chairman for the time being be re-elected for five consecutive terms, they must retire after their fifth term and become ineligible for election to the office of Chairman until a further term has elapsed.**
- c) **The Chairman shall normally chair the General and Committee Meetings and act as directed by the committee.**
- d) **The Secretary shall keep minutes of General and Committee Meetings, maintain a register of member clubs and act as directed by the committee.**
- e) **The Treasurer shall keep the accounts of the Federation and transact its financial business. They shall lay before the Annual General Meeting examined accounts for the year ending 30 September and act as directed by the committee.**
- f) **Other officers of the Federation shall be the Safeguarding Officer, Development Officer, Coaching Officer, League Manager, Web Manager and the North West Federation Championships Manager (Festival Manager) and shall act as directed by the committee.**
- g) **All offices in the Federation shall be voluntary.**
- h) **Any two offices, other than two of the Executive Offices, may be represented by the same person. Any Officer undertaking two Offices will only be entitled to one vote at both General Meetings and Committee Meetings.**

8 **Committee**

- a) The affairs of the Federation shall be managed by a Committee consisting of the Executive Officers, other Officers and the CqE Board of Trustees Member representing the North West Federation.
- b) The Committee may fill casual vacancies until the next Annual General Meeting.
- c) The Committee shall fix the dates of the General Meetings.
- d) The Committee shall meet as necessary either in person or by electronic means. A simple majority of those voting shall decide any question, and in the case of a tie the Chairman shall have an additional casting vote. Three members shall form a quorum.
- e) Notice of Committee Meetings shall be given to all Committee Members.
- f) If the Chairman is unable to attend a Committee Meeting, those members present at the Committee Meeting shall elect a Chairman for that meeting who shall have an additional casting vote in the event of any tied vote.

9 **Banking**

Bank accounts shall be maintained in the name of the Federation.

10 **Amendments to the Constitution**

Notices of motions to amend the constitution shall be sent to all member clubs at least 21 days before the meeting at which they are to be put. An amendment to the constitution shall be carried if more than two-thirds of the votes are cast in its favour by those present and entitled to vote.

11 **Dissolution**

Notice of motion to dissolve the Federation must be sent to all member clubs at least 21 days before the meeting at which it is to be put. If approved by at least two thirds of those voting upon it, the Federation shall be formally wound up and the assets transferred to Croquet England.

Approved November 2023