

# **Federation of East Midlands Croquet Clubs Constitution**

Adopted on 8 March 1987 and amended 19 November 1989, 10 March 1990, 15 December 1990, 10 March 1991, 14 March 1992, 22 March 1997, 20 March 1999, 29 October 2011, 22 November 2014, 21 November 2015, 6 March 2021 and 4<sup>th</sup> November 2023.

## **1. Name**

The Federation shall be called “The Federation of East Midlands Croquet Clubs”.

## **2. Area of Influence**

The area of influence of the Federation shall be the counties of Derbyshire, Leicestershire, Lincolnshire, Northamptonshire, Nottinghamshire and Rutland as defined by the Lieutenancies Act 1997.

## **3. Aims**

The aims of the Federation shall be to promote the game of croquet and co-ordinate the activities of croquet clubs in its area.

## **4. Membership**

**4.1** The Federation shall be run under the auspices of Croquet England.

**4.2** Every croquet club, croquet section of a larger or multi-sports club, or group interested in croquet in the Area of Influence shall be eligible for membership of the Federation.

**4.3** Croquet clubs located outside the Area of Influence may also apply for membership, but provisional acceptance of such applications shall be subject to ratification at the following Annual General Meeting.

**4.4** FEMCC member clubs entering team events organized by the Federation, whether leagues or other competitions, except as determined by the Committee, must be member clubs of Croquet England.

## **5. Membership Fees**

The membership fees shall be determined by the Annual General Meeting for the following calendar year.

## **6. General Meetings**

**6.1** The Annual General Meeting shall normally be held in November to elect the committee, consider, and if deemed suitable, to 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 of the meeting.

**6.2** The Chairman shall normally chair the general meeting but if not in attendance then the members present shall appoint a chairman for the meeting. The chairman of the meeting shall have a casting vote in the event of a tie.

**6.3** An Extraordinary General Meeting may be called at the discretion of the Committee, or at the written request of at least three member clubs, specifying the business to be conducted. On receipt of such a request the committee must arrange the meeting within two months.

**6.4** At least 21 days' notice of General Meetings and the business to be conducted at them shall be given to all member clubs. Notice of motions must be given to the Secretary at least 28 days before the meeting at which they are to be considered. This notice must be in writing, but may be given out at a Federation general meeting or sent by post or by email to the last postal and email addresses notified by a member. It will also appear on the Federation website. Dispatch of the notice, by whatever means, constitutes due notice, even if a member claims not to have received the notice.

**6.5** Each member club shall be entitled to send two representatives to the meetings, who together with the Committee members may speak and vote. Other interested persons may attend and speak but not vote. Seven voting attendees shall form a quorum. Accidental omission to give notice to any member shall not invalidate the proceedings of any General Meeting.

**6.6** Motions (except for those covered in paragraphs 9 and 10 below), shall be carried by a simple majority of the votes cast by those present and entitled to vote.

**6.7** Nominations for election as Committee members shall be made in writing to the Secretary at least 7 days before the Annual General Meeting, proposed and seconded by two members of Member Clubs or Committee members with the consent of the person nominated. If there are more candidates than vacancies for any post a secret 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.

**6.8** The Committee may invite any person, whose presence they judge to be beneficial to the Federation, to attend all or part of a Committee or General meeting at which they may speak but not vote.

## **7. The Committee**

**7.1** The Committee of the Federation shall include the Officers: Chairman, Secretary, and Treasurer; and up to seven others.

**7.2** All committee members shall be members of member clubs. All posts shall be honorary and held until the next Annual General Meeting.

**7.3** The Chairman shall normally chair the Committee meeting but if not in attendance then the members present shall appoint a chairman for the meeting. The chairman of the meeting shall have a casting vote in the event of a tie.

**7.4** The Secretary shall keep minutes of general and committee meetings, maintain a register of member clubs and act as directed by the committee.

**7.5** The Treasurer shall keep the accounts of the Federation and transact its financial business. The Treasurer shall lay before the Annual General Meeting examined accounts for the year ending 30 September.

**7.6** The committee shall meet as determined by the Chairman or Secretary or by any three Committee members by giving notice to the Secretary. The quorum for a committee meeting is 4 members.

**7.7** The committee may co-opt a new member to fill any committee position that becomes or is vacant.

## **8. Finance**

**8.1** The financial year of the Federation shall end on 30 September.

**8.2** On-line bank and investment accounts shall be maintained in the name of the Federation at such bank or investment organisation as the Committee shall decide. The Treasurer, and at least one of the Chairman or Secretary, or both, shall, individually, have continuous on-line access to the account, be able to sign cheques and be able to transfer money by on-line bank transfer.

**8.3** The funds belonging to the Federation shall be applied only to furthering the Aims.

**8.4** All proper costs, charges and expenses incidental to the management of the Federation may be defrayed from the funds of the Federation.

**8.5** Club membership fees and league team fees are due by 1<sup>st</sup> March at the latest.

## **9. Dissolution**

**9.1** 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 ~~the~~ Croquet England.

**9.2** If the liabilities exceed the assets then all member clubs at the time of the previous Annual General Meeting shall be liable for the deficit.

**9.3** 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.

## **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 considered. They shall only be agreed if approved by at least two thirds of those voting upon them.

**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 or subsequent decision of the Committee.