

Staffordshire and Cheshire Korfball Association: Constitution

Constitution of Staffordshire and Cheshire Korfball Association

1. Name

The name of the association shall be the Staffordshire and Cheshire Korfball Association (SACKA) (henceforth referred to as "the Association").

2. Purpose

The purpose of the Association shall be to:

- 2.1. Administer, develop and regulate Korfball in Staffordshire, Shropshire and Cheshire.
- 2.2. Organise and administer the Staffordshire and Cheshire Korfball League (SACKL).
- 2.3. Organise such other additional functions that are considered to be for the furtherance and development of Korfball in the Staffordshire, Shropshire and Cheshire Area.

3. Affiliations

The Association shall affiliate to the English Korfball Association (EKA).

4. Membership

- 4.1. Membership of the Association shall be open to korfball clubs in the Staffordshire and Cheshire area playing in accordance with the rules of korfball.
- 4.2. Membership is obtained on payment of the prescribed membership fee and acceptance by a properly constituted meeting of the Association's Executive Committee or Annual General Meeting (AGM).
- 4.3. Membership fees will be charged as set by the AGM and reviewed annually. The AGM will also set the prescribed date for receipt of membership fees. The Association may fine or suspend, at the discretion of the Executive committee, from participation in its activities those members which have not paid their annual affiliation by the prescribed date.
- 4.4. Membership of the Association shall guarantee, except in circumstances outlined in this Constitution, in its competition rules or where specifically rescinded by the AGM:
 - 4.4.1. entry into competitions organised by the Association on the payment of entrance fees;
 - 4.4.2. voting representation at the Association's AGM.

5. Executive Committee

- 5.1. The Association shall be administered by the Executive Committee which shall consist of the Executive Officers of the Association.
- 5.2. The Executive Committee shall have the power to temporarily fill any vacancy that may occur until the following AGM. The Chair may co-opt members to the Executive Committee for specific purposes, but this action must be confirmed by the following AGM.
- 5.3. Except where positions on the Executive Committee remain vacant after the AGM, no person may hold more than one Executive Committee position.
- 5.4. The Executive Committee shall meet three or more times each year.

6. Executive Officers

The Executive Officers of the Association shall be elected annually at the Association's AGM in

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the manner stipulated by this Constitution. Those officers are as follows. All Executive Officers shall provide reports to the AGM.

6.1. Chair:

The Chair of the Association shall:

- 6.1.1. Call and chair both the Association's AGM and Executive Committee meetings;
- 6.1.2. Guarantee the representation of the Association at relevant EKA and CEKL meetings;
- 6.1.3. Co-ordinate the work of the Executive Committee.

6.2. Competitions Officer

The League Officer shall:

- 6.2.1. Be responsible for the organisation and administration of competition within the SACKA region, including:
 - 6.2.1.1. the SACKA Korfball League; and
 - 6.2.1.2. any SACKA mini-tournaments.

6.3. Secretary

The Secretary shall:

- 6.3.1. Take minutes at the AGM and executive committee meetings;
- 6.3.2. Keep records of correspondence with the Association;
- 6.3.3. Notify all members of meetings;
- 6.3.4. Maintain the contacts list of all member clubs and their officers;
- 6.3.5. Be responsible for internal communication between the Association and its members;
- 6.3.6. Maintain communication between SACKA and the EKA.

6.4. Treasurer

The Treasurer shall:

- 6.4.1. Receive all monies paid to the Association;
- 6.4.2. Dispense those expenditures approved by the Association's Executive Committee and AGM;
- 6.4.3. Record all individual and club memberships and affiliations;
- 6.4.4. Organise the annual auditing of accounts to be presented at the AGM;
- 6.4.5. Ensure that the Association never goes into debt without the prior agreement of an AGM or an EGM of the Association.

6.5. Communications Officer

The Communications Officer shall:

- 6.5.1. Keep up to date the Association website providing factual information about the roles of the Association;
- 6.5.2. Increase to profile of Korfball in the SACKA area; and
- 6.5.3. Provide SACKL match results for the local media.

6.6. Development Officer

The Development Officer shall:

- 6.6.1. Coordinate the development of Korfball in the SACKA Area;
- 6.6.2. Look for new opportunities to develop new senior clubs both in the SACKA area; and

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6.6.3. Look for new opportunities to develop new senior clubs both in the SACKA area.

6.7. Refereeing Officer

The Referees Officer shall:

6.7.1. Keep an up to date log of all referees within the SACKA Area including details of qualifications;

6.7.2. Communicate with the EKA Refereeing Officer about referee development;

6.7.3. Coordinate the organisation of refereeing courses to develop new referees; and

6.7.4. Encourage theory-qualified referees to become practically qualified.

6.8. Coaching Officer

The Coaching Officer shall:

6.8.1. Keep an up to date log of all coaches within the SACKA Area including details of qualifications; and

6.8.2. Coordinate the organisation of coaching courses to develop new coaches.

6.9. Safeguarding Officer

The Safeguarding Officer shall:

6.9.1. Keep an up to date log of all underage players playing within the SaCKA area; and

6.9.2. Maintain a log of all up-to-date Disclosure and Barring Service (DBS) checked coaches.

6.10. Inter-Areas Manager

The Inter Areas Officer shall:

6.10.1. Communicate with the EKA about entering a SACKA team in the inter-areas competition; and

6.10.2. Select a squad of Sacka based players to compete in the inter-areas competition.

7. Election of Officers

7.1. The Executive Officers of the Association shall be elected at the Association's AGM under the procedures for voting at the AGM detailed in sections 7 & 8 of this Constitution.

7.2. No person under the age of 16 years may be elected an officer of the Association.

7.3. Nominations for Executive Officers, duly seconded and with the consent of the nominee, should be received by the Secretary of the Association seven days before the AGM. If no nominations are received for a particular post, nominations shall be accepted at the AGM.

7.4. If only one person stands for a post at the AGM, members shall have the option to vote to re-open nominations (R.O.N).

7.5. Where only two persons are standing for the post, votes will be cast and the person obtaining the most votes will be elected. Where more than two persons stand for a post, votes are cast and the two persons who obtain the most votes will be considered the only two members standing in a further round of voting.

8. General Meetings

8.1. The Association shall be governed by the voting power of the General Meetings (both Annual and Extraordinary).

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- 8.2. The quorum for General Meetings shall be 50% of all members entitled to cast a vote i.e. 50% of member clubs must be represented by at least one person.
- 8.3. All members that have paid membership for the year leading up to the AGM shall be entitled to up to two votes. Each vote must be cast by an individual person; no single individual may cast more than one vote on any one resolution and no provision is made for voting by proxy. The names of persons representing a member club must be registered with the Secretary of the Association prior to the meeting.
- 8.4. Voting shall be by show of hands unless a secret ballot is demanded by more than 33% of voting members present.
- 8.5. In the event of voting resulting in a tie the Chair shall have the casting vote.

9. Annual General Meeting (AGM)

- 9.1. The AGM shall be held after April 15 and before July 1 in any given year.
- 9.2. Fourteen days' notice of the time, date and location of the AGM shall be sent to nominated representatives of all full members and the EKA.
- 9.3. Any member unrepresented at the AGM will be fined. The fine will be charged as set by the previous year's AGM and reviewed annually.
- 9.4. The ordinary business of the AGM shall be:
 - 9.4.1. to approve the minutes of the previous AGM and any subsequent EGM;
 - 9.4.2. to receive reports from all Executive Officers of the Association;
 - 9.4.3. to receive a financial report from the treasurer including audited accounts;
 - 9.4.4. to elect the Executive Officers of the Association;
 - 9.4.5. to elect an honorary auditor;
 - 9.4.6. to receive proposals for alterations and/or additions to the Constitution and competition rules, and to vote thereon (see section 14.2);
 - 9.4.7. to set membership rates for the following year.
 - 9.4.8. to discuss matters raised by Members. Members wishing to raise a subject for discussion at the AGM shall give notice of such business to the Secretary at least ten days prior to the AGM. An agenda aggregating all such business shall be sent to all members and Executive Officers seven days before the meeting.

10. Extraordinary General Meeting (EGM)

- 10.1. An Extraordinary General Meeting (EGM) can be called by the Executive Committee or by a petition to the Chair signed by representatives of not fewer than 33% of member clubs. A petition must include description of the matters to be discussed at the meeting.
- 10.2. The EGM shall take place within four weeks of any petition, and shall be organized by the Executive Committee. A minimum of fourteen day's written notice, including the meeting's agenda, shall be given to each full member.

11. Finance

- 11.1. The SACKA is a non-profit making organisation.
- 11.2. The Association shall maintain a bank account named 'Staffordshire and Cheshire Korfball Association'. The bank, branch and type of account shall be determined by the Executive Committee.
- 11.3. All monies of the Association shall be paid into the account.

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- 11.4. All monies shall be used solely for the furtherance of the purposes of the Association as set out in section 2.
- 11.5. As far as is practicable, all payments made by the Association shall be by cheque. All cheques shall be signed by two designated officers of the Association.
- 11.6. The Association shall not be allowed to go into debt unless by prior agreement of an AGM or EGM.
- 11.7. The Executive Committee may authorise the setting up of petty cash floats of not more than £50.
- 11.8. The financial year of the Association shall run from the 1st April until 31st March of the following year.
- 11.9. The Treasurer shall keep accurate records of all transactions and be responsible for overseeing the finances of the Association. The Treasurer will produce a set of accounts at the AGM. This will include monies received and monies paid (balance sheet).
- 11.10. The financial accounts shall be presented to the Honorary Auditor elected at the previous AGM. The Honorary Auditor shall be empowered to see all vouchers and receipts and receive satisfactory explanations to any questions.

12. Competitions

- 12.1. The Association will organise competitions (adult and junior) for member clubs to participate in.
- 12.2. The rules of the Association's competitions shall be approved by the AGM. Competition rules may only be changed by an AGM or EGM called for that purpose.

13. Amendments and Additions To This Constitution

- 13.1. Amendments and additions to this Constitution can only be made by an AGM, or an EGM called for that purpose. All members must be given due notice of a proposed amendment or addition in the same manner as any business to be raised at a General Meeting (see sections 9 for an AGM and 10 for an EGM).
- 13.2. Any amendment or addition to this Constitution must be accepted by a two-thirds majority of the members present and voting at the General Meeting.

14. AGM: Standing Agenda Items

- 14.1. to register persons representing the member clubs (8.3);
- 14.2. to approve the acceptance of new full members (4.2);
- 14.3. to approve the minutes of the previous AGM and any subsequent EGMs (9.4);
- 14.4. to receive reports from all Executive Officers of the Association (9.4);
- 14.5. to receive a financial report from the treasurer including audited accounts (9.4);
- 14.6. to elect the Executive Officers of the Association (6 & 7);
- 14.7. to elect an honorary auditor (9.4);
- 14.8. to receive proposals for alterations and/or additions to the Constitution and the competition rules, and to vote thereon (13);
- 14.9. to set membership fees for the following year. (4.2 & 4.3);
- 14.10. to set the date by which the membership fee is payable (4.2 & 4.3);
- 14.11. to review the fine for late payment of membership fee (4.3);
- 14.12. to review of fine for failure to attend AGM (see 9.3).