

CONSTITUTION AND RULES OF THE BUCKINGHAMSHIRE HOCKEY UMPIRES ASSOCIATION

- 1 **The Association.** The Association shall be called The Buckinghamshire Hockey Umpires' Association (BHUA). It shall be affiliated to the Southern Counties Hockey Umpires' Association (SCHUA) and to the Buckinghamshire Hockey Association (BHA).
- 2 **Objects of the Association.** The objects of the Association shall be to:
 - (i) stimulate interest in hockey umpiring;
 - (ii) recruit, train, develop and promote umpires within the County;
 - (iii) look after the well being of umpires within the County;
 - (iv) promote good communication/relations between umpires and players/coaches/clubs;
 - (v) make umpire appointments as requested;
 - (vi) liaise with and present the views of BHUA to SCHUA and BHA;
 - (vii) to support, where appropriate, the activities of SCHUA and BHA.
- 3 **Governance.**
 - 3.1. The Association shall be governed by a Council (meetings of which shall be chaired by the Chairman of Council or if they are absent by a chairman elected to act as such by a majority of those in attendance) which shall consist of the following Officers:
 - (i) President
 - (ii) Chairman of Council
 - (iii) Secretary
 - (iv) Treasurer
 - (v) Appointments Secretary
 - (vi) Chairman of Selection/Coaching Committee
 - (vii) Up to five Members, all of whom shall be elected by vote at the Annual General Meeting
 - 3.2. The Secretary of the BHA shall be an ex-officio member of Council.
 - 3.3. Officers holding the positions in 3.1. (i) to (iii) above shall be ex-officio members of all sub-committees. Five members of the Council shall form a quorum.
 - 3.4. The Council shall have power:
 - (i) to fill any vacancy during the year;
 - (ii) to appoint a Selection/Coaching Committee and other appropriate sub-committees and to co-opt on to these, Members who are not members of Council;
 - (iii) to remove from membership any person whose conduct is considered unsatisfactory;
 - (iv) to set the level of charges to clubs in respect of umpire appointments and any other services provided by the Association;
 - (v) to determine the rate of reimbursement for use of Member's cars when attending matches, BHUA meetings or when otherwise on BHUA business;
 - (vi) generally, to make such decisions as are required for the effective day to day operation of the association.
 - 3.5. Every question at a Council meeting shall be decided by a majority of votes, the chairman having a casting vote.
4. **General Meetings.**
 - 4.1. The Annual General Meeting of the Association shall be held not later than 31st May each year with not less than 21 days written notice being given to each Member and the business of the meeting shall be as follows:
 - (i) to receive the reports of the Officers;
 - (ii) to receive the audited accounts for the year;
 - (iii) to set the annual subscription for the forthcoming year;
 - (iv) to consider any changes to the Association's Rules in accordance with Rule 4.4.;
 - (v) to elect the Officers and Members of Council as defined by Rule 3.1.;
 - (vi) to elect new honorary Life Members;
 - (vii) to take matters from the floor at the Chairman's discretion.

- 4.2 Duly proposed and seconded nominations for Office shall be received by the Secretary not less than seven days prior to the date fixed for the Annual General Meeting with nominations only being accepted from the floor of the meeting if insufficient nominations were received by the Secretary by the due date.
 - 4.3 An Extraordinary or Special General Meeting of the Association shall be called at the discretion of the Council or on the written request of not less than four Members (with notice of the meeting then being given to Members within twenty-one days of the receipt of such requisition) provided that the purpose of the meeting is stated and this shall also be stated in the notice convening the meeting and no other business shall be transacted at that meeting. Any resolution to be moved shall be set out in writing, and shall include the names of the proposer and seconder. Members shall be given not less than 21 days notice of any such meeting.
 - 4.4 Rules may from time to time be altered and other Rules made at an Annual General Meeting by the vote of two thirds of the Members present and voting, provided that notice of any proposed alterations or additions have been sent to the Secretary not later than March 31st in each year, and that particulars of the proposed alterations or additions are given in the notice convening the meeting.
 - 4.5 Except as provided by Rule 4.4, every question at a General Meeting shall be decided by a majority of votes, the Chairman having a casting vote. The Chairman of any General Meeting shall be the Chairman of Council or if they are absent a chairman elected to act as such by a majority of those Members in attendance. The quorum for any General Meeting shall be fifteen Members.
- 5 **Membership.**
- 5.1 Membership of the Association shall be open to any person who, in the view of Council identifies with the Objects of the Association.
 - 5.2 A person shall become a Member of the Association:
 - 5.2.1. if they apply for membership in person by completing and signing a Council approved application form and make payment of the annual subscription - when that payment is accepted by the Association;
 - 5.2.2. if they pass a written exam forming part of a Level 1 Umpires course run by, or on behalf of, the Association – immediately upon passing the exam.
 - 5.3 The Secretary of the BHA shall be an ex-officio honorary member of the Association.
- 6 **Membership Subscriptions.**
- 6.1 The annual membership subscription to the Association shall be determined at the Annual General Meeting.
 - 6.2 Subscriptions shall become due and payable as follows:
 - (a) in the case of existing Members on 1 October in each year;
 - (b) in the case of 5.2.1. above on application in the form set out in that sub-clause;
 - (c) in the case of 5.2.2. above on 1 October in the calendar year following that in which the exam was passed.
 - 6.3 Any annual membership subscription due which is still outstanding by 1 November in the year shall result in the member not being entitled to vote at a General Meeting of the Association and the Association may choose not to give them appointments.
 - 6.4 If the annual membership subscription remains outstanding as at 1st January in the ensuing year the Member shall be deemed to have resigned.
 - 6.5 If at any time a Member has not paid their subscription but they are owed monies by the Association in respect of expenses or otherwise and the amount owed exceeds the amount of the subscription, the Treasurer of the Association may immediately deduct the subscription due from amounts owing to the Member, at which point the Member's subscription shall be treated as paid.
 - 6.6 If, after 31 March in any year a Member is owed monies by the Association in respect of expenses or otherwise then prior to payment of such sums to the Member, the Treasurer shall be entitled to deduct an amount equal to the annual subscription for the year in settlement thereof, unless prior to 31 March the Member has advised the Treasurer in writing or by e-mail that they do not wish such a deduction to be made.
- 7 **Insignia.** Only Members who have achieved Grade 3 or above (as determined under the Associations umpire grading system) shall be permitted to wear kit incorporating the Association badge.
- 8 **Finance.**
- 8.1 The finances of the Association shall be overseen by the Treasurer who shall report, at each Council meeting, on the financial position of the Association.
 - 8.2 The funds of the Association shall be banked and all payments drawn upon the bank account of the Association and payments shall be authorised by the Treasurer (or by such officer or officers as the Council may from time-to-time appoint for this purpose) who shall have power to pay the out-of-pocket expenses of all umpires and Officers, the general expenses of the Association and any other expenses or fees authorised by the Council.
 - 8.3 Any bank or other accounts shall be opened only with the approval of the Council who shall also state what official signatories are required and decide at what level of finance a single person's authority shall be in order.

- 8.4. The Treasurer shall present accounts of the Association at the Annual General Meeting for approval by the members and recommend to the meeting any changes to the charges to be made for the forthcoming hockey season, such changes having already been agreed by the Council.
- 8.5. The Association's financial year shall start on 1st April and finish on 31st March of the following year.
- 8.6. All members who wish to claim expenses must provide evidence of the expenses incurred if reasonably requested by the Treasurer.

9 **Winding Up**

- 9.1. The Association may only be wound up at an Annual or Extraordinary General Meeting following a vote in favour cast by 75% of those attending and entitled to vote. The total of votes cast must exceed 50% of the total membership for the motion to be carried.
- 9.2. In the event of the Association being wound up:
 - 9.2.1 the property of the Association, excluding moneys, shall be given to its successor(s) or in the absence of a successor to BHA or its successor(s).
 - 9.2.2 moneys shall be disbursed as follows:
 - (i) moneys paid by hockey clubs in respect of unfulfilled appointments - to the clubs concerned pro-rata to the total due to each club;
 - (ii) any remaining moneys to its successor(s) or if none then to SCHUA.