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## SOUTH OF ENGLAND MEN'S LACROSSE ASSOCIATION

### CONSTITUTION

#### 1. NAME

The Association shall be called "South of England Men's Lacrosse Association" (hereinafter referred to as "the Association"), and the competition structure known as League South.

#### 2. TERRITORIAL AREA

The territory under the control of the association shall be the area of England south of a line drawn from east to west through Rugby or such other areas as may from time to time be allocated by the E.L.A. All references in this Constitution shall relate to the game in such area.

#### 3. OBJECTS

The objects of the Association are:

- a) to be a constituent organisation of the E.L.A. and to abide by the constitution of that body;
- b) to ensure that all games under the jurisdiction of the Association are played under the Laws of Lacrosse promulgated by the E.L.A.;
- c) to encourage, promote and develop lacrosse for men, both indoors and outdoors, in conjunction with the E.L.A.;
- d) to control and administer the co-operative functions of all affiliated Associations and Clubs; (all references to clubs in this Constitution shall be taken to mean clubs, universities, colleges and schools);
- e) to organise competitions between affiliated Associations and Clubs;
- f) to adjudicate in disputes between affiliated Associations and Clubs, including those between members of such Associations and Clubs, on appeal by either party.

#### 4. MEMBERSHIP

The following shall be entitled to membership of the Association:

- a) Ordinary Members;
  - i) any affiliated County Association
  - ii) any affiliated Club whose Headquarters or ground are situate in the Territorial Area
  - iii) any club admitted to the Association's Competition Structure

Application shall be made in writing to the Association's Honorary Secretary who, being satisfied that the requirements of Clause 5 are met, shall propose a suitable resolution at the next General meeting after he has received the application. The application shall be accepted or rejected by a simple majority of those present and entitled to vote.

- b) Honorary Vice Presidency. Honorary Vice-Presidency may be conferred upon Past Presidents of the Association or other persons who have rendered special service to the Association. Election of Honorary Vice-Presidents shall be made by the General Committee and entitle those so elected to attend all meetings of the General Committee but not to vote.

## 5. CONDITIONS OF MEMBERSHIP

- a) No County Association shall be admitted to Membership unless it accepts the jurisdiction of the E.L.A. and the Association.
- b) No Club, or combination of Clubs shall be admitted to membership unless the jurisdiction of the Association be accepted.
- c) No County Association or Club affiliated to the Association nor any player of member thereof shall, except with the consent of the Executive Committee, take part in any game of lacrosse which is not under the control of the E.L.A., the Association or its affiliated bodies.
- d) Any County Association or Club willing to conform to the Constitution of the E.L.A. and of the Association shall be eligible for membership.

## 6. ORGANISATION

- a) The Association may appoint a Patron. The Appointment shall be made at the AGM and may continue indefinitely.
- b) The affairs of the Association shall be conducted through:
  - i) the General Committee;
  - ii) the Executive Committee;
  - iii) Committees for :
    - a. Referees;
    - b. Youth;
    - c. Discipline;
    - d. Website;
    - e. Such other committees as the Executive Committee may from time to time authorise.

## 7. GENERAL COMMITTEE

- a) The General Committee shall be the governing body of the Association and shall consist of the following Officers and Representatives.
  - i) The President
  - ii) The Executive Vice-Presidents (“working” or “still active”);
  - iii) The Honorary Secretary of the Association ;
  - iv) The Honorary Treasurer of the Association ;
  - v) The Honorary Secretaries of the Committees listed in Clause 6b) iii);
  - vi) Two representatives nominated by each affiliated Club, University, College and School. The names of the representatives should be declared to the Hon. Secretary by the 1<sup>st</sup> October each year ;
  - vii) The General Committee may, at their discretion, appoint not more than three additional Honorary Officers to assist in the general administrative work of the Association. They shall be subject to re-election annually by the General Committee.
- b)
  - i) President shall be elected annually at the AGM;
  - ii) Two Executive Vice-Presidents shall be elected annually at the AGM

(NOTE: it is anticipated that the immediate past President and the President –elect shall be the Vice-Presidents to provide continuity and undertake special tasks as requested by the Executive Committee.)

- iii) The Honorary Secretary and Honorary Treasurer of the Association shall be elected annually at the AGM ;

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- iv) The General Committee shall meet not less than twice a year. Six eligible voting members, two of whom must be officers, shall form a quorum. The General Committee may include audio conferencing ;
  - v) Fourteen days' notice of each meeting, accompanied by an agenda and any relevant reports shall be sent to each officer and affiliated Club ;
  - vi) If any of the Committee Secretaries or nominated representatives of clubs are unable to attend, an alternative may be nominated by giving notice to the Honorary Secretary of the Association ;
  - vii) The President shall take the Chair at all meetings of the General Committee, the AGM and Special General Meetings. In his absence an Executive Vice-President or such other person, as the Meeting shall elect, shall so act ;
  - viii) The General Committee shall concern itself with matters of the general policy of the Association and its affiliated Associations and Clubs. It may delegate any of its powers to other Committees with suitable terms of reference but no changes in the Objects, as defined in Clause 3, or the general policy of the Association may be made without the approval of the General Committee ;
  - ix) The General Committee shall have power to appoint a suitable person to fill any office which, for any reason, becomes vacant between two AGMs. An officer so elected in this manner shall assume all the powers of his Office until the end of the AGM next after his appointment ;
  - x) The General Committee shall have power to settle all disputes, protests etc., which may arise and which are within the Association's jurisdiction. The General Committee shall have power to call on any evidence it may require from Member Clubs. The General Committee shall have power to penalise, reprimand any Member Club the conduct of which, in its opinion, renders such action desirable. No such action shall take place unless the Honorary Secretary of the Member Club has been advised of the resolution and has been invited, in writing, to state the case of his Club before the Committee ;
  - xi) A Special General Meeting shall be called to consider and subsequently have the power to suspend or expel any Member Club, the conduct of which, in the Meetings opinion, render such action desirable. A suspended or expelled Club shall forfeit all rights and privileges of Membership of the Association (including voting power) but shall remain liable for its subscription for the current year. The General Committee shall also have power to forbid any other Member Club playing matches against such a suspended or expelled member club ;
  - xii) Any member of any Club may normally attend a General Committee Meeting but the Chairman and the General Committee shall each have power to forbid the attendance of anyone who is not a member of the General Committees for the whole or part of the meeting.

## 8. EXECUTIVE COMMITTEE

- a) The Executive Committee shall deal with the detail business of the Association. It may delegate any of its powers to other committees and monitor their progress ;
- b) The Executive Committee shall consist of the following:
  - i) the President
  - ii) the two Executive Vice-Presidents
  - iii) the Honorary Secretary of the Association, who shall also act as the Honorary Secretary of the Executive Committee;
  - iv) the Honorary Treasurer of the Association;
  - v) the Fixture Secretary;
  - vi) the Secretaries of the Committees listed in Clause 6b) iii);
- c)
  - i) the Executive Committee shall meet at least five times a year usually incorporated in the General Committee Meetings unless a situation arises

requiring the Executive specifically to meet. The President and the Honorary Secretary may, at their discretion call further meetings. Four members shall form a quorum. Meetings may include audio conferencing ;

- ii) seven days' notice of each meeting, accompanied by an agenda and any relevant reports shall be sent to each member ;
- iii) if the Secretary of any committee is unable to attend he may nominate an alternative ;
- iv) the President shall preside at all meetings of the Committee. In his absence, the Honorary Secretary or one of the Executive Vice Presidents shall so act
- v) the Executive Committee shall have full powers to deal with general administrative issues and problems which arise in furtherance of the Objects of the Association as defined in Clause 3, subject to any financial limitations which may be imposed by the General Committee or the E.L.A.. It shall report its recommendations to the General Committee then the E.L.A. and seek their approval where the broad policy of the Association is affected or special financial provision is required;
- vi) the Executive Committee may, at their discretion, co-opt not more than three additional members ;
- vii) in the event of any situation arising requiring a decision prior to the next Executive Committee meeting, then the President, the Honorary Secretary and the Honorary Treasurer, acting in conjunction, shall have full powers to deal with the situation. Their decision shall be binding until the Executive next meeting.

## 9. OTHER COMMITTEES

- a) The Committees listed in Clause 6b) iii) shall be responsible to the Executive Committee for the detailed examination, planning and implementation of their approved recommendations in the particular area(s) of activity allocated to them as defined by the Executive Committee ;
- b) The Secretary of each Committee shall be elected and/or re-elected annually at the AGM. Subject to re-election, he may hold office for an indefinite period ;
- c) Each Committee may, where it considers necessary, appoint officials to carry out special duties, subject to approval annually by the Executive Committee ;

## 10. ANNUAL GENERAL MEETING

- a) The AGM of the Association shall be held not later than the 30<sup>th</sup> June each year at a time and place agreed by the President and Honorary Secretary of the Association for the purpose of electing the Officers referred to in Clause 10 c), receiving the reports of the Honorary Secretary and the Honorary Treasurer, and the consideration of any other business ;
- b) Fourteen days notice of the meeting shall be given to all Members of the Association, accompanied by an agenda, copy of the accounts and any other relevant papers ;
- c) Nominations for the President, two Executive Vice-Presidents, Honorary Secretary, Hon. Assistant Secretary (General) and Honorary Treasurer of the Association, Secretaries of the Committees listed in Clause 6b) iii) shall be submitted to the Honorary Secretary either before or during the meeting.

Nominations from the representatives may be made by :

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- i) the Executive Committee
  - ii) an affiliated County Association
  - iii) an affiliated Club ;
- d) any member of an affiliated club may attend an AGM or Special General Meeting and, with the agreement of the Chairman, speak at such meeting but only those specified in Clause 13 may vote ;
  - e) a quorum shall be ten people present who are eligible to vote.

## 11. SPECIAL GENERAL MEETINGS

- a) The President and the Honorary Secretary of the Association may, whenever they consider it necessary, convene a Special General Meeting of the Association ;
- b) A Special General Meeting shall be convened on a requisition in writing being made to the Honorary Secretary of the Association ;
  - i) signed by three members of the Executive Committee;
  - or ii) signed by the Honorary Secretary of an affiliated County Association acting on the instructions of his Association;
  - or iii) signed by six ordinary members of the Association, each a member of a different affiliated club and with the written support of to which the assignee belongs ;

Any such requisition must state the purpose for which the meeting is required ;

- c) ten days notice of a Special General Meeting shall be given to all members of the Association. Such notice shall specify the purpose for which the meeting is convened and no other business shall be transacted ;
- d) meetings shall be conducted as for an AGM.

## 12. MINUTES

- a) The Honorary Secretary of the Association shall provide for minutes to be prepared following each meeting of the General and Executive Committee, recording the items discussed and resolutions adopted.
- b) The minutes of all meetings, when approved and signed by the President or Chair at some subsequent meeting, shall be conclusive evidence of the correctness of the entry.

## 13. VOTING

- a) At Annual General, Special General or General Meetings those entitled to vote are the members of the General Committee.
- b) If any officer or nominated representative entitled to vote is unable to attend an alternative may be nominated in accordance with the procedure laid down in Clause 7b) vi).
- c) Except for issues referred to in Clauses 28 and 29, every question at General or other meetings shall be decided by a majority of the votes of those present and entitled to vote.
- d) Each person present at a meeting and entitled to vote may only record one vote even though he may attend in more than one capacity, excluded from this are Club Representatives, (see paragraph 13e), and the Chairman, who, in the event of a tie, shall have a second or casting vote. Executive Committee members are entitled to vote in one capacity only and thus, if representing their office (and voting as such) may not also represent their club and cast its votes.

- e) Voting by audio conference by nominated Club representatives or Officers is allowed at Annual General, Special General or General Meetings.
- f) Each club represented is entitled to cast two votes even though only one individual representing that Club is present. If any Club is not represented and wishes to cast its votes on any previously circulated resolution, the Club must forward its written proxy to the Honorary Secretary of the Association prior to commencement of the meeting. The Honorary Secretary or his deputy, alone shall be responsible for casting proxy votes and the conditions of paragraph 13d) shall not apply to him in this respect.

#### 14. ACCOUNTS

- a) Books of Accounts shall be kept by the Honorary Treasurer and the annual Accounts to March 31st prepared by him for submission to the Annual General Meeting. The annual Accounts must be audited prior to submission by an Honorary Auditor elected annually at the Annual General Meeting.
- b) The income and funds of the Association shall be devoted entirely to promoting the aims and objects for which the Association exists as stated in Clause 3.
- c) The Honorary Treasurer and the Honorary Secretary of the Association shall be the only persons who may be authorised by the General or Executive Committee to incur liability or make payments on behalf of the Association.

#### 15. FUNDS

- a) All funds of the Association shall be lodged with a bank or other financial institution approved by the Executive Committee.
- b) All accounts or investments shall be in the name of the Association unless the Executive Committee otherwise direct.
- c) Such accounts and investments shall be operated jointly by the Honorary Treasurer and the Honorary Secretary and/or such other person/s as the Executive Committee direct.

#### 16. FINANCE

Annual subscriptions shall be paid to the E.L.A.

The Executive Committee shall have the power to raise funds in such manner as they shall think fit providing that the execution of this power shall not contravene the constitution of the E.L.A.

#### 17. EXPENDITURE

No expenditure beyond the amount authorised for each committee shall be incurred without the approval of the E.L.A. through the Executive Committee.

#### 18. EXPENSES

No player or official may receive any expenses other than second class railway fares or approved mileage allowance for a car and overnight hotel accommodation necessarily incurred in playing any match under the jurisdiction of the Association or attending an official business meeting of the Association. This clause does not apply to the normal administrative expenses incurred by Officials of the Association.

## 19. COUNTY ASSOCIATIONS

Every County Association within the area of the Association's jurisdiction shall submit its Bye-Laws and/or Rules governing its constitution and conduct of its affairs, or any amendment thereto, to the General Committee. The General Committee may, if it considers that any Clause or article offends against the objects of the Association, as defined in Clause 3 or the general policy of the E.L.A. or the Association, call upon the County Association to make appropriate amendments.

## 20. NAMES AND ADDRESSES OF THE GENERAL COMMITTEE ETC.

- a) The Honorary Secretary of each affiliated County Association shall forward to the Honorary Secretary of the Association not later than May 31 each year, his own name and address and that of his Association's President for the ensuing year.
- b) The Honorary Secretary of each affiliated Club shall forward to the Honorary Secretary of the Association, not later than May 31 each year, his name and address or that of the Club's nominated representative to the General Committee.

## 21. MATCH QUALIFICATIONS

- a) No team shall be allowed to play men's lacrosse under the title "South of England" or "Southern Counties" or any similar designation other than selected by the Association.
- b) All players selected to play for a team so designated must be registered with an affiliated club. No player who has represented another county in the "Regional Counties Tournament" may play in that tournament for a team under the title "Southern Counties" or any similarly designated, in the same season.
- c) No player may represent in the same season, more than one club in any matches which form part of the League Championship or competitions under the control of the Association, unless his transfer has been approved by the Association.

## 22. REFEREES

The full details regarding Fixtures and Competitions, and Referees are contained within the Association's Bye-Laws.

## 23. LAWS OF LACROSSE

Except for Six-a-side competitions, all matches shall be played in accordance with the Laws of Lacrosse prepared and published by the E.L.A., unless special dispensation to the contrary has been obtained from the E.L.A. Men's Playing Committee.

## 24. CLUB COLOURS

- a) In any matches which form part of the League Championship or competitions under the control of the Association, each club shall normally play in the uniform which has been registered with and approved by the Association.
- b) Where two teams have the same or similar colours the visiting team shall wear a clearly distinguishing uniform for the match, or if the game is played on neutral ground, the change shall be decided by the tossing of a coin.

## 25. PROTESTS AND COMPLAINTS

- a) All protests or complaints by members of the Association must be made in writing to the Honorary Secretary of the Association. If the protest or complaint arises from an incident at a match under the control of the Association, such protest or complaint must be made within ten days of the date of the match.
- b) The protest or complaint shall be heard by a tribunal consisting of the President or an Executive Vice President and three members of the General Committee nominated by the Executive Committee.

## 26. INTERPRETATION OF THE CONSTITUTION

The interpretation of the clauses in this Constitution of the Association shall in the event of dispute, be decided by the General Committee. Pending a General Committee meeting any decision made by the Executive shall be binding.

## 27. BREACHES OF THE CONSTITUTION

- a) should any affiliated Association, Club, player, official or member be proved guilty by the General Committee of a break of any clause in the Constitution a Special General Meeting shall have power to order the offender(s) to be suspended for a specified period or dealt with in such manner as the General Committee may think fit.
- b) Any affiliated Association, Club, player, official or member associating in lacrosse affairs with such offender(s) contrary to the decision of the Special Meeting of the General Committee arising under a) of this Clause, shall be dealt with by the General Committee as they think fit unless it can be proved to the satisfaction of the general Committee that the association arose without knowledge of the penalty.
- c) In the event of an appeal against a decision under a) or b) of this Clause, notice must be given by the appellant to the Honorary Secretary of the Association in writing within ten days of the meeting at which the decision was taken. The penalty shall be suspended pending the hearing of such appeal.
- d) The hearing of an appeal shall be before a tribunal consisting of the President and three other persons nominated by the Executive committee who were not present at the original hearing. The Honorary Secretary of the Association shall attend the tribunal to record the proceedings but shall not be entitled to vote. The Appeals Tribunal shall have full powers to rescind, vary or confirm the original decision.

## 28. DISSOLUTION

If at any Annual General Meeting or Special General Meeting a resolution for the dissolution of the Association shall be approved by a majority of two-thirds of those present and entitled to vote and representing not less than two thirds of the clubs, members of the Association, the General Committee shall thereupon or at such future date as shall be specified in the resolution, proceed to realise the assets of the Association and, after discharge of all liabilities, hand over any balance to the E.L.A.

## 29. ALTERATIONS TO THE CONSTITUTION

No alteration to the Constitution of the Association shall be made other than at an Annual General Meeting or Special General Meeting. Full details of the proposed alteration(s) must be given in the notice convening the meeting. Any alteration(s) to the Constitution of the Association must be

approved by a majority of two-thirds of those present at the meeting and entitled to vote. Alteration(s) so approved must be submitted to the E.L.A.

### 30. INTERPRETATION OF THE BYE-LAWS

The interpretation of any clause in the Bye-Laws of the Association shall, in the event of dispute be decided by the General Committee. Pending a General Committee meeting any decision made by the Executive Committee shall be binding. Pending an Executive Committee meeting decisions made in respect of Fixtures and Competitions by that Secretary.

### 31. ALTERATIONS TO THE BYE-LAWS

No permanent alteration to the Bye-Laws shall be made other than at an Annual General Meeting or Special General Meeting. Full details of the proposed alteration(s) must be given in the notice convening the meeting. Any alteration(s) must be approved by a majority of two-thirds of those present and entitled to vote. The Competitions and Fixtures and/or the Executive Committee shall have the power to change the Bye-Laws relating to Competitions and Fixtures in special emergency circumstances, for the purpose of ensuring the efficiency and smooth running of the competitions and fairness to participants. Any such change shall only be effective until the next General Committee Meeting after the change when it will either be confirmed (until the Annual General Meeting) or altered or cancelled.

### 32. COPIES OF THE CONSTITUTION AND BYE-LAWS OF THE ASSOCIATION

The Honorary Secretary of the Association shall furnish the Honorary Secretary or each affiliated County Association or club with copies of the Constitution and Bye-Laws of the Association together with copies of any alterations to any of these documents as they are published from time to time.

Note:

- a) Within the Constitution all reference to 'he' should be taken to mean "he/or she as appropriate"
- b) References to E.L.A. should be taken to mean the English Lacrosse Association and / or the English Lacrosse Association Ltd.
- c) Written correspondence may include fax or e-mail.