



Southern Counties Hockey Umpire's Association Constitution *(updated 2015)*

1. The Association. The Association shall be called the "SOUTHERN COUNTIES HOCKEY UMPIRES' ASSOCIATION" (SCHUA), hereinafter referred to as "The Association".

The Association shall be a corporate member of the Southern Counties Hockey Association (SCHA). Constituent bodies of the Association shall be those County Hockey Umpires' Association within the South Region.

2. Purposes of the Association. The purposes of the Association shall be to work in accordance with England Hockey and SCHA policies, and to support all South Regional Hockey by:

- 2.1 Promoting the umpiring of hockey throughout the region at all age groups and levels;
- 2.2 Appointing umpires, umpire coaches, umpire assessors and umpire managers to league and other appropriate matches;
- 2.3 Developing and looking after the well-being of umpires and umpire coaches and assessors in the Association;
- 2.4 Promoting communication between umpires and players/coaches;
- 2.5 Offering support and guidance to all County Umpiring Associations within the South Region;
- 2.6 Representing the views of members to other committees and organisations.

3. Membership. Membership of the Association shall comprise Full members, Associate Members and Honorary Members.

3.1 Full Members

3.1.1 Active Regional (or above) umpires taking appointments from the Association or a higher body and having paid the prescribed subscription within the previous twelve months.

3.1.2 Active Regional (or above) coaches and assessors taking appointments from the Association or a higher body and having paid the prescribed subscription within the previous twelve months.

3.2 Associate Members

3.2.1 Umpires who are not taking appointments but who have attained the required standard and wish to remain members of the association and have paid the prescribed subscription within the previous twelve months.

3.2.2 Young umpires taking appointments from South Region Young Umpires' Action Group.

3.3 Honorary Members, as appointed by the Officers on behalf of the Association

3.3.1 Honorary Life Vice-Presidents

3.3.2 Honorary Life Members

Suitably qualified persons wishing to join the Association shall apply on the prescribed form and, if a member of a County HUA, through that association. Applications should be submitted

to the Membership Secretary, accompanied by a joining fee, the amount of which shall be determined by the Committee. If the application is successful, the umpire will be made a full member and will be required to pay the full membership subscription (discounted by 50% if the member is accepted after the half-season break at Christmas).

Full Members are entitled to nominate individuals for Honorary Membership to the Officers of the Association for consideration.

4. Officers. The Executive Officers of the Association shall be the Chairman, Deputy Chairman, Secretary, Treasurer and the Chair of Selectors (Outdoor). Officers of the Association, apart from the Chair of Selectors, and including a non-executive President, shall be appointed at the AGM, and shall have the power to appoint/co-opt such other Officers as they may consider necessary.

5. Management Committee. The Association shall be managed by a Management Committee (“the Committee”), chaired by the Chairman or, if absent, the Deputy Chairman.

5.1 The Committee shall comprise:

Chairman

Deputy Chairman

Secretary

Treasurer

Chief Coach

Chairman of Selectors

Appointments Secretary

Chairman of South Region Young Umpires’ Action Group (SRUAG)

Membership Secretary

Chair of Selectors (Indoor)

Up to three non-portfolio members

Plus reporting to the Committee:

Web-master

Kit-master

Welfare Officer

Representatives to the England Hockey Officiating Committee, Southern Counties Hockey Association (SCHA), South Hockey League (SHL) and South Clubs Women’s Hockey League (SCWHL)

In addition, a non-voting representative may be appointed to attend this Committee from each of the following bodies: SCHA, SCWHL, SHL, and each constituent County Hockey Umpires’ Association.

The President has the discretion to attend all Committee meetings.

5.2 Seven members of the Committee shall form a quorum, which must include at least one Officer of the Association. In the case of equality of votes, the Chairman of the meeting shall have a second or casting vote. There shall be no restriction on gender of elected members, or on the period that any one person may hold office. A person nominated or co-opted to the Committee must be a member of the Association.

5.3 The Committee shall:

5.3.1 Be responsible for the Association achieving its purposes;

5.3.2 Oversee the financial affairs of the Association;

5.3.3 Convene an Annual General Meeting (AGM) and other meetings as necessary;

- 5.3.4 Prepare an Annual Report of the Associations' activities, together with an examined Financial Statement, for presentation at a Members' Meeting to be held within 3 months of the financial year end;
- 5.3.5 Take minutes of meetings to be published and filed on the web site;
- 5.3.6 Fill any vacancy occurring during the year;
- 5.3.7 Appoint the Chairmen of appropriate sub-committees, being the South Region Young Umpire Action Group and the Outdoor and Indoor Selection Panels, and delegate authority to them as appropriate. These sub-committees shall have to power to co-opt additional members. Any Officer can attend as an ex-officio member of any of these sub-committees;
- 5.3.8 Appoint a Welfare Officer, Web-Master and Kit Officer;
- 5.3.9 Appoint a representative to each of the EH Officiating Committee, SCHA, SCWHL and SHL;
- 5.3.10 Review the structure and Constitution of the Association and recommend changes as appropriate;
- 5.3.11 Delegate authority to the Secretary to suspend and recommend removal of any Full or Associate member for such reason as considered sufficient (for any breach of the Code of Conduct);
- 5.3.12 Act on any matter on which the Constitution is silent.

6. Executive Committee. The Executive Committee shall be chaired by the Chairman, or if absent, the Deputy Chairman, and comprise the Chairman, Deputy Chairman, Secretary, Treasurer, and the Chair of Selectors (Outdoor). It shall:

- 6.1 Oversee the implementation of policies and procedures determined by the Management Committee;
- 6.2 Act on matters requiring immediate action by the Association, such actions to be ratified by the Committee at a subsequent meeting;
- 6.3 Submit nominations to the Management Committee for the posts of Chair of Selectors, Chair of SRYUAG, Indoor Selector, Welfare Officer and Web-master;
- 6.4 Nominate an individual to represent SCHUA on the EH Officiating Development Committee;
- 6.5 Appoint Honorary Members;
- 6.6 Form Discipline and Appeals sub-Committees as required;
- 6.7 Consider and formulate policies for submission to the Management Committee.

7. Finance

- 7.1 The finances of the Association shall be overseen by the Treasurer who shall report at each Committee Meeting, on the financial position of the Association.
- 7.2 SCHUA shall retain all funds coming in to the Association and hold them as the property of the Association. The funds of the Association shall be banked and all payments drawn upon the account of the Association shall be authorised by the Treasurer or by such officer or officers as the Committee may from time-to-time appoint for this purpose, who shall have power to pay the out-of-pocket expenses of all officers, the general expenses of the Association and any other expenses or fees authorised by the Committee.
- 7.3 Any bank or other accounts shall be opened only with the approval of the Committee, who shall also state what official signatories are required.
- 7.4 A Funds Examiner shall be appointed or re-appointed by the membership, to examine the accounts annually. The Committee shall, in the event of an Examiner's resignation other than at the AGM, appoint another Examiner
- 7.5 The Treasurer shall present the examined accounts for approval by the members within 3

months of the end of the financial year, and recommend any changes to be made for the forthcoming hockey season, including the level of subscription to be paid, such changes having already been agreed by the Committee.

7.6 The Association's financial year shall start on the 1st July and finish on 30th June of the following year.

7.7 Membership fees shall be paid by 31st January of the current season. Any Member not having paid by that date shall be deemed to have resigned from the Association. Honorary Members are not required to pay a membership fee.

7.8 All members who wish to claim expenses must provide evidence of the expenses incurred as reasonably requested by the Treasurer.

8. Association Badge. Only Members who have achieved the Regional Umpire/Umpire Coach award shall be permitted to wear the Association badge.

9. General Meetings

9.1 The AGM of the Association shall be held no later than 30th September in the calendar year the Season finishes, with at least 21 days' written notice being given to all members of the business to be transacted. Notice shall be deemed to have been given to a member if an email has been sent to that member's last known email address.

9.2 The Members shall receive the report of the Management Committee on the work of the Season, together with a duly examined Statement of Accounts.

9.3 Members shall elect the Officers and Committee for the following Season, other than the Chairs of Selectors (Outdoor and Indoor), Welfare Manager, Chairman of SRYUAG and Representative to England Hockey, who will be nominated by the Officers and approved by the Management Committee. Nominations for these elections should be sent to the Secretary in writing, duly proposed and seconded, and confirmed by the nominee, at least 14 days prior to the nominated date when the vote will take place.

9.4 A member requiring a particular subject to be raised at the AGM must give notice to the Secretary not later than 14 days before the date of the Meeting. Subjects not on the Agenda will only be addressed with the approval of the Chairman of the Meeting.

9.5 The Secretary shall convene an EGM at any time by the order of the Management Committee or upon receipt of a requisition order signed by no fewer than fifteen Full or Honorary members of the Association. 21 days' written notice of all EGMS and the resolutions and business to be discussed thereat shall be given to all Members. No other business shall be transacted. Notice shall be deemed to have been given to a member if an email has been sent to that member's last known email address.

9.6 For certain aspects of AGM or EGM business, and as directed by the Management Committee, members may be asked to vote via an online voting system. In this case, the option to vote in person will not be available.

9.7 A vote in favour is deemed to be as cast by a majority of those voting and entitled to vote.

9.8 A quorum at an AGM or EGM shall be fifteen members entitled to vote.

9.9 The Management Committee shall arrange General Meetings from time to time on all aspects of interest to Members that would not otherwise be subjects for either an AGM or EGM.

10. Voting rights. All Full Members who have paid their membership fee for the current season and Honorary Members are entitled to vote at General Meetings or online as directed.

11. Communications and Data Protection

11.1 Communication

11.1.1 The primary method of communication by SCHUA to its membership is through email.

11.1.2 If a member chooses to take appointments from SCHUA, they must provide a telephone number and email address that they are willing to make public for Club Liaison Officers to contact them to confirm appointments.

11.2 Data Protection

11.2.1 A condition of membership of SCHUA as listed in section 3 above carries agreement from the member that SCHUA holds personal details about them in order to carry out its purposes as listed in section 2 above, and that such data will be passed on to England Hockey for the purpose of maintaining the national Awards Register.

11.2.2 SCHUA will use this information only for carrying out these purposes and information about a specific member is freely available to that member only, for inspection by request. Such a request should be made in writing to the SCHUA Membership Secretary and will be supplied within the timescales provided by the Data Protection Act of the request being acknowledged.

11.2.3 The information will be held in a secure environment. A member's name, contact telephone number(s) and email address is available to anyone with access to the internet. Other details will be restricted to specific Committee members dependent on the role of the Committee member. The President/Chairman of SCHUA will decide which Committee members have access to those details.

12. Alterations to the Constitution. The Constitution may be amended only at an AGM or EGM. Notice of any proposed change shall be sent to the Secretary not later than eight weeks prior to the date of the meeting. Such a proposal must be approved by a majority of those voting (who are entitled to vote) for it to be passed. The Chairman shall nominate tellers as required.

13. Winding up of the Association. The Association may only be wound up at an AGM or EGM following a vote in favour, cast by 67% of those voting (who are entitled to vote). The total votes cast must exceed 50% of the total membership (who are entitled to vote) for the motion to be carried. In the event of the Association being wound up:

13.1 The property of the Association, excluding moneys, shall be given to its successor(s) or the Southern Counties Hockey Association or its successor(s).

13.2 Moneys shall be disbursed as follows:

13.2.1 Moneys paid by Clubs for appointments and umpires' travelling expenses: to the providing Clubs pro rata

13.2.2 Moneys otherwise belonging to the Association: to its successor(s) or to the County Umpiring Associations comprising the Southern Counties Hockey Association.