

## SHEFFIELD AND DISTRICT REFEREES' ASSOCIATION

### CONSTITUTION

#### 1. Objects

- 1.1 The objects of Sheffield and District Referees' Association ("the Association") include:-
- 1.1.1 Promoting the welfare of its members;
  - 1.1.2 Providing opportunities for members to meet and discuss matters relating to the work of referees; and
  - 1.1.3 Social, sporting and development purposes.
- 1.2 The Association does not exist to make any profit and all monies raised, realised or generated will be used to further these objects.

#### 2. Membership

- 2.1 Unless a current member of another Local Referee Association or otherwise ineligible for membership pursuant to these rules, the following are eligible for membership of the Association:
- 2.1.1 all registered referees; and
  - 2.1.2 any person who has been a member of the Association in the previous year.
- 2.2 Upon payment of their Subscription (as defined in paragraph 4 below), an eligible member will become a member of the Association for the relevant period of time covered by their Subscription ("Member").
- 2.3 Any Member or eligible member may be deprived of membership by a majority vote at a General Meeting of the Association if their conduct is considered to be detrimental to the interests of the Association, whether such conduct occurred as a Member or not and irrespective of when such conduct occurred. Such a motion must be approved by the Committee prior to it being put before a General Meeting.
- 2.4 Members are entitled to:
- 2.4.1 take part in the business of the General Meetings of the Association and vote on any resolutions;
  - 2.4.2 nominate Members for election to the Committee at the Annual General Meeting;
  - 2.4.3 hold office and serve on the Committee (the composition of which is set out at paragraph 10 below) of the Association;

- 2.4.4 request a copy of these rules of the Association;
- 2.4.5 attend all appropriate events organised by the Association; and
- 2.4.6 receive any other benefits (financial or otherwise) as the Committee shall from time to time determine.

### 3. Affiliate Membership

- 3.1 Any other person in the wider community who has an interest in refereeing and/or the welfare of the game of football, not being a member of another Local Referee Association, and who is not otherwise eligible to be a Member, may be invited for membership of the Association by two existing Members.
- 3.2 The Committee must approve the nomination of the prospective individual and, if approved, they shall be invited to become an Affiliate Member. Upon payment of their Subscription, they will become an Affiliate Member of the Association for the relevant period of time covered by their Subscription and will remain eligible for affiliate membership provided their subscriptions do not lapse.
- 3.3 Any Affiliate Member may be deprived of membership by a majority vote by the Committee if their conduct is considered to be detrimental to the interests of the Association, whether such conduct occurred as an Affiliate Member or not and irrespective of when such conduct occurred.
- 3.4 Unless the Committee otherwise determines, Affiliate Members are entitled to:
  - 3.4.1 take part in the business of the General Meetings of the Association but they are not eligible to vote on any resolutions;
  - 3.4.2 attend all events organised by the Association; and
  - 3.4.3 receive any other benefits (financial or otherwise) as the Committee shall from time to time determine.
- 3.5 Affiliate Members may not take part in any business of the County Referees' Association or National Referees' Association, unless specifically permitted by those associations, and then only at the discretion of the Committee.

### 4. Subscriptions

- 4.1 Subscriptions shall be offered on an annual basis and shall run from 30 September to 29 September in each calendar year ("Subscriptions").
- 4.2 Subscriptions for Members shall include affiliation to the National Referees' Association.
- 4.3 The level of Subscriptions shall be recommended by the Committee for approval by Members at the Annual General Meeting. For the avoidance of doubt, variations to

the Committee's recommendations can be proposed by any Member at the Annual General Meeting.

4.4 The Committee may resolve to offer different level of Subscriptions to eligible members who meet determined criteria, including but not limited to:-

4.4.1 Youth Referees (as defined by the Football Association/County Football Association);

4.4.2 Eligible members who wish to join the Association for the first time.

4.5 The Committee may recommend different Subscription levels for Members and Affiliate Members.

4.6 No Member or Affiliate Member shall be entitled to a refund of a Subscription, whether in whole or in part, for whatever reason, save where a Subscription was paid to the Association in error and was not in fact due.

## 5. Honorary Members

5.1 Any person who has given outstanding services to the Association and has been a Member for a minimum of 15 years may be elected as an Honorary Member.

5.2 A prospective Honorary Member must be nominated by two Members of the Association, seconded by the Committee and elected at an Annual General Meeting.

5.3 Once elected, an Honorary Member will constitute a Member of the Association without the need to pay any Subscription.

5.4 An Honorary Member will not be affiliated to the National Referees Association unless they choose to pay the cost of this affiliation.

## 6. Vice Presidents

6.1 Any person may be elected to hold the honorary office of Vice President.

6.2 There are no special powers and privileges associated with the office of Vice President, although any Vice President may be co-opted onto the Committee by the Committee Members.

6.3 A Vice President will only constitute a Member of the Association if they pay the appropriate level of Subscription and will have the privileges of that level of membership to which they subscribe.

6.4 A prospective Vice President must be nominated by two Members of the Association, seconded by the Committee and elected at an Annual General Meeting.

## 7. Officers

7.1 The Officers of the Association ("the Officers") shall be:

- 7.1.1 the President;
  - 7.1.2 the Immediate Past President who shall hold office as of right;
  - 7.1.3 the Chair;
  - 7.1.4 the Treasurer;
  - 7.1.5 the Secretary
  - 7.1.6 the Vice-Chair, who shall act as chair of the Association in the Chair's absence;
  - 7.1.7 the Communications Officer; and
  - 7.1.8 any other officers deemed necessary by the Committee.
- 7.2 No person may hold the office of President for more than five consecutive years.
- 7.3 In the event of the Immediate Past President being unable to hold office for any reason whatsoever, the office shall be left vacant.
- 7.4 No person may hold the office of Chair for more than five consecutive years.
- 7.5 If any Officer ceases to be a Member of the Association (for whatever reason), they shall immediately cease to be an Officer.
- 7.6 If any Officer resigns or cannot undertake their role for whatever reason between Annual General Meetings, the Committee may elect any other Member to take on this role on an acting basis until the next Annual General Meeting.

## 8. Treasurer

- 8.1 It shall be the duty of the Treasurer:
- 8.1.1 to receive all Subscriptions, income and monies of the Association and pay them into the appropriate bank account;
  - 8.1.2 to keep full and accurate accounts of all receipts and payments;
  - 8.1.3 to report the financial position at each meeting of the Committee where present if required to do so; and
  - 8.1.4 to prepare and (where present) to submit to the Association at the Annual General Meeting each year, a statement of accounts for the preceding year.
- 8.2 The Treasurer will be offered an honorarium in arrears at a level to be determined by the Committee at the first committee meeting held following the Annual General Meeting.

9. Secretary

9.1 It shall be the duty of the Secretary:

9.1.1 to issue notices of all meetings called pursuant to these rules, or by the direction of the Committee or the Chair;

9.1.2 to record the minutes of all meetings;

9.1.3 to deal with the correspondence of the Association and to keep, and maintain up to date, all necessary records, inventories, etc relating to the membership, property and business of the Association excepting such as may be entrusted by these rules or by the Committee to any other Officer of the Association;

9.1.4 to hand to the Treasurer any cheques or cash received on behalf of the Association; and

9.1.5 to carry out any reasonable direction of the Committee.

9.2 The Secretary will be offered an honorarium in arrears at a level to be determined by the Committee at the first committee meeting held following the Annual General Meeting.

10. Communications Officer

10.1 It shall be the duty of the Communications Officer:

10.1.1 to maintain (in conjunction with any other Members as determined by the Committee) the Association's website and social media sites (if any);

10.1.2 to circulate to Members details of all meetings and events in a manner deemed appropriate by the Committee;

10.1.3 to communicate such other matters or correspondence to Members as directed to do so by the Committee; and

10.1.4 to carry out any reasonable direction of the Committee.

10.2 The Communications Officer will be offered an honorarium in arrears at a level to be determined by the Committee at the first committee meeting held following the Annual General Meeting.

11. Committee - Members

11.1 The Committee of the Association shall consist of:

11.1.1 The Officers specified in paragraph 7 above; and

11.1.2 up to 12 additional nominated Members or Affiliate Members elected at the Annual General Meeting.

("the Committee Members").

11.2 In the event of all posts being filled, or if the Committee otherwise determines it appropriate at any point between Annual General Meetings, the Committee may, at its absolute discretion, co-opt any Member or Affiliate Member who the Committee feels has the relevant skills to enhance the work of the Association, who shall then become a Committee Member.

11.3 If any Committee Member ceases to be a Member or Affiliate Member (as the case may be) of the Association (for whatever reason), they shall immediately cease to be a Committee Member.

## 12. Committee - Meetings

12.1 The Committee shall ordinarily meet once a month on such dates as may be fixed by the Committee or the Chair.

12.2 Seven Committee Members shall constitute a quorum.

12.3 In the event of a quorum not being present, the meeting shall stand adjourned for a period not exceeding one month; Committee Members to be duly notified of the new date. If at the next meeting a quorum is not present, the business will be transacted.

12.4 A resolution at a Committee meeting shall be considered to be carried if a simple majority of the Committee Members present vote in its favour. Each Committee Member shall have one vote.

12.5 All voting at Committee meetings shall be by show of hands unless the Committee determines that a vote should be by secret ballot.

## 13. Committee - Powers and Duties

13.1 The Committee shall have free authority and sole responsibility for:

13.1.1 the efficient administration of the business of the Association; and

13.1.2 for the disposal of Association funds;

except in so far as any matter is reserved by these rules to the Annual General Meeting.

13.2 For the more efficient discharge of their duties the Committee may:

13.2.1 appoint sub-committees from among the Committee Members and delegate powers thereto; and

- 13.2.2 accept the resignation of any Committee Member submitted in writing to the Secretary and Chair, and fill any vacancy by the appointment of any Member or Affiliate Member until the next Annual General Meeting.

#### 14. Cessation of Office

Any Officer or Committee Member who ceases to hold office for whatever cause shall hand over all documents and property of the Association in their custody or possession to any person nominated by the Committee or, at the request of the Committee, destroy all such documents or property as directed by the Committee.

#### 15. General Meetings

15.1 The Annual General Meeting is a form of General Meeting and is governed by the rules of this paragraph (save for paragraph 15.2 below) and the additional requirements of paragraph 16 below.

15.2 An extraordinary General Meeting may be convened at any time by direction of the Committee or on a requisition stating the business to be brought forward signed by no fewer than one third of Members. On such requisition an extraordinary General Meeting shall be called by the Secretary, and held not later than four weeks after the requisition.

15.3 14 clear days' written notice shall be given for all General Meetings and the notice shall declare the business to be transacted.

15.4 A resolution at a General Meeting shall be considered to be carried if a simple majority of the Members present vote in its favour. Each Member present is entitled to one vote.

15.5 All voting at a General Meeting shall be by show of hands unless the Chair in their sole discretion determines that a vote should be by secret ballot.

#### 16. The Annual General Meeting

16.1 The Annual General Meeting shall be held before the end of May in each calendar year for the purpose of:

16.1.1 receiving and, if approved, passing the annual accounts;

16.1.2 electing, independently of each other, the Committee Members (save for the Immediate Past President) for the ensuing year who shall take up their positions immediately upon conclusion of the Annual General Meeting unless otherwise determined;

16.1.3 electing any prospective Honorary Member and/or Vice President nominated in accordance with these rules;

- 16.1.4 appointing an Honorary Auditor who shall not be a Committee Member; and
- 16.1.5 transacting any other business.
- 16.2 All notices of motion from Members for inclusion on the agenda of the Annual General Meeting must be received by the Secretary no later than the end of April.
- 16.3 Nominations for election to the Committee shall open on 1 April prior to the Annual General Meeting.
- 16.4 There is no requirement for a current Committee Member to be proposed or seconded for election. All current Committee Members shall be considered to be standing for re-election in their current role, unless:-
  - 16.4.1 They have given notice of their intention to resign to the Secretary prior to the commencement of the Annual General Meeting; or
  - 16.4.2 In the case of the President or Chair, they have reached their maximum term of office.
- 16.5 No Member or Affiliate Member may stand for election to the Committee unless they are proposed and seconded by two other Members and:-
  - 16.5.1 They are present at the Annual General Meeting; or
  - 16.5.2 They have communicated their willingness to stand for election prior to the Annual General Meeting.
- 17. Association Funds
  - 17.1 The Association is permitted to use electronic, telephone or online banking and to accept and make payments by bank transfer, PayPal, standing order, direct debit, cheque or such other means of payments (electronic or otherwise) as the Committee may from time to time approve.
  - 17.2 All funds and investments of the Association shall stand in the name of the Association.
  - 17.3 Any two authorised Committee Members may sign cheques and any one may authorise payments via online banking, PayPal or such other means as the Committee may from time to time approve.
  - 17.4 All monies received on behalf of the Association shall be paid into the appropriate bank account and all ordinary working expenditure sanctioned by the Committee shall be paid.
  - 17.5 Other funds may be invested as directed by the Committee.

18. Notifications

- 18.1 Any reference in these rules to notice in writing may be made by email or other electronic means of communication.
- 18.2 Members should immediately notify any change of address or change of any other contact details to the Secretary.
- 18.3 Communications to Members sent to the last recorded address in the records of the Association shall be deemed to be duly delivered on the second working day after posting.
- 18.4 Communications to Members sent by email or other electronic means of communication using the last recorded details in the records of the Association shall be deemed to be duly delivered on the day of sending.

19. Dissolution of the Association

- 19.1 All reasonable endeavours shall be made to ensure that the Association continues to exist in line with the Objects of the Association.
- 19.2 A resolution to dissolve the Association may be heard at a General Meeting. Such resolution shall be heard at an extraordinary General Meeting convened in accordance with the notice provisions in paragraph 15 above.
- 19.3 For the limited purposes of such a resolution paragraph 15 above shall be varied as follows:
  - 19.3.1 voting will be by way of secret ballot; and
  - 19.3.2 the resolution shall be considered to be carried if at least two thirds of the Members voting vote in its favour.
- 19.4 If the Association is dissolved, whether by a vote in accordance with this paragraph or some other means:
  - 19.4.1 no Member shall be entitled to a refund of their Subscription, whether in whole or in part;
  - 19.4.2 any outstanding liabilities of the Association will be satisfied by the Treasurer using the Association Funds at the earliest opportunity;
  - 19.4.3 the remaining Association Funds shall be split between all Members who have been members of the Association for at least the previous three years in a proportion based on the level of Subscriptions they have paid during the previous three years (to be determined by the Committee, whose decision shall be final); and

- 19.4.4 all documents and property of the Association shall be transferred to the local library archives or such other location as the Committee shall determine with the express wish that they be archived safely and, if appropriate, used in accordance with the Objects of the Association.

20. Alterations to the Constitution

These rules may be altered only at an Annual General Meeting, on a resolution carried in accordance with paragraph 15.4 above.

21. Saving Provision

21.1 In an urgent situation, any decision in connection with the Association may be taken by the Chair (or Vice Chair in the event that the Chair is unavailable) and any two other Officers (which for the avoidance of doubt can include the Vice Chair if not acting as Chair) acting unanimously, providing the decision is not incompatible with the Objects of the Association.

21.2 Any matter not covered in these rules may be dealt with by the Committee in such manner as they deem appropriate, acting reasonably.

This version of the constitution was approved by resolution at the Annual General Meeting held on 20 May 2021