

Cambridgeshire Korfball Association

Constitution

{The use of the pronoun He throughout this document is for consistency only, it is understood that anyone so referenced could be of either gender}

Name

1. The name of the association shall be the CAMBRIDGESHIRE KORFBALL ASSOCIATION

Purpose

2. The purpose of the Association shall be to:
 - a) administer, control and develop Korfball in Cambridgeshire;
 - b) organise and administer the Cambridgeshire Korfball League (C.K.L.);
 - c) provide for the organisation of the Cambridgeshire County and National League Teams;
 - d) organise such other additional functions that are considered to be for the furtherance and development of Korfball in the county of Cambridgeshire.

Affiliations

3. The Association shall affiliate to the British Korfball Association (B.K.A.)

Club Membership

4. Membership shall be open to Korfball clubs in Cambridgeshire who on payment of a joining fee and acceptance by a properly constituted meeting of the Association's Executive Committee (for information purposes full member clubs at the 2000 AGM are listed in Appendix A). The full joining fee per club shall be set annually by the Association's A.G.M. The A.G.M. shall also set a discretionary rate for clubs affiliating to the Association for the first time. The joining fee is a one off payment made on joining the CKA.
5. Full Membership shall
 - a) allow entry into competitions organised by the Association on the payment of entrance fees;
 - b) guarantee voting representation on the Executive Committee of the Association;
6. Associate Membership shall be open to Korfball clubs outside Cambridgeshire by invitation of the Executive Committee and payment of the associate membership fee. The associate membership fee per club shall be set annually by the A.G.M. Associate Membership shall include the same benefits as full membership except that associate member clubs do not have voting rights. If an Associate member of the CKA becomes accepted as a full member of the CKA a payment equal to the difference between the associate membership fee and the full membership will be required

Executive Committee

7. The Association shall be administered by the Executive Committee which shall consist of:
 - a) Officers of the Association,
 - b) A representative of each full member club
8. The Chairperson shall call an Executive Committee meeting at least ten times per calendar year, giving at least ten days notice to all members.
9. If petitioned by over 50% of the members of the Executive Committee, the Chairperson shall call an Emergency Executive Committee meeting within ten days of receiving the petition. At least five days notice shall be given to all members.
10. All members of the Executive Committee present (except the chairperson) shall have one vote. Voting will be by show of hands. The chairperson shall have the casting vote in the event of votes being called equal.
11. Members of full and associate member clubs shall have the right to attend any executive Committee meeting as an observer.
12. The minutes of all Executive committee meetings shall be kept and shall be open to inspection by a representative of any full or associate member.
13. The Executive Committee shall have the power to temporarily fill any vacancy that may occur until the following Annual General Meeting. The Chairperson may co-opt members to the Executive Committee for specific purposes, but this action must be confirmed by the following General Meeting.
14. The quorum for Executive Committee meetings shall be six voting members.
15. Any member of the Executive Committee failing to attend three consecutive Executive meetings without satisfactory reasons, in the judgement of the majority of the Executive Committee, shall be deemed to have resigned their position.

Officers

16. The officers of the Association shall be
 - a) Chairperson
 - b) Secretary
 - c) Treasurer
 - d) Coaching Officer
 - e) Refereeing Officer
 - f) Senior development Officer
 - g) Junior development Officer
 - h) League fixtures Officer
 - i) League results Officer
 - j) Publicity Officer

Election of Officers

17. The Officership of the Association shall be elected at the Annual General Meeting of the Association.
18. Nominations for officers, duly seconded and with the consent of the nominee, should be received by the secretary of the Association fourteen days before the Annual General Meeting. If no nominations are received for a particular post, nominations shall be accepted at the Annual General Meeting.
19. In the event that there is a single nomination for a post or the existing officer is willing to continue and no one else has been nominated a vote will be taken to confirm their position
20. Voting shall be by show of hands unless a secret ballot is demanded by more than 33% of voting members present.
21. Candidates for CKA posts may not vote for themselves
22. No person under the age of 16 years may be elected an officer of the Association.

Duties of Officers

23. All officers shall provide Officers Reports to each Association meeting.
24. The Chairperson of the Association shall:
 - a) call all Association meetings and shall chair all meetings;
 - b) represent the Association at B.K.A. meetings;
 - c) co-ordinate the work of the Executive Committee;
 - d) in cooperation with other Executive Committee members, prepare the Committee's proposed development plan for adoption by the A.G.M.
25. The Secretary shall:
 - a) take minutes at all meetings and provide minutes from each meeting to be approved at the following meetings;
 - b) inform all members of meetings;
 - c) maintain the contacts list of all member clubs and their officers.
26. The Treasurer shall
 - a) receive all monies paid to the Association;
 - b) dispense those expenditures approved by the Association's Executive Committee and Annual General Meeting;
 - c) record all individual and club memberships and affiliations;
 - d) organise the annual auditing of accounts;
 - e) shall chair meetings in the absence of the chairperson.
27. The Coaching Officer shall

- a) organise coaching courses designed to improve the standard of Korfball in Cambridgeshire through liaison with the B.K.A.;
 - b) provide coaching assistance for full members.
28. The Refereeing officer shall organise refereeing courses, and employ other means appropriate to improve the standard of Korfball refereeing in Cambridgeshire. The Senior development Officer shall work to attract new players to the sport. Specifically this will involve:
- a) assisting existing clubs attempts to expand;
 - b) attempting to implement the senior player orientated aspect of the Association's adopted development plan;
 - c) answering all general enquiries about the sport from outside bodies with the exception of those under the jurisdiction of the Junior development Officer.
29. The Junior development Officer shall work to attract new youth players to the sport. Specifically this will involve
- a) dealing with all enquiries from schools and colleges about Korfball;
 - b) attempting to implement the junior player orientated aspects of the Associations adopted Development Plan;
 - c) encouraging schools to add Korfball to their curriculum.
30. The League fixtures Officer shall
- 30.1. Organise the C.K.L. fixtures and refereeing in liaison with the entered club secretaries and issue a fixture list in a timely fashion.
 - 30.2. He shall also be responsible for dealing with fixture rearrangement during the league season.
 - 30.3. Fulfill any other responsibilities mandated by the league rules adopted by the CKA
31. The League results officer shall be responsible for:
- 31.1. collating the league results and maintaining up to date league tables, as well as communicating them to the member clubs
 - 31.2. Fulfill any other responsibilities mandated by the league rules adopted by the CKA
32. The Publicity Officer shall
- a) be responsible for internal communication between the C.K.A. and its member clubs
 - b) take action to enhance the image of and knowledge of Korfball in Cambridgeshire though external publicity.

Annual General Meeting and Extraordinary General Meeting

33. The Association shall be governed by the voting power of the General Meetings.
34. The Annual General Meeting shall be held in July or September. Fourteen days' notice shall be sent to nominated representatives of all full members, associate members and the B.K.A. Notification shall be sent by the most expedient means (i.e. written, email etc). All members and affiliates that have paid their fees may attend.

35. Voting shall be by show of hands unless a secret ballot is demanded by more than 33% of voting members present. Those entitled to vote are: The elected members of the executive committee (excluding the chairman) and one representative of each full and associate member club.
36. No one individual may cast more than one vote on any one resolution. No-one may vote on behalf of unfilled posts. No executive committee post may be voted by proxy, i.e. if a person is an executive committee member and club representative he gets one vote, another club member could be designated as the clubs representative but no-one else can vote as the committee member. In the case of an individual holding two exec. Committee posts he shall still only have a single vote and may not transfer either committee vote to another person.
37. In the event of voting being equal, the Chairperson shall have the casting vote.
38. The ordinary business of the A.G.M. shall be
 - a) to approve the minutes of the previous A.G.M. and any subsequent E.G.Ms;
 - b) to receive reports from all officers of the Association;
 - c) to receive a financial report from the treasurer including audited accounts;
 - d) to elect the officers of the association;
 - e) to elect an honorary auditor;
 - f) to receive proposals for alterations and/or additions to the Consitution, and to vote thereon;
 - g) to adopt a development plan;
 - h) to set affiliation and membership rates for the following year.
39. Members wishing a subject to be discussed at the A.G.M. shall give notice of such business, in writing, to the secretary fourteen days prior to the A.G.M. or earlier. Seven day's notice of all such business shall be given to the full and associate members
40. An Extraordinary General Meeting can be called by the Executive Committee or by petition to the Chairperson signed by not fewer that 35 individuals or affiliated members. A petition must include description of the matters to be discussed at the meeting. A minimum of ten day's written notice, including the meeting's agenda, shall be given to each full member and associate member. The meeting shall be held within seventeen days of the chairperson's receipt of the petition.
41. The quorum for an Annual or Extraordinary General Meeting shall be 50% of the members eligible to vote (excluding vacant committee posts, or posts held by the same person).

Finance

42. The Association shall maintain a bank account named 'Cambridgeshire Korfball Association'. The bank, branch and type of account shall be determined by the Executive Committee.
43. All monies of the Association shall be paid into the account.
44. The Executive Committee may authorise the setting up of petty cash floats of not more than £50 by vote at an Executive Committee meeting.
45. As far as is practicable, all payments made by the Association shall be by cheque. All cheques shall be signed by an two designated officers of the Association.

46. The financial year of the Association shall run from the 1st June until 31st May of the following year. The financial records shall be presented to the Honory Auditor elected at the previous A.G.M. The Honorary Auditor shall be empowered to see all vouchers and receipts and receive satisfactory explanations to any questions.

Cambridgeshire Korfball League

47. The C.K.L shall be open to entrance by any full or associate member paying C.K.L. entrance fees for each team entered. There shall be no restriction on the number of teams entered by any member club.

48. The C.K.L. entrance fees shall be set and annually reviewed by the A.G.M.

49. The rules of the league shall be approved by the A.G.M.

Appendix A: Full member clubs at the year 2000 AGM

Cambridge City

Cambridge Kites

Cambridge Phoenix

Cambridge Tigers

Cambridge University