

# **SOUTH AFRICAN CROQUET ASSOCIATION**

## **CONSTITUTION**

*(Revised and adopted at an Annual General Meeting on 29 October 2009)  
(Further revision to 6.1.1 following Annual General Meeting on 4 October 2012)  
(Further revision to 6.8 following Annual General Meeting on 9 November 2018)*

### **1. TITLE**

The Association shall be called SOUTH AFRICAN CROQUET ASSOCIATION (hereinafter referred to as SACA).

### **2. AFFILIATION**

- 2.1 SACA shall be affiliated to the World Croquet Federation, the Croquet Association (United Kingdom) and any other association it deems appropriate.
- 2.2 Croquet associations and clubs, including any association or club of which a croquet section forms a part, may be affiliated to SACA.

### **3. MEMBERSHIP**

The members of SACA shall be all full members in good standing of clubs that are affiliated to an Association which is affiliated to SACA. Only such members are entitled to attend, speak and, on a poll or otherwise, vote at general meetings.

### **4. AIMS AND OBJECTS**

The objects of SACA shall be to:

- 4.1 Promote the development of and interest in the game of croquet throughout the Republic of South Africa.
- 4.2 Promote, hold and manage tournaments at national and international level.
- 4.3 Arrange for national championships to be played where and when necessary.
- 4.4 Render advice and assistance to affiliated associations and clubs when necessary and desirable.

### **5. DOMICILIUM**

The office of SACA shall be situated in the Province in which the incumbent President is resident and at a place designated by him.

## 6. **MANAGEMENT**

- 6.1 SACA shall be managed by an executive committee, all being full members of SACA, and consisting of:
  - 6.1.1 Elected members, being a President and a Vice-President and three ordinary members, one of which should be non-white.
  - 6.1.2 Appointed members, being one member appointed by each affiliated croquet association.
- 6.2 Nominations for the members of the Executive Committee shall be given in writing to the Secretary accompanied by the consent of the person nominated, and submitted in time to be included in and circulated with the notice convening the meeting and the agenda for the annual general meeting.
- 6.3 The elected members shall be elected at each annual general meeting or at a special general meeting convened for that purpose.
- 6.4 No member of the Executive Committee may hold the same office for more than five consecutive years without standing down for a minimum period of one year.
- 6.5 The Executive Committee may conduct any of its ordinary business deliberations electronically but shall hold at least one meeting in any twelve month period.
- 6.6 At a meeting of the Executive Committee any matter put to the vote shall be decided by simple majority of the members present. In the event of a tie in votes cast, the chairman of the meeting shall have a casting vote in addition to his deliberative vote.
- 6.7 The minutes of all meetings shall be distributed expeditiously to all affiliated associations and clubs.
- 6.8 Five members of the Executive Committee, from at least two affiliated provinces, shall form a quorum at any meeting of the Executive Committee.

## 7. **POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE**

The Executive Committee shall have the power to:

- 7.1 Appoint and/or co-opt a Secretary and a Treasurer. Such appointments do not confer membership of the Executive Committee and shall remain in force at the discretion of the Executive Committee.
- 7.2 Appoint sub-committees and/or to co-opt additional members for specific purposes. Such appointments do not confer membership of the Executive Committee and shall remain in force at the discretion of the Executive Committee.
- 7.3 Appoint national referees for each croquet code played, which appointments do not confer membership of the Executive Committee and shall remain in force at the discretion of the Committee.

- 7.4. Promote the aims and objects of SACA and be the legal custodian of all monies, trophies and property of SACA.
- 7.5 Conduct and defend, in the name of SACA, any legal action in which SACA may be concerned, but shall be jointly and personally indemnified by SACA against any result of such action.
- 7.6 Call a full election if two or more vacancies arise simultaneously among elected members, but shall fill a single vacancy by co-option. In the event of the President's incapacity, the Vice-President shall be President.

## 8. **FINANCE**

- 8.1 The financial year of SACA shall be from 1 April to 31 March in the following calendar year.
- 8.2 The annual affiliation fee for clubs affiliated to SACA or to SACA affiliated associations shall be as approved at each annual general meeting. Such fees for the ensuing year are due and payable to the Treasurer on 1 April in any year. SACA will regard members of clubs who fail to pay their annual affiliation fees within 60 (sixty) days of due date, as members not in good standing with SACA and shall temporarily not be entitled to participate in any SACA activities, but the affiliation fees shall still be due and payable.
- 8.3 All SACA monies shall be held in the name of the South African Croquet Association in such financial institutions as the Executive Committee shall decide upon from time to time.
- 8.4 The Executive Committee shall invest any SACA funds not immediately required to serve its best advantage in a reputable South African based financial institution.
- 8.5 The Executive Committee shall approve all accounts before payments are made, except routine accounts which the Treasurer shall pay when due and report thereon quarterly or at the next Executive Committee meeting.
- 8.6 All payments shall be made by cheque or electronically. Any withdrawals from funds contemplated in 8.4 hereof shall be signed by any one of three persons authorised by the Executive Committee and duly registered to do so in terms of South African legislation.

## 9 **GENERAL MEETINGS**

- 9.1 The Annual General Meeting may be held during the period of the National Championships and at the same place. Should no such championship be held in any year the meeting shall be held at such time and place as the Executive Committee shall decide but it shall not be held later than 15 December in the calendar year in which it is due to be held.
- 9.2 The business of the Annual General Meeting shall include:
  - 9.2.1 The President's Annual Report.
  - 9.2.2 The verified Annual Financial Report.
  - 9.2.3 The review and adoption of annual affiliation fees.

- 9.2.4 Any resolutions submitted to the Secretary and circulated with the notice of the meeting.
- 9.2.5 The election of members to the Executive Committee.
- 9.2.6 Such other business for discussion as may be relevant at the discretion of the Chairman of the meeting.
- 9.3 The minutes of all meetings shall be distributed expeditiously to all affiliated associations and clubs.
- 9.4 The Executive Committee may at any time convene a special general meeting. Such meeting shall take place not later than 42 days after the date of receipt of a written request by not less than 20 members to determine a specific issue.
- 9.5 The chairman of a general meeting shall be the President of SACA or failing him the Vice-President. If no chairman is available the members present shall elect a chairman for the purpose of the meeting.
- 9.6 The convening notice and agenda of all general meetings shall be given to all affiliated associations and clubs in writing or electronically at least twenty-one days before such meetings.
- 9.7 Voting at general meetings shall be by way of a show of hands unless the persons present resolve to have a written ballot.
- 9.8 The result of any vote at any meeting shall be determined by a simple majority of the votes cast. In the event of a tie in the votes cast, including proxy votes, the chairman shall have a casting vote in addition to his deliberative vote.
- 9.9 A person defined in clause 3 above may vote by proxy provided that the Secretary is notified in writing or electronically at least four days before the meeting as to the name of the person designated by him to cast the proxy. Such a person shall be a member of SACA and must be present at the meeting.
- 9.10 A general meeting shall conduct the business set out in the notice for that meeting, provided that at least twelve members are present in person. If fewer members are present then the meeting shall be adjourned for half an hour, where after the meeting shall conduct its notified business with the exception of any constitutional changes.

## 10 **RULES, LAWS AND REGULATIONS FOR TOURNAMENTS**

- 10.1 The Laws of Association Croquet as laid down and published from time to time by the Croquet Association (United Kingdom) and the Rules of Golf Croquet laid down and published from time to time by the World Croquet Federation shall apply to all Association and Golf Croquet games respectively played in South Africa.
- 10.2 The Regulations for Tournaments as laid down and published from time to time by SACA shall apply to all croquet tournaments held in South Africa.

## 11 **NATIONAL COLOURS**

SACA may award national colours to those croquet players who represent the Republic of South Africa in international competitions or other events approved by SACA. Such

awards shall be made in accordance with the provisions of the Code of the National Colours Board.

12 **CONSTITUTIONAL AMENDMENTS**

Any proposed amendment or alteration to this Constitution shall be circulated with the notice convening a general meeting and shall be passed by a two-thirds majority of the votes cast at that meeting.

13 **DISSOLUTION**

SACA may be dissolved and its assets disposed of only by a two-thirds majority vote at a special general meeting of all affiliated members called for such purposes and confirmed by a majority vote at a second special general meeting held not later than one month later. This meeting shall also decide how the assets of SACA, after the settlement of all debts and liabilities, shall be distributed to SACA affiliated croquet associations or clubs that have similar objects as SACA and as laid down in this Constitution.

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