

Harrow Referees' Association

(Affiliated to the Referees' Association)

Constitution

As amended at the 18th March 2021 AGM

RULES

1. TITLE

The association shall be called Harrow Referees' Association (the 'Association').

2. OBJECTS

The objects of the Association shall be:

- 2.1 To protect and assist its members and promote their interests.
- 2.2 To meet at regular intervals for mutual instruction and to discuss matters likely to benefit the game of football and the interests of the Association and its members.
- 2.3 To secure rulings and instructions on points of play for the guidance of members with a view to bringing about uniformity of decision.

3. MEMBERSHIP

The Association shall consist of three categories of membership:

- 3.1 Registered referees, or former registered referees who pay their Referees' Association subscription through the Association and newly qualified referees or new members, who shall be known as **Full Members** and be admitted as of right;
- 3.2 Registered referees who pay their Referees' Association subscription through another Association, who shall be known as **Associate Members** and be admitted as of right;
- 3.3 Others interested in football, and/or related to a member, but have never been registered as a referee, who shall be known as **Affiliate Members** of the local Association only, but not have voting power. They shall be nominated by two members and elected by the Management Committee (the 'Committee').

4. MEMBERSHIP FEES

- 4.1 The local annual subscription(s) for members other than life Members, shall be the amount determined at the Annual General Meeting. In addition Full Members shall pay the appropriate affiliation fee in accordance with the rules of the Referees' Association unless they are direct members of the Referees' Association.
- 4.2 Members whose subscriptions are unpaid by 31 October shall be deemed to be no longer Members of the Association until they have paid their subscription.
- 4.3 The Association shall reduce its local subscription for a Member who reaches the age of 65 by 1 September of the relevant season. The Member shall renew their membership upon payment of the reduced local subscription with the appropriate Referees' Association affiliation fee.

4.4 Members joining the Association for the first time after 1 August in any season, shall pay one local annual subscription to cover that season and the following season. Where appropriate the full amount of the Referees' Association affiliation fee shall be collected for both seasons in addition to this single local subscription.

5. FINANCE

5.1 The financial year of the Association shall end on 31 March.

5.2 The Association shall maintain a bank account or accounts in its name. There shall be a minimum of three and a maximum of four designated signatories. All signatories shall be officers. All cheques drawn on the account shall be signed by two signatories.

5.3 The Association shall keep annual accounts, which shall be independently audited and approved at the Annual General Meeting. An Auditor shall be appointed at the Annual General meeting and shall not be a member of the Committee.

6. DISSOLUTION OF HARROW REFEREES' ASSOCIATION

6.1 The Management Committee may propose to dissolve Harrow Referees' Association (the LRA) if it decides that it is necessary or desirable to do so. Such a proposal must be placed on the agenda of an AGM or EGM.

6.2 Upon members' agreement to dissolve the LRA, any assets of the Association that are left after all debts have been paid ('the net assets') must be transferred to the Referees' Association to be held in trust until such time as the LRA should resurrect.

6.3 Such a trust shall be for a maximum period of five years from the date of transfer pending the reformation of Harrow Referees' Association, upon which the Referees' Association will return the funds held in trust to the reformed LRA.

6.4 Upon the expiry of that five-year period with no reformation of the LRA, the Referees' Association may at its absolute discretion use the net assets of the former Association for the benefit of refereeing in Middlesex.

7. OFFICERS & COMMITTEE

7.1 The officers of the Association shall be: President, Vice-President, Chair, Vice-Chair, Hon. Secretary, Hon. Minute Secretary, Hon. Treasurer, Hon. Webmaster, Hon. Training Officer, Hon. Supplies Officer and Hon. Youth Referee Development Officer.

7.2 The affairs of the Association shall be managed by a Committee. Membership shall comprise: the officers and Assistant Secretary, Assistant Youth Referee Development Officer, the Society's two delegates to Middlesex Referees' Association and up to two Members without Portfolio. Minutes of each Committee meeting shall be kept and entered in a minute book.

7.3 The Committee may co-opt Members to serve on the Committee and such Members shall have the same privileges as those of an elected Member for the period they are co-opted. If any office becomes vacant during the season, the Committee shall have the power to fill the vacancy.

7.4 Four members of the Committee shall form a quorum.

7.5 All Committee members, except the President and Vice-President, shall be elected at the Annual General Meeting. The President and Vice-President shall be elected for a term of three years and be eligible for re-election without further nomination.

7.6 All nominations for officers and Committee as listed in Rule 7.1 and 7.2 must be submitted in writing and reach the Hon. Secretary at least fourteen days before the Annual General meeting. All nominations must be signed by the proposer and seconder and accompanied by the nominee's written agreement to fill the office if elected. Nominations for the offices of President and Vice-President must be signed by at least three members.

7.7 Where no nominations are received in accordance with Rule 7.6 nominations may be accepted at the Annual General Meeting.

8. MEETINGS

8.1 Monthly Meetings shall be held during the season on such dates and at such a location, or by virtual means, as the Committee shall decide and notice in writing shall be given of all such meetings. Where determined appropriate by the Chair, minutes of each meeting shall be kept and entered in a minute book. Such minutes shall be available to be read and shall be approved by Members and signed by the Chair, or the Secretary on the Chair's behalf.

8.2 The Annual General Meeting shall be held not later than 8 June each year, unless the committee decides otherwise due to exceptional circumstances.

8.3 An Extraordinary General Meeting may be called for a specific purpose either by the Committee or upon fourteen days' notice being given to the Hon. Secretary, signed by ten members.

8.4 Members shall be given at least seven days' notice in writing of the date of the Annual General Meeting or an Extraordinary General Meeting. Such notice shall include particulars of any proposed alteration to the rules or any special motion to be submitted to the meeting.

8.5 Any Full Member is entitled to stand for election as an officer or a committee member and to propose or second a candidate for an officer or committee member post, provided they are in membership on 31 March preceding the AGM and, at the time of declaring their intention to stand or to propose or second a candidate, they have renewed their membership, with payment in full, for the current season.

9. RULES & RULES REVISION

9.1 Every member shall have a copy of these rules, through publication on the Association's web site, and be bound by them. A paper copy shall be made available on request to the Hon. Secretary at no cost to the Member.

9.2 No alteration shall be made to these rules except at the Annual General Meeting or at an Extraordinary General Meeting called for that purpose as provided in Rule 8.3. Any proposed alteration shall be sent to the Hon. Secretary in writing, together with the names of the proposer and seconder at least 14 days before the date of the meeting.

9.3 The committee shall have the power to deal with any matter not provided for in these rules.

10. LIFE MEMBERS

10.1 Life members shall be created, in appreciation of services rendered to the Association and are nominated by the Committee and approved at the Annual General Meeting.

STANDING ORDERS

1. MEETINGS

1.1 Meetings of the Association shall be held at such times and dates and places, including by virtual means, as directed by the Rules, or as the Committee shall decide. Committee meetings and sub-committee meetings to be held as determined by the Committee or sub-committee concerned.

1.2 The President may exercise the privilege of taking the chair for all or part of any meeting, otherwise the Chair or Vice-Chair shall preside, failing which the meeting shall elect a chair.

2. AGENDA

2.1 The agenda shall be prepared by the Hon. Secretary and, when not circulated with the notice of meeting, be read by the Chair at the opening of the meeting. All items thereon take precedence over all other business.

2.2 The order of business at ordinary meetings shall be at the Chair's discretion.

3. NOTICE OF MOTION

3.1 Notice, in writing of all intended motions must be received by the Hon. Secretary at least seven days (Annual General Meeting, fourteen days) before the meeting at which it is to be placed on the Agenda under S.O. No. 2.2. Such notice must be signed by the proposer and seconder. Emergency motions, i.e. those made without due notice under S.O. No. 2.2, may be accepted at the Chair's discretion.

3.2 A motion shall not be discussed at a meeting until it has been moved and seconded. Motions proposed by the Committee are exempted from this order.

3.3 Amendments shall be taken in order, and shall be disposed of before another is moved. If the first amendment is carried it then becomes the question whereupon any further amendment may be moved.

3.4 All speakers shall rise and address the Chair and be limited to speaking for five minutes on each subject, except at the Chair's discretion. No member, except the mover, shall speak more than once on any question, unless in explanation or in answer to a call from the Chair, and in that case the member will confine him or herself strictly to the points raised in discussion. The Chair and Hon. Secretary are exempt from this order. All members shall preserve order and be seated when the Chair rises.

3.5 A motion or amendment which has been accepted by the Chair shall only be withdrawn if, when put to the meeting, there are no objectors to such withdrawal.

3.6 Only life members, the President and Vice-President, fully paid members and fully paid associate members shall have the right to move or second a motion.

4. NEXT BUSINESS

4.1 In the event of the proposal: "That the meeting shall proceed to the next business" being made and carried, any motion under discussion at the time shall be put to the vote, subject only to the right of the proposer to reply to previous discussion. A subject discussed and voted upon shall not be re-introduced during the same meeting.

5. VOTING

5.1 All contested elections of officers or committee members shall be by secret ballot.

All other votes shall be by show of hands except where otherwise decided by the meeting. The count of a secret ballot shall be witnessed by one representative from each candidate and carried out by a neutral committee member, appointed by the Management Committee.

5.2 In the event of the Chair's count of hands being challenged by three or more members rising in their places, the Chair will appoint tellers as may be necessary.

5.3 The Chair shall have the right to vote on any question and in the event of equality may give a casting vote. In the event of any equal number of votes being cast on any matter and the Chair not wishing to give a casting vote, it shall be decided that the question not be carried.

5.4 Only life members, the President, Vice-President and fully paid-up members shall be entitled to vote. Voting in a management committee election shall be limited to Members and Associate Members who were in membership as at 31 March preceding the AGM and have renewed their membership, with payment in full, for the current season.

6. CHAIR'S RULING

6.1 The ruling of the Chair on any points of order or on any matter governed by these standing orders shall be final unless challenged by not fewer than four members, and unless two-thirds of those present, and voting, vote to the contrary.

6.2 Any of these standing orders may be suspended by a two-thirds majority of the members present voting in favour of suspension.

No alteration shall be made to these standing orders except at a general meeting.

04.03.2021

DJR/GT/AGM