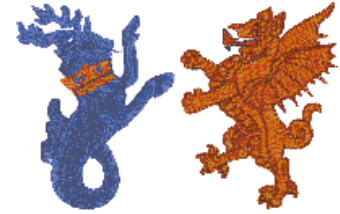


**AVON & SOMERSET
HOCKEY UMPIRES ASSOCIATION**



CONSTITUTION

TITLE

1. The Association shall be called the Avon & Somerset Hockey Umpires Association (hereafter referred to as "ASHUA" or the "Association") and shall be affiliated to the West Hockey Association and England Hockey.

AIMS

2. The aims of the Association shall be:
 - a) To provide umpires for games of mens, ladies and junior hockey within the former Counties of Avon and Somerset.
 - b) To promote the highest standards of umpiring and to foster coaching within the Association, and within the area.

To achieve these aims the Association shall:

- a) Develop a policy of recruitment to the Association.
- b) Appoint umpires to games as requested and as available.
- c) Assess umpires' performance and maintain a grading structure.
- d) Coach umpires to enable them to reach the highest levels of competence.

MEMBERSHIP

3. Application for Full membership of the Association shall be made in writing to the Hon Secretary, by any person wishing to umpire with the Association. All such applications shall be considered by the Committee of the Association and accepted at its discretion. Any new member must have satisfactorily completed the Level One Umpiring course.

Full Members will be normally presented with the Association badge or shirt at the Association Annual General Meeting following one satisfactory season's membership, or, in exceptional circumstances, such lesser period as may be approved by the Committee.

4. Applications for Associate membership of the Association shall be made in writing to the Hon Secretary. Associate Members should have completed the England Hockey Level 1 Training Course.
5. An annual membership fee may be charged to Members, such fees to be agreed at the Annual General Meeting or Special General Meeting.

OFFICERS

4. a) The Officers of the Association shall be:
 - Chairman
 - Hon Secretary
 - Hon Treasurer
- b) Officers shall be elected at the Annual General Meeting of the Association.

- c) In the event that any Officer shall be unable or unwilling for any reason to continue to act, the Committee shall appoint another person in their place for the remainder of the term of office.

DUTIES OF OFFICERS

- 6. a) The Chairman shall chair all meetings of the Association and its Committee and shall have an additional casting vote. In the absence of the Chairman, the meeting shall elect a chairman who shall have the same powers as the Chairman for the Meeting.
- b) The Hon Secretary shall:
 - i. Prepare and keep all minute books and records (other than financial records) of the Association.
 - ii. Give notice of all meetings of the Association and Committee, and be responsible for administrative arrangements.
 - iii. Conduct correspondence and transact other business on behalf of the Association as appropriate or as directed by the Committee.
 - iv. Maintain a current membership list.
- c) The Hon Treasurer shall:
 - i. Keep all the books of Accounts on behalf of the Association.
 - ii. Present to the Annual General Meeting a detailed account of the affairs of the Association, duly audited.
 - iii. Pay expenses to umpires claiming as a result of Association appointments.
 - iv. Levy charges on clubs for whom umpire appointments have been made, at a rate decided by the Annual General Meeting, or if not decided, as approved by the Committee.

THE COMMITTEE

- 6. a) The Association shall be governed by a Committee, comprising the Officers referred to in Clause 4 a), together with an Appointment Secretary, a Coaching Co-ordinator, a Welfare Officer and a number of additional members of the Association, all elected at the AGM or co-opted by the Committee.
- b) The Committee shall, as appropriate, appoint a Selection/Grading Sub-Committee, a Coaching Sub-Committee and any other Sub-Committee deemed necessary to deal with the business of the Association and shall have the power to co-opt onto any Committee any such person whether or not a full member of the Association. All Sub-Committees shall conduct their business in accordance with the directions of the Committee. The Officers shall be 'Ex Officio' members of Sub-Committees.
- c) The Committee shall appoint a representative to the West Hockey Association Umpiring Sub-Committee to represent the Association..
- d) The Committee shall meet on at least three occasions during the year. Four members shall form a quorum.
- e) The Committee shall recommend to the West Hockey Association Umpiring Sub-Committee Selection Panel any umpire considered to be suitable for watching and possible inclusion on the West Umpires Panel.
- f) The Committee may recommend to the Annual General Meeting of the Association any person who may be considered for election as Honorary President of the Association for a term not exceeding three years, and persons for election as Vice Presidents of the Association for life but without voting rights. The Honorary President and new Vice-Presidents shall no longer be active members of the Association.

- g) The Committee shall have the power to remove from membership or discipline any member whom it considers has brought the Association into disrepute, provided that before taking any action, the Committee shall notify the member concerned, and within 7 days of being notified, the member shall have the right to request to appear before the Committee and give such information as they may desire. Any such request shall be dealt with within 21 days. The Committee shall have the option to immediately suspend any member from the Association pending the conclusion of any disciplinary action.

GENERAL MEETINGS

- 7. a) The Association shall hold an Annual General Meeting during the period from April to June each year on a date, at a time and place to be fixed by the Committee. Formal Notice of the annual General Meeting shall be given to all Elected Members of the Association at least 14 days before the date of the meeting. Seven Members shall form a quorum. Such meetings shall:
 - i. Receive the reports of the Officers on the preceding season's activities.
 - ii. Receive a statement of Accounts.
 - iii. Elect the Officers and the additional members of the Committee.
 - iv. Elect the Honorary President and Vice-Presidents - if any.
 - v. Appoint an Auditor.
 - vi. Transact any other business specified in the notice of the meeting.
- b) Special General Meetings may be called at the instruction of the Committee, or following a request to the Hon Secretary, giving the Hon Secretary notice of at least one month, signed by at least seven members of the Association, stating the purpose for which the meeting is required. The Hon Secretary shall give at least 14 days' notice of such meetings to members, Honorary President and Vice-Presidents which shall be limited to discussion of the subject specified in the Notice of the meeting. Seven members shall form a quorum.

ALTERATIONS TO THE CONSTITUTION

- 8. a) No alteration to the Constitution shall be made except at an Annual General Meeting or Special Meeting convened for that purpose. At the discretion of the Committee, a Special Meeting for the purposes of considering changes to the Constitution may be held virtually, with papers circulated to all members electronically and voting being conducted under the control of the Secretary either by email or telephone.
- b) Any proposed alterations shall be submitted in writing to the Hon Secretary, who shall circulate the proposal to all members with the Notice of the Meeting.
- c) No alteration to the Constitution shall be made unless supported by at least a two-thirds majority of those present and who are entitled to vote.
- d) Any alteration agreed by the Association shall be notified to the West Hockey Association Umpiring Sub-Committee.

OTHER MATTERS

- 9. The Committee shall have the power to act in respect of any matter not covered by the Constitution, subject to the endorsement of the Association at the next Annual or Special General Meeting.