**South West Women’s Lacrosse Association**

**REGIONAL CONSTITUTION**

1. **NAME**
	1. The Association shall be called South West Women’s Lacrosse Association otherwise known and referred to as “The Regional Association”.
	2. The Regional Association has delegated authority as outlined in Bye Law 2 by the Board of Directors at England Lacrosse (otherwise known as EL).
2. **AIMS & OBJECTIVES**
	1. The Regional Association is affiliated to EL and will abide by and conform to articles, bye-laws, values, rules, strategic goals, plans, policies and procedures of, and be accountable to the National Lacrosse Committee of EL (NLC) for the participation, regulation, growth and development of lacrosse in the South West Region as determined by the NLC.
	2. The Regional Association shall encourage and facilitate the playing of lacrosse within the geographical area agreed with NLC, serve as a forum to co-ordinate activities, organise relevant identified regional competitive structures, arrange workforce training courses, appoint regional coaches, approve selection to regional representative teams and elect representatives to serve on the NLC in line with plans and strategies approved by EL.
	3. The Regional Association shall seek to develop the game of lacrosse (defined as all lacrosse activities, codes and adaptive versions) within the region in line with plans and strategies approved by EL.
	4. The Regional Association will seek to ensure finances are in place to deliver its objectives through:
		1. submission of an annual budgeted plan outlining proposed activities and assessing risk to NLC for annual identified resourcing to support the delivery of the objectives;
		2. a membership levy for the provision of activities (see section 3.1);
		3. apply for relevant grants for identified activities; and
		4. other income generating initiatives, agreed with NLC, to meet the objectives.
3. **MEMBERSHIP**
	1. The Members of the Regional Association with voting rights at regional level are all clubs, schools, colleges and universities playing, promoting or supporting lacrosse and accessing defined leagues, tournaments or competitive structures provided by the Regional Association (hereinafter “Members”).
	2. The Members will subscribe to the Regional Association at the levies outlined prior to 1st September to access the identified leagues, tournaments or competitive structures.
	3. The Regional Association boundary is agreed with NLC as outlined in 2.2.
	4. The following shall be entitled to become Associate Members of the Association with no voting rights:
		1. those clubs, schools, colleges and universities playing, promoting or supporting any form of lacrosse but not playing within the defined leagues, tournaments or competitive structures, who may access one-off tournaments, competitions or events provided by the Regional Association and who are registered Affiliated Members with EL;
		2. individuals who are registered members of EL and registered with a Member; and
		3. individuals who are registered members of EL and whose residence is in the Region.
	5. The Committee of the Regional Association (see 4) may nominate Honorary Life Membership to individuals of the Regional Association who in the Committee's view have rendered valuable service either to the Association or to the interests of lacrosse in the Region. Nominations will be voted on at the last committee meeting in each year and shall be declared at the next AGM. Such individuals may be members of the Association and would need to be individual members of EL.
	6. Applications for membership shall be made in writing to the Regional Association's Secretary. The application shall be accepted or rejected by a simple majority of those present at the meeting of the Committee.
	7. Any member may resign its membership by giving to the Secretary written notice of its intention to do so. If such notice is given after 31 December in any year, the member must pay its subscription for that year.
	8. All Members must adhere to the EL annual subscription process which must be paid by the date specified otherwise, after due warning, the Committee will be entitled to cancel the membership of that member.
	9. The Regional Association will require all individuals to adhere to EL subscription protocols to access identified leagues, tournaments or competitions.
	10. All Members shall advise the Secretary no later than the 1st of May in each year the contact details of that Members’ secretary and the address of its ground for the following year.
4. **STRUCTURE OF THE REGIONAL ASSOCIATION**
	1. The Regional Association’s structure led by a Committee (hereinafter “The Committee”).
	2. The Committee, in coordination with NLC, has the authority to establish, determine terms of reference, set roles and responsibilities and dissolve various groups, forums and Technical Support Groups (TSGs) at its discretion to oversee and coordinate the management and operation of the Regional Association to deliver the objectives.
	3. The Committee shall compromise of the following elected Officers (hereinafter ‘the Officers’):
		1. Chair;
		2. Secretary; and
		3. Treasurer;
	4. In addition, the Association may elect or appoint individuals from the membership who will be responsible for (but not exclusive to) the following functions:
		1. Regional competitions, leagues, tournaments and events to reflect the needs of the region alongside national policy;
		2. Safeguarding;
		3. the development of lacrosse in identified settings relevant to the region including but not exclusive to young people, schools, universities and clubs:
		4. the development and support of the lacrosse workforce (Officiating, Coaching and Volunteering);
		5. coordinating with EL on talent development;
		6. coordinating in conjunction with EL the communications in the region;
		7. coordinating identified regional teams; and
		8. other key positions as decided by the Committee.
	5. The Officers and other Committee function leads (hereinafter “Committee Leads”) can hold office for 3 years and shall be eligible for re-election or re-appointment for a further 3 years and must adhere to 3.8.
	6. Any Member (see 3) shall be entitled to propose an individual to stand for election as an Officer or Committee Lead. The proposed identified person wishing to stand for election shall notify the Secretary in writing (CV with covering letter by email or hard copy) not less than 2 weeks prior to the AGM at which the relevant election shall take place the post for which they intend to stand, the name of their proposer and seconder (both of whom must also be members of the Association) and shall provide signed consent to their nomination.
	7. In order to secure election, each nominee must secure the votes of at least 50% plus 1 of the members present eligible to and casting a vote at the relevant AGM. If there are more than 2 candidates, there will be an elimination of the candidate(s) with the lowest votes on the first round, followed by a subsequent vote or votes until one candidate has secured the necessary majority for election. In the event of any vote being tied, the current Chair shall have the casting vote. All committee members must be registered members of EL.
	8. The Committee shall have the power to co-opt no more than 2 further members to its number to a maximum composition of 12.
	9. The Committee shall have the power to fill any vacancies on the Committee that may arise from time to time, but any individuals invited to join the Committee must stand for election at the next AGM.
	10. The Committee shall meet at least 3 times during each year, which period shall run from 1st April to the 31st March. Meetings can be delivered using relevant communication methods such as webinar or conference call as necessary.
	11. The Secretary shall convene all Committee meetings by giving all Officers and Committee Leads at least 14 days' notice of the date, time and venue for the meeting and by circulating an agenda at least 7 days before the date of the meeting.
	12. The Chair and Secretary may, at their discretion, call further meetings, on at least 7 days' notice to all Officers and Committee Leads.
	13. There must be at least an Officer of the Committee plus 3 other Committee Leads present at each Committee meeting for that meeting to be quorate. In the absence of the Chair, another Officer or Committee Lead shall preside at Committee meetings.
	14. Each Member must send representation to an identified annual Committee meeting each year (physically or via audio / skype etc.). Any Member failing to send such representation shall be subject to disciplinary, as decided by the Committee, for each year in default.
	15. The Secretary, or a Committee Lead deputised to undertake that task in the absence of the Secretary, shall take minutes of each meeting recording all votes and actions, which must be circulated to members within 14 days of the date of the relevant meeting.
	16. The Committee may ask other individuals to attend the Committee meetings as it sees fit but only the Officers and Committee Leads and one (1) representative of each Member may vote at a Committee meeting. Where a Member also has representation on the Committee, a maximum of two (2) votes shall be allowed.
	17. The roles of the Committee shall be as set out in their respective working briefs, which will be subject to approval by NLC, reviewed every three (3) years.
	18. The Committee may from time to time make and amend such regulations as it thinks fit for the management and well-being of the Association. Such regulations shall not be inconsistent with this Constitution and shall be binding on members until repealed by the Committee or set aside by a resolution of the Association at the AGM.
5. **AGM**
	1. The Association shall hold its AGM in April each calendar year.
	2. The Secretary shall provide all members with notice of the date, time and venue of the AGM at least 21 days before the meeting is due to take place.
	3. The business of the AGM shall include:
		1. Approval of the preceding AGM minutes;
		2. Receiving from the Treasurer the annual report and statement of accounts for the preceding financial year;
		3. Consideration of annual reports from the appropriate Committee Leads;
		4. Election of the Officers and the Committee Leads;
		5. Consideration of any amendments to the Association's Constitution or to any regulations made by the Committee; and
		6. Any other business (that has previously been notified and notice given to members).
	4. The quorum for AGM shall be three (3) Committee Leads plus four (4) Members.
	5. In the absence of the Chair, the Secretary or appointed Committee Lead shall preside at the AGM.
	6. Every full and associate member of the Association may attend the AGM and may speak, but only those specified in clause 4 will be eligible to vote.
	7. In order to be approved, any proposals for changes to the Association’s Constitution must have the support of at least 75% of the persons attending the AGM that are eligible to vote and cast a vote.
	8. The Secretary, or in her/his absence another member of the Committee, shall take minutes of each meeting, which must be circulated to all members within 21 days of the AGM.
6. **EXTRAORDINARY GENERAL MEETING (EGM)**
	1. The Chair and the Secretary of the Regional Association may, whenever they consider it necessary, convene an EGM of the Regional Association.
	2. An EGM shall also be convened on receipt of a request in writing being made to the Secretary of the Association:
		1. signed by three elected Officers and/or Committee Leads: or
		2. signed by six members of the Regional Association, each a signatory of a different member and with the written support of the member to which the signatory belongs.
	3. Any such requisition must state the purpose for which the meeting is required.
	4. The Secretary shall give all members at least 7 days' notice of an EGM. Such notice shall specify the purpose for which the meeting is convened and no other business shall be transacted.
	5. Any EGM shall be conducted in the same way as an AGM and the same voting rights and quoracy requirements will apply.
7. **VOTING**
	1. Voting at each meeting of the Regional Association is set out in section 3.
	2. At the AGM, or EGM, those entitled to vote shall be:
		1. All Officers and Committee Leads; and
		2. One (1) representative from each member.
	3. If those identified in 7.1 are unable to attend the AGM or EGM, they may provide the Secretary with a proxy vote (either hard copy or email).
	4. The Secretary or her/his deputy alone shall be responsible for casting proxy votes.
	5. Each person present and entitled to vote may only record one (1) vote, even though she / he may attend in more than one capacity.
	6. In the event of a tie, the Chair, or the person presiding over the meeting in her / his absence, shall have a casting vote.
	7. The Regional Association has no voting rights at an EL AGM or EGM.
8. **FINANCE AND ACCOUNTS**
	1. The assets of the Regional Association shall be used to further the aims and objectives of the Association and shall not be distributed except as provided herein.
	2. The assets of the Regional Association shall be vested in the Committee, who will deal with the assets by resolution of which an entry in the minutes of the Committee is to be conclusive evidence.
	3. Save where any costs are incurred as a result of the Committees fraudulent act or wilful neglect outside of the budget as per section 2, the Regional Association supported by EL will indemnify the Committee against any risk and expense out of its assets to deliver the planned activities set out in 2..
	4. The Committee may from time to time wish to undertake activities that are in addition to planned activities outlined in 2, such activities with any financial exposure over £x will be outlined to the Chair of NLC or identified EL staff member.
	5. Expenses incurred by the Committee in the execution of their duties shall be refunded by the Association insofar as there are funds available to meet those expenses as set out in the regional expense policy.
	6. The Regional Association’s financial year-end for any particular year shall be 31 March. The accounts shall be made up to that date and shall be independently verified annually, for submission to EL through the NLC and presentation at the following AGM.
9. **DISCIPLINARY PROCEDURE**
	1. The Regional Association shall have the power to discipline, in such a manner as it thinks fit, but subject to the current NLC Disciplinary Policy in place at the time of any incident.
10. **ADOPTION OF EL POLICIES**
	1. The Regional Association will adopt relevant EL’s policies aligned to its objectives and to support its operational responsibilities as defined by the structure as set out in section 5. All adopted policies will be adopted as set out in EL Governance <https://www.englandlacrosse.co.uk/governance-2> will be ratified by the Regional Association with NLC.
11. **ARBITRATION AND MATTERS NOT PROVIDED FOR**
	1. If any dispute shall arise on the interpretation of this Constitution or the need arise to deal with any matter not provided for in this Constitution, reference shall be made to the Chair of the Regional Association who shall refer the same to EL whose decision shall be binding on all parties.
12. **DISSOLUTION**
	1. A resolution for the dissolution of the Regional Association may be passed at an AGM or EGM by 75% of those members attending who are eligible to vote and who cast a vote.
	2. After the discharge of all liabilities including the return of unused grants or investments to the issuer, the Committee shall divide the remainder of the assets equally among all members at that time (other than Associate and Honorary Members) for distribution to them.
	3. Upon the completion of the distribution of the assets, the Regional Association will be dissolved.