

# **THE REFEREES' ASSOCIATION**

## **THE RULES OF THE WOKING SOCIETY - THE REFEREES' ASSOCIATION**

### **1. TITLE**

This branch of the Referees' Association ("RA") shall be called The Woking Society the Referees Association ("herein referred to as the Society").

### **2. OBJECTIVES and ORGANISATION**

- 2.1 The Objectives of the Society shall be: -
- a) to promote the Vision, Mission and Objects of the Referees' Association ("the RA")
  - b) to represent the interests of the members of the Society
  - c) to participate in the management of the RA through membership of the Surrey County RA
  - d) to keep Society members informed of all relevant news and information passed from the RA, Surrey County RA and other relevant football authorities
  - e) to organise social, educational and other activities for the members
- 2.2 The headquarters of the Society shall be determined by the committee and unless stated otherwise, all Society Social evenings and meetings shall be held at the Society's headquarters and shall commence at 8pm unless otherwise decided by the committee.
- 2.3 The colours of the Society shall be green and gold.
- 2.4 All events, activities and meetings organised in the name of the Society must be sanctioned by the Committee.

### **3. MEMBERSHIP**

- 3.1 Membership shall consist of the following categories:
- a) Present and past referees may be Full Members of the Society upon payment of the subscription and will have the power to vote.
  - b) Youth referees (under 18) may join as Full Members at the reduced subscription and will have the power to vote.
  - c) Full members of other societies may join the Society as Affiliate Members; they shall have no power to vote.
  - d) Other ex-referees or those interested in football may join as 'Friends of the Society' allowing them to participate in Society activities, but they shall have no power to vote.
  - e) The Society may elect an Honorary President and up to seven Honorary Life Vice Presidents in recognition of services rendered to the Society; these honorary positions are without subscription and shall be regarded as full members with the power to vote.
- 3.2 Full members of the Society will be deemed to have the RA as their parent Association
- 3.3 A copy of these rules will be provided electronically to all new members and upon request thereafter or when deemed appropriate by the committee.
- 3.4 By accepting membership of the Society in any of the above categories, the individual commits to abide by the rules of the Society and to act in the best interest of the Society at all times.

## **4. SUBSCRIPTIONS**

- 4.1 Each member, so obligated, shall subscribe annually to the Society at the amount set according to their membership category.
- 4.2 Subscriptions shall be effective from and be due on 1<sup>st</sup> April each year or such other date as may be determined.
- 4.3 Subscriptions not paid by 31<sup>st</sup> May shall be deemed lapsed and the Society will cease to send further copies of the Society magazine after the August edition.
- 4.4 If a lapsed member wishes to rejoin, they must pay the full subscription for that season, unless otherwise decided by the committee.
- 4.5 Subscriptions shall remain unchanged until varied at an AGM or EGM.
- 4.6 The current subscription rates shall be regularly posted in the Society's magazine.

## **5. OFFICERS**

- 5.1 The Officers of the Society must be paid up full members of the Society.
- 5.2 All Society officer positions are honorary and shall be elected at the AGM and serve until the next AGM, when they maybe re-elected (following the election procedure set out in paragraphs 6.4 – 6.6 below). The chairman can only be re-elected twice, meaning that the chairman can only serve for a maximum period of three years before a new chairman must be elected. It must then be another three years before that individual can become Chairman again.
- 5.3 Upon the resignation or other inability of an Officer to continue to serve, the Committee shall have power to co-opt an ordinary committee member to serve as an Officer until the next AGM.
- 5.4 The Officers of the Society shall include the Chairman, Vice-Chairman, Secretary and Treasurer.
- 5.5 The President, whilst not a voting officer may offer advice or undertake formal duties on behalf of the Society as appropriate. The committee nominate a suitable candidate for election at an AGM. The nomination is for a period of five years, after which the position is reviewed and subject to re-election. If the position becomes vacant during the five year term of office, a new presidential candidate will be nominated by the committee for endorsement at the next AGM or if necessary an Extraordinary General Meeting.
- 5.6 The committee shall have the power to propose for election up to 7 Life Vice Presidents, who shall be members considered worthy of such an honour. Life Vice presidents are not eligible to hold committee positions
- 5.7 The roles and responsibilities of the Officers and committee are held by the secretary and are available on request.

## **6. COMMITTEE**

- 6.1 A committee of members shall be elected to oversee the running of the Society.
- 6.2 The Committee shall comprise of the Officers and the Assistant Secretary, Membership Secretary, Magazine Editor, Training Officer, Supplies Officer and up to two Delegates to the County RA and up to six elected committee members.
- 6.3 All committee positions are honorary and can only be held by paid up full members of the Society.

- 6.4 Nominations for election to any of the offices and committee positions, proposed and seconded either in writing or electronically, are to be received by the Hon. Secretary by the end of the February meeting each year, for that season's Annual General Meeting, or at least 21 days prior to an Extraordinary General Meeting. Additionally nominations may be agreed at a committee meeting held on a date prior to the February meeting; any such nominations must be recorded in the minutes of that committee meeting
- 6.5 If only one nomination is received for a position as an officer or committee member, the candidate will be considered elected. In the event of any position being contested, a written ballot will be held at the AGM. Two scrutineers will be appointed at the meeting to oversee the ballot. The candidates receiving the largest number of votes will be considered elected. In the event of a tie, the Chairman shall have the casting vote. If no or insufficient nominations for any office or committee positions are received, nominations may be received at the AGM. Such nominations will be dealt with in the similar manner to those received at the end of the February meeting.
- 6.6 Should a vacancy in any committee position occur during the season, a full member maybe co-opted by the committee to serve until the next AGM, where the vacant position will be put up for election (as described above).
- 6.7 The committee may appoint any 'sub-committees' as it deems necessary and delegate to them any or all of its powers. Any such committee shall have properly defined terms of reference.

## **7. ORDINARY MEETINGS OF THE SOCIETY**

- 7.1 The Society will meet monthly on the first Monday in each month from August to May inclusive, unless decided otherwise by the committee. When a public holiday falls on the first Monday, that month's meeting reverts to the second Monday.
- 7.2 Such meetings, as far as shall be possible, should include educational content.

## **8. COMMITTEE MEETINGS**

- 8.1 The Committee shall meet as and when required throughout the year.
- 8.2 A quorum at meetings of the Committee shall be a minimum of four Committee Members.
- 8.3 In an emergency any three Officers of the Committee shall have power to make decisions, which shall be reported upon at the next following Committee meeting.
- 8.4 The Chairman shall take the chair, and in his/her absence the Vice-chairman or other Officer.
- 8.5 All Officers and Committee Members attending meetings shall be entitled to vote. There shall be no voting by proxy.
- 8.6 Decisions shall be made by a simple majority of members present.
- 8.7 The chair of the meeting shall have a casting vote.

## **9. ANNUAL GENERAL MEETING**

- 9.1 An Annual General Meeting ('AGM') shall be held during March each year.
- 9.2 Twenty-eight days Notice of the AGM shall be given to all members, together with an Agenda and any proposed Rule Changes or Motions.
- 9.3 The purpose of the AGM shall be: -
- a) To receive the Chairman's Annual Report
  - b) To receive the Independently Examined Accounts
  - c) To appoint an Honorary Independent Examiner for the following year
  - d) To elect the Officers and Ordinary Members of the Committee to serve for the next year
  - e) To debate and vote upon any amendment to these Rules
  - f) To elect, when/if appropriate, an Honorary President, Vice-Presidents and Life members who shall, as of right, be exempt from the payment of annual subscriptions.
- 9.4 Amendments to these Rules shall be carried only if at least two-thirds of the votes cast are in favour of the proposal.
- 9.5 Subscriptions to the Society may be varied by a simple majority of members present at the AGM.

## **10. EXTRAORDINARY GENERAL MEETINGS**

- 10.1 An Extraordinary General Meeting ("EGM") shall be called no later than sixty days after the receipt by the Committee of any written requisition, supported by reasons, with any proposed Motions or amendments to these Rules, by the Committee or by one third of the members of the Society.
- 10.2 Notice of the EGM together with the written reasons for the requisition and any proposed Motions or amendments to the Rules shall be notified to each member not less than fourteen days before the EGM.
- 10.3 All members of the Society as at the date of the requisition shall be entitled to attend the EGM.

## **11. FINANCE**

- 11.1 The financial year shall run from 1<sup>st</sup> January to 31<sup>st</sup> December each year.
- 11.2 The funds of the Society shall be paid into an account in the name of the Society.
- 11.3 A statement of Accounts of the Society as at December 31<sup>st</sup> shall be drawn up by the Treasurer. These shall be independently examined, certified and presented at the Annual General Meeting
- 11.4 Cheques drawn on the accounts of the Society shall require the signature of any two nominated officers or committee members. Withdrawals by electronic means can be authorised solely by the Treasurer.
- 11.5 The reasonable expenses of the Officers incurred in carrying out the business of the Society shall be paid out of the funds of the Society and other necessary expenses may be paid at the discretion of the Committee.

## **12. COMMUNICATION WITH THE MEMBERS**

- 12.1 Members of the Society should receive a magazine (Warbler) each month from August to May each year for the purpose of communicating news and other information relevant to the members.
- 12.2 Regular officer reports shall be printed in the Society magazine and any matters arising may be raised at the monthly Society meeting. Any resulting action will be recorded in the next issue of the magazine; otherwise minutes are not required for the Ordinary Meetings.
- 12.3 The March edition of the magazine will include the previous AGM minutes, statement of accounts, annual reports etc., ahead of the AGM.
- 12.4 Minutes shall be taken at Committee Meetings, the Annual General Meeting and any Extraordinary General Meetings. All minutes will be made available for scrutiny upon reasonable request by a Member.

## **13. ALTERATION TO RULES**

- 13.1 No alterations shall be made to these rules except at the Annual General Meeting or at an Extraordinary General Meeting.
- 13.2 Proposed alterations to rules proposed and seconded either in writing or electronically, are to be received by the Hon. Secretary by the end of the February meeting each year, for that season's Annual General Meeting, or at least 21 days prior to an Extraordinary General Meeting. Additionally rule amendments may be agreed at a Committee meeting held on a date prior to the February meeting; any such nominations must be recorded in the minutes of that committee meeting

## **14. DISCIPLINE**

- 14.1 The committee shall have the power to investigate any member alleged to be in breach of the rules of the Society or for misconduct likely to bring the society into disrepute.
- 14.2 The member concerned must be made aware of the allegation and be given the opportunity to state their case.
- 14.3 If it is proven on the balance of probabilities that there had been a breach of the Rules, the Committee will have the power to reprimand, suspend or dismiss the member from the Society dependant on the seriousness of the breach.
- 14.4 Any member dismissed from the Society under this rule shall forfeit all monies paid to the Society by way of annual subscription.

## **15. APPEALS AGAINST DECISIONS OF THIS SOCIETY**

- 15.1 Any member of the Society dissatisfied with any a decision of the Committee of the Society (other than a decision to amend or not to amend these Rules) may do so by appealing in writing to the President of the society within four weeks of the decision.
- 15.2 Copies of the Appeal must be also sent to the President and Secretary of the Society at the same time.

## **16. DISSOLUTION OF THIS SOCIETY**

- 16.1 The Society shall continue in being until a referendum by ballot of all members, shows a two-thirds majority of the total membership in favour of dissolution.
- 16.2 A referendum of members on dissolution shall only be taken on a resolution passed by an Extraordinary General Meeting called for the purpose in accordance with rule 10. The resolution must be passed by a vote in favour by at least two thirds of those members present and entitled to vote.
- 16.3 Upon dissolution of the Society all assets shall be realised. Monies shall be applied to the payment of any debts. The remainder of funds shall be distributed in equal shares to all who have been members for at least 12 months prior to the date of dissolution

## **17. MATTERS NOT COVERED IN THESE RULES**

- 17.1 The Committee shall have the power to determine any course of action not specifically covered in the Society rules.

**As amended at 2016 AGM – 7th March 2016**

**No changes at 2017 AGM – 6<sup>th</sup> March 2017**