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# NORFOLK KORFBALL ASSOCIATION

Affiliated to the British Korfball Association

[www.norfolkkorfball.co.uk](http://www.norfolkkorfball.co.uk)

## Constitution

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### **Name**

The name of the Association shall be the Norfolk Korfball Association.

### **Purpose**

The purpose of the Association shall be to administer, control and develop the game of Korfball in Norfolk; to organise and control leagues; and to organise such other additional function that are considered to be for the furtherance and development of korfball.

### **Affiliations**

The Association shall affiliate to the England Korfball Association.

### **Membership**

Membership shall be open to Korfball Clubs in Norfolk who have paid their affiliation fee and have been accepted by a properly constituted meeting of the Association's Executive Committee.

Associate membership shall be open to Korfball Clubs outside Norfolk by invitation of the Executive Committee.

### **Administration**

The Association shall be governed by the Executive Committee, which shall consist of the Officers of the Association and one member nominated from each affiliated club of the Association.

All clubs and their players must agree to abide by the Association's Code of Conduct.

The Officers of the Association shall be:

- Chair
- Secretary
- Treasurer
- League Secretary
- Publicity Officer
- Referees Co-ordinator
- Child Protection Officer
- Schools Development Officer
- Coaching Co-ordinator

All Officers shall serve in an honorary capacity for one year. No person under the age of 16 years may be elected an Officer of the Association.

## **Annual General Meeting**

The Annual General Meeting shall be held in July. Twenty-eight days notice shall be given in writing to all affiliated clubs and to the British Korfball Association.

Nominations for Officers, duly seconded and with the consent of the nominee, should be received by the Association Secretary fourteen days before the AGM. Should there be no nominations for any particular post, then nominations will be accepted at the AGM.

Voting shall be by show of hands unless a secret ballot is demanded by more than 50% of voting members present.

All nominations and proposals, along with their seconder's, shall be made by member Clubs.

The ordinary business at the AGM shall be:

- (i) to approve the minutes of the previous AGM and all subsequent General Meetings
- (ii) to receive the Chair's report
- (iii) to receive the Treasurer's report, the Honorary Auditor's report and audited accounts
- (iv) to elect the Officers of the Association
- (v) to elect an Honorary Auditor
- (vi) to receive proposals for alterations and/or additions to the Rules and Constitution and to vote thereon
- (vii) to fix the fees for the following season

Affiliated Clubs wishing a subject to be discussed at the AGM shall give notice of such business in writing to the Secretary 21 days prior to the AGM. Fourteen days notice of all such business shall be given to all affiliated Clubs and to the England Korfball Association.

Minutes of the AGM shall be circulated to the Secretary of each affiliated Club not later than 28 days after the AGM.

Extraordinary General Meetings can be called by the Executive Committee or by not less than four Clubs. A minimum of 10 days notice shall be given to all affiliated Clubs together with the agenda.

## **Voting**

There shall be no restriction on the number of members from each Club who may attend General meetings.

Only members of clubs that have paid their affiliation fees may vote.

No more than three people from each Club may vote for each resolution and no person may record more than one vote on each resolution.

In the event of voting being equal, the Chairperson of the meeting shall have the casting vote.

## **The Executive Committee**

The Executive Committee shall meet within 21 days of the AGM.

The Association shall be governed by the voting power of the Executive Committee. All members of the Executive Committee present shall have one vote. The Chairperson shall have the casting vote in the event of votes being equal.

The minutes of all Executive Committee meetings shall be kept and shall be open to inspection by any member of an affiliated Club. Any member of an affiliated Club shall have the right to attend any Executive Committee meeting as an observer.

The Executive Committee has the power to fill any vacancy that may occur and may co-opt members onto the Committee for specific purposes.

A quorum for all meetings of the Executive meeting shall be three members. The Executive Committee has the power to form sub-committees.

Any member of the Executive Committee failing to attend three consecutive Committee meetings without satisfactory reasons shall be deemed to have resigned their position.

## **Club Affiliation**

Each Club shall pay, on application, an affiliation a fee of £10 and on acceptance become a member of the Norfolk Korfball Association. This sum shall be refunded if the application is refused.

## **Finance**

The Association shall open a bank account named the Norfolk Korfball Association. The Executive Committee shall determine the bank, branch and type of account.

All monies of the Association shall be paid into the account.

The Executive may authorise the setting up of petty cash floats, operated on an imprest basis.

As far as is practicable all payments made by the Association shall be by cheque. All cheques shall be signed by two officers of the Association; one of whom shall be the Treasurer. The Executive shall decide which officers shall be signatories.

The financial year of the Association shall run from the 1st May until the 30th April the following year. The financial records shall be presented to the honorary auditor elected at the previous AGM. The honorary auditor shall be empowered to see all vouchers and receipts, and receive satisfactory explanations to any questions.

Revised July 2012 at the NKA AGM

Previously revised July 2009 at the NKA AGM