



CROQUET VICTORIA

*Victorian Croquet Association Inc A0001560E
ABN 91 903 271 264*

Croquet Victoria Constitution Review WORKING GROUP TERMS OF REFERENCE

AUTHORITY

1. These terms of reference are issued under the authority of the Croquet Victoria Appointees, Sub-Committees and Working Groups policy 17 June 2014, as amended 14 December 2015 and 23 April 2018.

MEMBERSHIP

2. The Constitution Review Working Group is to consist of at least 3 and up to 5 members, at least one of whom should be a member of Council. These numbers do not include the President or Secretary, who will be ex officio members.
3. Members of the WG are appointed by Council and may be members or non-members of Croquet Victoria. The WG may propose additional members for co-option, to be endorsed by Council.
4. Clubs and regions will be invited to provide nominations for membership of the WG. Nominees are to provide a statement of their relevant experience and capability.
5. The WG will appoint its own convenor and secretary.

DURATION

6. Unless otherwise decided by Council, the term of the WG will expire following the June 2025 Annual General Meeting, or when a Special General Meeting has approved a proposal in relation to constitutional change, whichever is sooner.

RESPONSIBILITIES

7. The CRWG is responsible for:
 - a. Preparing a workplan with timeline and associated budget, to be submitted to Council for approval
 - b. Providing a description of the current constitutional framework and its period of operation
 - c. Developing a proposal for the future governance and organisational structure of Croquet Victoria. Scope to include:
 - Role, responsibilities and structure of Council as the governing body
 - Definition, role and responsibilities of regions
 - Recognition of affiliated clubs as independent organisations
 - The relation between individual members and clubs, regions and Council
 - The relationship between Croquet Victoria and Croquet Australia
 - d. Considering
 - Governance guidelines from the Australian Sports Commission
 - Incorporation requirements
 - Croquet Victoria's affiliation to Croquet Australia
 - Council self-assessments of current governance arrangements, in 2021, 2023 and 2024

- Bayside Region's suggestions that constitutional change allow all members to have individual votes on significant issues and events; and that membership numbers be considered in the formation of Regions to ensure equity of size
 - Earlier work by the 2021 Constitution Review Working Group
 - The experiences of other voluntary state sporting organisations of like size and organisational structure
 - Specifically, the experience of other small voluntary organisations which have transitioned their governance from a large representative Council to a smaller Board
- e. Developing and circulating an issues paper, including a review of concerns and options
If this consultation favours change:
- f. Drafting and circulating a revised constitution, taking account of responses to the issues paper
- g. Presenting a revised constitution to the June 2025 Annual General Meeting

PROCEDURES

8. The WG will meet as necessary face to face or via teleconferencing.
9. Minutes of meetings will be provided to the Secretary, Croquet Victoria, within 7 days of each meeting.
10. The WG will report to Council at each meeting.

AUTHORISATION

Honorary Secretary
Croquet Victoria

DRAFT